



# Department of Animal Science

## Emergency Action Plan

**In compliance with:**

California Code of Regulations, Title 8, Section 3220  
University PPM 290-15: Safety Management Program  
University PPM 390-10: Campus Emergency Policy

Implementation Date (of this template): 11/17/2006

Date of last Revision: 3/17/2021

### **Introduction**

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An Emergency Action Plan (herein referred to as an EAP) covers designated actions employers and employees must take to ensure employee safety from emergencies. Cal-OSHA regulations require employers to establish, implement and maintain an EAP. The program must be in writing and include the following elements:

- The preferred means of reporting fires and other emergencies
- A system to alert and notify employees of an emergency
- Evacuation procedures and emergency escape routes
- Procedures for employees who remain to operate critical plant operations before they evacuate
- A procedure to account for all employees after an emergency evacuation is completed
- Rescue and medical duties for those employees who are able to perform them
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

## **Contact Information**

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**This EAP has been prepared for the UC Davis Department of Animal Science. The plan complies with the California Code of Regulations, Title 8, Section 3220.**

Department of Animal Science

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*(Office Name)*

2223 Meyer Hall (Main Office), with offices and laboratories located in Meyer Hall. There are also multiple animal facilities located around campus covered by this plan.

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*(Office Location)*


752-1250

752-0175

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*(Phone)*

*(Fax)*

  
James Murray (Chairperson)

752-1252

jdmurray@ucdavis.edu

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*(Director/Dean/Chairperson)*


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*(Phone)*

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*(email)*

Leslie Oberholtzer



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*(Department Safety Coordinator)*

752-1816

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*(Phone)*

ljoberholtzer@ucdavis.edu

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*(email)*

Janelle Belanger-Sandoval  
  
*(Alternate Safety Contact)*

752-1046

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*(Phone)*

jmbelanger@ucdavis.edu

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*(email)*

**This Emergency Action & Evacuation Plan will be reviewed annually in:**

**March**

## **Emergency Protocols-Alert and Notification**

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## Reporting Emergencies:

In the event of an emergency, UC Davis employees should contact UC Davis Dispatch by dialing **9-1-1** from a land line or a cell phone.

### You should call 9-1-1:

- In the event of a medical emergency
- To report all fire incidents, *even if the fire is extinguished*
- To report criminal or suspicious behavior
- If you are in doubt about the seriousness of a situation, such as possible situation that you believe may be serious and that may in injury, death, loss of property, apprehension of a suspected criminal or prevention of a crime that is about to occur.

*You should  
immediately alert the  
UC Davis Fire  
Department of any  
extinguisher usage.*

any  
result

### Provide the following information to UC Davis Dispatch upon calling

- Who you are
- Whether you are in a safe location
- What the nature of the emergency is
- Where it is located
- When it happened
- How it happened

## Alert and Notification of Employees:

If an emergency calls for an evacuation or employees to take action, there needs to be a system in place to notify them. Emergency alert and notification of employees should be multi-layered, as systems can fail. A variety of methods are available, though not all systems apply to every building on the UC Davis campus, including:

- Audible alarm
- Visual alarms/signals
- Verbal notification
- UC Davis WarnMe
- Via other electronic media

### The methods of alert and notification of employees in this department are:

Primary Method: Fire Alarm System if the entire building needs immediate evacuation, otherwise our Department list-serve Email. Additional notifications: Phone Tree (if electricity/email is down) or Verbal Notification (if phones inoperable).

## Emergency Protocols-Evacuation

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### Evacuation Procedures & Routes

Many incidents (e.g. building fire, police response) could require an evacuation of all or part of the campus. All employees must evacuate the building when notified to do so. Please refer to Policy & Procedure 390-10 for more information on Campus Emergency Policy.

### ***Prior to Exiting***

After being notified to evacuate, stop all work activities and evacuate immediately. Close, but do not lock, the doors (locked doors can hamper rescue operations). Remember that you may not be allowed back into the building for an extended time. Everyone present in an office, lab, or facility should double check that everyone exits, and help anyone requiring assistance.

### ***Evacuation Routes/Exiting the Building***

During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised.

### ***Assembly Areas***

After exiting the building, all employees, students, volunteers, and visitors should follow the evacuation route to the pre-arranged assembly area.

**Meyer Hall Evacuees**: Assemble around the asphalt bike path just north of the building loading dock, the Safety Coordinator (Leslie Oberholtzer), Safety Alternate (Janelle Belanger-Sandoval), Department Chair (James Murray), and CAO (Kelly Wade) are the Assembly Area Managers.

South of Meyer Hall the H.H. Cole Facility (**Cole A Evacuees**): Assembly will be out the nearest safe door and meet in the gravel parking area just east of the building, (Aaron Prinz) is the Assembly Area Manager.

South of Meyer Hall the H.H. Cole Facility (**Cole B Evacuees**): Assembly will be out the nearest safe door and meet outside of the southwest gate along the fence line. Be sure not to block traffic on Putah Creek Lodge Road or obstruct emergency personnel and equipment. Sandra Weisker (Facility Manager) is the Assembly Area Manager.

South of Meyer Hall the H.H. Cole Facility (**Cole C Evacuees**): Assembly will be out the nearest safe door and meet in the parking area just south of the building, Caleb Sehnert (Facility Manager) is the Assembly Area Manager.

West of Meyer Hall, fronting on Dairy Road and backing on LaRue Rd, the Animal Science Teaching Facilities (**ASTF Evacuees**): Assembly will be out the nearest safe door and meet in the parking area just east of the 500 building, Lisa Nash Holmes (Teaching Coordinator) is the Assembly Area Manager.

West of Hwy 113 between Olive Tree Lane and Hopkins Rd, **The Straloch Barn, the Feedlot, Feed Mill, and Animal Science Shop Evacuees**: Assembly will be via the nearest safe exit and proceed to the gravel parking area north of Straloch Barn, Marissa Fisher(Beef Manager), Tyler Nielsen (Feedlot Manager) or Mark Rubio (Shop) are the Assembly Area Managers.

West of Meyer Hall, fronting on Dairy Rd and backing onto LaRue Rd. **The Dairy Evacuees:** Assembly will be in the parking lot east of the building, Doug Gisi (Facility Manager) is the Assembly Area Manager.

Located on the south side of Hwy 80, tucked in east and north of the Beagle Pens by Low Water Bridge (H Zone), **The Goat Barn Evacuees:** Assembly will be in the area just south of the main building, Ben Rupchis (Facility Manager) is the Assembly Area Manager.

West of the Feedlot along Hopkins Rd, **The Hopkins Tract Evacuees:** Assembly will be in the parking lot just east of the main building, Kristy Portillo (Facility Manager) and Kevin Bellido are the Assembly Area Managers.

South of Meyer Hall and southeast of the Cole Facility, **The Horse Barn Evacuees:** Assembly will be in the gravel area just north of the barn, Kelli Davis (Facility Manager) will be the Assembly Area Manager.

Located near Farm Services along Garrod Dr, **The Sheep Barns** (one with living quarters for students) **Evacuees:** Assembly will be on the gravel area in between the two barns, Matthew Hayes (Manager) will be the Assembly Area Managers.

Located west of Hwy 113 between Olive Tree Lane and Hopkins Rd just north of the Straloch Barn, **The Swine Facility Evacuees:** Assembly will be in the gravel area south of this facility and north of the Straloch Barn, Shelby Sopocy (Facility Manager) will be the Assembly Area Manager.

All employees should stay within your respective group at the Assembly Area. No one should leave the area until notified by the First Responders, Assembly Area Manager, or Responder Liaison.

## **Assigned Job Responsibilities**

***Meyer Hall Assembly Area Managers: Safety Coordinator (Leslie Oberholtzer), Safety Alternate (Janelle Belanger-Sandoval), Department Chair (James Murray), and Department CAO (Kelly Wade). Other Animal Facilities; see above site-specific managers' names.***

The Assembly Area Manager should be responsible for taking roll call and therefore it is imperative that *prior* to an emergency the Department Safety Coordinator (DSC) and Assembly Area Managers work together to ensure an updated roll call sheet is available and accessible at the time of the emergency. Because there is a

constant flux of new students/interns/visitors, etc that enter our Department each quarter and because there is the constant movement of different graduate students in and out of the laboratories during each day, and students in and out of the classrooms, it is impossible to keep an accurate day-to-day list of who exactly is or is not present at any given time. Thus, it is the responsibility of the lab PI or manager, instructor or lecturer, to ensure all people present at the time of an alarm, evacuate the laboratory or classroom. The office and advising managers need to ensure all personnel present that day are evacuated, and it is the individual office inhabitants' responsibility not to ignore an evacuation alarm. The Assembly Area Managers need to be informed immediately of any person not evacuated from their laboratory or office, for whatever reason.

The Assembly Area Manager should report any injuries in need of immediate care to First Responders. Any other minor injuries should be documented and reported through the proper chain of command in the Department of Animal Science.

The Assembly Area Manager is responsible for sharing information as it becomes available to the evacuated persons. One Assembly Area Manager *should not leave* the assembly area; therefore it is suggested the Assembly Area Manager assign a liaison to the First Responders.

***Potential Responder Liaison: Safety Coordinator (Leslie Oberholtzer), or Alternate (Janelle Belanger-Sandoval), or Department Chair (James Murray) or their designee (i.e. a member of the Department Safety and Welfare Committee).***

The Responder Liaison ensures important communication and information exchange between the First and Second Responders (*e.g.* Fire, Police, Facilities), and the Area Assembly Manager. The Responder Liaison is responsible for informing the on-scene Incident Commander of the status of department employees and visitors. Responder Liaisons should be prepared to provide the following information (if known)

- Nature of the emergency (*e.g.* fire)
- Location of the emergency
- Number of persons trapped
- Number of persons hurt
- Number of persons unaccounted for

After a major incident, building occupants may not re-enter buildings until cleared by a campus official.

## **Procedures for Employees Who Remain to Operate Critical Operations**

The Department of Animal Science has no critical operations requiring an employee(s) to remain in the building during an evacuation.

## **Rescue & Medical Duties**

UC Davis relies on the UC Davis Fire Department and partnering agencies to provide rescue and medical duties. Employees with specific training (first aid, CPR, etc) will be listed (name, type of training, certification date).

*Any individuals listed above should not practice outside of their scope of their training and are not expected or required to assist in any emergency or medical situation.*

The current DSC, Leslie Oberholtzer is responsible for implementing essential elements including planning, evaluating, and implementing the EAP. The following duties must be performed to maintain an effective EAP:

- Review and update the EAP annually or as needed.
- Update and submit the Emergency Call List to the UC Davis Dispatch Center.
- Train employees on the location of emergency exits, fire extinguishers, manual pull stations, first aid kits, and AEDs if applicable.
- Ensure evacuation routes are posted and walkways remain clear at all times.
- Train employees annually on the EAP, including the “Additional Training” sections. Ensure all new hires are familiar with the procedures and a copy of the plan is made available.
- Train the Assembly Area Managers, Responder Liaisons, and Alternate Department Safety Contact. Confirm they understand their duties as assigned in the plan.

## Signatures

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This EAP has been reviewed and approved by the following individuals:



James Murray (*Department Chairperson*)

3/19/21

(*Date*)

The Safety Contact and Alternate are aware of their responsibilities, as described in this plan:



Leslie Oberholtzer (*Department Safety Coordinator*)

3/17/2021

(*Date*)



## Roll Call Sheet

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**Department of Animal Science**

**Office Location: 2223 Meyer Hall**

**Online: [www.animalscience.ucdavis.edu](http://www.animalscience.ucdavis.edu)**

The Department Safety Coordinator (Leslie Oberholtzer), is responsible for annually updating a current list of personnel in the Departments' offices, laboratories, and animal facilities. Assembly Area Managers and DSCs should have a copy for roll call during an emergency (Appendix I).

## Additional Training:

### Communications for Campus-Wide Emergencies

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In the event of a major emergency, there are multiple ways to distribute life-saving and other important information. Be familiar with these communication methods:

- **Check the University homepage [www.ucdavis.edu](http://www.ucdavis.edu)**

UC Davis posts information about emergencies and other major news on its home page at [www.ucdavis.edu](http://www.ucdavis.edu). News can also be found at [www.news.ucdavis.edu](http://www.news.ucdavis.edu).

- **Call the Emergency Status Line (530) 752-4000**

The Emergency Status Line provides a recorded telephone message about the status of the Davis campus in an emergency. It indicates the emergency's nature and provides brief instructions.

- **Listen to the News Media**

UC Davis works with the news media to share information about emergencies and provide direction to the university community.

AM radio KFBK 1530 initiates public Emergency Alert System messages for several area counties. The station offers live audio streaming at [www.kfbk.com](http://www.kfbk.com)

- **Become a "Fan" on Facebook**

UC Davis sends emergency bulletins to its "fans" on Facebook. If you aren't already a member, join Facebook at [www.facebook.com](http://www.facebook.com). Then you will be able to visit UC Davis' Facebook site and click through to become a fan.

- **Sign up for Personal Alerts through the WarnMe system**

This emergency notification service provides students and employees with timely information and instructions during emergencies. UC Davis WarnMe sends alerts by e-mail, telephone, cell phone and text messaging. To deliver messages, WarnMe uses employees' work contact information from the university's online directory, students' e-mail addresses and personal contact information you voluntarily provide. Register and update your information at <http://warnme.ucdavis.edu>.

*It is important to understand that you will not be notified of every incident that UC Davis Police or Fire responds to. In a campus-wide emergency, communications may be sent out one or all of the ways listed above and will vary depending on the incident.*

## **Additional Training:**

### **Sheltering-in-Place**

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One of the instructions you may be given in an emergency is to shelter-in-place. Shelter-in-place is used mainly for hazardous materials incidents and sustained police action, or when it is more dangerous to venture outside than to remain indoors in your current location. This means you should remain indoors until authorities tell you it is safe or you are told to evacuate. The following are guidelines that should be shared with your department's employees.

#### **General Guidelines on how to Shelter-in-Place**

- Select a small, interior room, with no or few windows, ideally with a hard-wired telephone (cellular telephone equipment may be overwhelmed or damaged during an emergency).
- Close and lock all windows and exterior doors.
- Review your EAP, inspect your workplace emergency kits if you have them.
- Do not exit the building until instructed to do so by campus officials.
- Check for status updates using the resources detailed in the section, “Communications for Campus Wide Emergencies.”

### Specific for a Hazardous Material Incident

- Turn off all fans, heating and air conditioning systems (Facilities can only do this)
- If instructed, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room
- If you are in your car, close windows and turn off vents and air conditioning

*In an incident requiring you to shelter-in-place, it may take several hours before it is safe to leave your building. It is important to have food and water in your office or work location to last a minimum of 24 hours, and preferably up to 72 hours. Having a workplace preparedness kit is easy to make and a good idea.*

## Additional Training:

### Community Survival Strategies for an Active Shooter

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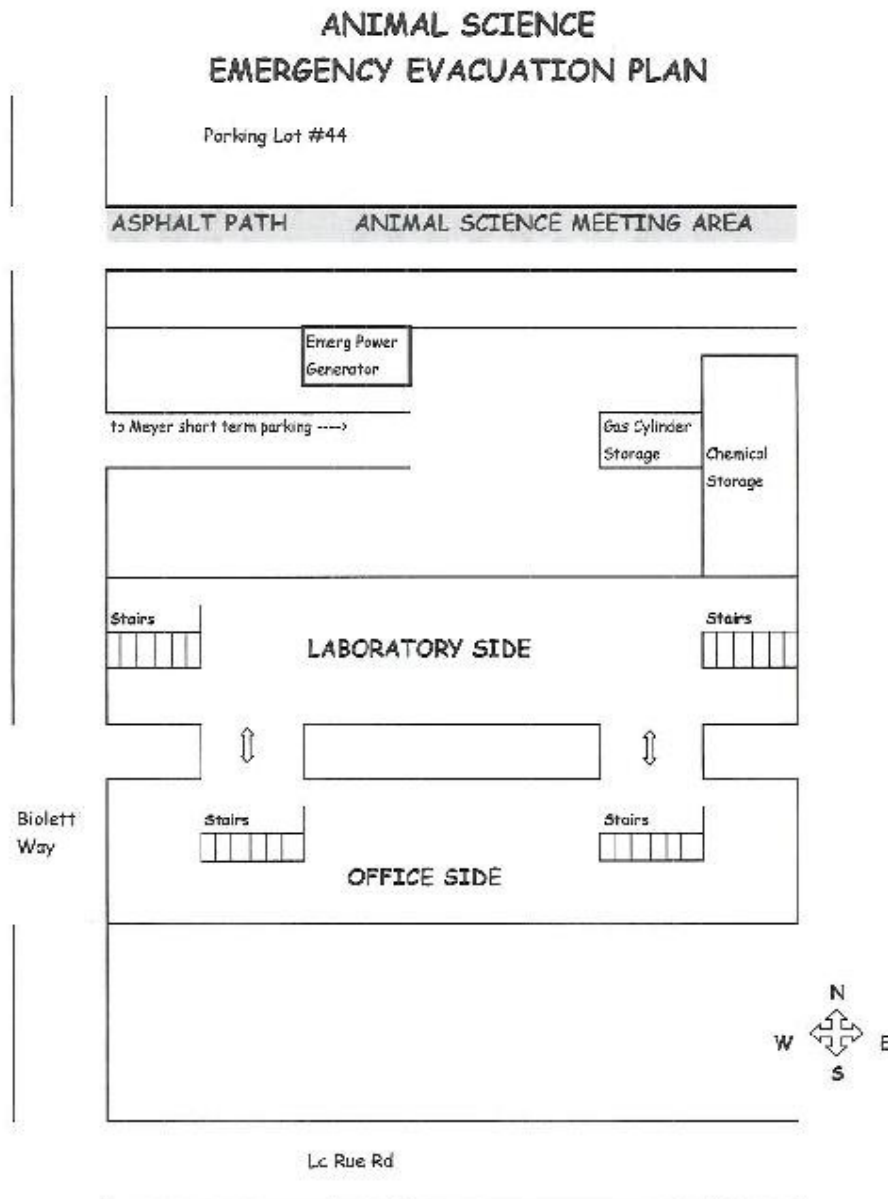
The UC Davis Police Department hosts workshops to the members of the campus community presenting strategies to increase the likelihood of surviving an active shooter. The workshop covers five steps for increasing your chances of surviving an active shooter and also provides demonstrations for attacking the attacker.

Presentations run approximately 90 minutes including a question/answer session, but it is recommended departments allow 2 hours release time for employees, as there is a hands-on component at the end of the presentation. Community presentations are available on the Davis and Sacramento campuses throughout the year. To schedule a workshop please contact:

Lt. Matthew Carmichael

(530)752-5350

In the training, *Community Survival Strategies for an Active Shooter* participants should be aware that the presentation deals with a very sensitive subject and uses actual audio tape from the 9-1-1 call at the Columbine shootings. Participants will also have the opportunity to see different types of firearms and should be prepared to hear what an actual gunshot sounds like.



## **Appendix I. Department of Animal Science Roster (updated February 24, 2020)**

### **MEYER HALL LABS:**

<b>Room #(s)</b>	<b>P.I.</b>	<b>Lab Supervisor or Safety Person</b>	<b>Other Occupants</b>
<b>1301, 1303</b>	Oberbauer, Anita	Janelle Belanger-Sandoval (SRA)	Liza Gershony (PhD student) Ellen Lai (Ph.D student) Nathan Kinsey (ungrad)
<b>1307, 1309</b>	Vahmani Lab	Nadia Swanepoel	Roham Azargoshasbi Yanqing (Annie) Xu
<b>1311</b>	Pablo Ross	Xiaoqin Xu (Shally)	Chuan Zhou Emily Lilli Fishman Miaohan Jin Carly Anne Guiltan Ahmad Kasim Kasim Mahdi Insung Park
<b>1315</b>	ANS Common	Common Equipment	Varies
<b>1323, 1327, 1329, 1333</b>	Kueltz, Dietmar	Leah Marie MacNiven	Larken Root (grad) Bryn Levitan(grad) Jens Hamar(grad) Chanhee Kim Elizabeth Mojica Angelika Villapando Meranda Corona Cameron Shinobu Yee Yuhan Fu Lorna Hayworth
<b>1334</b>	Laundry/teaching labs storage	Meyer Hall Common	Storage, no occupants
<b>1335</b>	Department Histology Lab Maga, Elizabeth	Leslie Oberholtzer (mgr)	Persons already listed in other labs and a few outside the Department. (varies)
<b>1403, 1405</b>	Tucker, Cassandra	<i>Cassandra Tucker</i>	Blair Downey (grad) Rachel Coon Karli Chudeau Hanna Butler-Struben Isabelle Gilmartin-McDonald Ashlynn Kirk Erida Pacheco

			Celina Tu Hanna Hagler
<b>1409</b>	Blatchford, Richard		Elisha Graham Courtney Morgan Claudia Lu
<b>1402, ½- 1406(office)</b>	Klasing, Kirk	Kirk Klasing	Andrea Derogatis Robert Antonio Hernandez
<b>1410, ½-1406</b>	Matthias Hess	Claire Shaw Itai Brand-Thomas	Jillian Jordan Yuna Park Janice Tan
<b>1411 (helps look after common 1315)</b>	Van Eenennaam, Alison	Josephine Trott	Tom Bishop (postdoc) Maci Mueller(PhD St.) Sadie Hennig(Murray lab PhD st) Jason Lin (JrSpec) Devon Fitzpatrick Alba Ledesma
<b>417</b>	Todgham, Anne	Joel van Eenennaam (SRA) Chessie Cooley-Reiders (Jr Sp)	Erin de Leon Sanchez (Jr. Specialist) Joshua Glowalla (Jr. Specialist) Andrew Naslund (Jr. Specialist) Milica Mandic (Post- Doc) Amelie Segarra (Post- Doc) Florian Mauduit (Post- Doc) Michaiah Jordan Leal (Graduate student) Annelise Del Rio (Graduate student) Amanada (Mandy) Frazier (Graduate student) Tinh Ton That (Graduate student) Sarah Nancollas (Graduate student) Frederick Nelson (Graduate student) Leah Mellinger (Graduate student) Gabriella Mukai (Undergraduate student)

			John Amiel Flores (Undergraduate student) Sarah Chavez (Undergraduate student)
1423	Murray, Jim	Jim Murray	Sadie Henning (grad) Breanna Scranton (ungrad)
2302, 2302A, 2302B, 2303, 2307, 2308, 2309, 2309B, 2310, 2313, 2315, 2315A, 2318, 2318A, 2319	DePeters, Ed Meyer, Deanne	Maia Zack Patricia Price	Katie Swanson Patricia Price (SRA) Christine Miller (grad) Tomy Li He
2325, 2335b, ½ 2335a	Hackmann, Timothy		Bo Zhang(PhD student) Christopher Linngga(ungrad intern)
2328, 1311	Ross, Pablo	Xiaoqin Xu (Shally)(SRA)	Ahmed Mahdi Insung Park Chuan Zhou Emily Lilli Fishman Miaohan Jin Carly Anne Guiltman Kellh Zacanti Sadie Henig Jason C Lin
2416 (lab), 2332 (non-lab)	Miller, Mike	Sean O'Rourke	Sean O'Rourke (Proj Sci) Michelle Pepping Ensieh Habibi Shannon Joslin Melissa Jones William Hemstrom Hikaru Shiraishi
2335, ½ 2335a	Hovey, Russ	Russ Hovey	Josie Trott (Proj Sci) Alice Matthews(grad) Anna Sadovikova(grad) Carmen Banks(grad) Jonathon Sutter Natanya King Ackerly Isabella Wong

<b>2327, 2334, 2405, 2403, 2403a,</b>	Schreier, Andrea	Amanda Coen(grad)	Amanda Finger, Associate Director
			Bernie May -Emeritus PI Mandi Finger-Project Scientist Raman Nagarajan-Project Scientist Emily Funk-Lab manager, Assoc. Specialist Alisha Goodbla-Assoc. Specialist Mary Badger-Jr. Specialist Grace Auringer-Graduate Student Emily Abernathy- Graduate Student Ryan Bourbour-Graduate Student Amanda Coen-Graduate Student Aviva Fiske-Graduate Student Ensieh Habibi-Graduate Student Ann Holmes-Graduate Student Peter Johnson-Graduate Student Anna Jordan-Graduate Student Shannon Joslin-Graduate Student Shannon Kieran-Graduate Student Breanna Martinico- Graduate Student Thiago Sanches-Graduate Student Serra Perry-Undergraduate Intern Khyana Yearwood- Undergraduate Intern
<b>2400</b>	Occasional use	Break room/balcony	No Occupants
<b>2404, 2406, ½ 2404A</b>	decommissioning		



<b>2409, 2409a</b>	Mienaltowski, Mike	Mike Mienaltowski	Monica Pechanec Jessica Beall Nicole Gonzales
<b>2410, ½ 2404A</b>	Berger, Trish	Barbara Nitta-Oda (SRA)	Kelly Zacanti Javier Vazquez Morales Kihoon Park
<b>2415</b>	Anna Denicol	Gabriella Pedroza (Jr Spec)	Juliana Candalaria (grad) Bethany Weldon(PhDst) Amanda Morton(grad) Allie Carmickle (Jr. Spec) Carly Guiltinan Monica Altman Stephanie McDonald
<b>2421</b>	Gamma Counter Room		No Occupants
<b>2422</b>	Incubator Room		No Occupants
<b>2424 &amp; 2424B, 2416A, 2418</b>	Maja Makagon	Allison Pullin	Elisha Graham Claudia Lu Lindsey Broadus
<b>2423, 2423A</b>	Kebreab  All currently working from home	Ermias Kebreab  (Elias Uddin occasionally works in Meyer Hall)	Anna Naranjo (grad) Breanna Roque (grad) Jinghui Li Leanna Kelly Elias Uddin Garett Onstot
<b>2428</b>		Iodination Suite	No Occupants
<b>2424A</b>	Iodination work space/centrifuges on left, -80 freezers on right	Work space/freezer room	No Occupants
<b>3302, 3302a, 3302b, 3303, 3304</b>	Maga, Elizabeth	Elizabeth Maga	Raquel Pinho Jenny Jankovitz Dawn Cayabyab Naomi Almanzor(until 3/31/21)
<b>3310, 3312, 3307 (office)</b>	Zhou, Huaijun	Ying Wang (research scientist) Nadira Chouicha (staff)	ZhangyuanPan(postdoc) Ye Bi (grad) Felipe Rodriguez (grad) Dailu Guan(postdoc) Zaira Magdalena Estrada(postdoc)
<b>3315</b>	Mitloehner, Frank	Yuee Pan (SRA)	Angelica Vanessa Carrazco

<b>3324, Cole A (King)</b>  <b>3324, Meat Lab (Yang)</b>	King, Annie  <i>Xiang Crystal Yang</i> <i>Everyone in the Yang lab works both in Meyer 3324 and the Animal Science Meat Lab in Cole C</i>	Linda Troung  <i>Toni Duarte</i>	Linda Troung Kirsten Leal Interns in Cole A: Emily Barham Natalie Trezza Jenny Opark Maximus Lau Sefora Tesfai Sooyoung Lee Gi Heon Choi Alyssa Phen <i>Linghuan(Brad) Yang</i> <i>Bakytzhan Bolkenov</i> <i>Ellen Harness</i> <i>Jiayi (Yvonne) Peng</i> <i>Josh Cheng</i> <i>Lodan Magill</i>
<b>4301 suite</b>	Allison van Eenennaam  Anna Denicol	Josephine Trott	Alba Ledesma Justin Smith
<b>4302</b>	Yanhong Liu	Kwangwook Kim	Yijie He Lauren Kovanda Cynthia Jinno Braden Wong Robert Hernandez Sangwoo Park

### **MEYER HALL OFFICES:**

Room #(s)	Supervisor	Occupants
<b>1103, 1105</b>	CLEAR Center Frank Mitloehner	Hamed E Elmashad Samanatha Werth
<b>1111 (3 desks)</b>	Hao Cheng Post Docs	Chun-Peng James
<b>1139 (6 desks)</b>	Dry Lab	Hao Cheng
<b>1143 (3 desks)</b>	Office (visitors, post-doc's, emeriti, etc)	Chuan Zhou Post Doc(Ross Lab)
<b>1145 (3 desks)</b>	Office (staff, post-docs, etc)	Tom Bishop
<b>1149 (6 desks)</b>	Horback Lab (computers)	Kaleiah Schiller Claire Jones Catherine Mcvey
<b>1151</b>	Dry Lab Carly Moody	Carly Moody

<b>1201 (3 desks)</b>	Office (visitors, post-doc's, staff)	Leah MacNiven Elizabeth Mojica Meranda Corona Jens Hamar
<b>1202 (Advising)</b>	Lisa Nash-Holmes (SRA) (1202A)	Grace Dell'Olio (front assist) Tammy Li (peer advisor) Lindsey Hom (peer advisor) Betty Yang (peer advisor) Kelsee Tran (peer advisor)
<b>1202A</b>		Lisa Nash-Holmes Kaley Allchin
<b>1202B</b>		Caitlin Wehrley
<b>1202C</b>		Emma Martinez
<b>1202D</b>		Kathryn Livingston
<b>1202E</b>	Peer Advisors	Janelle Pass
<b>1202F (2 desks)</b>	Advising Assistant Event Coordinator	Varies
<b>1203</b>	TA office	Varies every quarter
<b>1205</b>	Ross visiting scientists and postdocs	Varies every quarter
<b>1207, 1209</b>	TA Offices	Varies every quarter
<b>1211</b>	Lecturer Office	Varies every Quarter
<b>1215</b>	Faculty Office	Josh Hull
<b>1219</b>	Faculty Office	Annie King
<b>1219</b>	Visiting Scholars	2 desks Monika Hejna Liu Lab
<b>1221 (3 desks)</b>	Office (visitors, post-doc's, emeriti, etc)	Mark Cooper
<b>1223</b>	Baldwin room & Grad Comp lab	Conference room, Varies every quarter
<b>1249</b>	Grad Group Advisors	Jennie Sandoval Alisha Bartolomucci
<b>1251</b>	Safety Coordinator Office	Leslie Oberholtzer
<b>1253</b>		Jason Vo
<b>1254</b>	Server room	IT access only
<b>1255</b>		Bernie May/ Juan Medrano
<b>1256</b>	Printer Room	No occupants
<b>1257</b>		Abbas Ahmadi
<b>1258</b>	CE Storage (1/2) and Ewaste storage (1/2)	No occupants
<b>1259</b>		JoAnn Vo
<b>1261</b>		Anita Oberbauer
<b>2107</b>		Yanhong Liu
<b>2109</b>		Cassandra Tucker
<b>2111</b>		Ermias Kebreab
<b>2113</b>		Alison Van Eenennaam
<b>2115</b>		James Fadel
<b>2117</b>		Jackson Gross

2119		Jim Murray
2121		Richard Blatchford
2123		Matthias Hess
Office 2125		Elizabeth Maga
2127	vending	No occupants
2131A (2 desks)		Amy McLean (Adj Prof)
2131B		Kirk Klasing, Chris Calvert, R. Lee Baldwin
2131C		Dietmar Kueltz
2131D		Mary E. Delaney
2137		L. Allen Petty
2139		Katheryn Teixeira
2143		Kristina Horback
2145		Russ Hovey
2147		Trish Berger
2149		Ed DePeters
2151		Frank Mitloehner
2153		Jim Oltjen
2154	Conference Room	Weir Room
2201		Payam Vahmani
2202	Library/lunch	No Occupants
2203		Peter Robinson
2205		Anne Todgham
2206	Mail Room	No Occupants
2207		Tim Hackmann
2209		Deanne Meyer
2211	Faculty Office	Michael Mienaltowski
2215	Facility Manager Office	Aaron Prinz
2217	CAO office	Kelly Wade
2218	Shipping/Receiving	No occupants
2219	Conference Room	Bradford Room No Occupants
2220A	Reading Room	No Occupants
2220B	Shared services HR Manager	Student office assistants-varies
2222B	Office Supply Storeroom	No Occupants
2223	Animal Science Main	Laura Lovgren (2223) Rikki Gay (2223) Occasional use by others
2223A	HR	Andrea Aguilar
2223B		James Murray
2223C		Valerie Ozella
2235		Andrea Shreier
2237		Xiang Crystal Yang
2239		Hao Cheng
2241		Mike Miller
2243		Anna Denicol
2245		Maja Makagon
2247		Huaijun Zhou

<b>2249</b>	Peanut room	Conference Room (6-10 stations)
<b>2251</b>	Business office	Eva Villeda Eric Thompson Cynthia Stillwell Marie Capestrano
<b>2255</b>		Samantha Ramalingam
<b>4207</b>		New Faculty/post docs
<b>4209</b>		New faculty

### **MEYER HALL FACILITIES:**

<b>Room #(s)</b>	<b>P.I.</b>	<b>Lab Supervisor or Safety Person</b>	<b>Other Occupants</b>
<b>Cole A (177)</b>	Multi-Users	Individual PI	Multiple users, shared Space, Aaron Prinz Manages
<b>Cole B (Small Animal Colony)</b>		Sandra Weisker (SRA)	Iris Berumen Elizabeth Chang Yunhee Cho (asst manager) Shelby Ferrier Gabriella Gallelo (asst manager) Victoria Machuca Jessica Poehleman(asst manager) Andrea(Pei-Chieh) Shih Jenn(Wai Tu) Tam Annie Xu
<b>Cole B room 135</b>		Mike Mienaltowski	Jessica Beall Monica Pechanec (grad) Nicole Gonzales
<b>Cole B rooms 120 &amp; 133</b>		Dietmar Kueltz	Leah MacNiven Jens Hamar Larken Root Chanhee Kim Bryn Levitan Elizabeth(Lizzy) Mojica Meranda Corona Angelika Villapando Cameron Shinobu Yee Lorna Haworth Yuhan Fu
<b>Cole B 103</b>		Sandra Weisker	Cole B Staff

<b>Cole C (Meat Lab)</b>		Caleb Sehnert	Jarrold Cerniglia Duncan Creed Grazia Machado Sachi Verner Jesse Veremberg Emrys Yang
<b>Cole D, E, F</b>		Aaron Prinz	
<b>ASTF</b>		Lisa Nash Holmes	Kaley Allchin Perri Gish Various TAs
<b>Beef Barn</b>		Marissa Fisher (Beef Ops Mgr) Daniel Vickers (Prin Animal Tech)	Aaron Fernandez Sandra Cortes Madison Kindberg Brooke Tuchman
<b>Feed Lot</b>		Marissa Fisher (Beef Ops Mgr) Daniel Vickers (Prin Animal Tech)	Aaron Fernandez Sandra Cortes Madison Kindberg Brooke Tuchman
<b>Feed Mill</b>		Marissa Fisher	David Gall
<b>Dairy Barn</b>		Doug Gisi	Maria Patino (asst. herdsman) Emmanuel Espinoza Anna Graves(dorm res) Kalyne Hall(barn res) Kate Harris Juan Hernandez Grace Knighten Karina Lara Christopher Lingga Karen Lotz(barn res) Eduardo Monteon Alyssa Neri(dorm res) Vanessa Obregon Paula Ong Paige Petschl Ece Tanboga Chloe Wagner Dayna Wiederin Madison Zamaroni Marvette Hardnett Alejandro Plascencia Beth Knight Angie Huitrado Melinda Ma Keeley Polini Jordan Pickett

<b>Farm Crew/Farm Shop</b>	Aaron Prinz	Mark Rubio-Ag Supervisor I	Mike Amato-Principle Ag Tech Ryan Vanderford-Farm Maint Sr Jerry Hartman
<b>Goat Barn</b>		Ben Rupchis	Julia Wilson-Rand(res) Delanie Graighead(res) Craig Miramontes Francesca Cortes Leanna Kelly Qianyi Wang Ariel Bartolome Adamarys Ruelas Taran Horenstein Karinna Dillard
<b>Hopkins</b>		Kristy Portillo	Kevin Bellido (Asst Manager) Daniel Picardo(Sr. animal tech) Jaimie Brown (res) Alexis Adams-Lucas (res) Kathryn Nguyen(res) Faina Mitnik (st. Emp) Irene Delgado-Diaz (st. Emp)
<b>CCRC TB131 (at Hopkins)</b>	Part of Hopkins Avian Facility	Staff is the same as Hopkins Avian	
<b>Meyer Hall Animal Quarters</b>		Kristy Portillo	Kevin Bellido (Asst Manager) Daniel Picardo (Sr. Animal tech) Kathryn Nguyen (res) Alexis Adams-Lucas (res) Jaimie Brown (res) Faina Mitnik (st. Emp) Shuqi Ren(intern) Tiantian Chen (intern) Louisa Lu (intern)
<b>Horse Barn</b>		Kelli Davis-manager	Bailey Abi-Nader - Dorms Tawny Granados-Resident Curtis Lewis-Student employee

<b>Sheep Barn</b>		Matthew Hayes	Jackson Sawyer (intern) Catherine Renner (intern) Paige Condry (res) Megan Swanson (res) Genevie Ariaza (res in dorms)
<b>Swine Facility</b>		Shelby Sopocy	Jade Cervantes (res) Isabella Alcala (res) Jocelyn Leon (in dorms) Grace Mannion (in dorms) Elizabeth Brown (intern, wknds)

### **Animal Science Emergency/Disaster Recovery Plan**

The primary goal of the Animal Science Department's recovery process is to restore the critical business functions listed below within an acceptable period of time.

Critical business functions are those activities or actions that would cause serious or irreparable harm to UC Davis or to the department or unit if not performed or are interrupted during an emergency.

In the Animal Science Department, Critical Functions are:

1. Animals
2. Power/ventilation to fume hoods where noxious or toxic materials are used.
3. Power to keep freezers, especially -80 freezers, and incubators functional.
4. Infrastructure, power, and water to permit ongoing research to satisfy requirements of grants and awards.
5. Infrastructure and power to permit teaching of classes to allow students to continue on their paths to graduation.

1. Animals: The Animal Science Department maintains herds or flocks or colonies of dairy and beef cattle; horses and other equids; goats; sheep; swine; rats, mice, rabbits, and other laboratory animals; poultry and assorted other avian species; and several species of aquatic animals. All of these animals must be fed, watered, and adequately housed; the dairy cattle and dairy goats must be milked on a regular basis. It is critical that food and water be available almost immediately after an emergency, especially if that emergency takes place during hot weather. Depending on the season, the critical window for water for our animals would be an hour to 1/2 day. At the end of this document (Appendix II) are the more detailed individual standard operating procedures (SOP) for each animal facilities Disaster Planning SOP 20-102, as required by AAALAC.

2. Power/ventilation for critical fume hoods: Fume hoods used to contain perchloric acid and nitric acid digestions, kjeldahl digestions, ether extracts, and muffle ovens are critical in preventing



dissemination of noxious and/or toxic fumes. In the event of a power out, processes would continue to vaporize and the vapors could travel to the disadvantage of personnel in other labs throughout Meyer Hall. The critical window for specific hoods is immediate.

3. Power for freezers and incubators: The 600A back-up generator for Meyer Hall activates a few lights throughout the building, maintains ventilation and exhaust at some level to basic chemical fume hoods, and energizes a very few outlets in the basement small animal facility. It is vital for the preservation of many irreplaceable frozen samples that low temperature freezers be reenergized as soon as possible, as even a small rise in temperature can inactivate enzymes or degrade RNA in irreplaceable samples. Incubators may be used by researchers for continuation of cell lines, some of which are irreplaceable should they die or become contaminated. The critical window for freezers is 2 to 4 hours if they are not opened and for incubators may be as short as 1/2 hour.

4. Ongoing research: Functional laboratories and/or animal facilities complete with power, water, and sewage are necessary for carrying on research. Much of this research is funded by grants and awards, the grantors of which require ongoing progress reports complete with data. Many graduate students have thesis projects that are funded by outside sources. Students need to be able to complete research studies within a 'reasonable' period of time in order to incur as little debt as possible. The critical window for ongoing research is probably 1 week, unless someone is right in the middle of an experiment/assay with all the samples thawed out and ready to go, in which case those data points are lost.

5. Teaching: Classrooms must be available and have at least lights and ventilation for classes to take place. Faculty must meet their teaching commitments and students want to graduate in a timely manner. The critical window for teaching is probably one week.

We depend on the campus having support functions such as DaFIS, payroll, power, water, sewage, garbage, etc., going as soon as possible.

In order to continue our critical functions, especially the first one (animals), we are dependent on a constant source of water and food and a means of conveying it to the various animal facilities. Facilities Services personnel have stated that there will be back up power to all wells and that domestic water supplies should be at full pressure during a power blackout.

Backup generators will need to be obtained from facilities (2-1655) for the Goat Barn and the Dairy. The Dairy cows must be milked twice a day. We need a generator at the dairy barn during any lengthy power outage, both for milking and for chilling the milk holding tank. The Goat Barn will also need a portable generator before the next scheduled milking.

Food is available in the form of hay, grain mixtures, rations, etc. Some of the mixtures and rations are made on campus at the feed mill. Once existing supplies of certain diets have been used up, power would be necessary to process further supplies.

In addition, students live at most of our large animal facilities. In the event of a power/water/sewer outage, these students would have to be accommodated elsewhere, as they are responsible for much of the weekend and holiday feeding and care of the animals. In the small animal colony's

rooms, flashlights would be used, as there is no emergency lighting in the Meyer animal rooms. The timer switches are on emergency power but the lights they control are not; photoperiod is critical for reproduction in many laboratory species. There is insufficient emergency power to outlets in the basement small animal colony and so flashlights are made available.

The **Animal Science Recovery Team** will consist of the Safety Coordinator, Leslie Oberholtzer; Alternate Safety Coordinator, Janelle Belanger-Sandoval, the herdsman or facilities managers under the leadership of Aaron Prinz; Department Chair, James Murray; and the Department CAO, Kelly Wade.

Once Leslie Oberholtzer is notified (or whoever else is contacted first) of an emergency, she will call Aaron Prinz, James Murray, Janelle Belanger-Sandoval, Kelly Wade. Aaron will call the Animal

Facility personnel. Based on the specific emergency, the Recovery Team will decide who else in the Department should be contacted to assist in the recovery plan.


We will depend on the experience of campus emergency personnel in evaluation of damage and advisability of entering structures. Once campus emergency personnel have opened Meyer Hall, senior laboratory staff and senior office staff will enter and evaluate the situation and make a written report of conditions. Once animal facilities have been opened, Dan Sehnert and a representative from each facility will go through their facilities and make written reports of conditions found within. The recovery team will use the reports to formulate recovery management efforts. Information about key emergency contacts will be gathered by the Safety Coordinator. Senior office staff in both the business and main offices will have information on vendors and grant agency contacts. Lab managers and faculty should have equipment specifics. The business office, and DaFIS, have a list of all equipment on University equipment inventory, but may no longer have lists of equipment that has gone off inventory.

During the recovery phase, staff who are allowed back into labs and/or facilities should keep track of hours worked in the recovery effort. All staff and students who are feeding and caring for animals are to keep a timesheet as usual. If any personal expenses are incurred during the recovery process, receipts should be kept and records kept of particulars. Reimbursement will be made as soon as possible. Personnel who have been instructed NOT to come in to work will be kept apprised of the situation through email or phone calls.

**Animal Science Recovery Team**

Contact phone numbers are:	Office	Home
Leslie Oberholtzer, Safety Coordinator	752-1816	Cell (530)219-6664
Janelle Belanger-Sandoval, Alt. DSC		Cell 530-752-1046
James Murray, Chair	752-1252	Cell (530-908-8528
Kelly Wade, CAO	752-4512/4695	Cell (530) 867-2892
Aaron Prinz , Facilities Manager	752-1256	Cell (760) 532-5667

## APPENDIX II: Animal Facilities Disaster Planning SOP's:

 Cole B Small Animal Colony/Animal Science	
<b>Title: Emergency Action Plan (EAP)</b>	<b>SOP No.: 20-102 Version: 6</b>
<b>Issue Date: 8/23/17</b>	<b>Page 1 of 11 Next Review Date: 8/23/20</b>

1.0 Purpose: The purpose of this standard operating procedure (SOP) is to describe and outline procedures to be taken in the event of an emergency. Emergencies addressed here-in include equipment failure, in addition to natural disasters.

2.0 Scope/Responsibility: These procedures are to be followed by faculty, staff, student employees, and students working in Cole B. Use these procedures when faced with a disruption in normal facility operations and services.

### 3.0 Materials:

Department of Animal Science Emergency Action and Evacuation Guide

Land Line Telephone and telephone lists—located in room 117a (supervisor's office)

Sign-in logs and works schedules—take these with you during an evacuation to locate personnel

CO<sub>2</sub> tank

Euthanasia solution (available from Campus Veterinary Services)

Surgical scissors or guillotine

Penetrating Captive Bolt gun (see Dan Sehnert or Caleb Sehnert, Cole A or

C) Environmental enrichment—Nestlets, Enviro-dri, tubes, cotton batting

55-gallon drum and pump for emergency water—located in the Feed and Bedding Building (east of Cole B on the north side of the building)

Bleach

### 4.0 Emergency Response and Contact Information

#### **4.1 9-1-1—for any Medical, Fire, Police, or Chemical Emergency**

4.1.1 In the event of a medical emergency

4.1.2 To report all fires. Immediately notify the UC Davis Fire Department of any extinguisher usage.

4.1.3 To report criminal or suspicious behavior

4.1.4 Any possible situation that you believe may be serious and that may result in injury, death, loss of property, apprehension of a suspected criminal or prevention of a crime that is about to occur.

4.1.5 To report a chemical spill of 1 pint or more or of a chemical this is highly toxic.

#### **4.2 Alerts and notifications**

- 4.2.1 Cole B has fire pull stations located at all 4 exits which have an audible and visual alarm.
- 4.2.2 In the event of a campus emergency, the facility supervisor will be notified via the UC Davis WarnMe system and or the IACUC email/text list.
- 4.2.3 In the event of a local emergency, the facility supervisor will notify, people on the emergency contact list (below), facility employees, and facility users.

<b>Standard Operating Procedure Cole B Small Animal Colony/Animal Science</b>	
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### 4.3 Emergency contact list and resources

Name	Title	Phone(s)	Email
Sandra Weisker	Cole B Facility Supervisor	Office: 530-752-3642 Home: 530-756-2759 Cell: 530-908-0203	<a href="mailto:sweisker@ucdavis.edu">sweisker@ucdavis.edu</a>
Aaron Prinz	ANS Animal Facility Coordinator	Office: 530-752-1256 Cell: 760-532-5667	<a href="mailto:agprinz@ucdavis.edu">agprinz@ucdavis.edu</a>
Leslie Oberholtzer	ANS Safety Coordinator	Office: 530-752-1816 Cell: 530-219-6664	<a href="mailto:ljoberholtzer@ucdavis.edu">ljoberholtzer@ucdavis.edu</a>
Janelle Belanger-Sandoval	ANS Alt. Safety Coordinator	Office: 530-304-0148	<a href="mailto:jmbelanger@ucdavis.edu">jmbelanger@ucdavis.edu</a>
Dr. James Murray	ANS Department Chair	Office: 530-752-3179	<a href="mailto:jdmurray@ucdavis.edu">jdmurray@ucdavis.edu</a>
Dr. Laurie Brignolo	Attending Veterinarian	Office: 530-752-0780 Cell: 530-574-3075	<a href="mailto:lbrignolo@ucdavis.edu">lbrignolo@ucdavis.edu</a>
IACUC Staff Office		Office: 530-752-2634	<a href="mailto:Iacuc-staff@ucdavis.edu">Iacuc-staff@ucdavis.edu</a>
TRACS Vet Service		Office: 530-752-0514 On-Call: 530-219-3076	
Dr. Rhonda Oates	Clinical Vet for Cole B	Office: 530-754-5598 Cell: 530-400-9727	<a href="mailto:rsoatesobrien@ucdavis.edu">rsoatesobrien@ucdavis.edu</a>
Emergency Status Line	Davis Campus	530-752-4000	

### 5.0 Emergency Response

- 5.1 In the event of an emergency which puts people in Cole B in immediate danger, follow directions below for Personnel Evacuation (7.0)
- 5.2 In the event of an emergency which puts animals in imminent danger, actions should be taken to protect animals in place or to evacuate them to a safer location. (9.0 Animal Evacuation)
- 5.3 In the aftermath of an emergency, actions should be taken to determine the safety of the current location and to either shelter-in-place or evacuate. See 10.0 Critical Functions
- 5.4 Personnel: In the event of campus closure, all personnel should carry identification.
  - 5.4.1 The facility supervisor is responsible for contacting Cole B personnel and directing the activities.

- 5.4.2 The student assistant/animal technicians are asked to stay in communication with the facility supervisor and to report to work when it is safe to do so. Student animal technicians will be given access to Cole B even if the campus has been closed. The facility supervisor will provide emergency personnel with a list of names of those students required to have campus access.

Standard Operating Procedure Cole B Small Animal Colony/Animal Science	
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#### 6.0 Personnel Injury

- 6.1 Call 9-1-1 for emergency medical assistance.
- 6.2 For non-emergencies requiring medical assistance, call for advice, or take the injured person to:
  - 6.2.1 Employees: Occupational Health Services in the Cowell Building on California Avenue. Phone: 530-752-6051
  - 6.2.2 Students: Cowell Student Health Center on La Rue between Hutchinson and Orchard Park. Phone: 530-752-2349
  - 6.2.3 Employees or students after hours:
    - 6.2.3.1 Davis Urgent Care, 4515 Fermi Place, Suite 105. Phone: 530-759-9110
    - 6.2.3.2 Sutter Davis Hospital, 2000 Sutter Place. Phone: 530-757-5111

#### 7.0 Personnel Evacuation

- 7.1 Remove yourself, and anyone in need of assistance, from immediate danger. If the danger is in the building, evacuate Cole B. If it is more dangerous to be outside the building, shelter in place. Find a safe room and call for emergency assistance. The office, room 117, has the only land line and the best WiFi signal.
- 7.2 To evacuate Cole B, use the closest unobstructed exit (see map at end of section)
  - 7.2.1 Southwest—entrance door by office
  - 7.2.2 Southeast—by room 129. **Note:** 1) This door is alarmed. Opening the door will set off an alarm in the building and at Facility Operations. 2) This door cannot be opened from the outside and the only exit path is to the right between the fences.
  - 7.2.3 Northeast and northwest—exit at the end of the hall, turn toward the center of the building and exit out of the exterior doors on either side of the dirty area.
- 7.3 As you leave:
  - 7.3.1 Close any open animal cages if you can do so safely.
  - 7.3.2 Take your keys if safe to do so
  - 7.3.3 Make sure each door closes tightly behind you, but leave doors unlocked for emergency personnel.
  - 7.3.4 Do not stop to step through footbaths, wash hands, or change clothes. If you can do so safely, you may pick up personal belongings from the locker room.
  - 7.3.5 Anyone may pick up the sign-in logbook and the work schedule and bring it to the assembly area.
  - 7.3.6 If appropriate, sound a fire alarm as you exit or call 9-1-1.
- 7.4 Assembly area (See map at end of section)
  - 7.4.1 The Cole B assembly area is outside of the southwest gate. Meet outside of the gate along the fence line. Be sure not to block traffic on Putah Creek Lodge Road or obstruct emergency personnel and equipment.
  - 7.4.2 An alternate Assembly area is outside of the north doors by the loft steps.

- 7.4.3 Sandra Weisker, Facility Supervisor, is the Assembly Area Manager. If she is unavailable, the responsibility is designated to the senior SAC employee present.
- 7.4.4 Assembly Area Manager will:

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- 7.4.4.1 Take roll using the sign-in logbook. Try to determine who might be left in the building and where they might be according to the work schedule.
- 7.4.4.2 Give information on potential personnel inside the building to emergency workers.
- 7.4.4.3 Listen for instruction from emergency workers and disseminate to those affected.
- 7.4.5 Do not reenter the building until emergency personnel have deemed it safe to do so.

8.0 Criminal or Suspicious Activity (Also found 20-104 Security)

- 8.1 Call 9-1-1 if the threat is current. Do not hesitate to call if you are fearful for your personal safety or the security of the facility.
- 8.2 Call police at 752-1230 in the event of a break-in or suspicious activity.
- 8.2.1 Pay attention to details of person, car, etc., and write down details while waiting for police to arrive so you won't forget.
- 8.3 Do not argue with, or approach protestors, demonstrators, or extremists. Call campus police to report activity. Keep doors closed and locked.
- 8.4 If an unknown person enters the building, ask them what business they have in the facility. If they are meeting someone and they are unfamiliar with SAC procedures, escort them or notify the person they are meeting that they have arrived and have that person come to escort them.
- 8.5 If an unauthorized person, or a person without business in the facility, enters Cole B, ask them to leave. If they will not, call campus police.
- 8.6 If a threat is made via phone call, try to keep the caller on the line and ask questions as to the nature of the threat and identification of the caller. Ask a co-worker to call campus police from another phone. Pay attention to the caller's voice and background noises for later identification.

9.0 Animal Evacuation

- 9.1 If it is safe to enter the facility, attend to the animals.
- 9.2 Unless animals are in obvious danger that can be alleviated by moving them to another area, leave them in their home rooms.
- 9.3 Since Cole B is on a single level, any animal rack can be easily moved within the building.
- 9.3.1 Remember to remove recoil hoses from automatic watering valves on the wall prior to moving the rack.
- 9.3.2 If there is time, pull sipper tubes out of animal cages and lay bottles sideways in the feeder to prevent flooding the cage while you move them. Remember you will need time to turn bottles back over when you reach your destination.
- 9.4 If the home room is no longer safe, evaluate the following areas, and choose the first location on the list that will provide a safe alternative.
- 9.4.1 An empty animal room.
- 9.4.2 A hallway, clean room, or storage area.

- 9.4.3 An occupied animal room. Chose an animal room housing the same species if the health status will not be compromised. If the risks of contamination are greater with an animal of the same species, the animals may be housed with a different species.

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9.4.4 The bedding storage building located east of Cole B.

- 9.5 If evacuation of Cole B becomes necessary, contact the IACUC office or Emergency Operations Center for an available location.
- 9.6 Remember to provide water to the animals in the new location. If water bottles have been turned over to prevent leaking, reinsert sipper tubes into cages. If racks are moved to an area with working automatic water valves, automatic watering racks may be reattached. Open the top valve to release air from the manifold after attaching. If automatic water lines are not available, water bottles may be used on automatic watering racks. (See 14.0 Water)
- 9.7 If fish need to be moved, they may be caught using nets or scooped into containers and transported in buckets containing water.

## 10.0 Critical Functions

### 10.1 Level 1 priority

- 10.1.1 Provision of potable water: Automatic watering racks have about 8 hours of drinking water in the manifold; although top shelves may be without water sooner than lower shelves. If water is not going to be available for a longer period of time, animals on these racks will need to be given water bottles. (See 14.0 Water)
- 10.1.2 Animal feeding: Meal fed animals will require food within 24 hours. *Ad lib* fed animals should be checked but general will have feed to last for a longer period of time.
- 10.1.3 Electrical power: The most critical power needs are to the aquatics rooms. Fish tanks can go no more than 24 hours without aeration and filters. Cole B has a back-up generator that must be turned on manually (see 12.0 Power Failure and Appendix E Circuit Board).
- 10.1.4 HVAC maintenance:
- 10.1.4.1 Rabbits are more temperature sensitive than the rodents. Overheating is more detrimental than cooler temperatures as additional bedding can be used to increase temperature in cages.
- 10.1.4.2 Fish are also temperature sensitive. Stickleback rely on low room temperatures (HVAC) to keep water cool while tilapia rely on heaters (electrical power) to warm the water above room temperature.
- 10.1.5 Veterinary Care: Contact TRACS vet services or IACUC for health issues
- 10.1.6 Animal facility security: If the power to the key card system goes out, the facility supervisor has a key to open the building. Additional keys are available in the ANS business office, 2251 Meyer Hall.
- 10.1.7 Labor: The facility supervisor will coordinate labor for required activities. Contact will be prioritized as follows:
- 10.1.7.1 Cole B Student Employees
- 10.1.7.2 Principal investigators for help from employees and graduate students
- 10.1.7.3 Dan Sehnert for assistance from Farm Crew



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- 102 Level 2 priority
  - 10.2.1 Provision of potable water: Unless automatic watering racks can be hooked up to an operating delivery system, all cages will need to have water bottles. Fill water bottles as they become low; bottles should be replaced onto the same cage after filling. Discontinue weekly changes for sanitation until all systems are operational.
  - 10.2.2 Provision of feed: Continue to feed meal fed animals daily. Provide feed as needed to *ad lib* fed animals.
  - 10.2.3 Daily checks for rodents and aquatics: all rooms should be entered daily to assure environmental parameters; however, individual animal checks may be less frequent for low risk and low maintenance animals if necessary.
  - 10.2.4 Changing cages and general sanitation: Prioritize cage changing if labor and resources are impacted. Change flooded or excessively dirty cages as needed. Change high density and breeding cages on as normal a schedule as possible. Cages with fewer animals may be changed less often until normal operations resume.
- 103 Level 3
  - 10.3.1 Resume normal sanitation schedules.
  - 10.3.2 Resume breeding colony management
  - 10.3.3 Resume data collection and research

#### 11.0 Humane Euthanasia of Animals:

- 11.1 In the event of a major disaster in which injury to the animals or loss of resources required to adequately care for the animals makes euthanasia a necessity, animals will be euthanized according to the species-specific SOP (40-102 for rodents, 40-103 for rabbits or other small mammals, 40-106 for aquatics).
- 11.2 If euthanasia is deemed necessary and CO<sub>2</sub> and/or injectable anesthesia or euthanasia is unavailable, the facility supervisor is trained in euthanasia by cervical dislocation of mice and small rats and decapitation of mice, rats, and small rabbits on conscious animals.
- 11.3 The department is equipped with a penetrating captive bolt gun which can be used to euthanize large rabbits.
- 11.4 Approved fish euthanasia includes decapitation.

#### 12.0 Power Failure (Appendix E—Circuit Board Schematic)

- 12.1 In the event of a power outage, the hallway will be lighted by battery powered emergency lighting for approximately 90 minutes. No light is available inside the room; however, glow-in-the-dark strips are affixed to the doorjamb.
  - 12.1.1 If possible, close any cages open at time of blackout.
  - 12.1.2 Exit to the hallway.
- 12.2 Flashlights are located in the scrub cabinet in the office.
  - 12.2.1 Use flashlights to assist other personnel in exiting rooms and/or the building.
  - 12.2.2 If safe and necessary, flashlights may be used to return to animal room.
- 12.3 In the event of a power outage, the back up generator must be turned on manually by physical plant personnel. Expect up to a one-hour delay, but call immediately as a reminder.

**Standard Operating Procedure**  
**Cole B Small Animal Colony/Animal Science**

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- 124 The backup generator will run the air handlers (supply and exhaust fans), the de-ionizing pump and water distribution systems to the automatic watering racks, life support systems to aquatics, freezers and refrigerators, and the lighting to animal rooms.
- 125 Equipment to aquatics (filters, aerators, etc.) must be checked following any interruption of power to be sure that it is functioning properly.
- 126 Power is limited. Use only photoperiod lighting; turn off working lights. Turn off photoperiod lights in unoccupied animal rooms if necessary to conserve power.
- 127 See HVAC Failure below for temperature guidelines.
- 128 Power outages which turn off the air handlers generally cause a build up of condensation. Direct physical plant, if possible, to turn off humidifiers when air handlers are off. We often will get water pouring out of condensate pans following the restoration of power. If power is off 30 minutes or more and humidifiers have remained on, check for leaks in the ceiling ductwork.

**13.0 HVAC Failure**

- 13.1 The temperature alarm system is set with a 20 to 30 degree range around set-point. High and low temperatures lie within the guidelines of the Animal Welfare Act and are designed to prevent catastrophic loss of animals due to temperature extremes.
  - 13.1.1 Rodents: ~60 – 82°F
  - 13.1.2 Rabbits: ~55 – 82°F
- 13.2 Power failure will shut down the air handlers; however, air handlers are on the back-up generator.
- 13.3 There will be no temperature and humidity control unless there is steam and/or chilled water available from physical plant. A campus-wide power failure will shut down facilities. A localized power failure may or may not.
  - 13.3.1 For critically low temperatures: Enviro-dri, tubes, or group housing will help increase temperature and humidity in cages. A limited number of microisolator tops are available and may also be used to increase temperature and humidity in critical rodent cages. Large footbath cages with bedding and/or cotton batting may be placed in rabbit enclosures to maintain warmth. Cotton batting and/or towels may be wrapped around fish tanks to prevent loss of water heat to cooler rooms.
  - 13.3.2 For critically high temperatures: Some adjustments can be made by placing ice or water in the room, if available. There will not be enough power to run portable fans or heaters; however, battery-operated fans may be used to circulate air and/or blow air over ice to cool rooms.
- 13.4 Humidity adjustments are not required and humidity will not be monitored in an emergency.
- 13.5 Air pressure differentials are created by adjusting supply and exhaust air pressure.
  - 13.5.1 Animal rooms in the south and east hall are positive to the hallway and are considered barrier rooms. In these rooms, there is more air going in than is being removed so the pressure around the door frame will push air out of the room thus preventing fomite entry.
  - 13.5.2 Animal rooms in the west hall are negative to the hallway and are considered containment rooms. In these rooms, there is more air removed than is added. Air flow

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around the door frame is into the room thus preventing the escape of fomites or potential biohazards.

13.5.3 Magnehelics are located outside rooms 135 and 137. These should read between 0.05 and 0.15. When the needle approaches zero, pressure differentials are failing. Alert the Facility Supervisor or call Facilities.

13.5.4 Upset of pressure differentials may occur with a power outage or it may indicate that supply filters need to be changed. These are located on the south side of Cole B and are maintained by Facilities.

#### 14.0 Water

14.1 **Do not flush racks if water is unavailable.** Automatic watering racks hold approximately 8 hours of drinking water for animals on the rack; however, top shelves may be without water sooner than lower shelves. If space is available, move cages to lowest possible shelf.

14.2 Alert Facility Services and IACUC of the need for potable water.

14.3 If there is water available to fill water bottles, they may be used on the automatic watering racks. A small round hole in the perforated metal shelf allows the placement of a sipper tube in each cage.

14.3.1 Small bottles fit between the cages.

14.3.2 A limited number of bent sipper tubes will allow large bottles to lie on their side with the sipper tube through the hole.

14.3.3 If cages are spaced to every other shelf, large bottles can stand upright.

14.4 If water is limited, fill low bottles and return them to the cage rather than changing the bottles. Bottles should be returned to the cage from which it was removed.

14.5 Fish tanks: If the water supply is limited, the frequency of manual/automatic system water exchange may be reduced to 10% every two days. If water in the fish tanks becomes contaminated, change the water using de-chlorinated-acclimated water from the reservoirs. The automatically programmed water exchange in the stickleback system is programmed to exchange water at 4 pm daily. If the water becomes contaminated in this reservoir; turn off the automatic exchange.

14.6 Clean drums and drum pumps are located in the bedding storage building to the east of Cole B. These may be used to receive water from a water truck and fill bottles as needed.

14.7 If water available is contaminated or non-potable, bleach may be added to reduce bacterial concentrations (safe for animals and humans). To purify water, add 2 drops of bleach per quart or liter, 8 drops (1/8 tsp or 0.75 ml) per gallon, or 1/2 teaspoon (2.5 ml) per 5 gallons of water. If water is cloudy, double recommended dosage. Let water stand 30 minutes before using it for rodents, longer for fish. Do not store purified water in contaminated containers. See Section 16 Sanitation Equipment Failure to sanitize containers and bottles.

#### 15.0 Food and Bedding

15.1 Feed and bedding is purchased from approved University contracted vendors such as Newco and Envigo.

15.2 Although feed has a limited shelf life, enough feed should be ordered to allow at least a one-week delay in food orders.

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- 153 Some feeds are refrigerated or frozen. If the refrigerator or freezer is non-operational, move feed to an appropriate location in Meyer Hall.
- 154 Autoclaved bedding is stored in room 134. Pre-autoclaved bedding is stored in room 100 and brought in via the autoclave. A supply of bedding is also maintained in the Feed and Bedding Storage building east of Cole B. This will be brought into room 100 for autoclaving.
- 155 Local sources for feed and bedding for emergency use
  - 15.5.1 Other animal facilities on campus (i.e., Nutrition or TRACS)
  - 15.5.2 Higby's Country Feed in Dixon (707) 678-9007
  - 15.5.3 Pet stores, i.e., Petco or ACE. (Feed from these sources is more likely to be stored improperly or be out-of-date.)
- 156 In the event of an unplanned autoclave shutdown,
  - 15.6.1 See if Nutrition or TRACS will autoclave our bedding.
  - 15.6.2 If an autoclave is unavailable, non-autoclaved bedding may be used.
- 157 If this is necessary, treat bedding bags as dirty and don't take them into the animal room, but dump bedding into containers at the animal room door (same procedures as for all feed bags).
  - 15.7.1 Use limited supplies of autoclaved bedding in cleaner, more critical animal rooms (see room order list).

#### 16.0 Sanitation Equipment Failure

- 16.1 Reduce the equipment needing to be sanitized
  - 16.1.1 Cages at or below 50% capacity (1-2 animals in a cage holding 4) may be changed less often than the usual requirement for that species.
  - 16.1.2 Refill bottles instead of changing them. Take deionized water into the animal room. There are carboys located in room 126. Dump each bottle, refill it and replace it on the same cage.
- 16.2 Sanitize equipment by hand using either:
  - 16.2.1 A quaternary ammonia detergent/disinfectant (See Appendix A)—leave on 10 minutes, then rinse thoroughly, or
  - 16.2.2 Soap and water followed by a 10% bleach solution—Wash thoroughly with soap and water, rinse, and then soak for 10 minutes in bleach.
- 16.3 If the tunnel washer fails or is shut down, cages may be washed in the rack washer. Use angled racks located in room 129.
  - 16.3.1 Pre-rinse all cages and place in the rack so that they are as upright as possible and water will hit all corners of the inside of the cage.
  - 16.3.2 Bottles should be soaked for 10 minutes in a 10% solution of bleach. (You may pour bleach into bottles and soak only the inside. Solution can be reused for all bottles in a given day.) Bottles then go through the rack washer to clean the outside of the bottle. Rinsing bottles is not necessary.
  - 16.3.3 Stoppers are soaked in quaternary ammonia prior to washing them in the rack washer as is standard procedure for the tunnel washer. These will need to be rinsed if soaked in quaternary ammonia. Substitute a 10% bleach solution if quaternary ammonia is unavailable or if fresh water for rinsing is unavailable.

**Standard Operating Procedure  
Cole B Small Animal Colony/Animal Science**

<b>Title: Emergency Action Plan (EAP)</b>	<b>SOP No.: 20-102 Version: 6</b>
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- 164 If the rack washer fails or is shut down, carts will need to be hand washed.
  - 16.4.1 Roll the dirty cart from the wash-down area through some footbath into the hallway.
  - 16.4.2 Hose it thoroughly with quaternary ammonia detergent/disinfectant (using the hose for the floors). Remember to clean the underside of the shelves.
  - 16.4.3 Leave quaternary ammonia on 10 minutes to disinfect.
  - 16.4.4 Rinse cart. If not used immediately, store in a clean area set aside for carts.
- 165 If the rack washer shut down is long enough to require it, racks may also be washed by hand.
  - 16.5.1 Prewash racks as is our normal procedure.
  - 16.5.2 Wash racks in the hallway as described above. Make sure automatic watering racks are thoroughly rinsed since the animals will come in contact with the rack.
- 166 If water is unavailable through hose bibs and proportioners, disinfectant may be mixed in spray bottles. See Appendix A Chemicals for dilutions.

**17.0 Laundry Equipment Failure**

- 17.1 Bag dirty laundry and take to Cole A (752-6148).
- 17.2 Wash clothes in hot water, detergent, and bleach as usual.
- 17.3 Wash hands before removing clothes from the dryer. Double bag in a clean plastic bag. Seal bag and return it to Cole B.
- 17.4 To reduce laundry, designate a lab coat for each animal room. Leave the lab coats outside of the room and put it on as you enter. Lab coats may be used for 1 week between launderings.

**18.0 Appendix/Attachments:**

Appendix A—Chemicals

Appendix E—Circuit Board Schematic

Attachment—Evacuation Map

**Revision History:**

<b>Revision</b>	<b>Author</b>	<b>Revisions Made</b>	<b>Effective Date</b>
01	Sandra Weisker	New SOP	07/08/2010
02	Weisker	Updated alternate safety coordinator, occupational health services location, and feed vendors	3/5/12
03	Sandra Weisker	Made minor changes to 6.4.4 (don't reenter building until safe), 9.4 (aquatics power) 9.5, 9.7 (humidifier), 10.4 (tsp/ml conversion) Added 12.5, washing racks by hand.	7/2/12
04	Sandra Weisker	Added and updated phone numbers; added list of critical functions; added 8.5 Added HVAC failure as separate from power failure and included alarm settings (13.0).	9/9/13
05	Sandra Weisker	Changed the name. Updated contact information. Expanded section 4.0. Reorganized section order.	8/25/16
06	Sandra Weisker	Changed the name again. Updated contact information	8/23/17



## Standard Operating Procedure



## Standard Operating Procedure Dairy Facility/Department of Animal Science

<b>Title: Disaster Planning</b>	<b>SOP No.: 20-102 Version: 1</b>
<b>Issue Date: 7/1/16</b>	<b>Page 1 of 3 Next Review Date: 7/1/19</b>

### 1.0 Purpose:

The purpose of this standard operating procedure (SOP) is to outline procedures for personnel during emergency situations.

### 2.0 Scope/Responsibility:

These procedures are to be followed by staff responsible for animal care before, during, and after an emergency situation.

### 3.0 Materials:

Ag Guide

Department of Animal Science Emergency/Action/Recovery Plan

### 4.3 Procedures:

#### 4.4 Contact numbers for emergency

- 4.4.1 Facility Manager Doug Gisi 530-795-4430
- 4.4.2 Facility Asst. Manager Maria Patino 650-863-0640
- 4.4.3 Facility Supervisor Dan Sehnert 530-752-1256
- 4.4.4 Emergency 911
- 4.4.5 Campus Police 2-1230
- 4.4.6 Campus Fire 2-1234
- 4.4.7 Physical Plan 2-1655
- 4.4.8 Large Animal Emergency 2-0290

#### 4.5 Evacuation of personnel

- 4.5.1 All personnel will meet in the center of Dairy Road, west of the facility, to take roll and receive instructions

#### 4.6 Euthanasia

- 4.6.1 In the event an animal needs to be euthanized contact a facility manager or VMTH emergency at 2-0290

#### 4.7 Escapes

- 4.7.1 Immediately close perimeter gates
- 4.7.2 Contact dairy residents to aid in the recovery of any animals outside the perimeter

#### 4.8 Emergency Feed and water

- 4.8.1 Feed
  - Utilize feed at the Beef Facility, Feed Lot, Sheep Unit or Goat Barn
- 4.8.2 Water
  - Contact Ag Services to obtain the water truck and fill it at a source unaffected by the emergency or use horse barn tank wagon

#### 4.6 Fire

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- 5.4.3 Contact fire department and a facility manager
  - 5.4.4 Move any animals from pens or pastures that are in danger
  - 5.4.5 Count to make sure no animals are missing
  - 5.4.6 Check for injured animals and contact managers or emergency veterinarians as needed
  - 5.4.7 Evaluate feed and water available for animals
- #### 5.5 Earthquake
- 5.5.1 Contact a facility manager
  - 5.5.2 Move any animals from pens or pastures that are in danger
  - 5.5.3 Count to make sure no animals are missing
  - 5.5.4 Check for injured animals and contact managers or emergency veterinarians as needed
  - 5.5.5 Evaluate feed and water available for animals
  - 5.5.6 Evaluate safety of structures and availability of electricity

- 5.6 Power outage
  - 5.6.1 Contact a facility manager
  - 5.6.2 Determine what functions are affected. Most importantly availability of water and the ability to milk
  - 5.6.3 Contact Physical Plant to initiate repairs or acquire a backup generator. Delayed milking is a large stress on the milk cows.
  - 5.6.4 If water cannot be restored in four hours haul water to the cows.
- 5.7 Freezing Weather
  - 5.7.1 Check weather reports and if freezing temperatures are anticipated drain unused lines and hoses or crack open the end valve on used water lines.
  - 5.7.2 Contact a facility manager if freezing damage occurs
  - 5.7.3 Determine what functions are affected. Most importantly availability of water and the ability to milk
  - 5.7.4 Contact Physical Plant to initiate repairs
  - 5.7.5 If water cannot be restored in four hours haul water to the cows
  - 5.7.6 Break any ice on tops of water sources to allow animals access
  - 5.7.7 If lanes are too slippery for cows, scrape with a bobcat
  - 5.7.8 Check for injured animals and contact managers or emergency veterinarians as needed
- 5.8 High Winds
  - 5.8.1 Contact a facility manager if wind damage occurs
  - 5.8.2 Determine what functions are affected. Most importantly availability of water and the ability to milk
  - 5.8.3 Contact Physical Plant to initiate repairs
  - 5.8.4 Determine if any cattle are in danger and have access to feed and water
  - 5.8.5 Move cattle to a safe location and/or supply feed and water
  - 5.8.6 Check for injured animals and contact managers or emergency veterinarians as needed
- 6.3 Flood
  - 6.3.1 Contact a facility manager if flooding occurs
  - 6.3.2 Determine what functions are affected. Most importantly availability of water, feed and the ability to milk
  - 6.3.3 Take steps if necessary to prevent a manure discharge

Standard Operating Procedure Dairy Facility/Department of Animal Science	
<b>Title: Disaster Planning</b>	<b>SOP No.: 20-102 Version: 1</b>
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- 7.4.5 Contact Physical Plant to initiate repairs
- 7.4.6 Determine if any cattle are in danger and have access to feed and water
- 7.4.7 Move cattle to a safe location and/or supply feed and water
- 7.4.8 Check for injured animals and contact managers or emergency veterinarians as needed
- 7.5 Vandalism or Terrorism
  - 7.5.4 Contact police and a facility manager
  - 7.5.5 Determine the extent of the problem and take action to supply the cows safe feed and water.
  - 7.5.6 Count animals to make sure none are missing
  - 7.5.7 Check for injured animals and contact managers or emergency veterinarians as needed
  - 7.5.8 Test the milk in the tank for antibiotics with charm test



***Revision History:***

<u>Revision</u>	<u>Author</u>	<u>Revisions Made</u>	<u>Effective Date</u>
01	Doug Gisi	9 New SOP	7/1/16
02	Doug Gisi	• Moving animals	8/23/17



**Standard Operating Procedure**  
**(UCD Beef Barn/Animal Science Department)**

<b><i>Title:</i> Disaster Planning</b>	<b>SOP No.: 20-102</b>	<b>Version: 1</b>
<b>Issue Date: 5-21-10</b>	<b>Page 1 of 7</b>	<b>Next Review Date: 5-21-20</b>

1.0 Purpose:

The purpose of this standard operating procedure (SOP) is to outline procedures for personnel during emergency situations at the UCD Beef Unit

2.0 Scope/Responsibility:

These procedures are to be followed by staff responsible for animal care before, during, and after an emergency situation.

3.0 Materials:

Ag Guide

Department of Animal Science Emergency/Action/Recovery Plan

#### 4.0 Procedures:

##### 4.1 Fire

###### 4.1.1 Contact Persons:

4.1.1.1 Emergency call 911

4.1.1.2 Fire Department Emergency 911 or 530-752-1230

4.1.1.3 Police Department Emergency 911 or 530-752-1230

4.1.1.4 Sr. Beef operations Manager, Don Harper-personal cell 775-790-0243

4.1.1.5 Asst. Beef Operations Manager Tyler Nielsen-personal cell 925-963-4560

4.1.1.6 Staff/Student meeting place: on road to Beef Unit by Cell phone tower parking lot

###### 4.1.2 Structural Fire

4.1.2.1 Release animals from barns and/or corrals that are, or in  
danger of burning. Close all perimeter facility gates at Feedlot or Beef  
Unit to keep animals contained.

4.1.2.2 All staff and student personnel meet on road to Beef Unit by Cell phone  
tower parking lot for accountability

4.1.2.2 Contact Clinical Veterinarian regarding injured animals.

###### 4.1.3 Range Fire

4.1.3.1 Release threatened animals from fields that are burning,  
Or are in danger of burning.

4.1.3.2 All staff and student personnel meet in on road to Beef Unit by Cell phone tower parking  
lot for accountability

4.1.3.3 Count animals and search for any missing animals.

4.1.3.4 Contact Clinical Veterinarian regarding injured animals.

##### 4.2 Earthquake

4.2.1 Contact Beef Operation Managers at above numbers.

4.2.2 Release animals from barns and/or corrals if necessary. Close all perimeter facility gates at Feedlot or Beef unit.

4.2.3 All staff and student personnel meet on road to Beef Unit by Cell phone tower parking lot for accountability

4.2.4 Move animals to new pasture in necessary.

4.2.3.1 Monitor availability and abundance of water.

4.2.3.2 Monitor availability and abundance of feed.

4.2.5 Count animals and search for any missing animals.

4.2.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.3 Power Outage

4.3.1 Contact Operations & Maintenance at 530-752-1655 and request the repair needed.

4.3.2 Call Beef Operation managers to report problem at above numbers.

4.3.3 Release animals from barns and/or corrals.

4.3.4 Move animals to new pasture in necessary.

4.2.4.1 Monitor availability and abundance of water.

4.2.4.2 Monitor availability and abundance of feed.

4.3.5 Count animals and search for any missing animals.

4.3.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.4 Freezing Weather and/or Heavy Snow

4.4.1 Contact Beef Operation Managers and report problem at above numbers.

4.4.2 Release animals from barns and/or corrals if at risk.

4.4.3 Monitor availability and abundance of water.

4.4.3.1 Move animals to a new location.

4.4.3.2 Break ice to allow access to water.

4.4.3.3 Transport water to animals if needed.

4.4.4 Monitor availability and abundance of feed.

4.4.4.1 Move animals to a new location.

4.4.4.2 Provide supplemental feed.

4.4.5 Count animals and search for any missing animals.

4.4.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.5 High Winds and/or Electrical Storms

4.5.1 Contact Beef Operations Managers and report problem at above numbers.

4.5.2 Release animals from barns and/or corrals if at risk.

4.5.3 Monitor availability and abundance of water.

4.5.3.1 Move animals to a new location.

4.5.3.2 Transport water to animals.

4.5.4 Count animals and search for any missing animals.

4.5.5 Contact Clinical Veterinarian regarding injured animals.

#### 4.6 Localized Flooding

4.6.1 Contact Beef Operations Managers and report problem at above numbers.

4.6.2 Release animals from barns and/or corrals if at risk.

4.6.3 All staff and student personnel meet on road to Beef Unit by Cell phone tower parking lot for accountability

4.6.4 Monitor availability and abundance of water.

4.6.4.1 Move animals to a new location.

4.6.4.2 Transport water to animals.

4.6.5 Monitor availability and abundance of feed.

4.6.5.1 Move animals to a new location.

4.6.5.2 Provide supplemental feed.

4.6.6 Count animals and search for any missing animals.

4.6.7 Contact Clinical Veterinarian regarding injured animals.

#### 4.7 Slope Failure

4.7.1 Contact Beef Operations Managers and report problem at above numbers.

4.7.2 Release animals from barns and/or corrals if at risk.

4.7.3 All staff and student personnel meet on road to Beef Unit by Cell phone tower parking lot for accountability

4.7.4 Monitor availability and abundance of water.

4.7.4.1 Move animals to a new location.

4.7.4.2 Transport water to animals.

4.7.5 Monitor availability and abundance of feed.

4.7.5.1 Move animals to a new location.

4.7.5.2 Provide supplemental feed.

4.7.6 Count animals and search for any missing animals.

4.7.7 Contact Clinical Veterinarian regarding injured animals.

#### 4.8 Airplane Crash

4.8.1 Contact Beef Operations Managers and report problem at above numbers.

4.8.2 Release animals from barns and/or corrals if at risk.

4.7.3 All staff and student personnel meet on road to Beef Unit by Cell phone tower parking lot for accountability

4.8.3 Monitor availability and abundance of water.

4.8.3.1 Move animals to a new location.

4.8.3.2 Transport water to animals.

4.8.4 Monitor availability and abundance of feed.

4.8.4.1 Move animals to a new location.

4.8.4.2 Provide supplemental feed.

4.8.5 Count animals and search for any missing animals.

4.8.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.9 Terrorism

4.9.1 Contact Beef Operations Managers and report problem at above numbers.

4.9.2 Release animals from barns and/or corrals if at risk.

4.7.3 All staff and student personnel meet on road to Beef Unit by Cell phone tower parking lot for accountability

4.9.3 Monitor availability and abundance of water.

4.9.3.1 Move animals to a new location.

4.9.3.2 Transport water to animals.

4.9.4 Monitor availability and abundance of feed.

4.9.4.1 Move animals to a new location.

4.9.4.2 Provide supplemental feed.

4.9.5 Count animals and search for any missing animals.

4.9.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.10 Drought at Range Locations

4.10.1 Monitor availability and abundance of water.

4.10.1.1 Move animals to a new location.

4.10.1.2 Transport water to animals.

4.10.2 Monitor availability and abundance of feed.

4.10.2.1 Move animals to a new location.

4.10.2.2 Provide supplemental feed.

#### Revision History:

<u>Revision</u>	<u>Author</u>	<u>Revisions Made</u>	<u>Effective Date</u>
<u>01</u>	Jerry Johnson	• New SOP	5-21-10

02	Jerry Johnson	<ul style="list-style-type: none"> <li>• None</li> </ul>	6-18-13
03	Don Harper	<ul style="list-style-type: none"> <li>• Updated contact information</li> </ul>	9-15-16
04	Don Harper	<ul style="list-style-type: none"> <li>• Updated contact information, Rally point</li> </ul>	9-12-17





UCD Feedlot: Animal Science Department

<b>Title: Disaster Planning</b>	<b>SOP No.: 20-102</b>	<b>Version: 1</b>
<b>Issue Date: 5-21-10</b>	<b>Page 1 of 6</b>	<b>Next Review Date: 5-21-20</b>

#### 1.0 Purpose:

The purpose of this standard operating procedure (SOP) is to outline procedures for personnel during emergency situations at the UCD Feedlot

#### 2.0 Scope/Responsibility:

These procedures are to be followed by staff responsible for animal care before, during, and after an emergency situation.

#### 3.0 Materials:

Ag Guide

Department of Animal Science Emergency/Action/Recovery Plan

#### 4.0 Procedures:

##### 4.1 Fire

##### 4.1.1 Contact Persons:

4.1.1.1 Emergency call 911

4.1.1.2 Fire Department Emergency 911 or 530-752-1230

4.1.1.3 Police Department Emergency 911 or 530-752-1230

4.1.1.4 Sr. Beef operations Manager, Don Harper-personal cell 775-790-0243

4.1.1.5 Asst. Beef Operations Manager Tyler Nielsen-personal cell 925-963-4560

4.1.1.6 Staff/Student meeting place: swine unit parking lot

#### 4.1.2 Structural Fire

4.1.2.1 Release animals from barns and/or corrals that are, or in  
danger of burning. Close all perimeter facility gates at Feedlot or Beef  
Unit to keep animals contained.

4.1.2.2 All staff and student personnel meet in Swine Facility parking lot for  
accountability

4.1.2.2 Contact Clinical Veterinarian regarding injured animals.

#### 4.1.3 Range Fire

4.1.3.1 Release threatened animals from fields that are burning,  
Or are in danger of burning.

4.1.3.2 All staff and student personnel meet in Swine Facility parking lot for accountability

4.1.3.3 Count animals and search for any missing animals.

4.1.3.4 Contact Clinical Veterinarian regarding injured animals.

#### 4.2 Earthquake

4.2.1 Contact Beef Operation Managers at above numbers.

4.2.2 Release animals from barns and/or corrals if necessary. Close all perimeter facility  
gates at Feedlot or Beef unit.

4.2.3 All staff and student personnel meet in Swine Facility parking lot for accountability

4.2.4 Move animals to new pasture in necessary.

4.2.3.1 Monitor availability and abundance of water.

4.2.3.2 Monitor availability and abundance of feed.

4.2.5 Count animals and search for any missing animals.

4.2.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.3 Power Outage

4.3.1 Contact Operations & Maintenance at 530-752-1655 and request the repair needed.

4.3.2 Call Beef Operation managers to report problem at above numbers.

4.3.3 Release animals from barns and/or corrals.

4.3.4 Move animals to new pasture in necessary.

4.2.4.1 Monitor availability and abundance of water.

4.2.4.2 Monitor availability and abundance of feed.

4.3.5 Count animals and search for any missing animals.

4.3.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.4 Freezing Weather and/or Heavy Snow

4.4.1 Contact Beef Operation Managers and report problem at above numbers.

4.4.2 Release animals from barns and/or corrals if at risk.

4.4.3 Monitor availability and abundance of water.

4.4.3.1 Move animals to a new location.

4.4.3.2 Break ice to allow access to water.

4.4.3.3 Transport water to animals if needed.

4.4.4 Monitor availability and abundance of feed.

4.4.4.1 Move animals to a new location.

4.4.4.2 Provide supplemental feed.

4.4.5 Count animals and search for any missing animals.

4.4.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.5 High Winds and/or Electrical Storms

4.5.1 Contact Beef Operations Managers and report problem at above numbers.

4.5.2 Release animals from barns and/or corrals if at risk.

4.5.3 Monitor availability and abundance of water.

4.5.3.1 Move animals to a new location.

4.5.3.2 Transport water to animals.

4.5.4 Count animals and search for any missing animals.

4.5.5 Contact Clinical Veterinarian regarding injured animals.

#### 4.6 Localized Flooding

4.6.1 Contact Beef Operations Managers and report problem at above numbers.

4.6.2 Release animals from barns and/or corrals if at risk.

4.6.3 All staff and student personnel meet in Swine Facility parking lot for accountability

4.6.4 Monitor availability and abundance of water.

4.6.4.1 Move animals to a new location.

4.6.4.2 Transport water to animals.

4.6.5 Monitor availability and abundance of feed.

4.6.5.1 Move animals to a new location.

4.6.5.2 Provide supplemental feed.

4.6.6 Count animals and search for any missing animals.

4.6.7 Contact Clinical Veterinarian regarding injured animals.

#### 4.7 Slope Failure

4.7.1 Contact Beef Operations Managers and report problem at above numbers.

4.7.2 Release animals from barns and/or corrals if at risk.

4.7.3 All staff and student personnel meet in Swine Facility parking lot for accountability

4.7.4 Monitor availability and abundance of water.

4.7.4.1 Move animals to a new location.

4.7.4.2 Transport water to animals.

4.7.5 Monitor availability and abundance of feed.

4.7.5.1 Move animals to a new location.

4.7.5.2 Provide supplemental feed.

4.7.6 Count animals and search for any missing animals.

4.7.7 Contact Clinical Veterinarian regarding injured animals.

#### 4.8 Airplane Crash

4.8.1 Contact Beef Operations Managers and report problem at above numbers.

4.8.2 Release animals from barns and/or corrals if at risk.

4.7.3 All staff and student personnel meet in Swine Facility parking lot for accountability

4.8.3 Monitor availability and abundance of water.

4.8.3.1 Move animals to a new location.

4.8.3.2 Transport water to animals.

4.8.4 Monitor availability and abundance of feed.

4.8.4.1 Move animals to a new location.

4.8.4.2 Provide supplemental feed.

4.8.5 Count animals and search for any missing animals.

4.8.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.9 Terrorism

4.9.1 Contact Beef Operations Managers and report problem at above numbers.

4.9.2 Release animals from barns and/or corrals if at risk.

4.7.3 All staff and student personnel meet in Swine Facility parking lot for accountability

4.9.3 Monitor availability and abundance of water.

4.9.3.1 Move animals to a new location.

4.9.3.2 Transport water to animals.

4.9.4 Monitor availability and abundance of feed.

4.9.4.1 Move animals to a new location.

4.9.4.2 Provide supplemental feed.

4.9.5 Count animals and search for any missing animals.

4.9.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.10 Drought at Range Locations

4.10.1 Monitor availability and abundance of water.

4.10.1.1 Move animals to a new location.

4.10.1.2 Transport water to animals.

4.10.2 Monitor availability and abundance of feed.

4.10.2.1 Move animals to a new location.

4.10.2.2 Provide supplemental feed.

#### Revision History:

<u>Revision</u>	<u>Author</u>	<u>Revisions Made</u>	<u>Effective Date</u>
<u>01</u>	Jerry Johnson	• New SOP	5-21-10
02	Jerry Johnson	• None	6-18-13
03	Don Harper	• Updated contact information	9-15-16
04	Don Harper	• Updated contact information, Rally point	9-12-17



Goat Facility/Department of Animal Science

<b>Title: Disaster Planning</b>	<b>SOP No.: 20-102    Version: 1</b>
<b>Issue Date: 6/30/10</b>	<b>Page 1 of 2    Next Review Date: 9/09/2019</b>

1.0 Purpose:

The purpose of this Standard Operating Procedure (SOP) is to outline the procedures for Goat Facility personnel to follow during emergency situations.

2.0 Scope/Responsibility:

All staff and student employees, as well as research personnel, students, interns and volunteers who work at the Animal Science Goat facility must comply with these standards of care.

3.0 Materials:

Ag guide

Department of Animal Science Emergency Action and Evacuation Guide

4.0 Fire:

4.1 Contact Information:

4.1.1 Call 911 Emergency.

4.1.2 Call facility manager, Ben Rupchis, 434-327-8226.

4.1.3 Call Animal Science Facilities Manager, Dan Sehnert 530-752-1256 or 530-473-2148.

4.2 Release animals that are inside the barn or in danger of being harmed.

4.3 Contact Clinical Veterinarian, Large Animal Field Services or Large Animal Hospital to care for injured animals.

5.0 Earthquake:

5.1 Contact facility manager at above numbers.

5.2 Release animals from barn or enclosures if necessary

5.3 Move animals to a safe location if necessary.

5.4 Contact Operations and Maintenance at 530-752-1655 and report any damage to buildings, facility or trees.

5.5 Contact Clinical Veterinarian, Large Animal Field Services or Large Animal Hospital to care for injured animals.

6.0 Power Outage:

6.1 Contact Operations and Maintenance at 530-752-1655 and report the outage.

6.1.1 Describe the fact that this is a dairy, and the goats must be milked on schedule. Let them know the next scheduled milking time.

6.1.2 If the power outage cannot be resolved by the next scheduled milking time, Maintenance and Operations must provide a portable generator.

- 6.1.3 The portable generator can be used to run the portable milking machine and goats may be milked in that manner.
- 6.2 Contact facility manager at the above numbers.
- 7.0 High Winds/Storms:
- 7.1 Report any damage that occurs to Operations and Maintenance at 530-752-1655.
- 7.2 Contact facility manager at above numbers.
- 7.3 Monitor the goats and move those that may be in danger to a safe location.
- 7.4 Contact Clinical Veterinarian, Large Animal Field Services or Large Animal Hospital to care for injured animals.
- 8.0 Freezing Weather:
- 8.1 Contact facility manager at above numbers
- 8.2 If water pipes freeze, Contact Operations and Maintenance at 530-752-1655 and report the situation.
- 8.2.1 Explain to them that all animals are on "lixit" waterers and will be without water when pipes are frozen.
- 8.2.2 Carry water to affected areas if the problem cannot be resolved within 2 hours.
- 8.3 Contact Clinical Veterinarian, Large Animal Field Services or Large Animal Hospital to care for injured animals.
- 9.0 Localized Flooding:
- 9.1 Contact facility manager at above numbers.
- 9.2 If a group or groups of animals cannot access dry areas, feed and water, move them to a dry location. If none is available at the facility, they can be transported to Cole D.
- 10.0 Appendix/Attachments:
- 10.1 UC Davis, Department of Animal Science Emergency Action & Evacuation Guide.

***Revision History:***

Revision	Author	Revisions Made	Effective Date
01	Jan Carlson	• New SOP	6-30-10
02	Jan Carlson	• None	10/01/2013
03	Rachel Conway	• Updated Facility manager Contact Information	09/09/2016



**Standard Operating Procedure**  
**(UCD Avian Science Research Facility-Hopkins/Animal Science**  
**Department)**



<b>Title: Disaster Planning</b>	<b>SOP No.: 20-102 Version: 2</b>
<b>Issue Date: 6-23-10</b>	<b>Page 1 of 2 Next Review Date:6-23-19</b>

**1.0 Purpose:**

The purpose of this standard operating procedure (SOP) is to outline procedures for personnel during emergency situations.

**2.0 Scope/Responsibility:**

These procedures are to be followed by staff responsible for animal care before, during, and after an emergency situation.

**3.0 Materials:**

Ag Guide

Department of Animal Science Emergency/Action/Recovery Plan

**4.9 Procedures:**

**4.10 Contact Persons:**

- 4.10.1 Emergency call 911
- 4.10.2 Fire Department Emergency 911 or 530-752-1230
- 4.10.3 Police Department Emergency 911 or 530-752-1230
- 4.10.4 Meyer Avian Facilities, Kristy Portillo-personal cell 530-400-6201 or Kevin Bellido-personal cell 916-412-5778
- 4.10.5 Hopkins Avian Science Research Facility, Kristy Portillo or Kevin Bellido
- 4.10.6 Emergency action plan is posted throughout the facility

**4.11 Structural Fire**

- 4.11.1 Account for all staff and personnel to assure everyone has exited the building
- 4.11.2 Meeting spot for the Avian Science Research Facility on Hopkins Road is on the Hopkins roadway to the east of the headquarters building
- 4.11.3 Coordinate with the fire department re-enter the building and remove colony birds if safe to do so.
- 4.11.4 Reserve water barrels are in P house (Q019)
  - Monitor availability and abundance of water
  - Monitor availability and abundance of feed

4.2.5 Contact Clinical Veterinarian regarding injured animals.

5.9 Earthquake

5.9.1 Contact Avian facilities personnel at above numbers.

5.9.2 Account for all staff and personnel to assure everyone has exited the building.

5.9.3 Meeting spot for the Avian Science Research Facility on Hopkins Road is on the Hopkins roadway to the east of the headquarters building.

5.9.4 Coordinate with the fire department re-enter the building and remove colony birds if safe to do so.

5.9.5 Reserve water barrels are in P house (Q019)

- Monitor availability and abundance of water.
- Monitor availability and abundance of feed.

5.9.6 Contact Clinical Veterinarian regarding injured animals.

5.10 Power Outage

5.10.1 Contact Operations & Maintenance at 530-752-1655 and request the repair needed.

5.10.2 Call Avian personnel and report problem at above numbers.

5.10.3 Verify emergency generators turn on.

- If generators do not restore power where needed, contact Operations & Maintenance at 530-752-1655.

5.10.4 Meeting spot for the Avian Science Research Facility on Hopkins Road is on the Hopkins roadway to the east of the headquarters building.

5.10.5 Monitor availability and abundance of water.

5.10.6 Monitor availability and abundance of feed.

5.10.7 Contact Clinical Veterinarian regarding injured animals.

5.11 Terrorism

5.11.1 Contact Avian personnel and report problem at above numbers.

5.11.2 Account for all staff and personnel to assure everyone has exited the building.

5.11.3 Meeting spot for the Avian Science Research Facility on Hopkins Road is on the Hopkins roadway to the east of the headquarters building

5.11.4 Coordinate with the fire department re-enter the building and remove colony birds if safe to do so.

5.11.5 Reserve water barrels are in P house (Q019)

- Monitor availability and abundance of water.
- Monitor availability and abundance of feed.

5.11.6 Contact Clinical Veterinarian regarding injured animals.

**Revision History:**

Revision	Author	Revisions Made	Effective Date
01	Jackie Pisenti	New SOP	6/23/10
02	Kristy Portillo	Update phone numbers and staff	8/28/17



**Standard Operating Procedure**  
**(Horse Barn/Animal Science Department)**

<b>Title: Disaster Planning</b>	<b>SOP No.: 20-102</b>	<b>Version: 1</b>
<b>Issue Date: 6/1/10</b>	<b>Page 1 of 4</b>	<b>Next Review Date: 7/28/2022</b>

**1.0 Purpose:**

The purpose of this standard operating procedure (SOP) is to outline procedures for personnel during emergency situations.

**2.0 Scope/Responsibility:**

These procedures are to be followed by staff responsible for animal care before, during, and after an emergency situation.

**3.0 Materials:**

Ag Guide

Department of Animal Science Emergency/Action/Recovery Plan

**4.0 Procedures:**

**4.1 Fire**

**4.1.1 Contact Persons:**

4.1.1.1 Emergency call 911

4.1.1.2 Fire Department Emergency 911 or 530-752-1230

4.1.1.3 Police Department Emergency 911 or 530-752-1230

4.1.1.4 Equine Facilities Supervisor Kelly Davis 530.412.4194

4.1.1.5 Facilities Supervisor Dan Sehnert office 530-752-1256

#### 4.1.2 Structural Fire

4.1.2.1 Release all animals (except stallions) from barns and/or corrals that are, or are in danger of burning, into the horse arena. Make sure all arena gates are closed. Move stallions to the Mare Motel (Cole E), the Bull Barn (Cole F) or the Cole D research barn. Keep stallions separated from each other and other equines. Alternatively, animals could be turned out in the grazing pasture, moved to the feedlot or beef barn, or taken to another horse facility on campus (CEH or the Equestrian Center).

4.1.2.2 Contact Clinical Veterinarian regarding injured animals.

#### 4.1.3 Pasture Fire

4.1.3.1 Release threatened animals from fields that are burning,  
or in danger of burning. If possible take them to the horse arena rather than turn them loose.

4.1.3.2 Count animals and search for any missing animals.

4.1.3.3 Contact Clinical Veterinarian regarding injured animals. .

#### 4.2 Earthquake

4.2.1 Contact Equine Facilities Supervisor at above number.

4.2.2 Release animals from barns and/or corrals if necessary. Close all perimeter facility gates at Horse Barn. If there is a danger of fire, follow the fire procedures above.

4.2.3 Move animals to new pasture if necessary.

4.2.3.1 Monitor availability and abundance of water.

4.2.3.2 Monitor availability and abundance of feed.

4.2.4 Count animals and search for any missing animals.

4.2.5 Contact Clinical Veterinarian regarding injured animals.

#### 4.3 Power Outage

4.3.1 Contact Operations & Maintenance at 530-752-1655 and request the repair needed.

4.3.2 Call Equine Facilities Supervisor to report problem at above numbers.

4.3.3 Move animals to new pasture if necessary.

4.2.3.1 Monitor availability and abundance of water.

4.2.3.2 Monitor availability and abundance of feed.

4.3.4 Count animals and search for any missing animals.

4.3.5 Contact Clinical Veterinarian regarding injured animals.

#### 4.4 Freezing Weather and/or Heavy Snow

4.4.1 Contact Equine Facilities Supervisor and report problem at above numbers.

4.4.2 Move animals to a safe location if there is a risk of their barn/shelter collapsing.

Make sure they are protected from wind at the new location, feed additional hay for warmth.

4.4.3 Monitor availability and abundance of water.

4.4.3.1 Break ice to allow access to water.

4.4.3.2 Transport water to animals if needed.

4.4.4 Monitor availability and abundance of feed.

4.4.4.1 Provide supplemental feed.

4.4.5 Count animals and search for any missing animals.

4.4.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.5 High Winds and/or Electrical Storms

4.5.1 Contact Equine Facilities Supervisor and report problem at above numbers.

4.5.2 Move animals to a safe location if at risk.

4.5.3 Monitor availability and abundance of water.

4.5.3.1 Transport water to animals.

4.5.4 Count animals and search for any missing animals.

4.5.5 Contact Clinical Veterinarian regarding injured animals.

#### 4.6 Localized Flooding

4.6.1 Contact Equine Facilities Supervisor and report problem at above numbers.

4.6.2 Move animals to a safe location if at risk.

4.6.3 Monitor availability and abundance of water.

4.6.3.1 Move animals to a new location.

4.6.3.2 Transport water to animals.

4.6.4 Monitor availability and abundance of feed.

4.6.4.1 Move animals to a new location.

4.6.4.2 Provide supplemental feed.

4.6.5 Count animals and search for any missing animals.

4.6.6 Contact Clinical Veterinarian regarding injured animals.

#### 4.7 Terrorism

4.7.1 Contact Equine Facilities Supervisor and report problem at above numbers.

4.7.2 Move animals to a new location if at risk.

4.7.3 Monitor availability and abundance of water.

4.8.3.1 Transport water to animals.

4.7.4 Monitor availability and abundance of feed.

4.8.4.1 Provide supplemental feed.

4.7.5 Count animals and search for any missing animals.

4.7.6 Contact Clinical Veterinarian regarding injured animals.

#### ***Revision History:***

Revision	Author	Revisions Made	Effective Date
01	Joel Vilorio	• New SOP	6/1/10
02	Leslie Oberholtzer	• Updated	7/27/2017



## Standard Operating Procedure

(UCD Meyer Avian Unit/Animal Science Department)

<b>Title: Disaster Planning</b>	<b>SOP No.: 20-102</b>	<b>Version: 2</b>
<b>Issue Date: 6-23-10</b>	<b>Page 1 of 2</b>	<b>Next Review Date: 6-23-19</b>

- 1.0 Purpose:  
The purpose of this standard operating procedure (SOP) is to outline procedures for personnel during emergency situations.
- 2.0 Scope/Responsibility:  
These procedures are to be followed by staff responsible for animal care before, during, and after an emergency situation.
- 3.0 Materials:  
Department of Animal Science Emergency/Action/Recovery Plan
- 4.0 Procedures:
  - 4.1 Contact Persons:
    - 4.1.1 Emergency call 911
    - 4.1.2 Fire Department Emergency 911 or 530-752-1230
    - 4.1.3 Police Department Emergency 911 or 530-752-1230
    - 4.1.4 Meyer Avian Facilities, Kristy Portillo-personal cell 530-400-6201 or Kevin Bellido-personal cell 916-412-5778
    - 4.1.5 Hopkins Avian Research Facility, Kristy Portillo or Kevin Bellido.
    - 4.1.6 Emergency action plan is posted throughout the facility
  - 4.2 Structural Fire
    - 4.2.1 Account for all staff and personnel to assure everyone has exited the building
    - 4.2.2 Meeting spot for Meyer Hall is the asphalt pathway at the top of the loading dock driveway.
    - 4.2.3 Coordinate with the fire department to re-enter the building and remove colony birds if safe to do so.
    - 4.2.4 Reserve water barrels are in room 0218
      - 4.2.4.1 Monitor availability and abundance of water
      - 4.2.4.2 Monitor availability and abundance of feed
    - 4.2.5 Contact Clinical Veterinarian regarding injured animals.
  - 4.3 Earthquake
    - 4.3.1 Contact Avian facilities personnel at above numbers.
    - 4.3.2 Account for all staff and personnel to assure everyone has exited the building.

- 4.3.3 Meeting spot for Meyer Hall is the asphalt pathway at the top of the loading dock driveway.
- 4.3.4 Coordinate with the fire department to re-enter the building and remove colony birds if safe to do so.
- 4.3.5 Reserve water barrels are in room 0218
  - 4.3.5.1 Monitor availability and abundance of water.
  - 4.3.5.2 Monitor availability and abundance of feed.
- 4.3.6 Contact Clinical Veterinarian regarding injured animals.
- 4.4 Power Outage
  - 4.4.1 Contact Operations & Maintenance at 530-752-1655 and request the repair needed.
  - 4.4.2 Call Avian personnel and report problem at above numbers.
  - 4.4.3 Verify emergency generators turn on.
    - 4.4.3.1 If generators do not restore power where needed, contact Operations & Maintenance at 530-752-1655.
  - 4.4.4 Meeting spot for Meyer Hall is the asphalt pathway at the top of the loading dock driveway.
  - 4.4.5 Monitor availability and abundance of water.
  - 4.4.6 Monitor availability and abundance of feed.
  - 4.4.7 Contact Clinical Veterinarian regarding injured animals.
- 4.5 Terrorism
  - 4.5.1 Contact Avian personnel and report problem at above numbers.
  - 4.5.2 Account for all staff and personnel to assure everyone has exited the building.
  - 4.5.3 Meeting spot for Meyer Hall is the asphalt pathway at the top of the loading dock driveway.
  - 4.5.4 Coordinate with the fire department re-enter the building and remove colony birds if safe to do so.
  - 4.5.5 Reserve water barrels are in room 0218.
    - 4.5.5.1 Monitor availability and abundance of water.
    - 4.5.5.2 Monitor availability and abundance of feed.
  - 4.5.6 Contact Clinical Veterinarian regarding injured animals.

***Revision History:***

Revision	Author	Revisions Made	Effective Date
01	Kristy Smith	New SOP	6/23/10
02	Kristy Portillo	Updated phone numbers	8/27/17





**Standard Operating Procedure**  
**Sheep Unit/Animal Science**

<b>Title: Disaster Plan</b>	<b>SOP No.: 20-102</b>	<b>Version: 1</b>
<b>Issue Date: 6-30-10</b>	<b>Page 1 of 3</b>	<b>Next Review Date: 6-30-20</b>

**1.0 Purpose:**

The purpose of this standard operating procedure (SOP) is to explain the proper safety procedures for personnel and animals during an emergency.

**2.0 Scope/Responsibility:**

These procedures are to be followed by staff responsible for implementing the disaster plan.

**3.0 Materials:**

Ag Guide

Animal Science Department Safety Plan-Binder on desktop West Barn Office

Cell Phones

Water Tank Trailer

Captive Bolt

Flashlights

**4.0 Procedure:**

4.1 Command Structure: Facility Manager, 3 Student Herd Managers

4.2 Communication Plans: Employees listed in 4.1 will have cell phone linkage

4.2.1 Emergency Contacts:

Dan Sehnert, Facilities Manager, interim sheep mgr: Work 530-752-1256 Cell 530-473-2148

Leslie Oberholtzer, Safety Coordinator: 530-752-1816 Cell 530-219-6664

UCD Police Department: 911

4.3 Evacuation plan and designated meeting place:

4.3.1 All animals will be removed from structures to large paddocks and enclosures dependent upon type of disaster.

4.3.2 Personnel will meet at the intersection of Brooks Drive and Garrod Road

4.4 Acquisition of emergency food and water for animals:

4.4.1 Forage and feed grains will be supplied by departmental farm crew staff.

4.4.2 Water will be hauled to unit in departmental water tank trailer by departmental farm crew staff.

4.5 Plans for dealing with loss of:

4.5.1 Power: Utilize battery powered lighting to observe and manage animals

4.5.2 Flood: Move all animals out of creek bed enclosures to elevated enclosures adjacent to East and West Barns.

4.5.3 Fire: Move all animals to open enclosures at least 200 feet from structures. Evacuate all personnel to designated meeting place: see 4.3.2

4.5.4 Earthquake: Evacuate all personnel and animals from structures to open enclosures at least 200 feet from structures, power lines and trees.

4.6 Plan for dealing with animal escapes: Open gates and herd animals in to secure enclosure.

4.7 Plan for humanely euthanizing animals: Captive bolt and exsanguination by trained personnel

Revision History:

<u>Revision</u>	<u>Author</u>	<u>Revisions Made</u>	<u>Effective Date</u>
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01	Dana Van Liew	• New SOP	6-30-10
02	Dana Van Liew	• Review/Revisions	6-30-13
03	Dana Van Liew	• Review/Revisions	6-30-16
04	Kyle Wood	• Review/Revisions	3-15-17



## Standard Operating Procedure

(UCD Swine Center/Animal Science Department)

<b>Title: Disaster Planning</b>	<b>SOP No.: 20-102</b>	<b>Version: 1</b>
<b>Issue Date: 6-30-10</b>	<b>Page 1 of 3</b>	<b>Next Review Date: 6-30-20</b>

### 1.0 Purpose:

Outline procedures for personnel during emergency situations.

### 2.0 Scope/Responsibility:

These procedures are to be followed by staff responsible for animal care before, during, and after an emergency situation.

### 3.0 Materials:

Ag Guide

Department of Animal Science Emergency/Action/Recovery Plan

### 4.0 Procedures:

#### 4.1 Fire

##### 4.1.1 Contact Persons:

4.1.1.1 Emergency call 911

4.1.1.2 Fire Department Emergency 911 or 530-752-1230

4.1.1.3 Police Department Emergency 911 or 530-752-1230

4.1.1.4 Facility Manager, Aaron Prinz cell 760-532-5667

4.1.1.5 Department Facility Coordinator, Dan Sehnert 530-736-9124

4.1.1.6 Clinical Veterinarian 530-752-0290

#### 4.2 Earthquake

4.2.1 Contact Facility Manager at above number..

4.2.2.1 Monitor availability and abundance of water.

4.2.2.2 Monitor availability and abundance of feed.

4.2.3 Contact Clinical Veterinarian regarding injured animals.

#### 4.3 Power Outage

4.3.1 Contact Operations & Maintenance at 530-752-1655 and request the repair needed.

4.3.2 Call facility manager to report problem at above number.

4.3.3 Monitor availability and abundance of water.

4.3.4 Monitor availability and abundance of feed.

4.3.5 Contact Clinical Veterinarian regarding injured animals.

#### ***Revision History:***

Revision	Author	Revisions Made	Effective Date
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01	Kent Parker	• New SOP	Pending
02	Aaron Prinz	• Updated contact numbers	08-23-2017

## Standard Operating Procedure

### Animal Science Teaching Facility (ASTF)/Animal Science Department

<b><i>Title:</i> Disaster Planning</b>	<b>SOP No.: 20-102</b>	<b>Version: 1</b>
<b>Issue Date: 9/2010</b>	<b>Page 1 of 5</b>	<b>Next Review Date: 9/2019</b>

#### 1.0 Purpose:

The purpose of this Standard Operating Procedure (SOP) is to outline procedures for personnel during emergency situations at ASTF.

#### 2.0 Scope/Responsibility:

These procedures are to be followed by all personnel responsible for animal care at ASTF.

### 3.0 Materials:

*Ag Guide*

*Guide for the Care and Use of Laboratory Animals*

Department of Animal Science Emergency Action & Evacuation Guide

Veterinary Care Program SOPs for all ANS Department animal facilities

Veterinarian Call List

4.0 Procedures: In the event of evacuation by personnel/students at ASTF, the meeting place is the parking lot just east of 500 ASTF.

#### 4.1 Fire

##### 4.1.1 Contact Information:

4.1.1.1 Call 911 or directly to UCD Fire Department at 530-752-1234

4.1.1.2 If needed, Police Department Emergency 911 or directly at 530-752-1230

4.1.1.3 Call Teaching Coordinator/Facility Manager Lisa Nash Holmes at 530-752-6022 (office), 530-756-3901 (home), 916-947-6274 (cell)

4.1.1.4 If unable to reach Lisa Nash Holmes, call assistant Jack Henderson at 530-752-3531 (office), 530-753-8943 (home)

4.1.1.5 If unable to reach Lisa Nash Holmes or Jack Henderson, call Animal Science Facilities Coordinator Dan Sehnert at 530-752-1256 (office), 530-473-2148 (home), 530-736-9124 (cell)

##### 4.1.2 Animal Safety

4.1.2.1 If livestock are present at ASTF, release large animals from pens or enclosures that are burning or are in danger of burning or harm. Close ASTF gates to secure animals unless doing so will further cause animal harm.

4.1.2.2 If lab animals are present, move the animal racks or individual cages on a cart out of harm's way.

4.1.2.3 Contact the facility managers of the respective campus animal facilities from which the animals came from. Return animals to their respective campus animal facilities if necessary.

4.1.2.4 Monitor availability and abundance of water and feed; water hauled to ASTF if needed by departmental water tank, Ag Services water truck, or other appropriate source.

4.1.2.5 Contact Clinical Veterinarian for respective animal facilities regarding injured animals or posted Veterinarian Call List.

## 4.2 Earthquake

4.2.1 Contact Teaching Coordinator at above numbers.

4.2.2 Release large animals from pens or enclosures if necessary. Close all perimeter facility gates.

4.2.3 If necessary, move the lab animal racks or individual lab animal cages on a cart out of harm's way.

4.2.4 Contact facility managers to return animals to their respective campus animal facilities or another suitable location if necessary.

4.2.4.1 Monitor availability and abundance of water and feed; water hauled to ASTF if needed by departmental water tank, Ag Services water truck, or other appropriate source.

4.2.5 Contact Clinical Veterinarian for specific animal facilities or posted Veterinarian Call List regarding injured animals.

4.2.6 Contact Facilities Operations & Maintenance at 530-752-1655 to report any damage.

## 4.3 Power Outage

4.3.1 Contact Facilities Operations & Maintenance at 530-752-1655 to report outage.

4.3.2 Call Teaching Coordinator at above numbers.

4.3.3 Call facility managers to return animals to their respective campus animal facilities or another suitable location if necessary.

4.3.3.1 Monitor availability and abundance of water and feed; water hauled to ASTF if needed by departmental water tank, Ag Services water truck, or other appropriate source.

4.3.3.2 Monitor temperature inside animal rooms if HVAC down at any time; move animals to another location if needed

#### 4.4 Freezing Weather

4.4.1 Contact Teaching Coordinator and report problem at above numbers.

4.4.2 If water pipe freezes, contact Facilities Operations & Maintenance at 530-752-1655

4.4.2.1 Break ice to allow access to water.

4.4.3 Call facility managers to return animals to their respective campus animal facilities or another suitable location if necessary.

4.4.3.1 Monitor availability and abundance of water and feed and transport water to animals if needed by departmental water tank, Ag Services water truck, or other appropriate source.

#### 4.5 High Winds/Storms

4.5.1 Contact Teaching Coordinator and report problem at above numbers.

4.5.2 Animals can be moved to a safer location at ASTF if needed.

4.5.3 Call facility managers to return animals to their respective campus animal facilities or another suitable location if necessary.

4.5.3.1 Monitor availability and abundance of water as needed; water hauled to ASTF if needed by departmental water tank, Ag Services water truck, or other appropriate source.

4.5.4 Contact respective facility managers and Clinical Veterinarian or posted Veterinarian Call List for specific animal facilities regarding injured animals.

#### 4.6 Localized Flooding

4.6.1 Contact Teaching Coordinator and report problem at above numbers.



4.6.2 Release animals from pens or enclosures if at risk. Close perimeter facility gates if necessary.

4.6.3 Call facility managers to return animals to their respective campus animal facilities or another suitable location if necessary.

4.6.3.1 Monitor availability and abundance of water and feed; water hauled to ASTF if needed by departmental water tank, Ag Services water truck, or other appropriate source.

#### 4.7 Terrorism

4.7.1 Call 911 Emergency

4.7.2 Call Teaching Coordinator at above numbers.

4.7.3 Release large animals from pens or enclosures if at risk. Close perimeter facility gates if necessary.

4.7.4 Call facility managers to return animals to their respective campus animal facilities or another suitable location if necessary.

4.7.4.1 Monitor availability and abundance of water and feed; water hauled to ASTF if needed by departmental water tank, Ag Services water truck, or other appropriate source.

4.7.5 Contact respective facility managers and Clinical Veterinarian for specific animal facilities or posted Veterinarian Call List regarding injured animals.

#### **Revision History:**

Revision	Author	Revisions Made	Effective Date
01	Lisa Nash Holmes	<ul style="list-style-type: none"><li>• New SOP</li><li>• Added hauling water to ASTF if needed, evacuation route</li><li>• Title change from 'Disaster Planning' to 'Emergency Response Planning'; added Jack Henderson contact info; added HVAC info</li></ul>	9/2010
02	Lisa Nash Holmes		9/2013
03	Lisa Nash Holmes		9/2016