THE UNIVERSITY OF HONG KONG
Committee on the Use of Live Animals in Teaching and Research

To: All Heads/Directors of Departments/Schools
Deans, Faculties of Dentistry, Medicine, Education, Engineering and Science

Disaster Plan for Departmental Animal Facilities and Research Laboratories

As recommended under the new “Guide for the Care and Use of Laboratory Animals, NRC, 2011” (http://www.aaalac.org/resources/Guide_2011.pdf) and as required by AAALAC (Association for the Assessment and Accreditation of Laboratory Animal Care International, http://www.aaalac.org/), a disaster plan to cope with emergencies must be set up for satellite animal research laboratories and animal holding facilities.

In this connection, the CULATR, at its last meeting held on July 9, 2013 agreed to formulate a disaster plan for Departmental Animal Facilities and Research Laboratories in order to keep practices of the University in line with international standards. It was decided that the attached “Disaster Plan for Departmental Animal Facilities and Research Laboratories” (Disaster Plan; doc. M.108/713: Appendix A) which has been cleared with the Director of Safety, should be adopted in all animal facilities and research laboratories of the University.

The Departmental Safety Representatives (DSR) and Departmental Laboratory Managers/Laboratory Superintendents are reminded to observe the responsibilities as stipulated in the Disaster Plan, as well as the procedures for possible emergencies that may occur in the animal facilities and research laboratories.

The Departments concerned are also requested to complete their own Appendix B (i.e. names and emergency telephone numbers of responsible personnel) and Appendix C (i.e. evacuation plan and assembly points) for the attached Disaster Plan, and such documents should be placed at the departmental animal facilities and research laboratories. CULATR will inspect the abovementioned documents during its semi-annual inspections of departmental animal facilities and research laboratories.

Please feel free to contact Dr. KS Lo of the LAU at 2816 8515 / <kingslo@hku.hk> for enquiries on the Disaster Plan and the preparation of the relevant documents.

Thank you for your attention.

(Ms) Helen Chan
for Secretary
Committee on the Use of Live Animals in Teaching and Research

Encl.
August 6, 2013

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cc: Departmental Laboratory Managers/Laboratory Superintendents
    Departmental Safety Representatives
    Dr. Edmund Hau, Director, Safety Office
    Mr. KL Tam, Director, Estates Office
    Dr. KS Lo, Head, LAU
1. Purpose

(i) To prescribe procedures to follow in the event of an adverse condition, emergency or disaster situation affecting the animal facility/research laboratory.

(ii) To identify appropriate personnel and resources to take necessary actions before, during and after emergencies.

(iii) To minimize the loss of animals and/or negative impacts to on-going research and animal colony management.

(iv) To enhance the ability of the animal facility/research laboratory to restore and sustain its operations during an emergency.

2. Responsibility

(i) Departmental Safety Representative (DSR)

a. Directs emergency responses in the Department when emergencies involving laboratory animals occurs.

b. Ensures that humane care of animals is provided and that the responsibility of providing satisfactory standards of care for animals is upheld even when there are adverse conditions.

c. Consults the Laboratory Animal Unit (LAU), Safety Office and Estates Office when necessary during emergencies.

d. Annually reviews procedures for managing the emergency plan and proposes changes to the Head of Department.

e. Performs post-emergency review and proposes suitable actions to improve the plan.

(ii) Animal Facility Manager/Research Laboratory Manager

a. Serves as coordinators and supervises subordinates in the animal facility/research laboratory to ensure the emergency plan is understood and implemented.

b. Collects information and submits emergency report to the Departmental Safety Representative.
c. Updates the names and telephone numbers of responsible personnel on the emergency roster at least annually.

3. Procedures

(i) Possible emergencies that may occur in the animal facility/research laboratory, their descriptions and appropriate responses are listed in Appendix A. These include but are not limited to fire, flood, electricity supply failure, water supply failure, ventilation system failure and chemical spills.

(ii) Names and emergency telephone numbers of responsible personnel are listed in Appendix B. (to be prepared by the Department)

(iii) Evacuation Plan and Assembly Points are shown in Appendix C. (to be provided by the Department)

(iv) Animals will be relocated to other appropriate areas (e.g. LAU) for temporary holding if the condition of the animal facility/research laboratory is not satisfactory and may threaten the animals' lives or well-being.

(v) If the disaster is severe, the Departmental Safety Representative will consult the LAU and decide whether all animals must be evacuated from the Department. Emergency animal euthanasia will be authorized by the LAU veterinarian on site as necessary for moribund or severely injured animals, or when no acceptable housing or care is available during the emergency. Euthanasia will be performed in accordance with the Report of the AVMA Panel on Euthanasia (2013).

(vi) After the emergency/disaster, the situation, response, damage, and resolution are summarized and reported by the Animal Facility Manager/Research Laboratory Manager. This will help prevent future emergencies from happening, decrease the chance that an emergency will occur, and minimize damaging effects of unavoidable emergencies. The report is reviewed by the Departmental Safety Representative before submission to the Head of Department.

(vii) Departmental Safety Representative should review the procedures annually or as often as needed. Supervisory staff must ensure that their subordinates understand the emergency procedures. Fire drill should be conducted at least annually.

June 23, 2013
### The University of Hong Kong

**Laboratory Animal Unit**

**Disaster Plan For Departmental Animal Facilities and Research Laboratories**

<table>
<thead>
<tr>
<th>Emergency</th>
<th>Description</th>
<th>Outcome</th>
<th>Initial Response (see page 1-9)</th>
<th>Secondary Response (see page 1-9)</th>
<th>Follow up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Fire is not in the animal facility/research laboratory</td>
<td>Fire alarm activated</td>
<td>1. Close the facility/research door and leave the building immediately. 2. Go directly to the designated assembly point. 3. Inform建筑面积/animal facility/research laboratory and seek their advice on whether the animals can be relocated to a safe place. (see II)</td>
<td>1. Attend to the health of animals if needed. 2. Seek veterinary advice from the Laboratory Animal Unit (LAU) if necessary.</td>
<td>1. Check animals and animal facility/research laboratory condition after the fire is extinguished and resume ventilation as soon as possible. 2. Investigate the cause of fire and set up measures to prevent recurrence.</td>
</tr>
<tr>
<td>Fire</td>
<td>Fire is in the animal facility/research laboratory</td>
<td>Both animals and personnel are in immediate danger</td>
<td>1. Raise the fire alarm by operating the nearest manual call point. 2. Take the fire with the extinguisher provided, taking no personal risks. 3. If the efforts taken are not immediately successful, leave the building. 4. Inform建筑面积/animal facility/research laboratory and seek their advice on whether the animals can be relocated to a safe place. (see II)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flood</td>
<td>Flood affecting animals in cages</td>
<td>Flood affecting animals in cages</td>
<td>1. Relocate the animals to a safe place, replace the wet cages and use warmer to dry the hair of animals. 2. Seek veterinary advice from the LAU if needed.</td>
<td>1. Switch off the water source and turn off power supply if necessary. 2. Inform E.S.O. Office and close up the water.</td>
<td>Investigate the cause of flooding and set up measures to prevent recurrence.</td>
</tr>
<tr>
<td>Flood</td>
<td>Flood not affecting animals in cages</td>
<td>All animals are still safe</td>
<td>Have a look at the animal facility/research laboratory to ensure animals are not affected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity Supply</td>
<td>Suspension of electric supply</td>
<td>Back-up emergency generator is operating (where available). Ventilation available, but no air-conditioning</td>
<td>Report to E.S.O. Office and ensure emergency power and ventilation are available.</td>
<td></td>
<td>Investigate the cause of power failure and set up measures to prevent recurrence.</td>
</tr>
<tr>
<td>Water supply</td>
<td>Suspension of water supply</td>
<td>No drinking water for animals</td>
<td>Report to E.S.O. Office and estimate the time required to restore water supply.</td>
<td>Estimate the amount of drinking water required and purchase sufficient amount of commercial distilled water for animals' consumption if necessary.</td>
<td>Investigate the cause of water supply suspension and set up measures to prevent recurrence.</td>
</tr>
<tr>
<td>Ventilation &amp; Air-conditioning</td>
<td>Suspension of Ventilation System and/or Air-conditioning</td>
<td>No air supply/ventilation and/or air-conditioning</td>
<td>Report to E.S.O. Office to estimate the time required to restore ventilation and air-conditioning.</td>
<td>1. Monitor the temperature and humidity/airflow level and animal health in the animal facility/research laboratory. 2. Open the doors and windows and use electric fans to enhance air circulation if necessary. 3. Seek veterinary advice from the LAU if needed.</td>
<td>Investigate the cause of ventilation problem and set up measures to prevent recurrence.</td>
</tr>
<tr>
<td>Chemical Spills</td>
<td>Chemical Spillage</td>
<td>Spillage is major and harmful to animals and personnel</td>
<td>1. Evacuate the room first and activate the emergency ventilation button. 2. Assess the risks and only enter the room to rescue the animals if either the risk is insignificant or with the help of appropriate personal protective equipment. 3. Contain spill area. Inform the supervisor and Safety Office.</td>
<td>1. Provide first-aid treatment to affected personnel and animals where appropriate. 2. Follow Safety Office's advice to decontaminate the affected area. 3. Assist animal injury and seek veterinary advice from LAU if necessary.</td>
<td>Complete report of the incident for submission to the Safety Office.</td>
</tr>
</tbody>
</table>

**Note:**
1. Name and emergency telephone numbers of responsible personnel are listed in Appendix B (to be prepared by the Department).
2. Evacuation Plan and Assembly Points are shown in Appendix C (to be provided by the Department).
3. When the circumstances permit (i.e. safe conditions), euthanize the animals humanely if they cannot be relocated or protected from the consequences of the disaster.
4. LAU Emergency Contact Phone No.: 6499 5215
5. Animal Facility Manager/Research Laboratory Manager seeks necessary advice from Fire Services Department officials.