



Emergency Procedures and Evacuation Plan

Program-Specific Safety and Emergency Protocols

INTRODUCTION:

The following protocols have been developed to address daily care, emergency care and evacuation protocols of on-campus animals that are used in the Program of Veterinary Technology.

A. Veterinary Technology Communication Policy for Animal Care

Students and faculty in the Veterinary Technology Program may use Google Hangouts (video call, audio call or text) as a form of communication strictly in regards to the care of animals on campus and at the barn. Students are not to use this means of communication for non-animal related communications or communications about animals not used in the program.

Examples of allowed communication include, but are not limited to:

- completion of a wards shift in VT197, VT102, VT201 and VT230
- evening checks on post-operative patients

Students can contact faculty regarding the status and health of program animals on campus:

	<u>General husbandry</u>	<u>Medical concerns</u>
Horses	Dominica Hathcock dhathcock@manor.edu	1. Dr. Stephanie Marks smarks@manor.edu 2. Dr. Emma Chua echua@manor.edu
Dogs/cats	Dr. Emma Chua echua@manor.edu	1. Dr. Emma Chua 2. Dr. Stephanie Marks
Rodents	Katelynn Ennis-Wolf kennis-wolf@manor.edu	1. Dr. Emma Chua 2. Dr. Stephanie Marks

B. ANIMAL BITE PROTOCOL

Animal bites must immediately receive medical attention and be reported to the proper authorities, who will supervise the response.

1. As soon as a bite is observed or suspected, place the suspect animal in a secure cage or crate that is clearly tagged: "This cage/crate contains an animal that has been involved in a bite."
 - a. Isolate the caged animal.
 - b. No one is to handle this animal except professional staff who are specifically authorized to do so.
2. Immediately direct the person who has been bitten to medical attention.
 - a. As necessary, apply pressure to stop bleeding.
 - b. Wash wounds thoroughly with plenty of soap and warm water. Run water over the wound for several minutes to make sure it is clean and all soap is rinsed out.
 - c. After a thorough wash and rinse, apply an antiseptic solution, such as iodine or other disinfectant.
 - d. See a physician as soon as possible. If a physician of choice is unavailable, go to the nearest emergency-care facility. Explain how the bite occurred, and follow the physician's advice.

3. Determine and clearly document the incident in the animal's paperwork. Include:
 - a. The date and time of the bite,
 - b. The identity of the person who was bitten,
 - c. The rabies vaccination status of the person who was bitten,
 - d. The rabies vaccination status of the animal involved,
 - e. The identity of people who witnessed the bite,
 - f. Any special circumstances associated with the bite,
 - g. The identity of the owner of the animal,
 - h. The time/date of notification of the owner.
4. Make proper notifications.
 - a. If the bite occurred at the Clinical Site, notify the Supervisor or Office manager immediately.
 - b. Notify security and the course instructor. An incident report will need to be completed.
5. If the incident warrants transport of an animal to an Emergency Care Facility, information about the incident and the animal's paperwork should be transported with the animal.
6. Note: Once a bite has occurred, options (such as euthanasia, movement, or return of an animal to its owner) are limited by Pennsylvania laws and regulations.

C. EVACUATION OF ANIMALS

Program teaching animals are kept in the Dog and Cat wards (located off the Radiology Suite- Room 18), in the Small Animal Clinical Laboratory during class (Room 15A) and in the Laboratory Animal Vivarium (three separate rooms within Room 15). In the event of any of the following situations, all rooms must be checked for the presence of animals and evacuated as described below.

As part of the emergency protocol, program personnel should be contacted immediately during any change in water, heating, or other change in environmental conditions that would affect the animals. In addition, the Program personnel must be notified in advance if water or electricity will be shut off by maintenance. In the event of an emergency, every effort should be made to contact VT personnel. If they are not contacted, **Manor security and maintenance personnel will carry out the evacuation procedures in the absence of VT faculty and staff.**

Emergency Contact Information for Off-campus Evacuation:

Rockledge Veterinary Hospital,
2 South Sylvania Ave.,
Rockledge, PA 19046
(W) (215) 379-1677
H (215) 884-1005

D. POWER OUTAGE:

1. Room 15A (Small Animal Clinical Lab), Dog and Cat Wards
Dogs and cats are housed for short periods of time in the wards and are typically owned by students, faculty members or regional animal shelters/rescues. Cats and dogs in general manage well with temperatures ranging from 50 to 85 (USDA AWA). However, if these animals have been anesthetized, they are more susceptible to cold. Therefore, if the room temperature drops below 65 degrees F or if room temps exceed 85 degrees F, the cats and dogs should be evacuated to the nearest heated/cooled building. In the event of a regional blackout, the animals should be transported to the heated/cooled garage of the maintenance department that is powered by a generator. Carriers for cats are located on top of the cages and leashes for dogs are available in the drawer labeled "6" in Room 15A or on the closet door in the dog ward. All cats must be transported in carriers and all dogs must be on leashes.
2. Room 15 (Laboratory Animal Vivarium)
Laboratory animals, including rabbits, rats, mice, guinea pigs, and hamsters, are housed in this facility during the spring semester (January through May). Air for each individual laboratory animal vivarium is drawn in from room 15 via a negative pressure ventilation system. Room 15 has a standalone air conditioning system used to control the temperature of the room. Animals should be evacuated if the

temperature drops below 50 degrees F during the winter months and 85 degrees F during the warm months (USDA AWA).

Rabbits can be transported in carriers or by moving the rabbit rack. A modest number of rodents can have their individual shoebox cage placed on a cart for transportation, but if a larger number of rodents are present, the entire rodent rack will need to be moved. Both the rabbit and rodent rack are on wheels and can be moved through the closest exit door to the parking lot. They should be transported across the parking lot to the garage under the dormitory where the maintenance department houses a generator. In the event of rain or snow, the rack could be covered with a protective waterproof sheet such as large, slit trash bags. Due to their size, moving the racks would require two people.

E. FIRE:

OSHA requires that humans evacuate the building as soon as possible, and does not recommend that human life be risked to save animals. However, if time permits, animals might be evacuated as described above with cats in carriers, dogs on leashes and the rabbit and rodent racks wheeled out to the parking lot. Emphasis should be on speed and getting the animals out of the building as soon as possible rather than on protecting the animals from inclement weather, for example, by taking the time to apply cumbersome covers over racks. If a fire should occur during class time when there are many hands available, evacuation of animals might be possible. If, on the other hand, it occurred in the middle of the night when the building is empty, an attempted rescue of animals by one or two security guards would not be prudent.

If a fire should occur during surgery and while an animal is under anesthesia, the entire anesthesia machine, which is on wheels, would accompany the anesthetized patient. A sterile drape would be placed over the incision and surgery should be completed as quickly as possible.

If a fire should occur at the barn, if time permits for human safety, horses should be released from their stalls and brought to the neighboring field until safety has been established or they are transported elsewhere if needed.

F. FLOODING:

Although the location of the Academic Building makes storm flooding unlikely, the possibility of flooding due to plumbing problems is plausible. In the event that flooding requires evacuation of animals, the racks can be wheeled out of the room, cats can be transported by a carrier and dogs can be leash walked into a dry classroom such as Room 19 or removed from the building.

G. TERRORIST ATTACK, BOMB THREAT, ETC.:

Refer to the College manual titled *"Terrorist Attacks – Crisis Emergency Procedures"* for information regarding evacuation of student, faculty and staff populations.

In the event that evacuation of animals, under these circumstances, is both possible and practical, the animals will be transported via car to the Rockledge Veterinary Hospital, which is located less than one mile from the college. Cats and rabbits must be transported in carriers and dogs must be on leashes. Rodents must be transported in shoebox cages with wire lids and water bottles. Rodent and Rabbit food must also be transported with the animals.

Campus-wide Safety and Emergency Protocols

Manor College Security Department: 215-885-2360 ext. 3292

Students should immediately notify the Manor College security department of all emergencies.

A. CAMPUS EMERGENCY AND CRISIS PROCEDURE

The Vice President of Student Affairs is responsible for campus emergency and/or crisis situations. The following are considered emergency or crisis situations: threats to the campus, fire and emergency evacuation, assault. CONFIDENTIALITY IS MAINTAINED AT ALL TIMES IN EVERY SITUATION. However, for the health and safety of the student, notification of an emergency room visit will be made by the VP of Student Affairs or a designee to the parents or legal guardians of any student requiring hospital treatment for medical or mental health emergencies. NOTE: IN ORDER TO PROTECT STUDENTS' CONFIDENTIALITY, IT IS REQUESTED THAT STUDENTS REFER ALL MEDIA REQUESTS TO THE PUBLIC RELATIONS OFFICE.

B. THREATS

In the event a student receives information regarding any type of threat toward an individual or the campus community as a whole, they should contact the Manor College Security Department (215-885-2360 ext. 3292) immediately, and provide all information to the responding officer.

C. LOCKDOWN

IF YOU RECEIVE A TEXT OR E-MAIL MESSAGE FROM MANOR COLLEGE, AND ARE ON CAMPUS, REMAIN CALM AND USE THE FOLLOWING GUIDELINES:

- a. Evacuation is NOT recommended.
- b. Go to the nearest room/office and lock or block doors.
- c. Stay away from windows and doors.
- d. Keep down and stay quiet.
- e. Put cell phones on vibrate.
- f. DO NOT open the door.
- g. IF POSSIBLE, CALL 911 and stay on the line until the dispatcher tells you otherwise.

D. FIRE / EMERGENCY EVACUATION

IN THE EVENT OF FIRE OR OTHER EMERGENCY, WHEN EVACUATION IS NECESSARY, REMAIN CALM AND USE THE FOLLOWING GUIDELINES:

- a. When the alarm is sounded, all occupants of the building must exit immediately, regardless of the nature of the alarm
- b. Evacuation must be made quickly, calmly and orderly.
- c. When exiting a smoke filled room or building stay low to the ground and move quickly.
- d. Once outside of the building(s), all evacuees must proceed to the left of the tennis court.
- e. Do not stand near any buildings, in the parking lots or driveway.
- f. Do NOT attempt to drive your vehicle.
- g. Re-entry is permitted only after the "all clear" signal had been given by a college official.

E. SHELTER-IN-PLACE PROCEDURES

In the event that a Shelter-In-Place directive is issued to the campus community, the following guidelines should be QUICKLY implemented:

REMAIN INDOORS, potentially for an extended period of time, because it is safer inside a building or a room than outside. Depending on the threat or hazard you may need to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or are without windows, or to the lowest level hallway (such as in the event of a tornado).

- DO NOT attempt to leave the building.
- DO NOT attempt to drive your vehicle.

MAINTAIN SHELTER-IN-PLACE POSITION UNTIL THE "ALL CLEAR" SIGNAL HAS BEEN GIVEN by emergency personnel or college official.

Active Shooter

Each person carries a three-fold responsibility.

1. First: Learn the signs of a potentially volatile situation and ways to prevent an incident by reporting concerns to security or the police.

- a) Warning signs might be that the subject may make verbal and/or written threats to harm the target
- b) Stalking or harassing behavior
- c) Physically aggressive acts toward the targets
- d) Other possible concerning behaviors could include paranoid ideas, delusional statements, changes in personality or performance, disciplinary problems, depressed mood, suicidal ideation, nonspecific threats of violence, increased isolation, "odd" or "bizarre" behavior, and interest in or acquisition of weapons

2. Second: Learn the best steps for survival when faced with an active shooter situation. RUN-HIDE-FIGHT

- a) Run if it is safe to do so. Run out of the building and move far away until you are in a safe location.
 - Leave personal belongings behind
 - Visualize possible escape routes

- Avoid elevators
- Take others with you but do not stay behind because others will not go
- Call 911 when safe to do so & give your location

b) Hide If running is not a safe option, hide in as safe a place as possible.

- Lock the doors
- Barricade the doors with heavy furniture
- Close and lock windows, and close blinds or cover windows
- Turn off lights
- Silence all electronic devices
- Remain silent
- Use strategies to silently communicate with first responders if possible (e.g., in rooms with exterior windows, make signs to silently signal law enforcement to indicate the status of the room's occupants)
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room)
- Remain in place until given an all clear by identifiable law enforcement

c) Fight If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguisher, chairs, etc.

3. Third: Be prepared to work with law enforcement during the response. When 911 arrives: Remain calm & follow instructions, keep your hands visible at all times, avoid pointing or yelling and know that help for the injured is on its way.

F. MEDICAL EMERGENCY/NON-EMERGENCY

- Attend to the injured/ill person to determine the nature of the emergency.
- If you determine the situation is a non-emergency and you CAN safely leave the person, do so and call the Manor College Security Department (215-885-2360 ext. 3292)
- If you determine the situation is an emergency and you CAN NOT safely leave the injured person, request assistance from a bystander - have them call 911 and then call the Manor College Security Department (215-885-2360 ext. 3292)
- Callers should provide the following information to the Manor Security officer and/or the 911 operator:
 - Your identity
 - Location of the injured/ill person
 - Name of the injured/ill person (if known)
 - Location of phone from which you are calling
 - STAY ON THE LINE UNTIL YOU ARE TOLD OTHERWISE.

All costs incurred, including transportation to the hospital, are the responsibility of injured/ill party.

LOCATION OF FIRST AID KITS

- ACADEMIC BUILDING – Student Life Office
- LIBRARY BUILDING – Reception Desk
- RESIDENCE HALL - Security Department, Main Desk

LOCATION OF AED EQUIPMENT

- ACADEMIC BUILDING – Second Floor near Gymnasium Entrance
- LIBRARY BUILDING – Main Entrance
- DENTAL HEALTH CENTER – Reception Desk

G. Emergency text messaging system

Emergency and weather related school closings are sent via text message to all members of the College community who have registered with the Manor College Text Messaging System. Registration can be completed at any time at <http://manor.edu/offices/security-text.php>. Call the Security Services Office at 215-885-2360 ext. 3459 for assistance. Additionally, weather related school closings are broadcast on KYW 1060 AM radio station, online at kyw1060.com, or by calling KYW directly at 1-215-925-1060. Manor's school closing numbers are: 405 (day classes) and 2405 (eve classes)

