

	Flinders University Safe Operating Procedure Emergency Contingency 18/06/19		
			College of Medicine and Public Health Animal Facility
SOP Number	RA Number		AWC Approval Date
SOP- 10.2	RA- 10.2		18/06/2019
Contact Person	SOP prepared by		Review Date
Roxanne Collingwood	Roxanne Collingwood		June 2021

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Legislation

- *Australian Code for the Care and Use of Animals for Scientific Purposes 8th Ed.*
- *Animal Welfare Act 1985.*
- *Animal Welfare Regulations 2012*
- [Gene Technology Act 2000](#) (the Act)
- [Gene Technology Regulations 2001](#)
- *Work Health and Safety Regulations 2012*

University Policy

- Work Health and Safety Policy 2013
- Responsible Conduct of Research Policy 2016
- NHMRC Guidelines

Local Policy

Use of the College of Medicine and Public Health Animal Facilities by all staff and researchers of the College of Medicine and Public Health, Flinders University, is subject to awareness of, and adherence to, the following:

Research Involving Animals:

- The University holds a licence for the use of animals for teaching and research purposes. To satisfy the requirements of the licence, anyone wishing to undertake teaching and research using animals must submit a proposal to the Animal Welfare Committee (via the Animal Ethics Review Sub-Committee. No work with animals may commence until written approval has been received from the Animal Welfare Committee. Standardised application forms for Research and Teaching can be found on the Flinders University website listed below. It is your responsibility to regularly check this site for updates to guidelines, forms etc
http://www.flinders.edu.au/research/researcher-support/ebi/animal-ethics/animal-ethics_home.cfm

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- **All staff and students involved in animal research must complete Animal Ethics Online Training (AEOT) and must also regularly attend Animal Researcher Information Sessions (ARIS).**

Safe Operating Procedures

Refer to Risk Assessments, Safe Operating Procedures for chemicals, processes and plant equipment where appropriate. All projects must have an accompanying Risk Assessment signed by the Animal Facility Manager.

- All staff are required to adhere to safe work practices
- All staff are required to wear closed-toe shoes
- First Aid Kit is located inside in the Office (First Aid officer is located 3E 205)

- Any WHS accidents or incidents are to be reported immediately to the Animal Facility Manager, Senior Animal Technician, or First Aid Officer.

Personal Protective Equipment Required

- Gloves
- Gown
- Mask
- Hair Net
- Shoe Covers

Hazards and Controls

- **Animal Bites- SWMS and training.**
- **Animal Allergies- PPE.**
- **Animal Scratches- SWMS, training and PPE.**
- **Needle Stick- do NOT recap needle, dispose immediately in a sharps' container.**
- **Risk of Exposure to hazardous substances- Follow advice in RAs, SWMS and SDS.**
- **Unintentional release of GMO- number of animals checked and recorded on "Researcher Movement Sheet". Cage/ shipper secured within the Animal room or PC facility to prevent accidental release. Complete Biosafety training every 3 years.**

Before Work Commences

Ensure that you are aware of the locations of the following:

- **Spill Kit**
- **Fire Extinguisher**
- **Eye Wash**
- **Exits**

Risk Assessment and SDS (Safety Data Sheet) - Ensure that you have read and understood for all the substances being used.

Equipment

- **Check for safety and electrical compliance**
- **Ensure that you have read and understood the Risk Assessment and Safe Work Method Statement**
- **Obtain training and demonstrate competency before using any equipment**

Contact Details in the Event of an Emergency

- Contact numbers of College of Medicine and Public Health Animal Facility in the event of a Plant breakdown or Alarm, including Air conditioning, Electricity, Water, or Security Breach:

- | | |
|--|---|
| 1. Roxanne Collingwood
Manager
Animal Facility | (QAP Accredited Person)
Work: 8204 4380
Mobile: 0415 703 401 |
| 2. Erin Plews
Senior Animal Technician
Animal Facility | (QAP Accredited Person)
Work: 8204 4488
Mobile: 0432 253 127 |
| 3. Dr Lewis Vaughan
Animal Welfare Officer
Flinders University | Mobile No: 0450 424 143
awo@flinders.edu.au |
| 4. Felicity Hooper
Animal Technician
Animal Facility | (Accredited Person)
Work: 8204 4488
Mobile: 0405 457 218 |
| 5. Kylie Ferguson
Animal Technician
Animal Facility | (Accredited Person)
Work: 8204 4488
Mobile: 0413 976 218 |

INSTITUTIONAL BIOSAFETY COMMITTEE

Dr Jess Hall
Biosafety Officer

Phone: 7221 8353

BIOSECURITY

Dept. of Agriculture Biosecurity

Phone: 1800 900 090

AFTER HOURS: Security is to be notified first in the event of an alarm. Security will then contact the appropriate maintenance personnel.

Flinders Medical Centre Security

FMC Response Team

Phone (24hrs): #33 or ext 64569

ENVIRONMENTAL SERVICES

(Gas, Water, Electricity)
Property Services

Phone: 8204 4540

CONTROL CENTRE

Plant Failure

Phone (24hrs): 8204 4582
Page: #89 3646 *

LIFE THREATNING EMERGENCY

Within FMC

Phone: #33

* = Clients to be informed where necessary/appropriate.

EMERGENCY PROCEDURES

1. Air Conditioning Failure

- 1.1 Animal Facility Manager to contact Control Centre (CC).
- 1.2 CC to respond on site.
- 1.3 CC to keep Animal Facility Manager informed of situation.
- 1.4 Animal Facility Manager to monitor room temperatures (If temperatures changes, refer to Point 2 "*Temperature Sensor Alarm from Control Centre*").

2. Temperature Sensor Alarm from Control Centre

2.1 Temperature Alarm Above 23°C:

- 2.1.1 Animal Facility Manager receives phone call from CC.
- 2.1.2 Animal Facility Manager to check the temperature and room situation, and respond to CC.
- 2.1.3 CC to respond on site.
- 2.1.4 CC to keep Animal Facility Manager informed of situation.
- 2.1.5 Animal Facility Manager to monitor room temperatures and animals. If any signs of heat stress are noticed, contact the Animal Welfare Officer.
- 2.1.6 Animal Facility Manager to inform affected researchers of the incident.

2.2 If Temperatures Remain in Alarm for up to 2 Hours:

- 2.2.1 Keep doors closed.
- 2.2.2 If temperatures rise above 28°C, monitor animals for signs of heat stress. Obtain portable air conditioner, and ensure exhaust is connected to the exhaust duct.
- 2.2.3 Obtain portable heater if room temperatures drop below 16°C and are unlikely to be returned to normal within 12 hours.*
- 2.2.4 Continue monitoring temperatures. Contact Animal Welfare Officer if animals show any abnormal behaviour, and complete an AWC Unexpected Adverse Event Report.
- 2.2.5 Animal Facility Manager to inform affected researchers of the incident.

2.3 If Temperatures are Planned to Remain in High Temperature Alarm for Longer than 2 Hours, due to Major Plant Failure:

- 2.3.1 Discuss options to relocate or contain animals to a facility of the same containment level (animals must be identified before moving if not already done so).*
- 2.3.2 Restrict access and modify traffic flows.*

* = Clients to be informed where necessary/appropriate.

- 2.3.3 In the event animals are euthanized (by the AWO, Animal Facility Manger, or another trained staff member), researchers and the Animal Welfare Committee and the Institutional Biosafety Committee (IBC) must be notified. In addition, an AWC Unexpected Adverse Event Report must be completed.
- 2.3.4 If animals are housed in Quarantine Approved Premises (QAP), contact the Dept. of Agriculture Biosecurity.

3. Security Breach

- 3.1 Security to attend to site and assess situation.
- 3.2 Security to notify Animal Facility Manager immediately and follow instructions.

4. Electricity Failure

- 4.1 Animal Facility to contact CC (or through Security after hours).
- 4.2 CC or Security to keep Animal Facility Manager informed of situation, and an estimated power interruption time.
- 4.3 Ensure animal containment units and any other electrical equipment have come back on once electricity has been restored.*

5. Water Failure

- 5.1 Animal Facility to ensure that all spare water bottles are available at all times.
- 5.2 Animal Facility Manager to contact ES and CC.
- 5.3 ES or CC to keep Animal Facility Manager informed of situation.
- 5.4 Animal Facility to adjust work schedule to incorporate no water use.
- 5.5 Water left between all animals is shared with those that need it until water is restored.
- 5.6 Animal Facility Manager to source water in the event water is not restored or contaminated.
- 5.7 Animal Facility Manager to inform affected researchers of the incident, and complete an AWC Unexpected Adverse Event Report.

6. Autoclave Fault / Breakdown

- 6.1 Animal Facility Manger to contact Control Centre. Explain fault if possible.
- 6.2 CC to keep Animal Facility Manager informed of situation.
- 6.3 Waste from QAP can be put into the red "Quarantine" Bin for disposal. Contact SUEZ/ SITA to organise bin collection (NOTE: the bin receipt MUST be kept and filed as proof of correct quarantine waste disposal).
- 6.4 Infectious waste from PC2 Facilities must either be stored in the PC2 facility until the Autoclave is operational, or waste must be double contained for transportation and Autoclaved off site.

* = Clients to be informed where necessary/appropriate.

7. Fire Emergency

- 7.1 Contact FMC Emergency Response Team.
- 7.2 Contact Security: #33
- 7.3 Contain the Danger (close doors/windows).
- 7.4 Contact Animal Facility Manager.
- 7.5 Follow Chief or Deputy Wardens instructions.
- 7.6 Evacuate building to designated assembly area.

8. Medical Emergency

- 8.1 Check for danger.
- 8.2 Administer first aid, if safe to do so.
- 8.3 Contact Security and Emergency Services: #33
- 8.4 Contact Animal Facility Manager.
- 8.5 Remain with patient until help arrives, if safe to do so.

9. Appearance of Pests or Symptoms of Disease

9.1 Appearance of Pests:

- 9.1.1 Contact Animal Facility Manager.
- 9.1.2 If insects are observed, spray with insecticide (date and sign log), and collect sample for identification.
- 9.1.3 If vermin are observed, check that cages are intact, the animals are contained, and place bait (date and sign the log). Animal Facility Manager to contact property Services to rectify the problem.
- 9.1.4 Animal Facility Manager to contact Dept. of Agriculture Biosecurity and inform them of the incident.

9.2 Appearance of Symptoms of Disease in Quarantine Approved Premises:

- 9.2.1 Contact Animal Facility Manager.
- 9.2.2 Animal Facility Manager to contact Animal Welfare Officer.
- 9.2.3 Isolate the animal by placing it into a separate cage if possible, within the QAP.
- 9.2.4 Animal Facility Manager to contact Dept. of Agriculture Biosecurity and inform them of the incident.
- 9.2.5 All unexpected deaths must be necropsied, and a copy of the report must be forwarded to Dept. of Agriculture Biosecurity and Animal Welfare Committee. In addition, an AWC Unexpected Adverse Event Report must be completed.

9.3 Appearance of Symptoms of Disease in Animal Facility:

- 9.3.1 Contact Animal Facility Manager.
- 9.3.2 Animal Facility Manager to contact Animal Welfare Officer.
- 9.3.3 Isolate the animals and room. Traffic flow within the Animal Facility is to be altered.
- 9.3.4 Affected animals to be either sent for health testing, or samples submitted for testing.
- 9.3.5 If results are positive for a pathogen, send all sentinels and random samples from appropriate species for testing.
- 9.3.6 On receipt of positive results, inform appropriate researchers, Animal Welfare Committee, and IBC. In addition, an AWC Unexpected Adverse Event Report must be completed.
- 9.3.7 Meet with researchers to determine which animals are essential and required to be quarantine, and those that are able to be euthanized.
- 9.3.8 Depopulate room. Fumigate the room and all equipment. Re-derive all required breeding colonies.

10. Structural Damage to the Facility and QAP

- 10.1 Check and ensure all animals are contained in the Animal Facility, including PC1, PC2, and QAP facilities.
- 10.2 Animal Facility Manager to contact IBC, AWC, and Dept. of Agriculture Biosecurity if a QAP facility has been compromised.
- 10.3 Animal Facility Manager to contact Animal Welfare Officer if animals require assistance or euthanasia.*
- 10.4 If rooms are not able to be secured, relocate animals to another facility of the same containment status (animals must be identified before moving if not already done so), and inform the affected researchers of the incident.
- 10.5 Animal Facility Manager to complete Requisition Form. For the required works to be completed, submit to ES as a high priority.
- 10.6 Animal Facility Manager to contact Dept. of Agriculture Biosecurity and inform them of the incident, and arrange transfer of the animals to another QAP facility, if required.
- 10.7 All deaths must be recorded, and infectious carcasses and those housed in QAPS MUST be autoclaved prior to disposal in a medical waste bin. In addition, an AWC Unexpected Adverse Event Report must be completed.

11. Unauthorised Removal of Quarantine Material

- 11.1 Check and ensure all animals are contained in the QAP facility.
- 11.2 Contact Animal Facility Manager.

* = Clients to be informed where necessary/appropriate.

- 11.3 Animal Facility Manger to determine what Quarantine material has been removed.
- 11.4 Animal Facility Manger to contact Dept. of Agriculture Biosecurity and inform them of the incident.

12. Escape of Animals from PC1, PC2 and QAP Facilities or Spillages of Quarantine Material

- 12.1 Ensure all doors in the area are shut, and notify everyone in the area. Catch all animals visible in the area.
- 12.2 Check the cage card to determine how many animals have escaped.
- 12.3 Notify the Animal Facility Manager, IBC Chairperson, Animal Ethics Officer, Biosafety Officer, and the affected researchers of the incident. Animal Facility Manager to contact Dept. of Agriculture Biosecurity if an animal has escaped from a QAP. inform the researchers of the incident.
- 12.4 Check rooms for remaining escapee, and place traps in all rooms where the animals may be hiding.
- 12.5 Do not allow anyone to enter the facility until all animals have been recaptured, then decontaminate the area with Virkon.
- 12.6 Animal Facility Manager to keep IBC and the Dept. of Agriculture Biosecurity informed as to whether the animals been captured or not.
- 12.7 Complete an AWC Unexpected Adverse Event Report.

SOP Review

This SOP currently applies to the animals housed in the College of Medicine and Public Health Animal Facility. This SOP will be reviewed 3 yearly, but also updated more frequently as policies, techniques and animal care requirements change.

Position	Name	Contact Details
Manager, Animal Facility	Roxanne Collingwood	8204 4380 or 0415 703 401 roxanne.collingwood@flinders.edu.au
Animal Welfare Officer	Dr Lewis Vaughan	0450 424 143 awo@flinders.edu.au

Useful References

<http://www.nhmrc.gov.au>

<http://www.adelaide.edu.au/ANZCCART/>

<http://www.agriculture.gov.au/biosecurity>

http://www.flinders.edu.au/research/researcher-support/ebi/animal-ethics/animal-ethics_home.cfm

http://www.flinders.edu.au/research/researcher-support/ebi/biosafety/biosafety_home.cfm

Any questions regarding the above guidelines and any technical advice / assistance required can be directed to the Animal Facility Manager.