

**MISSISSIPPI STATE UNIVERSITY
COLLEGE OF VETERINARY MEDICINE
DISASTER RESPONSE PLAN**



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MSU – CVM Disaster preparedness overview

MSU Disaster and Emergency Response Committee

Mission Statement: The MSU/CVM Disaster and Emergency Response Committee (CVM-DERC) serves the College of Veterinary Medicine, Mississippi State University, and the State of Mississippi to provide veterinary emergency preparedness planning, training, and services. These activities will focus only on those disasters that threaten the health and well-being of animals or require the services of veterinarians trained in public health.

The CVM-DERC reports to the CVM Cabinet. All departments are represented in the CVM-DERC membership, which includes both volunteers as well as persons appointed by administration to serve in specific capacities. Representatives from the pre-veterinary club, the veterinary students, Department of Animal and Dairy Sciences, and CVM Administration are invited to attend planning meetings.

Officers:

A Committee Chair will be appointed by the Dean. The CVM-DERC will select an individual from the CVM Incident Management Team for recommendation to the Dean during its annual meeting. The Chair will serve a 2-year term, with eligibility for re-appointment. The CVM-DERC Chair serves as a contact point for the Mississippi Board of Animal Health and the State Veterinarian for all issues involving statewide or large-scale events.

The Administrative Section Chief will serve as the CVM-DERC Secretary. The Secretary will keep minutes of CVM-DERC meetings and may also conduct meetings in the absence of the Chair as necessary.

Incident Command System and Incident Management Team

The MSU CVM Disaster and Emergency Response Committee follows an Incident Command System (ICS) for animal related emergencies both within and outside of the College. The ICS is the system utilized by all federal responding agencies under the National Incident Management System (Homeland Security Presidential Directive #5). This system was recognized and approved by cabinet and utilizes an Incident Management Team (IMT) composed of members of faculty and staff from all departments, not limited to CVM-DERC members, who make up the CVM disaster response team (CVM-DERT) when an event occurs. The IMT is to be updated yearly following consultation with the CVM-DERC and appropriate administrative officials. Many of the roles and responsibilities have been defined through the MS State Animal Response Team manual (MS SART).

Resources

Depending on the scale of the event, the CVM is adequately prepared to respond to any animal related emergency.

- A CVM Volunteer and Resource form is requested from all faculty, staff, and students to determine availability of resources in case of an emergency (Appendix I). These resources are logged electronically and can be utilized to determine response capabilities in case of an emergency. Forms are housed in the Dean's Office and are sent out yearly for updates by the Planning Section.
- Agreements have been made with the CVM storeroom and the CVM Animal Health Center pharmacy to acquire supplies in an emergency event. In addition, the CVM-DERC has a small medical cache for small and large animals, a basic decontamination line, and two veterinary jump packs in case of small emergencies or events involving only one or a few animals. A general disaster response supply list (including general, small animal, large animal, and pharmaceutical supplies, as well as vehicles and equipment) is checked yearly for availability by the Logistics Section.
- MSU CVM has a mobile veterinary clinic that can be used in emergencies. This is a fully equipped medical unit that can be driven to a disaster site and is self-contained for water, electricity, and supplies. This unit has several cages for animal housing, small animal treatment and surgery capabilities, and more. Under an agreement with the donor agencies, the mobile veterinary unit may be deployed to assist the Louisiana State University School of Veterinary Medicine in the event of a large scale disaster. An air-conditioned animal transport trailer is also available through the CVM.
- Communications have been established with the Louisiana State University School of Veterinary Medicine to share and possibly coordinate large-scale disaster preparations and response. MSU CVM is a founding member of the Gulf States Veterinary College's Consortium for disaster response issues. Liaisons have been appointed on the CVM-DERC and a list of disaster contacts and resources of all gulf coast states veterinary colleges will be kept by the DERC.

Protection and liability of CVM personnel

A. Faculty and Staff:

1. Persons responding to an emergency or disaster as an employee of CVM are legally covered by normal university liability regulations.
2. No persons are to be deployed off-campus or serve on a large –scale or statewide response on behalf of the CVM unless approved by the CVM-DERC or the Dean, Associate Dean.
3. Faculty and staff must have a current CVM Volunteer and Resource form (including emergency contacts) on-file with the Dean’s office.
4. Faculty and staff must have completed ICS-100, ICS-200, and ICS 700 training according to statewide directives before any deployment off-campus.
5. Faculty and staff must report time of arrival (deployment) and time of demobilization to the volunteer coordinator if deployed off-campus.
6. Faculty and staff are responsible for submitting appropriate travel documentation, including leave (personal or consulting) if taken, as approved by their Department Chair.

B. Students:

1. Students accompanying clinicians or faculty as part of their professional curriculum are covered under normal university liability regulations.
2. CVM students who wish to volunteer at shelters as part of CVM without direct CVM supervision will be required to volunteer under the MS Animal Response Team (MART) of the MS Board of Animal Health. Because CVM is a supporting agency of the MART team, students will be covered by the state’s volunteer laws (see section D. below).
 - a. Students should contact the CVM DERC volunteer coordinator for assignments.
 - b. The CVM Volunteer and Resource form, MART volunteer form, MBAH release form, and MART Code of Conduct must be completed before travel.
 - c. Students must have completed ICS-100, ICS 200, and ICS 300 training according to statewide directives before deployment off-campus.
 - d. Students will be under the supervision of the on-site MART coordinator and may not perform any independent activities (sheltering, rescue, etc.) without going through this person.
 - e. Students must report time of arrival (deployment) and time of demobilization to student volunteer coordinator.

C. General safety issues

1. **AT NO TIME SHOULD HUMAN LIVES BE PUT AT RISK TO SAVE ANIMALS.** If there is a question on procedures or policies, the Safety Officer or corresponding Department Head/AHC director should be consulted.
2. On-site safety issues

- a. CVM faculty, students, and staff are expected to follow normal biosecurity and safety guidelines while at the CVM (see Appendices III and IV), as well as specific guidelines under the Animal Health Center Policies and Procedures.
3. Off-site safety issues
- a. All persons deployed off-campus must fill out a travel form before travel
 - i. Faculty and staff should obtain travel forms through departmental office (It is a good idea to have a signed form on file with the department in case of emergency).
 - ii. Students obtain travel forms through Academic Affairs office
 - b. Deployed personnel should work in the “buddy system” at all times (always in pairs, or at least in contact with buddy so everyone is always accounted for).
 - c. Personnel should be in good physical condition for the environment expected, and should have no known major medical conditions.
 - i. Ensure CVM has updated emergency contacts on file
 - d. Proper personal protective equipment (PPE) should available at all times and used during appropriate circumstances.
 - i. Including but not limited to lab coats, coveralls, protective goggles, boots, gloves.
 - ii. Respirators or appropriate masks are to be used when using any type of aerosol cleaners or chemical sprays
 - e. All injuries to either human or animals (including bites) should be reported immediately to the on-site Safety Officer, as well as to the CVM Safety Officer.
 - f. If fires, chemical exposure, or other type of hazard encountered, employee should secure the area and call 911 immediately
 - g. Personnel must have a CVM identification badge and/or MART identification on them at ALL TIMES

D. Media Policy

- a. All media contacts, such as requests for interviews and comments, are to be deferred to the MSU CVM Office of Outreach and External Affairs.
- b. The taking of photos, videos, or any other type of recordings is prohibited during a disaster deployment unless specific permission is given by event authority (usually Incident Commander) or faculty member in charge
- c. The MART has a Code of Conduct to be signed for all disaster volunteers, including CVM faculty, staff and students.

E. Emergency Management Law (Miss. Code Ann. Section 33-15-21)

- a. “The Emergency Management Law provides immunity to agents, employees, or representatives of a state agency while complying with or attempting to comply with the emergency management law for injuries to persons or property, except in cases of willful misconduct. Miss. Code Ann. Section 33-15-21.”
- b. “It is advisable that the volunteer be assigned tasks within his/her skill range by an authorized employee of your agency, that the volunteer limit his/her activities to the duties assigned, and to act in good faith and not in a reckless manner.”
- c. Information provided by Julie McLemore, Special Assistant Attorney General, State of Mississippi, 2008.

Animal Health Center policy on boarding animals during an emergency:

During a large-scale emergency involving state evacuations, the MSU-CVM is dedicated to the support of sick and injured animals. Therefore, healthy animals will NOT be accepted for boarding unless prior approval by AHC director is obtained. CVM will assist the public in finding boarding for their pets by providing information on where to locate pet friendly shelters and hotels, as well as locations offering equine boarding. This information will be supplied by the Office of Outreach and External Affairs.

During unexpected or short term emergencies, people may show up at the Wise Center with their pets seeking refuge. In these circumstances, LARAC personnel and a designated CVM shelter coordinator will be in charge of activities.

Emergency shelter procedures

- A. Persons will be directed to enter the Wise Center using either the large animal corridor on the east end of the building or the small animal admissions desk. (The Shelter Coordinator will clearly mark which entrance is to be used at the time of the event).
 - 1. Any persons arriving to the CVM with pets for refuge must sign-in with the shelter coordinator or their designee.
 - 2. Owners must agree to take care of their pets, including providing them food and water as necessary and cleaning up waste.
 - 3. Non-CVM owners may NOT enter into the hospital areas or have any contact with hospitalized patients. Owners will be asked to stay within the large animal corridor areas (including the operator's desk, cafeteria foyer, and restrooms).
 - 4. Owners who do not follow CVM policies will be asked to find accommodations elsewhere.

- B. All pets must have some type of identification. Animals without identification will be provided with a cage card and/or identification band.
 - 1. Cages will be placed in the large animal corridor on the east end of the building to house the animals. All animals must be contained or leashed and may not be allowed to roam freely throughout the area.
 - 2. Animals who are not current on vaccinations must remain in their cages and stay away from all other animals.
 - 3. Aggressive animals must remain in their cages at all times.

- C. If the need for further human shelter is warranted (such as a tornado), animals may not accompany their owners into the designated human shelter area. Persons unwilling to leave their pets are encouraged to seek shelter in inner rooms or empty stalls away from windows.

Boarding policies following local, isolated emergencies such as tornadoes, fires, floods, etc. will be dealt with on an individual basis depending on amount of animals injured or displaced. Under such circumstances, the AHC Director should be contacted for further direction.

Policy on acquisition of supplies for disaster response

Items have been purchased specifically for the use of the CVM DRT in a disaster event and can be accessed when needed. Items purchased by the MART to be used specifically for state mandated deployments are housed also at the CVM.

Additional supplies and vehicles can be obtained via the College of Veterinary Central Store for a CVM disaster response. The Central Store is open from 7 a.m. to 5 p.m. Monday through Friday, and can be accessed during those times. Access for supplies and vehicles can be gained after hours and on weekends by contacting the CVM Operator's desk. A key to the Central Store Room and sign-out sheet are available. Supplies taken should be noted, and charges to the proper account will occur only for items that are used during the response. All unused supplies will be returned to the Central Store stock. The Coordinator of Ancillary Services should be contacted if questions or problems arise.

General Supplies

A. The CVM DRT supply cache will consist of the following:

1. General medical supplies and equipment (instruments, bandages, tape, splints, PPE, etc.)(2 sets)
2. General operational supplies (office supplies, flashlights, etc.) (2 sets)
3. Pharmaceuticals (1 set maintained by pharmacy which can be altered as needed)
4. Large animal rescue equipment
5. Basic decontamination kit
6. Medical jump packs (2 packs)

B. The CVM DRT supply cache will be stored on the CVM loading dock.

1. One set of each supply cache will be placed in the mobile veterinary unit when activated, along with the pharmaceuticals.
2. The jump packs may be utilized by CVM DERC members when deployed for either local or statewide issues with MART.
3. CVM DRT members are responsible for keeping a log of all items used when responding to an event so that adequate compensation and replacements can be made.

C. The Logistics Coordinator should be contacted regarding the use of any items in this cache.

1. The CVM DRT cache may be utilized to support the mission of the MSU-CVM, the MART and the state veterinarian.
2. Items in the CVM-DERC cache are not to be used for personal use or any other uses without permission of the CVM-DERC Logistics Section Chief or Chair.
3. Only the Logistics personnel, ICS section chiefs, and incident command personnel are allowed access to the cache.
4. CVM DRT members are responsible for keeping a log of all items used when responding to an event so that adequate compensation and replacements can be made.

D. The list of items to be contained in the cache will be maintained by the logistics section

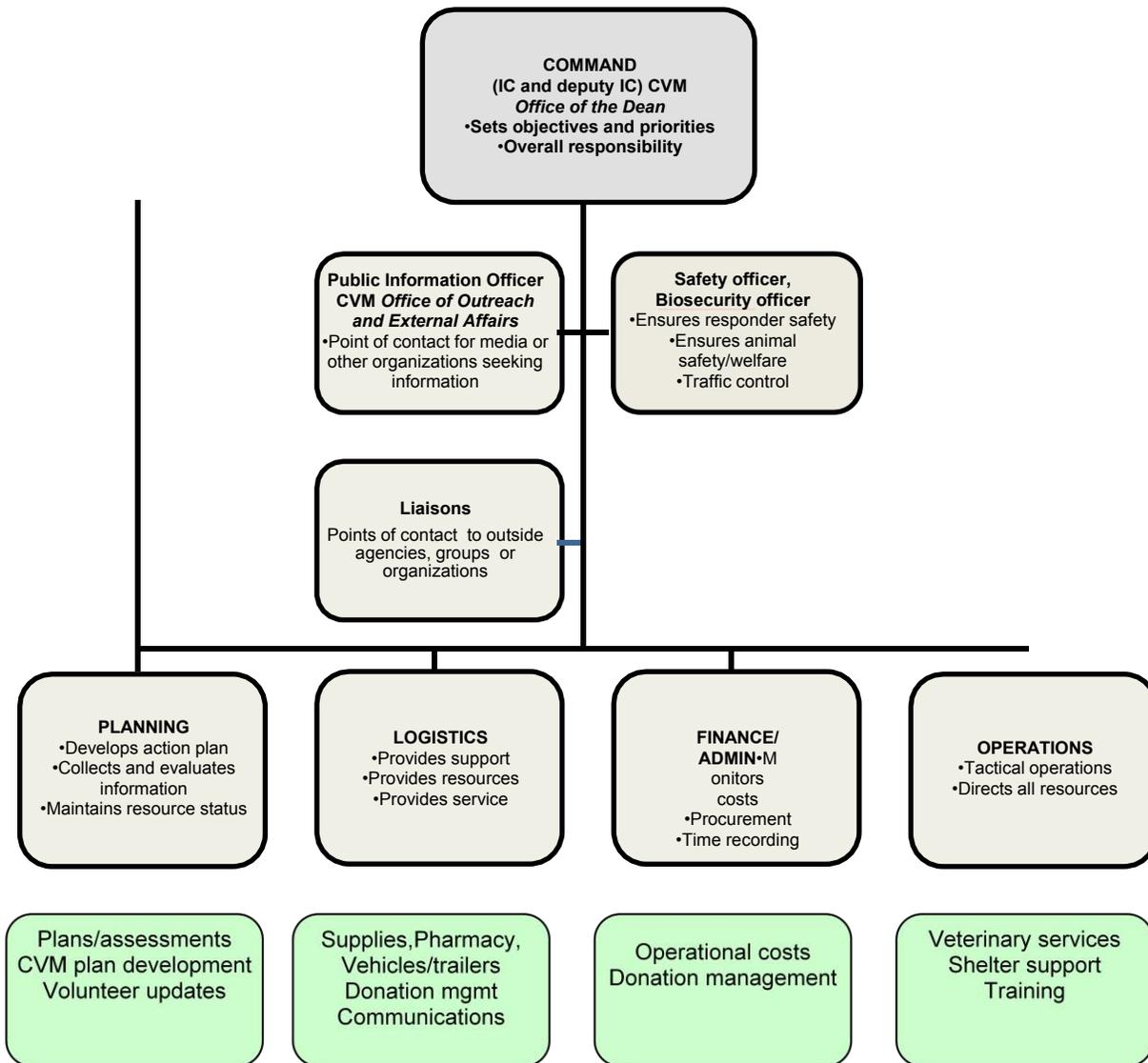
and can be updated as necessary.

1. Dated items need to be swapped out periodically with stores (tape, liquids, etc.).
 2. Items in the cache will be checked yearly in the spring before the start of tornado/hurricane season by the Logistics section and replaced as necessary.
- E. Transportation (vehicles and trailers) may be requested by CVM DRT depending on the scale of the disaster.
1. Upon notification of an impending emergency or disaster, availability of vehicles will be confirmed with the CVM Coordinator of Ancillary Services or Building Service Supervisor. Confirm weekend availability, fuel acquisition at this time.
 2. Requests for the mobile veterinary unit will be made through the CVM-DERC chair and must be approved by the Dean's Office.
 3. Additional equipment may be available (Food safety/sleeping trailer, stock trailers, etc.) on request to the appropriate Logistics Coordinators.
- F. All non-monetary donations specifically targeted to CVM disaster response activities will be handled through the Logistics Officers.
1. An inventory must be kept of all donated items, including amount and disposition of items.
 2. Any donated controlled substances must be reported to CVM logistics pharmacy personnel and stored according to legal standards.

Pharmacy

- A. The list of pharmaceuticals will be maintained by the Logistics Section and checked yearly by the pharmacy representatives every spring prior to tornado/hurricane season for updates and availability.
- B. The pharmacy will be notified as soon as possible when CVM or MART is put on a disaster alert
1. Emergency pharmacy staff will be available for weekend and holidays. The Operator's desk will have after-hours contact information.
- C. Pharmacy will record all pharmaceutical donations, including amount and disposition of items.
1. Donated pharmaceuticals shall be kept with the regular CVM-DRT cache, separate from the general pharmacy inventory.
 2. Items in the CVM DRT pharmacy cache are not to be used for personal use or any other uses without permission of the CVM-DERC Logistics Section Chief or Chair.
 3. Any donated controlled substances must be reported and stored according to legal standards.

CVM Incident Command System:
Incident Management Team Structure



CVM Incident Management Team 2016 – 2017
Management Sections

Finance / Administration Section	1. Administrative Section Chief Susan Heath	Serves on ADART Committee Schedules biannual meeting (spring and fall) Keeps minutes of the annual disaster management team committee meeting Maintains a CVM Volunteer roster and requests yearly updates from faculty/staff and new employees Updates IMT call-down list and distributes it to CVM operators, deans office, and Department Heads yearly Posts CVM Animal Disaster Response Plan on CVM intranet Large-Scale Events: Collects ICS forms from Safety Officer and Section Chiefs Maintains volunteer resource status and logs hours Completes travel forms if necessary Tracks expenses
	2. Backup/Deputy Sykes Zimmerman Cindy Ratcliff	Serves as backup/assistant to Admin Section Chief
	3. Finance Officer Susan Heath	Approves purchases and maintains budget
Logistics Section	1. Logistics Section Chief Kevin Moore	Serves on ADART Committee Responsible for maintaining CVM and MART disaster supply inventory housed at CVM Procures needed supplies and locates storage for supplies/food as needed Performs a yearly inventory check Distributes supply list yearly (before April 1) to pharmacy and store room and checks for availability of goods and pharmaceuticals Secures transportation (including drivers, if needed) for personnel, supplies, and/or animals needed during response. Puts supplies together when needed for a response and turns in a list of expenditures (including vehicle use) to Finance/Administration Maintains a log of all donations and their dispositions Oversees with pharmacy and

		<p>storeroom/vehicles support for event</p> <p>Designates a backup/deputy logistics person for the CVM IMT</p> <p>Large Scale Events: Readies supplies needed for CVM and/or MART response (including jump packs) and stocks mobile unit</p>
	<p>2. Backup/Deputy Susan Kuykendall</p>	<p>Serves as backup/assistant to Logistics Section Chief</p>
	<p>3. Pharmacy Support Dr. Mary Milewski</p>	<p>Checks pharmacy disaster supply list yearly and informs logistics officer of any changes in availability</p> <p>Secures pharmacy items needed for an event upon request by Logistics</p> <p>Appoint and train backup as needed</p>
	<p>4. Storeroom / Vehicle support Michele Ellis</p>	<p>Checks disposable disaster supply list yearly and informs logistic officer of any changes in availability</p> <p>Secure items needed for an event upon request by logistics</p> <p>Provides vehicles when needed for response</p> <p>Appoint and train backup as needed</p>
<p>Planning Section</p>	<p>1. Planning Section Chief Dr. Diana Eubanks</p>	<p>Serves on ADART Committee</p> <p>Makes revisions to CVM ADART plan as recommended by ADART Committee</p> <p>Develops standard operating procedures of in-house response activities, including boarding policies and animal shelter and evacuation protocols in collaboration with Operations Vet Services, AHC, and IMT Safety Officer</p> <p>Ensure that CVM Animal Disaster Response Plan is consistent with MSU campus plans and share with main campus</p> <p>Distributes CVM Animal Disaster Response Plan yearly to CVM faculty/staff/students</p> <p>Serves as Volunteer Coordinator for an event by contacting volunteers when needed and obtaining other resource information from Admin Section (Dean's Office).</p> <p>Informs Admin Section of any deployments or activities for accountability purposes</p> <p>Designates and trains a backup/assistant planner for CVM IMT</p> <p>Serves as liaison to SC-DART and MVMA</p> <p>Large Scale Events: Establishes incident command post at CVM if necessary</p> <p>Provides daily situation reports, organizational assignments (ICS form 203) and incident action plans, and prepares after-action</p>

		reports.
	2. Planning backup / Deputy Dr. Lucy Senter	Serves as backup/assistant to Planning Section Chief
	3. Training Coordinator Dr. Betsy Swanson	Serves on ADART Committee Secures required training opportunities for IMT members for ICS, PPE, etc. Informs members of additional training opportunities related to disaster and disease response, such as MART training Assists with MVMA and MART annual disaster training program Maintains training records of CVM employees and submits documentation to MSU, MART when requested
Operations Section	1. Operations Section Chief Dr. Carla Huston	Serves on ADRT Committee Serves as a liaison to MBAH, MVMA, other veterinary colleges Directs operational response in areas or small animal/shelter, large animal/ambulatory, assessments. Serves as livestock disease and disaster liaison with MBAH, USDA APHIS May request assistance from Volunteer Coordinator/Planning Section Large-scale events: Delivers livestock (equine and cattle) sheltering information to PIO (Office of Outreach and External Affairs) during an event Prepares Incident Briefings (ICS form 201) and Assignment List (ICS form 204)
	2. Operations Backup / Deputy Dr. Betsy Swanson	Serves as backup / assistant for Operations Section Chief
	3. Vet Services- Small Animal/Shelter Division Dr. Kimberly Woodruff 3a. Backup/Assistant Dr. Jake Shively	Serves on ADRT Committee Attend meetings and serve as disaster preparedness liaison with other disaster sheltering agencies, MART Coordinates temporary shelter establishment at AHC in the event of a disaster- Oversees animal intake and housing Maintains a trained, deployable 3-person small animal "strike team"
	3b. Working Dog Assistant Lisa Pritchard	Serves as point of contact for outside response agencies requesting assistance with working dogs. Works with OPS Section Chief, Vet Services to provide personnel, supplies as needed.

		Consults with MART upon request on training issues
	<p>4. Vet Services-Animal Health Center Julie Burt</p> <p>4a. Backup/Assistant Michael Bassett</p>	<p>Serves on ADRT Committee</p> <p>Serve as point of contact for private practitioners and clients who contact the CVM for disaster assistance.</p> <p>Maintains supply cache for CVM shelter in collaboration with Logistics</p> <p>Ensures LARAC emergency plans are consistent with</p> <p style="padding-left: 40px;">AALAC accreditation standards</p> <p>Coordinate temporary shelter establishment at AHC</p> <p style="padding-left: 40px;">in the event of a disaster:</p> <p style="padding-left: 80px;">Procure supplies from logistics (animal intake forms, id collars, cage cards, etc.)</p> <p style="padding-left: 80px;">Coordinate animal intake and housing with</p> <p style="padding-left: 40px;">LARAC</p> <p>May request assistance from Volunteer coordinator / Planning Section</p>
	<p>5. Vet Services- Large Animal / Ambulatory Division Dr. Jim Brett</p> <p>5a. Backup/assistant Dr. David Christiansen</p>	<p>Delivers or secures large animal medical support off-site through Large Animal/Ambulatory division when requested</p> <p>Serves as livestock disease and disaster liaison with MBAH, USDA, APHIS</p>
	<p>6. Veterinary Assessments Division Laura Harrison</p> <p>6a. Backup/assistant</p>	<p>Performs large and small animal veterinary needs assessments by contacting local veterinarians by phone before/after an event</p> <p>Maintains updated practitioner database</p> <p>Provides assessment report to CVM, MVMA and MBAH</p>

MSU-CVM response to statewide or large-scale events

The MSU-CVM response to a statewide or large-scale event will be mandated largely by the rules and regulations of the Mississippi Emergency Management Agency (MEMA). Under the State's disaster plan, the Mississippi State University College of Veterinary Medicine is a supporting agency of the Mississippi Board of Animal Health and the State Veterinarian.

Therefore, the CVM will have a large role in the statewide response to a large scale disaster and may be called on by the State Veterinarian to assist with disaster preparedness, response, and recovery under Emergency Support Function -11 (ESF-11) for the protection of animals, agriculture, and natural resources (Appendix II). According to the National Incident Management System (ICS), the CVM may respond by activating its Incident Command System.

Statewide event or MART response (*suggested protocol*):

72 hours pre-event:

- Notification to CVM by State entity (Statewide ICS members on ALERT)
- MSU-CVM Disaster Committee members on ALERT (*task of State liaison and CVM veterinary branch chiefs*)
- Designation/notification of Public Information Officer (PIO) (*task of State liaison*)
 - Contact Dean, Dept. Heads (*task of PIO)
 - Contact Office of Outreach and External Affairs(*task of PIO)
 - Contact MBAH and get emergency shelter numbers (small animal and pets) (*task of PIO)
 - Distribute emergency contact information to all faculty, staff, students, operator's desk(*task of PIO)
 - Distribute contact numbers to Ag Communications(*task of PIO)
- CVM DERC shelter coordinators /LARAC liaisons or Dean's office contacts LARAC personnel regarding potential short-term shelters at CVM if necessary (*task of facilities and LARAC liaisons)
- Call out to CVM volunteers, update availability (*task of volunteer/resource coordinator)
- Confirm vehicle availability with Field Services, Stores (*task of logistics)
 - Check status of mobile veterinary unit, driver availability
 - Confirm fuel availability
- Confirm supply list, contact Stores regarding needs (*task of logistics)
- Contact pharmacy regarding needs (*task of logistics)
- Confirm weekend emergency numbers for facilities/vehicles, supplies, pharmacy (*task of logistics)
- Establish contact with MVMA to discuss needs (*task of MVMA liaison or volunteer/resource coordinator)
- Establish contact with LSU or other colleges to determine potential needs and concerns (*task of LSU liaison/ CVM planning)

48 hours pre-event:

- Designation/notification of Public Information Officer (PIO) (*task of State liaison*)
 - Update Dean, Dept. Heads (*task of PIO)
 - Update Office of Special Programs (*task of PIO)
 - Update emergency shelter numbers (small animal and pets) (*task of PIO)
 - Update/confirm emergency contact information to all faculty, staff, students, operator's desk(*task of PIO)
 - Update contact numbers to Ag Communications(*task of PIO)
- Update CVM volunteers, availability (*task of volunteer/resource coordinator)
- Check status of cages and personnel in case of short-term shelter needs at CVM
- Continue contact with MVMA and LSU-SVM to discuss needs (*task of - MVMA liaison, LSU liaison, or volunteer/resource coordinator)

24 - 12 hours pre-event:

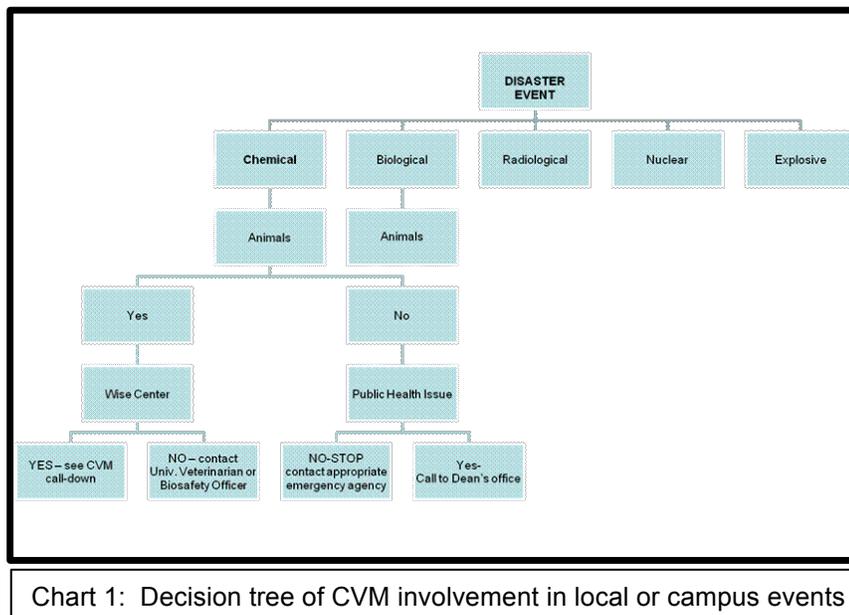
- Designation/notification of Public Information Officer (PIO) (*task of State liaison*)
 - Update Dean, Dept. Heads (*task of PIO)
 - Update Office of Special Programs (*task of PIO)
 - Update emergency shelter numbers (small animal and pets) (*task of PIO)
 - Update/confirm emergency contact information to all faculty, staff, students, operator's desk(*task of PIO)
 - Update contact numbers to Ag Communications(*task of PIO)
- Update CVM volunteers, availability (*task of volunteer/resource coordinator)
- Continue contact with MVMA and LSU-SVM to discuss needs (*task of - MVMA liaison, LSU liaison or volunteer/resource coordinator)
- Finalize preparations to acquire vehicles from Field Services, Stores (*task of logistics)
 - Stock mobile veterinary unit
 - Fill all vehicles with fuel
- Finalize preparations to acquire supply list, contact Stores regarding needs (*task of logistics)
- Finalize preparations to acquire pharmacy needs (*task of logistics)
- Finalize preparations for potential temporary animal shelter or animal evacuations at CVM. Lab animal provisions enacted (*task of LARAC liaisons, facilities, etc..)
 - Acquire shelter kit containing forms, identification bands, cage cards, etc...from Disaster Supply

MSU-CVM response to local or campus events

The MSU-CVM response to a local or campus event will depend on the magnitude and nature of the emergency. Oftentimes these are unpredictable events such as tornadoes, fires, floods, etc...When events such as severe weather or animal rights protests can be predicted, short-term preparedness may be possible.

In any event, the Dean's office will be the initial point of contact for further action. The decision may or may not be made to implement an Incident Command System.

Responders should also refer to the MSU CVM LARAC Animal Facilities Disaster Planning Guidelines (Appendix III) and the Wise Center Emergency Response Team Handbook (Appendix IV).



In all instances it is imperative to communicate with Campus or other local agencies.

- The MSU Emergency Operations Policy can be found at www.msstate.edu/dept/audit/0104.html.
 - Campus emergency information can be found at www.emergency.msstate.edu.
 - Campus radio station WMSV (live feeds)
 - Campus Emergency Hotline 662-325-5555
 - University Police 662-325-2121
 - Physical Plant/facilities 662-325-2005
- Starkville Police 662-323-4131
- Oktibbeha County Sheriff 662-325-2421

Unexpected events

Summary: Examples of unplanned incidents are situations such as tornadoes, fires, or explosions in animal facilities or in areas that affect animal facility operations. CVM requires a simple, flexible plan that can be implemented to better manage incidents which are situation-specific.

The plan consists of two key components: centralized decision-making and communication.

1. The first responder(s) will assess the situation and take whatever steps are necessary to protect personnel, animals, and/or facilities.
2. If the situation is not resolved by the first responder(s), as soon as is possible the first responder will report the incident to the CVM Dean's office, Chief Administrative Officer, or Hospital Director.
3. Decision-making and direction of response to an incident will then reside with the CVM Dean, Chief Administrative Officer in the absence of the Dean, or designee of the Dean/CAO.
4. Communications will be coordinated by the Dean's Office through the Office of Outreach and External Affairs to (1) keep key CVM personnel informed of decisions, (2) keep key CVM and MSU departments informed of what we are doing, and (3) recall key CVM personnel during off-hours for response to the emergency. (See CVM call-down list)

Forecasted or predicted events

24 hours – pre-event to event:

- Notification by first responder (see above)
- Notification to CVM-DERC, CVM Disaster Committee members activated
- Establish contact with MSU ICS at Cooley building (*task of MSU ICS liaison)
 - Request additional assistance if needed (law enforcement, etc...)
- Designation/notification of Public Information Officer (PIO) (*task of State liaison*)
 - Contact Dean, Dept. Heads (*task of PIO)
 - Contact Office of Special Programs (*task of PIO)
 - Contact MBAH and get emergency shelter numbers (small animal and pets) (*task of PIO)
 - Distribute emergency contact information to all faculty, staff, students, operator's desk(*task of PIO)
 - Distribute contact numbers to Ag Communications(*task of PIO)
- Call out to CVM volunteers, update availability (*task of volunteer/resource coordinator)
- Contact LARAC personnel regarding potential short-term shelters at CVM if necessary (*task of CVM AHC team, facilities and LARAC liaisons)
 - Acquire shelter kit containing forms, identification bands, cage cards, etc...from Disaster Supply
- Lab animal provisions enacted (task of LARAC liaisons, facilities, etc..)

- Prepare to acquire vehicles from Field Services, Stores (*task of logistics)
 - Check status of mobile veterinary unit, driver
- Prepare to acquire supply list, contact Stores regarding needs (*task of logistics)
- Prepare to acquire pharmacy needs (*task of logistics)

Call-down procedures for disasters involving animals or public health

When CVM Operators are contacted regarding disaster or potential disaster situation:

- Notification of CVM Animal Health Center Practitioner/Client Liaison
 - Companion animal issues (Julie Burt)
 - Large Animal/Ambulatory issues (Dr. Jim Brett)
 - Other issues/unknown response (Dr. Carla Huston/Dr. Diana Eubanks)
- Notification of Dean's office (Dr. Kent Hoblet)
 - Secondary contact: Chief Administrative Officer (Dr. Ron McLaughlin)
 - Tertiary contact: CVM AHC Hospital Director (Dr. Joey Burt)
- Appropriate MSU personnel contacted for further action. *While the exact response to every situation cannot be predicted, general event-dependent guidelines are listed below.*
 - Notification of Office of Outreach and External Affairs
 - **The Director of OOE will serve as the Public Information Officer – any and all public information and media contact should be provided through this office (Karen Templeton)**
 - Alternate contact – Dr. Rich Meiring
 - CVM Disaster Response Committee chair notified if large scale illnesses or injuries occur that may require extended action, or any actions that may involve state or regulatory action (Dr. Carla Huston)
 - Appropriate AHC personnel notified for events limited to injured or ill animals, not involving other chemical, biological, or radiological emergencies.
 - MSU-CVM campus liaisons notified.
 - MSU Student Health Center and local/state health department notified if public health concerns are warranted or suspected.
 - *Event dependent:* Contact Campus Exec Director of Facilities Emergency Management (Jim Jones) if not already involved. May also contact MEMA/Oktribbeha Co. liaison if appropriate
 - *Event dependent:* Contact law enforcement, if necessary (any suspected criminal or animal rights/terrorist activities, etc. or if needed for traffic control exists)
 - *Event dependent:* Contact Director Office of Regulatory Compliance if not already involved.
 - Biosafety officer (Patricia Cox)
 - Chemical issues (Coggins), Radiological issues (Strickland)
 - ICCT (Mike Parsons-chem and rad expert)
 - *Event dependent:* Contact University Veterinarian for any event involving research animals (Dr. Lucy Senter)
 - LARAC (Mike Bassett, Steve Knox)
 - *Event dependent:* Contact State Veterinarian's office if any foreign or emerging animal disease is suspected.

Revisions to CVM Disaster Response Plan

Minor revisions to the CVM Disaster Response Plan, such as personnel changes, may be made without submission of the full document to CVM Cabinet for approval.

Such minor revisions require approval by the CVM Dean or the CVM DERC chair.

Date:	Nature of revision:	Made by:	Approval:
11/15/2010	Update to LARAC plan (appendix III)	L. Senter	Carla Huston
8/1/2011	Personnel and position updates Added AHC practitioner/client liaisons, reference to gulf states consortium (pp. 11-14)	Carla Huston	Robert Cooper Kent Hoblet
3/26/2012	Personnel and call-down updates	Carla Huston	
4/7/16	Update Response plan including personnel	Diana Eubanks	Ron McLaughlin

Appendix I:

Print Form

MSU-CVM Disaster Response Personnel and Resource Form



Date: _____

Name: _____ Email Address: _____

Faculty Staff Other (specify) _____ Department: _____

Home (Local) Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Work Address: _____

Emergency Contact: _____

Please check the following:

- I am available locally (at CVM) to assist in the following activities:
- Answering telephones and other miscellaneous duties
 - Data entry (spreadsheet) and computerized record-keeping
 - Pet care for displaced animals -- small animal large animal both
 - Pet care for other CVM responders -- small animal large animal both
 - Veterinary Assistance
 - In any areas needed, as requested by CVM disaster response committee
 - Other _____

- I may be available off-site (within the state, possibly overnight) to assist in the following:
- Answering telephones and other miscellaneous duties
 - Data entry (spreadsheet) and computerized record-keeping
 - Pet care for displaced animals -- small animal large animal both
 - Pet care for deployed CVM responders -- small animal large animal both
 - In any areas needed, as requested by CVM disaster response committee
 - Other _____

I have been trained in the following:

Incident Command System (ICS) ICS 100 ICS 200 ICS 300

Haz-Mat Awareness Personal Protective Equipment (PPE)

Other Training/Skills: _____

I am currently a member of the Mississippi Animal Response Team (MART) Yes No

I have other available resources (vehicles, equipment, boarding facilities, etc.) for use during a disaster emergency:

Please return to Department Head or Supervisor
Revised 1/25/07 CH

Appendix II:

Mississippi Emergency Support Function #11 – Animals, Agriculture and Natural Resources Annex

ESF Coordinator:

Mississippi Board of Animal Health (MBAH)
Mississippi Department of Agriculture and
Commerce (MDAC)

Primary Agencies:

Mississippi Board of Animal Health
Mississippi Department of Agriculture and Commerce

Federal ESF Coordinator:

Department of Agriculture (USDA)

Federal Primary Agencies:

Department of Agriculture
Department of the Interior (DOI)
Food and Drug Administration (FDA)
Environmental Protection Agency (EPA)

Support Agencies:

Mississippi State University
 College of Veterinary Medicine (MSU CVM)
 Extension Service (MSU ES)
 Mississippi Agriculture, Forestry, and Experiment Station (MAFES)
 Veterinary Diagnostic Laboratory System (MSU VDL)
Mississippi Veterinary Medical Association (MVMA)
Mississippi Board of Veterinary Medical Examiners (MBVME)
Mississippi Emergency Management Agency (MEMA)
Mississippi Animal Control and Protection Association (MACPA)
Mississippi Department of Health (MDH)
Mississippi Department of Environmental Quality (MDEQ)
Mississippi Department of Wildlife, Fisheries and Parks (MDWFP)
Mississippi Forestry Commission
Department of Marine Resources (DMR)
Zookeepers Statewide
American Red Cross (ARC), Salvation Army (SA), and other Mississippi Volunteer
 Organizations Active in Disaster (MSVOAD)
Mississippi Department of Human Services (MDHS)
Mississippi Department of Mental Health and Mental Retardation (MDMR)
Mississippi Military Department (MMD)
Mississippi Department of Public Safety (DPS)
Mississippi Office of Homeland Security (MS OHS)

Office of the Attorney General (OAG)
Mississippi Department of Transportation (MDOT)
Mississippi Division of Tourism (MDT)
Mississippi State Chemical Laboratory (MSCL)
Mississippi Crop Improvement Agency
Private Sector Stakeholders

Introduction

Purpose

Emergency Support Function (ESF) 11, Animals, Agriculture and Natural Resources, supports county and municipal authorities in efforts to address: (1) control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective exotic plant disease, or economically devastating plant pest infestation, (2) safety and security of food, feed, seed, fertilizer and pesticides, where it falls under MDAC jurisdiction, and (3) coordination of efforts to provide for all animals and crops affected by disasters (all-hazards).

Scope

ESF-11 includes two primary functions:

- **Animal, Plant and Pest disaster response.** Includes implementing an integrated county and municipal response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation. Ensures, in coordination with ESF-8, Public Health and Medical Services and ESF-6 Mass Care, that animal/veterinary/wildlife/crop issues in natural disasters are supported.
- **Safety and security of the commercial food supply.** Includes the inspection and verification of food safety aspects of slaughter and processing plants and products in distribution and retail sites; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; protection of seed, feed, fertilizer and pesticide; and field investigations.
- If ESF-11 of the National Response Plan (NRP) is activated, the **U.S. Department of Agriculture** (USDA), Food and Drug Administration (FDA), Environmental Protection Agency (EPA), and the Department of the Interior (DOI) are the primary agencies in coordination with the Federal Emergency Management Agency (FEMA) and other agencies for support.

Policies

- **General:** Actions undertaken under ESF-11 are coordinated with and conducted cooperatively with county and municipal incident management officials and with private entities, in coordination with the Joint Field Office (JFO) Coordination Group, the Regional Response Coordination Center (RRCC), and National Response Coordination Center (NRCC) as required.

- Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the primary agency for the incident.
- The primary agency for each incident coordinates with appropriate ESFs and other annexes, including the coordinating agency for the Worker Safety and Health Support Annex, to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.

Animal, Plant, and Pest Disaster Response Policies:

- When addressing animal diseases, all animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized.
- Disposal methods for infected or potentially infected/contaminated carcasses and plant material are chosen for their effectiveness in stopping pathogen spread and for their minimal impact on the environment.
- The US Secretary of Agriculture can release funds from contingency or program accounts as needed to indemnify producers for animals and suspect animal and plant products seized or facilities held to control a disease as well as to pay the operational costs of the eradication of disease and plant pests.
- Mississippi may request that the US Secretary of Agriculture declare an Extraordinary Emergency to pay compensation and to allow for the use of Federal authorities to take action within a State if the State is unable to take appropriate action to control and eradicate the disease or plant pest.
- The MBAH is the primary agency for addressing animal disaster issues. The MBAH will be responsible for coordinating with local and state organizations animal response activities such as medical care, sheltering, evacuation, rescue, temporary confinement, procuring food and water, animal identification, carcass disposal and returning animals to owners related to natural disasters when ESF 11 has been activated.

Food Safety and Security Policies:

- The US Department of Agriculture is activated upon notification of the occurrence of a potential or actual Incident of State Significance by Mississippi Office of Homeland Security (MOHS) or the Mississippi Department of Agriculture that a State response is warranted.
 - Actions undertaken are guided by and coordinated with local emergency preparedness and response officials and homeland security officials and existing USDA internal policies and procedures.
-

Concept of Operations

General

- MDAC and MBAH, as the coordinators for ESF-11, organize the ESF staff based upon the two core functional areas. It organizes and coordinates the capabilities and resources of the State government to facilitate the delivery of services, technical assistance, expertise, and other support for Incidents of State Significance that impact the areas below.
 - **Animal, Plant, and Pest Disaster Response**
 - **Food Safety and Security**
- ESF-11 provides for an integrated response to an outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, an outbreak of a highly infective exotic plant disease, or an economically devastating

plant or animal pest infestation in the State and/or region. ESF-11 provides for coordination of efforts to provide for animals and crops in disasters (all hazards).

- ESF-11 ensures the safety and security of the State's commercial supply of food (e.g., meat, poultry, and egg products) following a potential or actual Incident of State Significance, and mitigates the effect of the incident(s) on all affected parts of the State population and environment.
- ESF-11 ensures the safety and security of feed, seed, fertilizer, and pesticide supplies necessary for agricultural production. MDAC shall offer expertise fitting of its legal authorities.

Organization

Headquarters ESF-11 Support

Animal Disaster Response

- The headquarters ESF operates under the direction of the MDAC and MBAH coordinators and support agency representation is based upon the assistance needed for the specific incident.
- Once ESF-11 is activated, the State response is coordinated by MDAC and MBAH. The coordinators will convene a conference call with appropriate support agencies and non-State partners to assess the situation and determine appropriate actions. The agency or agencies then alert supporting organizations and requests that they provide representation.
- When there is an outbreak of highly contagious or economically devastating animal/zoonotic disease, carcass disposal issues, or if small animals/large animals/poultry/wildlife are affected by natural disasters, the MBAH will provide primary oversight and direction. The State Veterinarian serves as the MBAH's principal point of contact.
- The State activates its State, regional, or local emergency operations centers (EOCs), as needed, as the State's base of operations for interfacing with local governments, State agencies, and the private sector.
- The State Veterinarian and Area Veterinarian in Charge establish a Joint Operations Center, which serves as the focal point for coordinating the animal disease management decision-making process.

Plant Pests and Food Safety Response

- When there is a highly contagious or economically devastating plant pest outbreak, the MDAC Bureau of Plant Industry (BPI) will provide primary oversight and direction.
- For an incident involving inspection and verification of food safety aspects of slaughter and processing plants and products in distribution and retail sites; laboratory analysis of food samples; control of products suspected to be adulterated; or plant closures, MDAC Consumer Protection assumes primary responsibility as applicable under legal authority.
- In the event of an outbreak of a highly infective exotic plant disease or an economically devastating plant pest infestation; protection of seed, feed, fertilizer and pesticide; and field investigations, MDAC BPI assumes primary responsibility.
- The State Entomologist and/or the Director of BPI serves as the State's principal point of contact with the Federal government.
- The State activates its State, regional, or local EOCs, as needed, as the State's base of operations for interfacing with local governments and the private sector.
- The State Plant Health Director and the State Entomologist, acting jointly, shall establish a Joint Operations Center, which serves as the focal point for coordinating the disease or pest management decision-making process.

Operations and Planning ESF-11 Support

Animal Disaster Response

The MBAH will:

- Organize according to NIMS to ensure rapid response to animal care needs in the disaster area. The MBAH will serve as the lead agency and will coordinate with other ESF-11 agencies to assist with the following animal concerns:
- Coordinate emergency medical care for all animals, including commercial livestock, poultry, fish, zoo animals, laboratory and research animals, wildlife, and domestic pets;
- Coordinate the development, education, and activation of the Mississippi Animal Response Team (MART). MART is the official response team for ESF 11 Animal Disaster Response. MART will include trained volunteers able to respond locally to disasters involving animals. All MART volunteers must have NIMS/ICS training and be credentialed through the MBAH or MEMA;
- Coordinate with ESF-15 (External Affairs) to ensure that information is provided on the location of animal shelters and other animal-related matters before, during, and after the disaster. Also coordinate public education efforts such as brochures distributed to state and local EOCs, shelters, the public and veterinary offices;
- Coordinate with ESF-8, Public Health and Medical Services, on the identification, prevention, and control of diseases of animals that have public health significance;
- Coordinate with ESF-6, Mass Care, on co-locating small animal shelters to ensure public sheltering of companion animals is addressed;
- Coordinate with the MVMA that represents veterinarians in the state and is the primary organization for educating and recruiting veterinary volunteers for response to ESF 11 activation.
- Coordinate with the MS USDA Area Veterinarian in Charge in the event of a foreign animal disease (FAD) or large scale agriculture disease outbreak;
- Receive notification by the State Emergency Operations Center (SEOC) of a potential or actual event requiring response. The ESF-11 Emergency Coordinating Officers (ECO) from the BAH and MDAC will notify all appropriate support agencies of ESF-11 activation.
- Support agency representatives will be instructed to alert their contacts throughout the State to ensure that all available resources are on standby.
- Coordinate the consolidation or closing of animal shelters or confinement areas, personnel, and supplies as the need diminishes.
- Coordinate with ESF-3 for the removal and proper disposal of animal waste and dead animals.

**Plant Pest Response
(State, County and Field Level)
The MDAC will:**

- Coordinate response activities within local, county, and state jurisdictions as necessary.

- Contact support agency representatives (public, institutional and private entities) with instructions to alert their contacts throughout the State to ensure that all necessary personnel are on standby. Recruit, and train manpower and procure other resources as needed to conduct pest monitoring, pest identification, pest containment and eradication activities.
- Immediately contact U.S. Environmental Protection officials along with other consultants and researchers to obtain the registration and/or Section 18 approval of the needed pesticides to control the exotic pests.
- Work jointly with the State Plant Health Director and USDA/APHIS/PPQ staff of the regional office to establish emergency operations center(s) as needed within 24 hours of the detection of an exotic pest outbreak.
- Follow previously established protocols and SOP's in mobilizing the appropriate response team as outlined in the State and USDA/APHIS/PPQ Emergency Response plan within 48 hours or less.
- Follow established SOP's and Administrative Procedures to immediately institute emergency quarantines and eradication procedures where applicable and necessary to curtail the movement of regulated articles.
- In the case of a toxic pesticide release, volunteer manpower to assist MDEQ and MDH in investigations as authorized by law to insure the safety of the food supply and human health.
- In the case of feed, seed, and fertilizer security provide expertise as authorized by law to do investigations on illegal activities affecting the supplies to distribution centers and growers.

Food Safety and Security Response (State Level, County, and Field Level)

- Conduct rapid assessments of slaughter and processing plants, as well as distribution and retail food establishments for consumer protection and re-establishment of business operations.
- Coordinate MDAC response activities within local, county and state jurisdictions as necessary.
- Work in coordination with the FDA, MDH and the DMR under the FDA Disaster Partnership Agreement.
- Work jointly with the MBAH, FDA, MDH, DMR and other local county and state officials to establish emergency operation center(s) as needed.
- Facilitate opening of retail food establishments under emergency guidelines based upon an acceptable food safety inspection.

Animal Disaster Response

The MBAH will:

- Coordinate efforts to rescue and capture animals including relocation prior to the disaster. Counties, with the assistance of the MBAH, will identify available barns, pastures, kennels, etc., with local agencies and volunteer organizations;
- Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners;

- Assist county animal emergency coordinators in identifying suitable facilities for shelters and confinement areas;
- Assist local authorities and animal organizations in setting up temporary and pet-friendly shelters as needed;
- Maintain a database of all county animal coordinators/humane shelter directors and will notify other pertinent personnel as appropriate.
- Track the activities of all available animal shelter facilities and confinement areas identified before, during, and after the disaster. This tracking will be based on information provided by the county.
- Coordinate with other ESFs and local agencies when agriculture disease outbreaks may affect the health or movement of people;

Field-Level ESF-11 Support

- All agencies with ESF-11 responsibilities will ensure that they have Standard Operating Procedures (SOPs) in place to enable them to perform appropriate levels of mitigation, preparedness, response, and recovery related to the event. These agencies will have completed mitigation and preparedness activities prior to the initiating event, and will begin to perform response and recovery as needed.
- When ESF-11 is activated, ESF-5 and other appropriate support ESFs will be activated to support the event.
- The State Emergency Operations Center (SEOC) will be activated at the appropriate level (I – IV) for the event (See Basic Plan, Section VI, “Direction and Control”).
- ESF-11 will continually assess and develop action plans for ESF-5 in order to help supporting agencies properly respond in a coordinated manner.
- Using ESF-15, the Mississippi Emergency Management Agency (MEMA) will provide public information to evacuees through Public Radio in Mississippi (PRM) and through the commercial broadcast media.

Actions

Headquarters

Animal, Plant, and Pest Disaster Response

- Addresses the potential for outbreaks in multiple States and provides guidance to unaffected area(s) in taking immediate precautionary measures within their borders.
- If a possible intentional pathogen release is reported, as the situation warrants, the MDAC or MBAH notifies and coordinates with the appropriate law enforcement agencies at the local, State, and Federal levels.
- If criminal activity is suspected in connection with an outbreak, the MBAH and/or MDAC works closely with the responding veterinary or plant diagnostics staff to ensure the proper

handling and packing of any samples and their shipment to the appropriate research laboratory for testing and forensic analysis. The MDAC conducts any subsequent criminal investigation jointly with other appropriate local, State or Federal law enforcement agencies. If the outbreak is determined to be a criminal but not a terrorist act, the MDAC assumes primary State responsibility for a law enforcement response.

- If a terrorist act is suspected in connection with an outbreak, the MBAH or MDAC notifies the USDA and the FBI.
- Provides for the inspection, fumigation, disinfection, sanitation, pest extermination, and destruction of animals, plant materials, or articles found to be so infected or contaminated as to be sources of dangerous infection to human beings and takes such other measures as necessary.

Food Supply Safety and Security

- Assesses the operating status of inspected meat, poultry, and egg product processing, distribution, and retail facilities in the affected area.
- Evaluates the adequacy of available inspectors, program investigators, and laboratory services relative to the emergency on a geographical basis.

Ongoing Actions

Animal, Plant, and Pest Disaster Response

- Provides information and recommendations for incidents involving an outbreak of highly contagious/zoonotic animal disease, highly infective exotic plant disease, or economically devastating plant pest infestation that may require quarantine actions or that may impact intrastate/interstate commerce.
- (MBAH) Assigns veterinary personnel to assist in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including conducting field investigations and providing technical assistance and consultation as required.
- MBAH will activate and demobilize MART in response to ongoing assessments/evaluations.

Food Supply Safety and Security

- Inspects and verifies slaughter and processing plants, distribution and retail sites.
- Facilitates laboratory analysis activities to screen meat, poultry, and egg products for chemical, biological, and radiological agents.
- Suspends operations of meat, poultry, and egg processing plants as appropriate.
- Engages in surveillance of food safety/security-related illness, injury, and other consumer complaints.
- Conducts product tracing to determine the source, destination, and disposition of adulterated and/or contaminated products.
- Controls products at inspected establishments that are suspected or found to be adulterated through product recall, seizure, and detention and/or closures of regulated establishments.

Mutual Aid Agreements

- The MBAH has an MOU with the MVMA

Responsibilities

ESF Coordinator:

- **Mississippi Department of Agriculture and Commerce (MDAC)**
 - Develop an SOP and checklist for this ESF in conjunction with MBAH, MEMA, MDH, and other supporting agencies.
 - Maintain a roster of personnel that assist with various plant and animal issues.

- Appoint an Emergency Coordinating Officer (ECO) for emergency preparedness who will be an advisor to the State or local EOC or ongoing conditions in the event of a disaster or exotic plant pest outbreak.
 - Support the development of volunteer organizations, such as Cattlemen’s Association, Equine Associations, Mississippi Agricultural Industry Council, Mississippi Agricultural Consultants Association, and such affiliations for the protection and emergency care of livestock, poultry, crops and security of feed, seed, fertilizer and pesticide supplies.
 - Coordinate with MBAH for the procurement of feed and hay supplies for animal health and medical facilities.
 - Provide mitigation, preparedness, response, and recovery support to MBAH and MDAC operations as necessary.
 - Provide communication and coordinating efforts with USDA and other federal agencies as well as with governments of other states and countries.
- **Mississippi Board of Animal Health (MBAH)**
 - Serve as the primary agency and authority for animal disease control issues and operations.
 - Provide guidelines and direct response for foreign and emerging animal diseases and animals affected by natural disasters.
 - Direct operations of the MART.
 - Prepare and distribute standard operating procedures (SOPs) or other information and training for MART.
 - Provide support, expertise, and personnel for animal response-related actions such as credentialing, surveillance, permitting, inspections, cleaning and disinfection, decontamination, animal depopulation, carcass disposal, and movement restriction of personnel and vehicular traffic.
 - Provide information to the public through the Joint Information Center or Public Information Officer about animals in disasters.
 - Provide training related to animal response activities.
 - Coordinate with livestock, poultry, and wildlife groups.
 - Coordinate with MDAC for the procurement of feed and hay supplies for animal health and medical facilities.
 - Develop Geographic Information System for purpose of identifying sale facilities for livestock and domestic animal shelters statewide
 - Appoint an Emergency Coordinating Officer for animal disaster emergency preparedness who may represent the State Veterinarian in the state or local EOC
 - Work with MSU CVM in relation to incidents involving emergency response and recovery, mitigation, and preparedness, as related to animal emergencies and foreign and contagious emerging diseases of animals
 - Meet with MS Cooperative Extension Service, MDAC and MVMA to identify facilities and the appropriate contacts to shelter domestic animals, livestock, and wildlife in the event of a protracted emergency or disaster.

- Develop Standard Operating Procedures for emerging, contagious, and foreign animal disease outbreaks in conjunction with MEMA, MDAC and other ESF 11 agencies.
- Have veterinary personnel that specialize in disease outbreaks and natural disaster response participate in annual exercises and training.
- Educate the public about the proper care of domestic animals and livestock in the event of a disaster

Primary Agency – Response:

▪ **Mississippi Department of Agriculture and Commerce (MDAC)**

- Assist in providing a risk assessment if the foreign or emerging animal disease or plant pest cannot be isolated and confined.
- Work with Farm Services Administration (FSA) and Mississippi Agriculture Statistics to determine the economic impact of crop and animal damage in a disaster.
- Conduct inspections and quality assurance reviews on state licensed animal slaughtering/processing plants slaughtered animals.
- Provide personnel and equipment resources as available for surveillance, road blocks, transportation, map production, public information, GPS mapping, security, etc.
- Coordinate with MBAH the food industry and producers regarding any limitations imposed on the movement of agricultural products, regulated articles, or vehicles.
- Assist with foreign or emerging animal disease surveillance at state-inspected slaughter plants.

▪ **Mississippi Board of Animal Health**

- Request Veterinary Medical Assistance Teams, as needed
- Activate alert and warning for MVMA members in the affected counties
- Direct the response to an emerging, contagious, or foreign animal disease outbreak (State Veterinarian in cooperation with MS USDA Area Veterinarian-in-Charge)
- Assist in the relocation and repatriation of lost pets and livestock through the animal IMS
- Interface with the local, State, and Federal Governments to provide medical aid, assistance, and relief to stricken animals, as well as supervise the prevention and control of diseases
- Coordinate activities of support and volunteer organizations through the incident management system during an animal disaster event.
- Coordinate with law enforcement to safeguard drugs, prescription items, personnel, and sheltered animals.

Primary Agency – Recovery:

- **Mississippi Department of Agriculture and Commerce (MDAC)**
 - Provide damage assessment support.
 - Assist in evaluating and presenting economic issues (indemnity, reimbursement, damage assessments, etc.)
 - Support retail and production infrastructure to ensure rapid return to business
- **Mississippi Board of Animal Health**
 - Provide damage assessment support through the incident management system.
 - Direct resources as needed.
 - Work with the MVMA on need assessment and distribution of donated funds
 - Support private veterinarians in rebuilding local infrastructure
 - Support local shelters and animal control agencies in rebuilding efforts

Support Agencies

- **Mississippi State University**
 - College of Veterinary Medicine (MSU CVM) will:**
 - Assist MBAH in animal disaster preparedness and response operations and actions.
 - Provide training to faculty and other veterinarians in FEAD diagnostics and operations.
 - Serve as a repository of qualified veterinary diagnosticians for deployment as requested by MBAH.
 - Disseminate educational and training materials via the web, print media, and professional organizations and official government channels.
 - Provide laboratory support, as required, in performing modern molecular biology diagnostic procedures.
 - Conduct official continuing education seminars in concert with MSU Cooperative Extension, MVMA, and/or MBAH to train private and academic veterinarians and veterinary students in FEAD diagnostic procedures and all-hazard on-site and off-site animal emergency management operations and procedures.
 - Provide epidemiological support to field operations.
 - Designate one primary and one back-up individual to serve as the Disaster Response contact for the MSU-CVM with the State Veterinarian.
 - Compile a directory of individuals who wish to volunteer to serve in the college's disaster response efforts.
 - List equipment and supplies that would be available in a disaster response by the college.
 - Draft MSU-CVM response plans

Extension Service (MSU ES)

- Assist MBAH in animal disaster preparedness and response operations and actions.
- Develop educational materials, as appropriate, and work with producers on infectious diseases and animal depopulation activities.
- Provide applicable media support for ongoing plant pest and animal response actions.
- Provide management training and educational information for impacted producers.
- Assist with damaged assessment support.
- Assist with staffing actions related to indemnity payment issues, as capable.
- Assist in presenting and evaluating economic issues related to plant and animal pests as well as performing risk assessments.
- Provide support from Extension personnel and as available physical facilities to assist in all-hazards mitigation, preparation, and response activities.
- Educate the public and farming community about proper care of domestic animals and livestock in a disaster and risk from exotic animal and plant pests.
- Provide communication resources, i.e. video conferencing, as available.
- Assist in finding shelter for farm animals in the event of a disaster.
- Draft MSU-ES response plan.

Mississippi Agriculture, Forestry, and Experiment Station (MAFES)

- Assist MBAH in animal disaster preparedness and response operations and actions.
- Assist with damaged assessment support.
- Assist in presenting and evaluating economic issues related to plant and animal pests as well as performing risk assessments.
- Provide support from MAFES personnel and, as available, physical facilities and equipment (including vehicles and trailers) to assist in all-hazards mitigation, preparation, and response activities.
- Educate the public and farming community about proper care of domestic animals and livestock in a disaster and risk from exotic animal and plant pests.
- Draft MAFES response plan.

▪ Mississippi Veterinary Diagnostic Laboratories will:

- Assist MBAH in FEAD-related laboratory analysis.
- Provide sampling protocols to MBAH and shipping instructions for coordination and distribution.
- Assist in specialized carcass disposal operations.

▪ Mississippi Veterinary Medical Association (MVMA) will:

- Foster activities that provide continuing education, training, and awareness of all-hazard animal disaster mitigation, prevention, preparedness and recovery activities.
- Assist in dissemination of disease-related information to veterinarians in the event of an animal emergency/disaster.
- Provide members with disaster preparedness materials that can be utilized by practice personnel and the public.
- Will support the MART, as appropriate.
- After initial assessment by MART, maintain contact with and assess needs of veterinarians affected by disasters.
- Support recruitment and training of the MVMA Disaster Response Committee.
- Maintain a list of veterinarians willing and able to assist during disasters.

- **Mississippi Board of Veterinary Medical Examiners (MBVME) will:**
 - Provide communication to all other state veterinary licensing boards in the U.S. and Canada.
 - Provide contact information about Mississippi veterinarians in any given locale and the nature of their practice (e.g., small animal, large animal, etc.)
 - Assist in clarifying any issues relating to unlicensed persons who are engaged in a recognized state-federal cooperative disease eradication or control program or an external parasite control program.
 - Give continuing education credit to veterinarians who complete approved emergency preparedness training.

- **Mississippi Emergency Management Association (MEMA) will:**
 - Coordinate state emergency management system support of plant and animal response operations to include, if needed, assistance from an incident support team (IST), a MEMA regional liaison officer(s) (RLO), and/or a Regional Response Team (RRT).
 - Request federal (FEMA, DHS, USDA) and other states' support via the Emergency Management Assistance Compact (EMAC), if necessary.
 - Assist in preparation of emergency and disaster declaration requests for the Governor, the Secretary of Agriculture, and/or the President, as appropriate.
 - Provide applicable media and public information support for ongoing plant and animal response operations.
 - Staff the SEOC, as appropriate, for emergency management system support to ongoing animal and plant disaster response operations.
 - Facilitate incorporation of veterinary services and animal care activities into County Comprehensive Emergency Management Plans (CCEMPs).
 - Educate the public about the proper care of domestic animals and livestock in times of disaster.
 - Support multi-agency cooperation, especially with other animal and human health agencies at the state and local level.
 - Support internal and external communications between ESF 11 agencies to the SEOC and the local county EMAs.
 - Provide logistical support during animal and plant disaster response activities.

- **Mississippi Animal Protection and Control Association (MACPA) will:**
 - Maintain a list of available animal shelters.
 - Assist in coordinating sheltering of companion animals evacuated from disaster areas.
 - Assist in distributing food products for companion animals.
 - Distribute animal disaster preparedness materials to pet and livestock owners.
 - Provide association membership list to local emergency management organizations.
 - Assist the public in the repatriation and relocation of lost pets and livestock.
 - Educate the public about the proper care of domestic animals and livestock in times of disaster.
 - Follow appropriate methods of disposal of dead animals based upon policy recommendations from the MDAH, MDH, and the MDEQ.
 - Establish a means to restore lost animals to their homes in areas where available. This will be accomplished primarily by the use of microchip implants.
 - Facilitate the return of companion animals to their owners by holding healthy and disease-free animals for a minimum of 30 days. This holding period may be shortened or extended upon recommendation of the State Veterinarian and does not apply to extremely sick, injured, or truly aggressive animals that should be humanely euthanized.

- Interface with local government and county emergency management agencies to assist in evacuating domestic animals and wildlife in order to ensure animals are adequately sheltered and not abandoned.
 - Work with local government and county emergency management agencies to establish animal provisions in county plans.
 - Work with local shelters to develop facility emergency plans.
 - Educate public about the importance of having a family evacuation/disaster plan in place to include proper identification, up-to-date vaccinations, and photographs of all animals, large and small, in their household.
- **Mississippi Department of Health (MDH) will:**
 - Participate with MBAH and MDAC for assistance in overall Health and Medical Services ESF operations.
 - Provide on-scene technical support during operations that require Level C or higher PPE.
 - Provide appropriate vaccinations, including flu vaccine, to animal health first responders.
 - Provide guidance on human safety and health issues related to the control and containment of diseases in animals as well as pesticide contaminated food products.
 - Provide applicable media support for animal disaster prevention and response operations.
 - Provide zoonotic disease lab support.
 - Provide food safety support as appropriate.
 - Undertake surveillance actions to monitor potential human health impacts from animal disaster response activities.
 - Assist in providing health and safety training for first responders.
 - Assist, as appropriate, in conducting rapid needs assessment.
 - Liaison with the MBAH to provide ongoing training for human and animal shelter personnel in response to animal in disasters.
 - Disseminate health alerts to area health care providers (physicians, veterinarians, hospital staff, etc.).
 - Coordinate decisions regarding animal diseases that have an impact on public health through collaboration with the State Veterinarian and the MS (Federal) Area Veterinarian-in-Charge
 - Distribute animal disaster preparedness materials to pet and livestock owners with other emergency preparedness information.
 - Participate annually in training and exercises with veterinarians specializing in foreign, contagious, and emerging animal diseases, and members of humane groups and animal control agencies on mass animal sheltering.
 - Incorporate MBAH plans into MDH plans, especially Avian Influenza/Pandemic Flu Plans.
 - Provide contingencies for Worker Safety and Health
 - Provide Decontamination Technical Support
 - **Mississippi Department of Environmental Quality (MDEQ) will:**
 - Evaluate and issue groundwater, waste, and air authorizations, as appropriate.
 - Provide advice and direction related to the removal and disposal of carcasses, contaminated food commodities, water resources, soil, and plant materials.
 - Consider environmental issues involving the disposal of carcasses, contaminated food commodities, water resources, soil, and plant materials.

- Coordinate, as applicable, with the MDH to provide for water monitoring and soil sampling in areas in proximity to disposal sites containing contaminated carcasses, plant material, food commodities, water resources, soil, and other contaminated substrates.
- Provide applicable media support for ongoing animal response operations.
- **Mississippi Wildlife, Fisheries, and Parks Department (MWFPD) will:**
 - Determine the distribution and density of susceptible wildlife.
 - Provide disease surveillance of wildlife.
 - Identify and isolate wildlife that is or may be affected by a FEAD.
 - Capture, contain, and destroy susceptible wildlife, as necessary, to eradicate a FEAD and prevent its transmission.
 - Determine when potentially affected wildlife is free from disease.
 - Provide applicable media support for ongoing FEAD operations.
 - Wildlife Rehabilitation Groups licensed through Exotic Species Management will provide for the rehabilitation of injured and sick native wildlife and exotic animals. Provide a list of licensees as needed.
 - Provide assistance during response and recovery efforts.
 - Conduct assessment of any lost or escaped exotic animal.
- **Mississippi Forestry Commission**
 - Assist MBAH and MDAC in IMS training for MART personnel.
 - Provide equipment, as available, for clearing animal and plant disposal/burial areas.
 - Provide IMS support as requested and available.
 - Assist in matters affecting the timber and forestry industries as related to pest outbreaks.
- **Department of Marine Resources (DMR)**
 - Coordinates rescue, rehabilitation, or removal of stranded marine mammals through the law enforcement arm.
 - Provide assistance during response and recovery efforts.
- **Zookeepers Statewide**
 - Share scarce food supplies with other zoos.
 - Provide assistance, as needed, to other zoos.
 - Maintain contact with American Zoo Association to assist in rounding up and sheltering escaped animals.
 - Enlist the aid of local law enforcement agencies to ensure the security of drugs and the animals they are sheltering.
- **American Red Cross (ARC), Salvation Army (SA), and Other Mississippi Volunteer Organizations Active in Disaster (MSVOAD) Agencies**
 - Support food services in accordance with its National Charter, Emergency Operations Plan, and local SOP as applicable.
 - Provide mobile feeding sites and canteens to feed disaster victims and emergency workers.
 - Provide emergency feeding services through grocery orders issued to stores outside the disaster area.
 - Coordinate the food distribution efforts with other volunteer organizations.
 - Work with the MBAH and counties to address humans needing shelter that have animals.
- **Mississippi Department of Human Services (MDHS)**

- Develop an SOP and checklist for this ESF in conjunction with MEMA, MDAC, MDH, and other supporting agencies.
- Assist the MBAH in determining locations for pet-friendly evacuation shelters.
- **Mississippi Department of Mental Health and Mental Retardation (MDMR) will:**
 - Coordinate stress management and/or crisis counseling to producers, retailers, emergency responders, and consumers.
 - Provide critical incident stress management (CISM), as appropriate.
 - Consider human impact issues regarding animal depopulation actions.
 - Provide applicable media support for animal response operations.
- **Mississippi Military Department (MMD)**
 - Assist in operation of ESF-11 as related to warehouses, staging areas, and security as needed.
- **Mississippi Department of Public Safety (DPS) will:**
 - Provide law enforcement support for road closures, controlling vehicular traffic, operating isolation facilities, decontamination operations, animal depopulation actions, etc.
 - Assist with agriculture inspections as needed at road blocks.
 - Support the MBAH in monitoring volunteers responding to animal disasters. Support removal of volunteers not operating within the IMS as directed by the State Veterinarian.
- **Mississippi Office of Homeland Security**
 - Evaluate the scope of the disaster to determine National Significance.
 - Provide technical and financial support, as needed to support response efforts.
 - Protect the integrity of disease control efforts.
 - Support of animal and plant response operations to include, if needed, assistance from an incident support team (IST), a liaison officer(s), and/or a Regional Response Team (RRT).
 - Coordinate with the Federal Bureau of Investigation (FBI) for agriculture emergencies that may or could have occurred as a result of terrorism.
 - Assist in preparation of emergency and disaster declaration requests for the Governor, the Secretary of Agriculture, and/or the President, as appropriate.
 - Assist veterinary personnel, especially veterinarians specializing in foreign and emerging animal diseases in participating in annual exercises and training.
 - Support multi-agency cooperation, especially with other animal and human health agencies at the state and local level.
- **Office of the Attorney General (OAG) will:**
 - Provide legal advice to state officials conducting or evaluating all-hazards animal and plant operations and activities.
 - Coordinate with county and district attorneys to make sure that legal representation is provided to local government agencies conducting animal and plant emergency response operations, including, but not limited to: restriction of the movement of individuals and animals, seizure and destruction of property, medical and liability claims, restriction of public access, suspension of public activities, and indemnity issues.
 - Provide legal representation as appropriate for the State.
 - Act as a liaison to the U.S. Attorney General.

- **Mississippi Department of Transportation (MDOT) will:**
 - Provide traffic control devices (e.g., signs, barricades, etc.) to assist with traffic control, road closures, and agricultural inspections.
 - Provide earth-moving equipment for digging small pits and burying carcasses.
 - Provide right-of-way, where available, for FEAD or plant material inspection sites.
 - Assist with providing decontamination/spraying equipment.

- **Mississippi Division of Tourism (MDT) will:**
 - Assist MBAH, MDAC and MSU ES in evaluating and presenting the adverse economic issues related to a FEAD and/or plant pest situation.
 - Assist in continuing to market and promote Mississippi animals, animal products, and plant products.
 - Assist in providing applicable media support for ongoing animal response operations.
 - Assist in providing accurate public information on protecting and using Mississippi agriculture products to visitors.
 - Work with local communities to determine and counter the impact of animal response operations (e.g. movement restrictions, the suspension of large public gatherings, etc.) on tourism and other economy-related activities.

- **Mississippi State Chemical Laboratory (MSCL)**
 - The State Chemist shall develop a plan to handle laboratory testing needs for an emergency pesticide release or toxin affecting agricultural production.
 - Provide equipment and personnel to analyze soil, water, plant tissue, fuel, food commodities, and other samples as needed to determine levels of contamination for hazardous materials.
 - Combine resources and establish a mobile laboratory if necessary with the assistance of other agencies and private laboratories having laboratory capabilities.

- **Mississippi Crop Improvement Agency**
 - Assist with surveys that monitor exotic pest populations.

- **Private Sector Stakeholders (including Farm Bureau, Mississippi Animal Rescue League, Humane Society of South Mississippi, Mississippi Cattlemens' Association, Mississippi Poultry Association, Mississippi Horse Council, etc...)**
 - Provide personnel, supplies, and other resources as available to support the ESF 11 response
 - Work within the incident management system
 - Support recruitment of and training for MART members

Mississippi State University

College of Veterinary Medicine

LARAC

CVM and Harned Animal Facility

Disaster Plan

LARAC

October, 2016

CVM Telephone Operators

In the Event of a Power Failure at CVM

Immediately call ALL of the Following :

Name	Office	Cell	Home
Lora Petrie-Hanson (fish)	325-1291	662-769-1604	323-6555
Lucy Senter (research animal areas)	325-0632	662-312-0153	none
Mike Bassett (research animal areas)	325-1370	662-617-2419	none

In addition, call:

On Call Aquatic Diagnostician

On Call LARAC Personnel

On Call CVM Plant Operator

HARNED Emergency Contacts

In case of emergency, call the following:

JEFF ECHOLS 662-418-6823

MSU SECURITY 662-325-2121

MIKE BASSETT 662-617-2419

In the Event of Emergency

I. Top Level Steps

A. Calling Tree

1. Emergency Notification to Wise Center Operators or directly to Jeff Echols (Harned), MSU Security, Dr. Lucy Senter, Mike Bassett
2. Dr. Senter, Mike Bassett to contact LARAC Team Leaders
3. CVM Security phone number: 662-816-9126; MSU Security 662-325-2121

B. Team Leader Office to be Command Center with emergency supplies to be in Research Isolation.

C. Evaluate the emergency then initiate proper response.

D. Additional personnel will be called after situation has been evaluated.

1. Team leaders call their team members.
2. Dr. Senter to coordinate veterinary team.

II. Two Types of Emergencies

A. Predictable

1. Ice storm
2. Tornado
3. Hurricane
4. Animal rights protest

B. Unpredictable

1. Fire
2. Tornado
3. Break in
4. Flood
5. Bomb threat/shooting

III. LARAC Personnel Response

- A. In the event of an ice storm or other event causing road closures and difficulties driving, Mike Bassett will drive a LARAC F-350 4 wheel drive truck to pick up local full-time employees and student workers.
- B. If this is an anticipated event, Mike will drive the truck home the night before.
- C. A list of available personnel with contact information will be located in the LARAC breakroom and a copy will be maintained by Mike Bassett.

Animal Facility Emergency Guide

I. Advanced Preparation

A. Critical Incident Response Team (CRIT)

LARAC CRIT-Dr. Senter, B. Walker, M. Basset, S. Knox, Dr. Senter to liaison to CVM coordinator. Dr. Bridget Willeford may also participate as part of the CRIT. For Harned problems, Jeff Echols will be part of the CRIT.

B. Command Center: Biomedical Building LARAC CC-Group Leader Office C-1104

C. Contacts (see attached list) pages 5, 12

D. Pre Emergency Preparation

1. General

- Every 3 months the emergency kit and command center kit will be checked.
- Batteries will be replaced
- Electric items tested
- Disaster guidelines will be updated
- Gas power equipment started to determine operational status.

2. 24 Hours Prior

- a. Recheck Everything
- b. Check Communication

3. 48 Hours Prior

- Fill water bottles and fish tanks/check NAPA nectar
- Check generators/be sure fuel is available/start generators
- Assess animal population, determine if moving animals is appropriate
- Check emergency kit/be sure fully stocked

4. 72 Hours Prior

- Check pastures and outside areas for anything that might be hazardous.
- Check water containers, fill.
- Review animals on medication/consider moving to main building if in remote building.
- Review disaster plan to assure accuracy and for familiarization

- Check feeding/bedding levels
- Determine availability of essential personnel
- Check vehicles/fill gas tanks, check operating system including windshield wipers.

E. Communication

1. With Power

- Phone System
- Cell Phones & Text Messaging
- Portable, bi-directional, radio transceivers (walkie-talkies)
- Email
- Messages can be written on board by Command Center

2. Without Power

- Phone System-if not a cordless phone
- Cell Phones
- Portable, bi-directional, radio transceivers (walkie-talkies)
- Runners
- Messages can be written on board by Command Center

L. Name	F. Name	Home Phone	Cell Phone	Email
Angelo	Amber	662-494-8920	662-341-5099	angelo@cvm.msstate.edu
Bassett	Mike	none	662-617-2419	bassett@cvm.msstate.edu
Canady	Crystal	662-615-4302	662-314-0898	clc26@msstate.edu
Harkness	John	662-324-2830	none	harkness@cvm.msstate.edu
Johnson	Peggy	none	662-418-5855	pjohnson@cvm.msstate.edu
Johnston	Charlie	662-323-2949	662-312-1236	johnston@cvm.msstate.edu
Knox	Steven	662-323-8224	662-648-8400	knox@cvm.msstate.edu

Miller	Gregory	none	662-285-7632	gmiller@cvm.msstate.edu
Mills	Randy	none	662-552-7673	rwm2@msstate.edu
Mobley	Charles	662-324-1279	662-312-5112	clm251@msstate.edu
Moorer	William	662-738-5382	none	wbm39@msstate.edu
Patterson	Tyler	none	205-294-1419	btp44@msstate.edu
Senter	Lucy	none	662-312-0153	Lsenter@research.msstate.edu
Walker	Jamie	none	662-418-1044	jallison@cvm.msstate.edu
Walker	Brenda	662-494-2605	662-524-5280	bwalker@cvm.msstate.edu
Wallace	April	none	662-769-9105	wallace@cvm.msstate.edu
Willeford	Bridget	none	662-312-2273	willeford@research.msstate.edu

LARAC Personnel Contact List

F. Emergency Response Personnel Supplies (located research isolation)

1. Portable, bi-directional, radio receivers (walkie-talkies)
2. Flashlights/lanterns and extra batteries-keep extra flashlights in CC to send out with personnel
3. Transistor radio (with batteries) located at operators' desk
4. Rope
5. Tools needed to shut down equipment, gas tanks, etc. (facilities)
6. Extension cords/plug adaptors
7. Fans
8. Space heaters
9. Gloves
10. Utility knife
11. First Aid Kit-Identify any special needs ahead of time
12. Blankets
13. Light sticks
14. Heavy duty work gloves
15. Copies of emergency plan
16. Zip ties
17. Gloves (2 boxes)
18. Booties (2 boxes)
19. Masks (2 boxes)
20. Roll of plastic sheeting
21. Bolt cutters
22. Wire cutters
23. Generators
24. PPE
25. Duct Tape
26. Ice scraper/de-icer for vehicles

G. Emergency Animal Supplies

1. Water
 - a. City Water
 - b. MAFES Water
 - c. Large tanks that have been prefilled.
 - d. For rodents, gel packs can be used. Gel packs provide a hydration source and can last up to five days. (6 cases).
2. Additional items (available as regular supply surplus)

- a. Food-1 week supply for large animals & dogs/cats, 2 week supply for rodents/mini pigs
- b. Bedding-1 week supply for large animals & dogs/cats, 2 week supply for rodents/mini pigs
- c. Clean Cages-1 week supply for rodents
- d. If regular food and bedding supplies are unable to be delivered, limited amounts of food and bedding may be provided by institutions such as the University of Mississippi, the University of Mississippi Medical Center and the University of Tennessee, Memphis. CVM will also share supplies to these institutions to assist in their emergencies

Co-Op Emergency Numbers

Name	Office	Cell	Home
Odie Shaw	323-1742	418-6288	465-7680
Dan Shipp	323-1742	769-7863	323-7863

H. Temperature

1. *Guide for the Care and Use of Laboratory Animals* 8th ed. (pg 44) temperature requirements.

If temperatures fall above or below these ranges, emergency response should be initiated (see below).

Rodents 68-79 F

Rabbits 61-72 F

Cat, Dog, NHP 64-84 F

Farm Animals and 61-81 F

Poultry

Notify the Command Center that the temperatures are extreme.

2. Room Too Hot: Call CVM Facilities (325-1171) or Jeff Echols (662-418-6823)

- a. Heat producing devices, such as the flow hoods and ventilated racks, can be turned off. Flow hoods can add two degrees to the temperature of the room. Since many of these are left on continuously, the switch should be moved to the off position if there is no power in the room. This will reduce the risk of damage if there is a power surge. **Shutting off the ventilation systems on individual racks should be done only after consulting with the Command Center and the Attending Veterinarian.**
- b. If the outdoor temperature is above 80 F, the air supply to the animal housing room could be shut down, as well.
- c. Prop open animal room doors (for animal rooms not containing pathogens) to increase cool air circulation.
- d. Portable air conditioning units should be set up in the hallways and fans utilized to move cooler air into the rooms.
- e. If these measures are still unable to bring temperatures down, the Command Center may advise technicians to remove the micro-isolator tops from cages to release heat and prevent the buildup of ammonia inside the primary enclosure. Again this step should be taken only when instructed to do so.
- f. Evacuate animals to alternate facility with Command Center approval with consultation with the veterinarian staff to determine options.

3. Room Too Cold (Call CVM Facilities 325-1171, or Jeff Echols (662-418-6823))

- a. Use portable heaters to bring temperatures up
- b. If power is off
 - i. Evacuate the animals
 - ii. Consult with the veterinary staff to determine other options

Evacuation Procedures

I. People

- A. LARAC personnel are to gather for roll call in the front parking lot near the flag pole. If at Harned, the gathering place is under the trees in the front of the building.
- B. Once it deemed safe by Emergency Response Personnel to reenter buildings, Team Leaders or MSU Security will notify LARAC personnel.
- C. All animal areas must be immediately inspected to ensure continuation of environmental parameters consistent with animal health and well-being.
- D. Any deviation from normal environmental parameters must be reported immediately to a LARAC supervisor, Jeff Echols and CVM facilities.
- E. Decisions to relocate animals to different CVM, MSU or remote locations will be made by the Attending Veterinarian in consultation with the IACUC Chair, the PI, CVM administration and other health officials.

II. Animals

A. Prioritization of Animals

1. Species

- a. Valuable genetically modified rodents
- b. Dogs
- c. Cats
- d. Farm Animals
- e. Rabbits/Ferrets
- f. Rodents
- g. Non-mammals (fish)

2. Value

- a. Unique/Rare Animals
- b. Long-term studies or costly treatment participants

3. Vulnerability

- a. Temperature Extremes
- b. Security
- c. Oxygen (fish)

4. Manageability

- a. Relocation Ease

5. Hazard:

- Has the animal been infected with a biohazardous agent or chemical?
- Does the animal pose a threat to human or animal health if it were accidentally released or if it escaped?

6. Health

- Seriously ill, or animals with compromised health may be considered for relocation first. All medications should be relocated with the animal
- Injured animals may be treated or euthanized, depending upon the value of the animals to a research project.
- All euthanasia drugs and antibiotics are maintained by the centralized CVM pharmacy.

B. Relocation Criteria

- No human life will be endangered to spare an animal.
- Public Health Concerns: Exposure to zoonotic disease must be considered when identifying relocation sites and transport routes; animals inoculated with experimental pathogens will be euthanized if no suitable housing with proper containment is available.
- Animal Well-Being: Will the animals be put in greater jeopardy while in transit?
- Temperature: Can the micro-environment be controlled to keep the animal safe and comfortable?

- Health Status: Will the health status of the animal be compromised rendering them unsuitable for the intended research?
- Who makes the decision: The MSU Attending Veterinarian is ultimately responsible for the final decision regarding the relocation of a regulated animal. Collaborative conversations with the IACUC Chair, the PI, health officials and other MSU administrators will provide opportunities to discuss options.
- Relocation options: Alternative rodent housing may be found on campus (Harned Hall), or more distantly at the University of Mississippi, the University of Mississippi Medical Center or the University of Tennessee, Memphis. Alternative dog and cat housing, and possibly ferret housing, may be found at the University of Mississippi Medical Center. Alternative farm animal housing may be found at other MSU sites (South Farm, Extension Centers, etc.).

F. Notification of Relocation

1. The Attending Veterinarian is ultimately responsible for final decisions regarding relocation of animals subsequent to an emergency. If the AV cannot be contacted, contact the Attending Veterinarian after relocation.

G. Maintain record of each animal to include:

- Animal's name or USDA number
- Where it came from
- Where it has been relocated to
- Method of transportation
- Date
- Reason for relocation

Appendix IV

WISE CENTER

EMERGENCY PROCEDURES

MANUAL



FIRE ALARMS—normal business hours	1
FIRE ALARMS—after normal business hours	2
SEVERE WEATHER INSTRUCTIONS	3
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FIRE RESPONSE INSTRUCTIONS

(M-F, 8:00-5:00)

Wise Center Occupants:

Occupants of the Wise Center should immediately exit the building upon hearing the fire alarm (unless you have specific responsibilities as outlined in this document) and proceed to a designated safe location as follows.

1. Parking lot across Wise Center Drive from the flag pole.
2. Grass area across AHC Client Parking/Diagnostic Laboratory parking near electronic gate.
3. Center of grassy median of Southwest parking lot.
4. Far edge of the rear compound parking lot
5. Stay in "safe areas" until "all clear" is announced by fire department.
6. Individuals directly involved in caring for a critical patient or patient under anesthesia may stay in the building if there is no imminent threat, but they must have direct contact with an outside individual who closely monitors the threat level. If these individuals become threatened, they must leave the building.

Communication Center Operator: (If not immediate threat)

1. Call MSU Police Department and advise as to location of fire.
2. Call CVM Dean's Office.
3. Provide updates to Facilities staff via radio.

Plant Operator:

Proceed to Dean's Entrance to direct police and fire departments when they arrive.

Facilities Maintenance Staff:

1. Kevin Moore/Dr. McLaughlin/Dr. Burt communicate and coordinate response and evacuation.
2. Other Facilities Staff respond to source of alarm, picking up fire extinguisher along the way.
 - a. Extinguish fire if possible,
 - b. If not, communicate as much detail as possible to Operator Desk staff.
 - c. Vacate the area checking to see that all other occupants have left.

FIRE RESPONSE INSTRUCTIONS

(Evenings and Weekends)

Wise Center Occupants:

Occupants of the Wise Center should immediately exit the building upon hearing the fire alarm, unless you have specific responsibilities as outlined in this document, and proceed to a designated safe location as follows.

1. Parking lot across Wise Center Drive from the flag pole.
2. Grass area across AHC Client Parking/Diagnostic Laboratory parking near electronic gate.
3. Center of grassy median of Southwest parking lot.
4. Far edge of the rear compound parking lot.
5. Stay in "safe areas" until "all clear" is announced by fire department.

AHC Admissions:

1. Call plant operator and confirm location of alarm and ask him/her to proceed to Dean's Office door and assist the Fire Department upon arrival.
2. Call MSU Police Department (911) and verify that we have an alarm.
3. Notify personnel on Emergency Call Roster.
4. Ensure waiting area and exam rooms are evacuated.

Plant Operator on duty:

1. Respond to location, investigate cause of alarm.
2. Notify AHC Admissions/MSU Police of your status via radio.
3. Assist Fire Department as instructed.

SEVERE WEATHER INSTRUCTIONS

Upon notification of a severe weather report issued from the National Weather Service or Maroon Alert, implement the following procedures:

Tornado Watch/Warning, Severe Thunderstorms, Flash Floods – Maroon Alert

Wise Center Occupants:

Move to lower floors away from windows and exterior doors.

Refer to page 7: AHC Policy on Emergency shelter procedures and boarding animal during an emergency

Siren Tests

The City of Starkville and the University test the tornado warning sirens on the 1st Tuesday of each month at 12:00 noon.

LIFE EMERGENCY INSTRUCTIONS

UPON NOTIFICATION OF A LIFE EMERGENCY OR OTHER NEED FOR AN AMBULANCE:

Communication Center Operator:

1. Call “911” from any University extension and request an ambulance.
2. Once emergency responders are underway to the scene:
 - a. Notify the Dean’s Office (normal business hours)
 - b. Notify those on the Emergency Call Roster (other than normal business hours)
3. If you are certified under the Heart saver CPR training program, respond to the emergency with the defibrillator from the Communication Center. Be prepared to use it, if appropriate, in accordance with your training.

POST EMERGENCY DUTIES:

The Dean’s Office will contact the offices of the Vice-President and President, and handle any further requests for information directed to the College.

The MSU Police Department will handle the investigation and notification of next of kin, as required.

DO NOT MAKE ANY STATEMENTS TO THE PUBLIC OR THE PRESS. Inquiries should be directed to Karen Templeton (CVM Dean’s Office)

BOMB THREAT INSTRUCTIONS

Upon notification of a bomb threat, follow these procedures:

1. **Obtain as much information from the caller as possible. DO NOT PANIC.**
Ask for:
 - a. Location of the bomb
 - b. Expected time of explosion
 - c. Type of bomb
2. **Listen carefully to the caller's voice and any background noises.** Such information may assist in identifying the caller.
3. **Call the University Police Department immediately (911).** University Police will search the area involved and notify trained bomb squad personnel if a device is found.
4. **Call the Dean's Office (5-1131).**

University Police, together with building officials, will determine whether evacuation is required.

Communication Center Operator (if called directly) follow steps 1-3 above, then:

Normal Business Hours—contact Dean's Office,
After Hours—contact 911 and the Emergency Call List.

OTHER EMERGENCY INSTRUCTIONS

(From the Mississippi State University Incident Preparedness Plan)

It is impractical to outline the specific emergency procedures to follow for every contingency. Each situation will present new problems. This plan establishes the basic guidelines necessary for most emergency situations.

In all instances, if circumstances permit, notify the Communication Center Operator and the Dean's Office.

Hazardous Material Spill

1. Any spillage of hazardous material should be immediately reported to Regulatory Compliance at 325-3294 or MSU Police after hours at 911.
2. Report spill to Communication Center Operator/AHC Admissions.
3. When reporting be as specific as possible about the material and location of problem.
4. Evacuate the area and keep others out as well.

If there is potential for the hazardous material to affect a large portion of the building, activate the fire alarm to evacuate the building.

Threats received by mail or e-mail

1. Do not throw away or delete any possible evidence.
2. Notify MSU police at 325-2121 immediately.

Violence or Weapons Threat

1. If someone enters a building with a weapon or acts violently, report it to the MSU police immediately at 911 or press "Panic Button" if nearby.
2. Should gunfire or explosives discharge, take cover immediately and stay there.

Hostage Situation

1. If possible, notify the MSU police at 325-2121 or 911.
2. Avoid drastic action; time is on your side.
3. Do what you are told without argument.
4. Don't speak unless spoken to and only when necessary.
5. Position yourself where you will not interfere with any attempts to remove the hostage taker by force by the authorities (move away from windows or do not stand or sit in front of doors).

OTHER EMERGENCY INSTRUCTIONS (continued)

Civil Disorders

A civil disorder is a sudden, unforeseen or foreseen emergency, such as an unlawful assembly resulting in riot, strike, demonstration, including civil disobedience, sit-ins, stand-ins, etc., and obstructing free access to buildings, walks, and roads.

1. Notify the MSU police 325-2121 or 911.
2. Stay away from that area; all occupants should remain in their office or classroom.

It shall be the responsibility of the University Police Department to notify immediately the Vice President for Student Affairs whenever violations of University-wide regulations occur. It should be assumed that minor infractions of these rules will not involve personnel other than those in the University Police Department. What is intended are large-scale violations involving crowds and/or violence, or the threat thereof, and may not involve buildings or other physical facilities. Whenever students are involved in any disturbance, besides notifying the Vice President for Student Affairs, the Dean of Students shall also be notified.

Ice Storm

1. Personnel must be prepared to operate without electricity.
2. Vehicle chains and other emergency gear may be available at Facilities Management (FM) Supply room, but only after needed supplies are issued to FM emergency response personnel.
3. Some heating and cooking equipment may function without electricity.

Hurricane

1. For preparation, when media is indicating an approaching hurricane, prepare buildings and secure outside furniture as best possible. Eliminate any possible flying debris.
2. If caught in a hurricane, take shelter, stay away from windows, but be aware of possible flooding and water entering the building.

Flood

1. If water enters a building, turn off all utilities. Disconnect electrical appliances, but don't touch any electrical equipment if it is sitting in water or the floor is wet.
2. Evacuate to higher ground.
3. Never attempt to cross a flooded area, either driving or walking.

OTHER EMERGENCY INSTRUCTIONS (continued)

Earthquake

1. Take refuge beneath a desk or table.
2. Stay away from windows, shelving, or large freestanding furniture.
3. If outside, move to an open space away from buildings, light poles, power lines, trees.
4. If driving, stop the vehicle away from buildings, power lines, bridges, and overpasses.

After any natural disaster:

***Stay in shelter until given further instructions from authority.**

***Be aware of possible hazards in area (broken glass, down power lines, un-sturdy structures).**

EMERGENCY CALL ROSTER

Notify these administrative personnel of any situation in which the lives or safety of CVM personnel or the public is threatened, or the facility itself is endangered. Typical emergencies would be fire, flash flood, storm damage, serious injury, or death.

PROCEDURE: Contact all personnel on this roster and inform them of the emergency. Take any precautionary measures which they may prescribe.

DO NOT MAKE ANY STATEMENTS TO THE PUBLIC OR THE PRESS. THE INDIVIDUALS ON THIS LIST ARE FAMILIAR WITH THE APPROPRIATE PROCEDURES WHICH MUST BE FOLLOWED.

PERSONNEL TO BE NOTIFIED:

<u>Name</u>	<u>Office Phone</u>	<u>Cell Phone</u>	<u>Home Phone</u>
Dr. Kent Hoblet	5-1131	662-418-4477	662-324-2423
Dr. Ron McLaughlin	5-1131	662-312-6301	662-323-4181
Dr. Joey Burt	5-1484	662-617-4262	
Kevin Moore	5-1102	662-341-1414	662-320-3863
Mike Bassett	5-1370	662- 617-2419	
Dr. Steve Pruett	5-1130	662- 312-9806	662-324-9031
Dr. Jack Smith	5-1326		
Dr. Bill Epperson	5-1300	614-499-6802	
Michael Dawkins	5-1082	662-361-2729	
Dr. Mark Lawrence	5-1195	662-769-0772	662-323-6305