

To: Office of Environmental Health & Safety (Carrie Sadovnic, Lea Benes-Smith)

Date: 9/11/2024

Re: Emergency Evacuation Protocol for Animal Housing Facilities

Dear Carrie and Lea:

This document describes the procedures that will be followed in the event that a major power outage affects the animal research facilities on campus. This protocol applies to the laboratory animal facilities in James Hall (currently, Rooms 4609 and 3306) as well as the aquatic facilities in Ingersoll Hall (currently NE Rooms 100, 123, 127/129). The purpose of this protocol is (1) to ensure the safe transport and maintenance of housing conditions for rodents used in animal research laboratories (mice and rats) from the James Hall facilities to a temporary holding facility in Room 0112 Ingersoll Hall and then back again to James Hall once power has been restored, and (2) to ensure adequate back-up power for rooms housing aquatic species.

Rationale:

In the event of a major power outage, the New York State Department of Health requires that animal colony rooms be maintained within acceptable limits for temperature, humidity, and lighting control in accordance with the *Guide for the Care and Use of Laboratory Animals – 8th Ed (Guide)*. Room 0112 in Ingersoll Hall has been renovated by the Facilities Department to accommodate these requirements for rodents. This room is connected to the Brooklyn College emergency power back-up generator and new window air conditioning units have been installed, together with a light timer. In addition, humidifiers can be rolled into the room for temporary use, and a water supply is available in an adjacent room (Room 0106A). Thus, the temporary holding room in Ingersoll Hall is equipped for appropriate temperature, humidity, and lighting control in the event of a prolonged power outage in James Hall.

To ensure the proper implementation of the plan to transport animals to and from James Hall and this temporary facility will require coordination between PIs, Facilities, and Campus Security offices and personnel.

I. Protocol (Rodents):

1. In the event of a prolonged power outage affecting James Hall the current temperature conditions will be monitored closely by lab personnel, and the PIs will be informed on a daily basis. Since the animal facilities are located within the inner cores of James Hall, insulation is expected to maintain temperature conditions for some period of time.

2. According to the *Guide*, the general acceptable temperature range for long-term housing of rodents is between 68 – 79 degrees Fahrenheit. Once the temperature in the rodent colony rooms falls below

55 or above 88 degrees Fahrenheit for a 4-hour period, the animals will be transported to the Ingersoll Hall facility.

3. This decision will be jointly coordinated through the College laboratory Technician for Animal Care (CLT), Luis Carrasco, who will contact the Principal Investigators involved, and inform Facilities and Campus Security to ensure that Rooms 0112 and 0106A in Ingersoll Hall will be open and ready for transport of the animals.

4. Facilities personnel will prepare Room 0112 for the transportation of rodents from James Hall. They will accomplish this by performing the following tasks:

a. Coordinate with Campus Security to ensure access to Rooms 0112 and 0106A in Ingersoll Hall.

b. Move two room humidifiers into Room 0112 Ingersoll Hall.

c. Roll cage racks that are being stored in Room 0106A Ingersoll Hall into Room 0112.

d. Set the light timer in 0112 Ingersoll Hall to the current time with a light on setting at 7:30 am and a light off setting at 9:30 pm.

5. Facilities will drive their flatbed truck to the James Hall loading dock and animals will be carried in their individual cages (water bottles will be removed) by Facilities and lab personnel from the 3rd and 4th floor animal rooms to the truck. Blankets will be placed on the flatbed to act as a cushion, to minimize vibration, on which the animal's cages will be placed. Facilities personnel will then drive the animals and lab personnel to the Ingersoll Hall loading dock where cages of rodents will be brought from the truck to Room 0112. This will require multiple trips.

6. Facilities and laboratory personnel will then transport an amount of food and bedding materials appropriate for at least 3 days from 4108 James Hall to 0112 Ingersoll Hall.

7. Triage and Euthanasia: Prior to transporting the animals from James Hall to Ingersoll Hall, all PIs will determine which of their animals are to be transported and which to be euthanized. For those animals to be euthanized, in lieu of transport, the normal IACUC procedures for animal euthanasia (CO₂ Exposure) will be implemented by CLT and/or lab personnel.

8. Once power has been successfully restored to James Hall and the appropriate temperature range in the rodent colony rooms has been reestablished, the process described above will be re-implemented in reverse order.

II. Protocol (Aquatics: Fish, Amphibians and Invertebrates)

Aquatic and marine animals have been housed both in James Hall and in Ingersoll Hall. In the event of a power failure most animals can survive for 12 hours without intervention. A short-term power outage will not affect AREAC (Room 100 NE) or nearby Rooms 123 and 127/129 since these room are already tied into the campus power back-up generator. However, any aquatic animals in James Hall may need to be transported to AREAC, a task that will be coordinated by the PI of that laboratory (see below). Currently (as of the Fall, 2024 semester) there are no aquatic animals in the James Hall lab. The following procedures apply to aquatic animals that may be housed in James Hall.

1. Certain invertebrates (various crustaceans) and amphibians in James Hall can survive indefinitely in James Hall facilities provided that the supply of water is not interrupted. In the event of water and power failure they will need to be moved to AREAC within 6 hours.
2. Octopuses (invertebrates) housed in James Hall cannot survive more than 12 hours without power and will need to be moved to AREAC.
3. The numbers of these animals housed in James Hall are small and will be moved by laboratory personnel rather than facilities personnel.
4. If there is a prolonged power outage, PIs and other personnel will remain in the James Hall facility to monitor any temperature changes to the fish tanks and take appropriate remedial action.

III. Contact Phone Numbers and email addresses:

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Sincerely,



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Chair of Brooklyn College IACUC