



PROCEDURE FOR HANDLING FIRE ALARM ACTIVATION DURING ANESTHETIZED ANIMAL PROCEDURES

PURPOSE: The purpose of this policy is to provide instruction and further clarification with respect to proper procedure during fire alarms and drills. This resolution will protect human life, but will also satisfy the IACUC with respect to animal life and animal well-being.

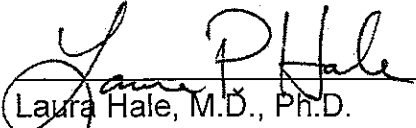
SCOPE: This procedure should only be followed when the fire alarm is activated during an anesthetized animal research procedure. Research procedures on deceased animals or other animal components are not affected by this policy and those involved are *REQUIRED TO LEAVE THE AREA IMMEDIATELY UPON FIRE ALARM ACTIVATION.*

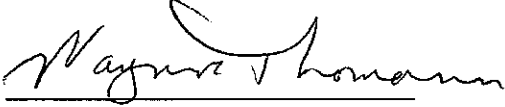
SCHEDULED FIRE DRILLS: The OESO Fire Safety Office will post notices of a scheduled fire drill at least 48 hours in advance stating the date and window of time the drill will occur. Researchers should schedule anesthesia procedures using animals outside of the advertised window, but if an unavoidable conflict arises, the research personnel must notify the OESO Fire Safety office immediately. The OESO main office phone number will be posted on the notice. If no prior notification is given, the drill will be held, and *ALL OCCUPANTS ARE REQUIRED TO EXIT THE BUILDING IMMEDIATELY!* Anesthetized animals may not be left unattended, and must be euthanized prior to exiting the area if this situation occurs. Failure to do so is a reportable non-compliance (proper planning & communication with OESO will prevent such an occurrence).

FIRE ALARM ACTIVATIONS: The procedure for cases where an animal is anesthetized and unexpectedly the fire alarm is sounded is as follows:

- 1) In every surgical lab, there will be a poster permanently displayed in a visible location which lists a building contact person, an alternate contact person, and their mobile phone numbers. The designated contact persons for fire alarm evacuations will be determined by the department(s) upon the receipt of this policy. Alternates will also be determined. A list of contact persons and their cell phone numbers will be distributed to all animal procedural areas.

- 2) If the fire alarm is activated, the research personnel shall first check the areas for signs for smoke, fire, toxins or other dangers. ONLY if they do not see any immediate signs of smoke, fire, or other hazards, they will immediately contact the department designated contact person in the building and state that they are remaining in the laboratory because they are performing an animal procedure on an anesthetized animal. If they decide to evacuate, they shall still notify the building contact of this as well. This ensures proper accountability.
- 3) If the research personnel and designee are remaining in the lab, the laboratory designee (if applicable) will continue to serve as a lookout person for signs for smoke, fire, or other hazards, and in charge of communications with the building contact person. If no others persons are in the lab to serve as a laboratory designee, the research personnel must watch for signs of changing conditions to the best of his/her ability.
- 4) The building contact person will notify responding units of the person(s) remaining in the laboratory and their exact location.
- 5) The building contact person will notify the research personnel or his/her designee immediately if conditions deteriorate and evacuation is necessary.
- 6) If evacuation is necessary, the research personnel and his/her designee will then take steps to safely and quickly euthanize the animal (e.g. perform a bilateral thoracotomy while anesthetized), if conditions allow, and evacuate the building immediately.
- 7) If the research personnel are alone when conducting the procedure, the research personnel shall notify the building contact person that the procedure is complete. Any alarms after this point will require prompt evacuation from the building for all occupants.


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