
STANDARD OPERATING PROCEDURE

TITLE: Emergency Procedures, Non-Human Primate Module (NHPM), West Valley Building, University of Western Ontario

SOP NO.: WV471-01

REVISION: 01

EFF. DATE:

SUPERSEDES: NA

APPROVALS

Prepared by (print name): Wilma Lagerwerf Dept.: _____

Signature: _____ Date: _____

Reviewed by (print name): _____ Dept.: _____

Signature: _____ Date: _____

Approved by (print name): _____ Dept.: _____

Signature: _____ Date: _____

1.0 PURPOSE

- 1.1 To outline the emergency procedures for those working within the NHPM (nonhuman primate module)at the West Valley Building, University of Western Ontario.

2.0 SCOPE

- 2.1 This SOP applies to all approved personnel who work in the Nonhuman Primate Module (NHPM) at the West Valley Building, UWO, and is part of the overall Emergency Response Procedures for the West Valley Building posted on the OH&S board and located in the disaster plan for ACVS, UWO

3.0 RESPONSIBILITIES

- 3.1 ACVS STAFF and RESEARCH STAFF

3.1.1. All personnel involved are responsible for following the contents of this document in the case of emergency.

4.0 PROCEDURE

4.1 Disasters

Disasters or emergencies that require the activation of Western's Disaster Plan will be coordinated by Western's Emergency Response Team (ERT) and Emergency Operations Control Group (EOCG) through Western's Incident Command System. All instructions for West Valley Building occupants will be directed through Western's Incident Commander (the individual wearing a red vest.)

4.1 Ventilation Alarms

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- 4.1.1 If an alarm is received by WES (Western Environmental Service) personnel and/ or the WVB Security Guard (audible alarms located at the security station) indicating: All ventilation fans are off or; **EMERGENCY**
- 4.1.2 When the pregnant sheep module differential pressure to the corridor TA5 is approaching zero (Neutral).
- 4.1.3 WES personnel and/ or the WVB Security Guard is to **deem the condition to be an emergency** and they are to contact Campus Community Police Service (CCPS) by two-way radio or by phoning 911 to the Communications Centre to report the emergency condition.
- 4.1.4** CCPS will identify and confirm the cause of the emergency. The CCPS Incident **Commander will activate Western's ERT** including the Haz-Mat Team, and all Team members. The WVB Security Guard will instruct all occupants **except those wearing appropriate personal protective equipment and located in the pregnant sheep module and the Nonhuman Primate Module of the building**, via the fire alarm public address system, to orderly evacuate the building through the main front doors and congregate on the sidewalk between DSB and WVB. **Occupants of the sheep and primate units are to remain in the contained area, if safe to do so, until instructed otherwise via the fire alarm public address system.**
- 4.1.5 The WVB guard will leave the building with the visitor's log and occupant report, if possible.
- 4.1.6 On evacuation, the Incident Commander will ensure all doors are guarded. No unauthorized person is to enter any entry/ exit point including the link.
- 4.1.7 Refer to 9.1 for decontamination protocol.
- 4.2 Medical Emergencies
- 4.2.1 If a medical emergency occurs in the WVB, CCPS is to be contacted.
- 4.2.2 CCPS will dispatch a CCPS Officer and SERT to the medical incident.
- 4.2.3 If the area of the medical incident is within the **Pregnant Sheep Module or Non Human Primate Module areas**; or the patient is possibly contaminated, those without proper protective apparel and training will not enter the unit. CCPS will dispatch CCPS Officers, Western's Haz-Mat Team, London Fire Department and Thames Emergency Medical Service (TEMS). Once CCPS has dispatched the emergency responders they

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will notify the WVB Security Guard, WVB designated personnel, and the OH&S Bio-Safety Officer.

4.3 Fire Alarms

- 4.3.1 If a fire alarm is reported to CCPS via phone, radio or fire alarm system CCPS will dispatch London Fire Department and CCPS Officers. During normal working hours CCPS will also dispatch Western's Fire Prevention staff.
- 4.3.2 Once a fire or fire alarm is received by the WVB Security Guard they will ensure that the fire alarm system has been activated (if not they are to pull the nearest fire alarm pull station), report to the fire alarm annunciator panel at the front entrance and make an announcement using the fire alarm's public address system to inform occupants of the location of the fire and the appropriate actions to take.
- 4.3.3 Occupants of WVB are to check in with the WVB Security Guard and meet outside on the walkway between WVB and Dental Sciences Building. **Those occupants within the Pregnant Sheep Module or Nonhuman Primate Module may remain in the area unless instructed to leave or physical conditions warrant evacuation.** All occupants remaining in PSM or NHPM areas must report via phone or intercom to the WVB Security Guard, and in lieu of the guard who may have left the area, to Campus Police at 911 from a Campus phone or 519-661-3300 by cell phone.
- 4.3.4 If the fire or fire alarm is determined to be initiated or within the sheep or primate area:
- 4.3.5 CCPS will dispatch Western's Haz-Mat Team and notify WVB designated personnel and the OH&S Bio-Safety Officer.
- 4.3.6 London Fire Department and Western's Haz-Mat Team to investigate jointly.

4.4 IF THERE IS A WORKING FIRE

EMERGENCY

- 4.4.1 The WVB Security Guard is to instruct all those within the controlled area to evacuate to the main floor lobby without passing by the fire area.
- 4.4.2 CCPS is to **dispatch Western's ERT to coordinate Western's response to the emergency incident.**
- 4.4.3 The Incident Commander will secure the building for entry by authorized persons only.

4.5 Security Emergency

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- 4.5.1 If a security alarm is received by the WVB Security Guard they are to address the alarm in accordance with standing orders and notify CCPS, as necessary.
- 4.5.2 CCPS may direct actions of the occupants of the building via the fire alarm public address system.
- 4.5.3 If any of the following occur, the situation is deemed to be an **EMERGENCY** and Campus Police are to be immediately notified:
- 4.5.3.1 Intrusion or attempted intrusion into the facility, including protestors
 - 4.5.3.2 Explosion, gas leak, or environmental impact such as tornado, flood
 - 4.5.3.3 Bomb threat, sabotage, attack, assault, or threats
- 4.5.4 The Campus Police Incident Commander CCPS, at their discretion, may initiate an ERT response and/ or outside agency such as London Police.
- 4.6 Hazardous Material / Containment Emergency
- 4.6.1 If a Hazardous Material or containment incident is perceived by a WVB occupant, manager or Security Guard they are to report the incident to CCPS.
- 4.6.2 CCPS on the report of a Hazardous Material or Containment incident will dispatch CCPS Officers and the Haz-Mat Team to the incident.
- 4.6.3 CCPS will notify the WVB Security Guard and designated personnel of any such incident.
- 4.7 Decontamination Protocol
- 4.7.1 If person or persons are evacuated from the WVB during a ventilation emergency or as deemed necessary by CCPS, Haz-Mat or ERT, London Fire Department will be contacted to provide decontamination of the individuals affected.
- 4.7.2 Western's Incident Commander will coordinate Western's Haz-Mat team and ERT decontamination and protection of the affected individuals.
- 4.7.3 Individuals that are at risk of decontamination procedures should take appropriate precautions prior to such incident to ensure access to personal residence, access to personal documents and other personal effects that may not be accessible immediately in the event of an evacuation and subsequent evacuation.

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5 HEALTH & SAFETY

- 5.1 Nonhuman primates (NHP's) present hazards related to naturally occurring zoonotic organisms which may be transmitted to people. People also transmit zoonotic agents to NHP's. NHP's also present unique hazards due to their intelligence, manual dexterity, strength and speed . Please refer to SOP WV611-02 “ *Safety and Animal Handling Procedures for NonHuman Primates (NHP's) Non Human Primate Module, West Valley Building, UWO*
- 5.2 Direct contact with NHP's requires in depth training on risks and standard operating procedures, participation in a surveillance health program as well as documented proof of training and security clearance monitored by the facility manager. Please refer to SOP WV169 “ *Non Human Primate Approval Policy, West Valley Building, UWO.*
- 5.3 All approved personnel must be enrolled, approved and monitored in the animal handlers medical surveillance program through workplace health, UWO
- 5.4 NHP housing facilities at West Valley , UWO are designed and operated at the standards required by Health Canada and Canadian Food Inspection Agency

6 REVISION HISTORY

Revision	Reason(s) for Revision	Initiated by
	Initial SOP	Wilma Lagerwerf

7 REFERENCES / ASSOCIATED MATERIALS

8 ATTACHMENTS