

November, 2015

**VAMHCS RESEARCH AND DEVELOPMENT
DISASTER/EMERGENCY PREPAREDNESS PLAN**

1. **PURPOSE:** To establish policy and procedures for the VA Maryland Health Care System (VAMHCS) Research and Development (R&D) Service to follow in the event of an internal or external disaster or emergency. VA R&D laboratories at approved off-site locations and VA research laboratories in leased space at University of Maryland follow the emergency policy/procedures of that location.
2. **POLICY:** In the event of a community or VAMHCS emergency, the R&D Service will provide support in carrying out the Medical Center Emergency Operations Plan (512-001/OPS-112). R&D Service personnel will be familiar with the responsibilities and procedures contained in the Medical Center Emergency Operations Plan and the R&D Service Disaster/Emergency Preparedness Plan (this plan).
3. **RESPONSIBILITY:** The Chief, R &D Service is responsible for ensuring that all R&D employees and Without Compensation Staff (WOCs) are trained to respond appropriately to an emergency or disaster event. The Deputy Service Chief is responsible for maintaining the R&D Service Callback Plan. It is the responsibility of all R&D Service personnel (both VA employees and WOCs) to be familiar with this plan and to carry out their duties in the event of a declared emergency or disaster.
4. **ACTION:** The VAMHCS Director will notify the Operator or Medical Administration Officer (MAO) to initiate the Cascade Callback Plan or VANS for the VAMHCS in the event of a declared emergency or disaster event.

a. IMPLEMENTATION: (On and Off Duty)

(1) In the event of an emergency/disaster, the R&D Service will follow the hospital plan as stated in the Medical Center Emergency Operations Plan and this R&D Service Plan.

(2) In an emergency situation such as a fire, explosion, or large-scale release of chemical/infectious agent/toxin, employees are instructed to dial x6999 to report the event through the operator and to pull the red fire alarm. The R&D Administrative Office should also be notified immediately. R&D Service Administrative senior management personnel will respond to the scene and coordinate response and communication with the Emergency Management Coordinator, R&D lab staff, other hospital services and first responders if necessary. The hospital Emergency Management Coordinator assumes responsibility of the situation until appropriate first responders arrive.

(3) The order of notification for R&D Service is:

- (a) Associate Chief of Staff for R&D (ext. 7130/7061)
 - (b) Deputy Associate Chief of Staff for R&D (ext. 7130/6510)
 - (c) Director, ABSL-3 (ext. 6462; 443-472-2084)
 - (d) Veterinary Medical Officer 410-706-3540 Cell 443-677-9028
- Attending Veterinarian 443-677-9034 or 410-706-2684 Vet on call phone 443-835-9841
- (e) Additional personnel notified as necessary

(4) For after-hours contact information, see attachment 2.

b. EMERGENCY MANAGEMENT:

(1) Third Floor Research Laboratories:

The 3rd floor research laboratories contain a variety of chemical, biological and or radioactive hazards. Specific hazards are identified on Research Protocol Safety Surveys and laboratory chemical inventories.

If there is no impending harm to personnel: laboratory staff working with radioactive materials will secure all isotopes in use before exiting and locking laboratories; laboratory staff working with infectious agents will secure their work materials, place specimens in appropriate storage and await further instructions; laboratory staff will power down any electrical equipment that can be shut down before leaving their laboratories. If the potential for harm to personnel is present evacuate the area immediately, close doors and move to a safer area. While on standby, employees will provide support for Laboratory Service or the Manpower Pool when and if required.

Each laboratory is responsible for designating a person and a backup who are responsible for making sure that all laboratory employees have evacuated and that all laboratory doors are locked in the event of an emergency. If safe to do so, staff should check in surrounding labs to ensure that all personnel have evacuated. In the case of an emergency/disaster the central meeting place is in the Research Service Conference Room (3C-138) or, if the 3rd floor lab area is evacuated, the meeting place will be the R&D Administrative Office (3D-150). If we are forced to exit the building, the outside centralized meeting location will be at the corner of Greene and Fayette Streets.

Research Emergency Coordinators:

- 3rd floor - Tom Bowen - ext.4848
- 4th floor – Heidi Ortmeier - ext. 5419
- 6th floor – Jennifer Alisea - ext. 7373

If security locks are disabled (as in the case of a fire alarm) VA Police and Research Administrative staff will monitor access to the 3rd floor labs and Animal Research Facility.

2) Animal Research Facility (ARF) and ABSL-3 Facility

The Animal Research Facility (ABSL-2) located on level BB of the hospital houses small animals infected with animal and human pathogens. The area also contains chemicals, compressed gases and inhalant anesthetics.

The Animal Biosafety Level 3 (ABSL-3) facility is located within the main animal research facility. The ABSL-3 may house rodents infected with animal and human pathogens and contains laboratories for working with these agents in their active infectious form. Ultralow freezer storage for these pathogens and infected animal carcasses is also contained in this area.

The emergency management plan for the Animal Research Facility (ARF) is described in the "Research Service Emergency Protocol – Animal Facility". The emergency management plan for the ABSL-3 is described in detail in the ABSL-3 document: "Biological Agent Incident Response Plan". The plans include specific descriptions of anticipated failures, hazards, and response interventions.

Based on the type of emergency, staff will immediately enact the Emergency Response Cascade or VANS delineated in their area emergency response plans. In extreme situations (such as a fire, explosion or large-scale release of chemical/infectious agent/toxin) employees are instructed to dial x6999 to report the event through the operator to pull the red fire alarm.

In the event of an evacuation and if time allows, staff will secure animals and working materials and power-down equipment. Staff will "stand by" to await further directions. If conditions merit, staff should evacuate the facility. The ARF and/or ABSL-3 manager(s) will assure that all staff are accounted for and that all facilities are locked after last person exits. All staff will meet at the entrance to the ARF and, if that location is not safe, they will report to the hospital loading dock. If that location is also not safe, staff will report to the front of the Bressler Research Building on Baltimore Street. (655 W. Baltimore St.)

3) SPECIFIC EVENTS:

(1) **Hazardous materials spill or contamination:** staff should contain the spill using proper containment materials while wearing the proper protective equipment. If containment is not possible, close all doors, notify surrounding staff, and evacuate lab personnel as necessary. Notify the R&D Administration Office at **ext. 7130** and the Safety Office at **ext. 7020/ 4014/ 4548/ 7032**. When Safety Office personnel arrive on the scene, all staff will follow their direction. In the event that any emergency is or might be the result of theft or intentional release of hazardous agents, the VAMHCS Police Service will be notified immediately as well as the other individuals in the callback cascade.

(a) **Chemicals:** In the case of an emergency or work area contamination, staff must follow the Research Service Chemical Hygiene Plan. If time allows, secure chemicals in appropriate storage cabinets.

(b) **Isotopes:** In the case of an emergency or work area contamination, the Radiation Safety Officer (RSO) will be notified immediately. Responsible staff should contain and

decontaminate the spill according to instructions from the RSO. Spills (Attachment 5) will be handled according to the VAMHCS Radiation Safety Policy (512-001/ops-116).

(c) **Biological Agents:** In the case of an emergency or work area contamination, ABSL-3 staff must follow the ABSL-3 Biological Agent Incident Response Plan (Reference #10).

(2) **Utilities Systems Failure:** In the event of a utilities system failure, R&D Service staff is advised to refer to the Utilities Failure Management Plan for the R&D Service (see Reference #9). Actions related to specific failures are described in this plan. In general, however, staff must secure and/or evacuate the area and notify the Engineering Service and the R&D Office.

(3) **Injury or Toxic Exposures:** Emergency medical staff should be called to the area immediately in order to triage for medical interventions. As appropriate, decontamination, isolation and first aid measures are undertaken at the scene. If appropriate, affected individual(s) are taken to the Emergency Room for treatment. If the Emergency Room of the hospital has been affected, injured/exposed individual(s) are taken to the University of Maryland Medical Center, or to mobile first aid units, whichever is closer. Isolation measures are to be maintained as appropriate throughout the transport and treatment procedures.

4) **STAFF AND EMPLOYEE TRAINING:** VAMHCS safety staff and the R&D Service offer emergency preparedness training classes two times each year specifically for research personnel. These training sessions review hospital and Research Service policies and procedures on: hazard-specific interventions, use of personal protective equipment, notification of appropriate administrators and response personnel, etc. Several times per year, the Medical Center conducts disaster and fire drills in which research staff are included and during which they are educated on appropriate responses.

5) **PROGRAM EVALUATION:** Throughout the year, relevant VAMHCS Services conduct impromptu assessments of staff knowledge and laboratory safety. In addition, annual vulnerability self-assessments are conducted by the R&D Service to identify high-risk areas, sensitive materials, and physical security issues. These assessments include, but are not limited to: physical security, access security, utility system security, security of hazardous agents, information security, and effectiveness of staff training. Vulnerability assessments are also conducted after any serious incident.

Reports of these assessments are evaluated by a multidisciplinary team consisting of R&D personnel, a representative from VA Police Service, the facility Safety Officer, Safety Manager, Radiation Safety Officer, and Industrial Hygienist. Corrective action plans are designed and implemented to remediate vulnerabilities to intrusions and/or terrorist events as well as anticipated workplace events and to revise staff training appropriately.

The information and knowledge developed from results of disaster drills, from staff assessments, and from quarterly Hazardous Materials and Waste Management reports to the Environment of Care Committees are reviewed by the SRS to identify issues for action and improvement.

5. REFERENCES:

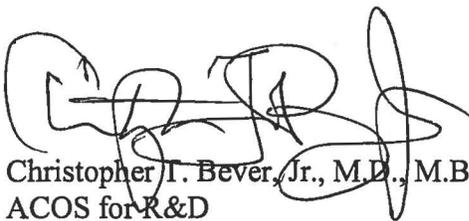
- (1) Research Service Laboratory Safety Manual

- (2) R&D Service Chemical Hygiene Plan
- (3) R&D Policy for use of Ethyl Ether
- (4) R&D Policy for use of Perchloric Acid
- (5) R&D Policy for use of Picric Acid
- (6) R&D Policy for Management of Reactive and Explosive Hazardous Chemicals
- (7) R&D Service Infection Control Policy
- (8) R&D Service Research Laboratory Bio-Hazardous Waste Management Policy
- (9) R&D Service Emergency Protocol for the Animal Facility
- (10) ABSL-3 Biological Agent Incident Response Plan
- (11) Research Service Utilities Failure Management Plan
- (12) Research & Development Service Safety Plan
- (13) Research & Development Service Security Plan
- (14) VAMHCS Policy Memorandum "Emergency Operations Plan"
- (15) VAMHCS Policy Memorandum 512-001/ops-113, "Hazardous Materials and Wastes Management Plan"
- (16) VAMHCS Policy Memorandum 512-001/ops-116, "Radiation Safety Policy"

6. RESPONSIBLE OFFICE: The Chief, Research & Development Service (151/R&D) is responsible for the contents of this standard operating procedure.

7. RECISSIONS: VAMHCS SOP NO. 151/R&D-001 subject Research Disaster/Emergency Preparedness Plan dated July 2007

8. RECERTIFICATION: This document is scheduled for review and approval on/before the last working day of November 2015.



Christopher I. Bever, Jr., M.D., M.B.A.
ACOS for R&D

- ATTACHMENTS:**
- (1) Important Telephone Numbers
 - (2) Cascade Callback Roster
 - (3) Hazardous Materials/Wastes Spills or Leaks Flowchart
 - (4) Mercury Spill Procedures
 - (5) Radiation Spills

ATTACHMENT (1)

IMPORTANT TELEPHONE NUMBERS

EMERGENCY / FIRE – Ext. 6999

HOSPITAL POLICE: Ext. 7300

AFTER HOURS MEDICAL ADMINISTRATION Officer (MAO): Ext. 7316/5144

OCCUPATIONAL HEALTH OFFICE: Ext. 4323 ROOM 1D-118

VAMHCS SAFETY OFFICE

FACILITY SAFETY OFFICER: Emmanuel Mbong – Ext. 4548/7020, Pager 410-447-4470

FACILITY INDUSTRIAL HYGIENST (IH): John A. Barnes- ext. 4014

RADIATION SAFETY OFFICER (RSO): Oscar James – Ext. 7032; Cell 410-804-0225

EMERGENCY MANAGEMENT COORDINATOR – Dawn Ivancik- Ext. 7756

Cell 410-924-4066

RESEARCH SERVICE SAFETY OFFICER – Grazyna Zaidel-Ext. 6518

RESEARCH ADMINISTRATION

RESEARCH ADMINISTRATIVE OFFICE: Ext. 7130

RESEARCH LABORATORY COORDINATOR: Tom Bowen – Ext. 4848; Cell 410-302-6566

DEPUTY ACOS/R&D: Miriam Smyth, Ph.D. – Ext. 6510; Cell 443-252-0642

RESEARCH COMPLIANCE

RESEARCH COMPLIANCE OFFICER: Claudia MacAuley - Ext. 6544 – CELL- 410-459-4737

ANIMAL FACILITY

ANIMAL FACILITY SUPERVISOR: Virginia Bohrer – ext. 6426/6427 home; (410-284-3294)

ANIMAL FACILITY VETERINARIAN: VMO Louis DeTolla 410-706-3540

Cell 443-677-9028

Attending Veterinarian 443-677-9034 or 410-382-1888

Vet on call afterhours/ weekend / holiday phone 443-835-9841

ABSL-3 FACILITY DIRECTOR: Bob Rohwer, Ph.D. – Ext. 6462; Cell 443-472-2084

ABSL-3 BIOSAFETY OVERSIGHT: Irena Alexeeva – Ext. 6488; Cell 703-597-5955

ATTACHMENT (2)**R&D Service Emergency Contact List – November 2014
Cascade Callback Roster**

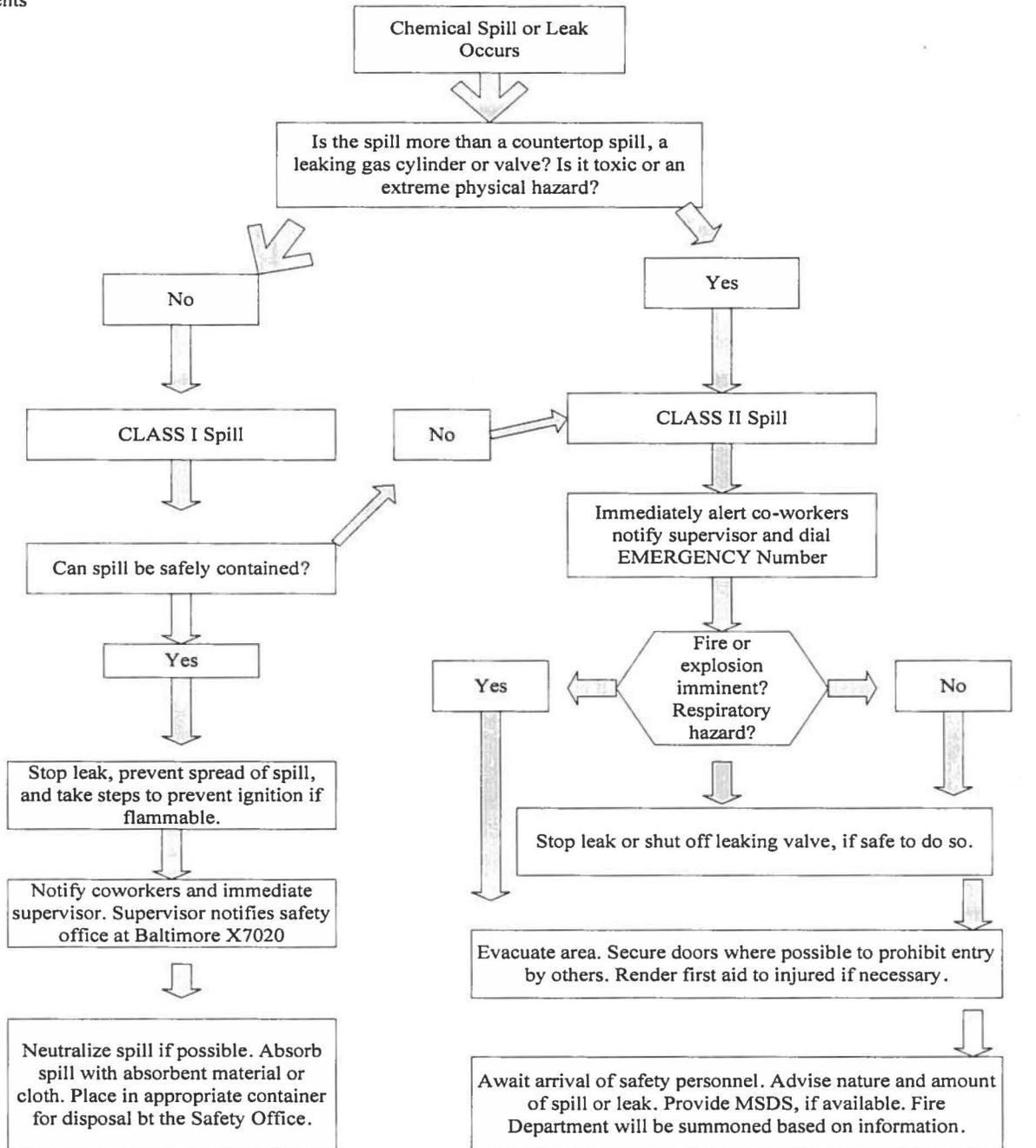
SUBJECT	Name	Office Location	Office Extension	Emergency Phone	
R&D OFFICE	Dr. Miriam Smyth	3D-157	6510	410-923-1503 home	443-252-0642
	Dr. Christopher Bever	3D-155	7130	410-663-1557 home	410-447-1264
	Eva-Marie Austin	3D-150	6706	Cell 703-909-4974	
	Tom Bowen	3D-148	4848	Cell 410-302-6566	
RADIATION SAFETY	Oscar James	6D-191	7032	410-804-0225 cell 410-273-0547 home	
BIOSAFETY	Melissa Morland	UM	410-706-7845	410-706-7055	
	University Police			410-706-6882 Communication Officer PCO will know the EHS on-call staff	
CHEMICAL SAFETY	Grazyna Zaidel	3C-110	6518	Cell 410-919-8698	
ANIMAL FACILITY	Ginny Bohrer	BB-147	6426	410-284-3294 home	
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VMC VETERINARIAN Veterinarian On Call VMO	Ned Kriel		410-706-2684	443-677-9034 cell 443-835-9841 cell	VMC VETERINARIAN
	Louis Detolla, VMD		410-706-8536	443-677-9028 cell	
INFECTION CONTROL NEEDLE STICK HOT LINE	Kathy Agnes	6D-160	7471	410-447-STIK	410-447-0506
INDUSTRIAL HYGIENIST	John A. Barnes	Baltimore	Ext. 4014		
FIRE SAFETY	Emanuel Mbong	6D-190	4548	410-449-4470	

ATTACHMENT (3)

HAZARDOUS MATERIAL / WASTES SPILLS OR LEAKS

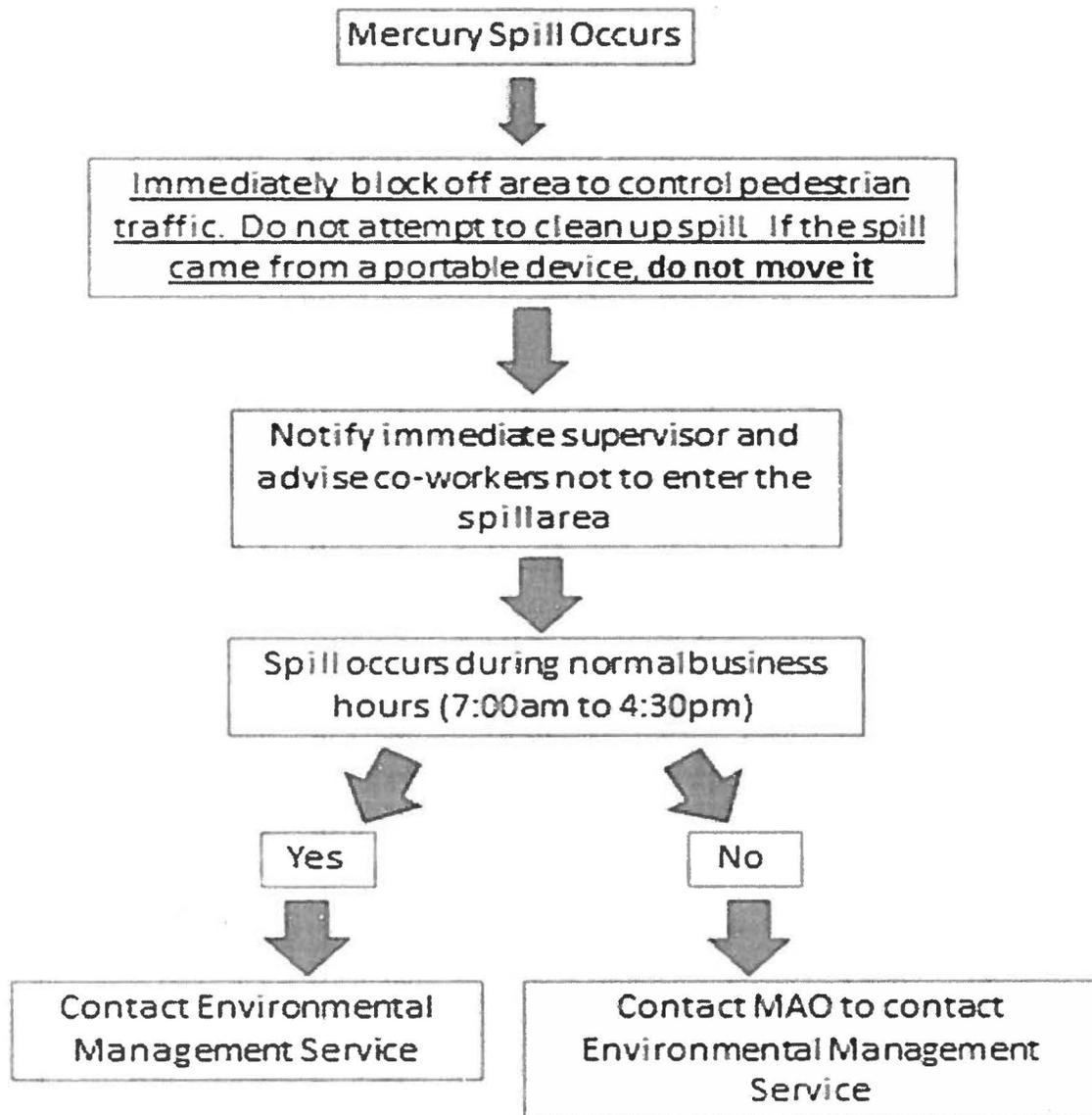
Class I Spill or Leak: Spills easily cleaned up by the spill user by neutralizing or absorbing with absorbent material, cloth or towel. Spills of generally less toxic agents

Class II Spill or Leak: All leaking gas cylinders and beyond a simple countertop spill. Spills or leaks of any size of acutely toxic or highly toxic agents.



ATTACHMENT (4)

MERCURY SPILL PROCEDURES



Attachment (5)**RADIOACTIVE MATERIAL SPILLS**

Radioactive material spills can be classified as major or minor spills (see tables below). A minor radiation spill is one that the laboratory staff is capable of handling safely without the assistance of the RSO or emergency personnel. All other radiation spills are considered major.

MAJOR SPILL

TREAT INJURED	Treat injured personnel, and notify those not involved to vacate the room. Making sure they do not enter the contaminated zone
PREVENT SPREAD	Cover spill with absorbent pads, attempt to confine the spill and potentially contaminated personnel in one area until they have been monitored and determined to be free of contamination, do not attempt to decontaminate
SHIELD SOURCE	Shield the spill only if significant contamination or increased personnel exposure is probable.
SECURE ROOM	Control access to prevent entry by unauthorized personnel.
REPORT	Immediately notify the RSO at extension 7032 or cell# 410-804-0225.
DECONTAMINATION	Contaminated clothing shall be removed and stored in clean plastic bag. In the event the individual's skin is contaminated, wash thoroughly with appropriate radiation detector for residual contamination. Complete decontamination procedure with RSO assistance or guidance.

MINOR SPILL

NOTIFY PERSONNEL	Notify persons in area that a spill has occurred
PREVENT SPREAD	Cover spill with absorbent paper/pads
DECONTAMINATION	Start by cleaning the areas of lesser contamination to areas of greater contamination with absorbent paper/pads, soap and water. Dispose contaminated waste in an appropriately labeled container
SURVEY	Check area around spill, hands, feet and clothing for contamination with appropriate survey meter, and repeat decontamination if necessary
REPORT	Notify the RSO promptly to document the occurrence for possible inclusion in the incident file and reporting to the RSC