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This is the written incident response plan for the University of Arizona. This plan addresses and meets the requirements of the Select Agent Final Regulations.
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Certification and Approvals

This Incident Response Plan has been approved by:

Richard Wagner,
Responsible Official
Assistant Director, Research Laboratory and Safety Services

This Incident Response Plan for the University of Arizona has been prepared in compliance with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 and 7 CFR Part 331, 9 CFR Part 121, and 42 CFR Part 73. This plan is required to be reviewed annually and updated whenever changes occur. The signature below verifies the annual review for this plan was completed.

[Signature]

Signature of Authorized Responsible Official

Richard Wagner

June 6th, 2018

Date

Research Laboratory and Safety Services (RLSS)

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For emergency assistance after hours, call University Police at 621-UAPD (621-8273)
**Personnel Roles**
The University of Arizona Responsible Official, in conjunction with Principal Investigators and their staff, will facilitate the development, implementation and monitoring of the entity incident response plan in conjunction with the University of Arizona Manager of Emergency Preparedness, who is an University of Arizona Police Officer.

**Roles During Incident Response**
The University of Arizona adheres to the National Incident Management Systems (NIMS) Incident Command System for defining personnel roles and lines of communication during an incident. The lead person during an incident will be the Incident Commander designated by the University of Arizona Campus Emergency Response Team (UA CERT). The Responsible Official or an Alternate Responsible Official (RO/ARO) will be designated as a deputy incident commander and available to the UA CERT for advice. Laboratory personnel present during the incident will be required to remain on site for questions that may arise.

**Spills**

**Spills Outside of the Biosafety Cabinet**
If a spill occurs outside of the biosafety cabinet, but remains within the laboratory, the laboratory worker must secure the spill and the area and call RLSS (or UAPD if after hours) immediately for assistance and perform the following:

- Clear area of all personnel.
- Follow instructions provided by the RO/ARO.
- Wait at least 30 minutes for aerosol to settle before entering the spill area. The RO/ARO may need to notify the building manager to shut down air handling system.
- Remove any contaminated clothing and place it in a biohazard bag to be autoclaved.
- Prior to starting the decontamination process, put on agent specific PPE and respirator if appropriate.
- Initiate cleanup with 10% sodium hypochlorite solution as follows:
  - Place absorbent material on spill, then layer a second set of disinfectant soaked paper towels over the spill.
  - Encircle the spill with additional disinfectant being careful to minimize aerosolization while assuring adequate contact.
  - Decontaminate all items within the spill area.
  - Allow a minimum of 15 minutes contact time to ensure germicidal action of disinfectant. Note that a longer contact time may be necessary for some agents.
  - Wipe equipment with appropriate disinfectant.
  - Discard contaminated disposable materials using appropriate biohazardous waste disposal procedures (e.g., autoclave).

**Spills Outside of the Laboratory**
If a spill occurs outside containment of the laboratory, the laboratory worker must secure the spill and the area and call RLSS or (UAPD if after hours) immediately for assistance and perform the following:

- Clear area of all personnel and remain near the area until assistance arrives to secure the spill area.
- Follow instructions provided by the RO/ARO.
- If indoors, wait at least 30 minutes for any aerosols to settle before entering the spill area. RO/ARO may need to notify the building manager to shut down the air handling system.
- Remove any contaminated clothing and place it in a biohazard bag to be autoclaved.
- Prior to starting the decontamination process, put on agent specific PPE and a respirator if appropriate.
- Initiate cleanup with 10% sodium hypochlorite solution as follows:
  - Place absorbent material on the spill, then layer a second set of disinfectant soaked paper towels over the spill.
  - Encircle the spill with additional disinfectant being careful to minimize aerosolization while assuring adequate contact.
  - Decontaminate all items within the spill area.
  - Allow a minimum of 15 minutes contact time to ensure germicidal action of disinfectant. Note that a longer contact time may be necessary for some agents.
  - Wipe equipment with appropriate disinfectant.
  - Discard contaminated disposable materials using appropriate biohazardous waste disposal procedures (e.g., autoclave).

List of PPE and Other Emergency Equipment
The following PPE is available from RLSS for incident response use for all laboratories:
- Gloves
- Disposable gowns
- Shoe covers
- Hair bonnets
- Protective eyewear
- Respirators and Powered Air Purifying Respirators (PAPR) (available respirators must be appropriate for the individual, and they must have completed their annual fit test)

The following Emergency Equipment is available for incident response use for all laboratories:
- Biological Spill Kit
- First Aid Kit

RLSS Emergency Responders
The following SRA approved individuals will be enrolled in the UA Respiratory Protection Program (fit-tested/medically cleared) and available for emergency response:
- Laboratory PI or designee(s) responsible for spilled biological agent.
- Emergency Responders as designated by the RO in the event that the individuals listed above are not available.

The RLSS emergency response kit that includes PPE and PAPRs is required to be brought to any potential emergency.

Coordination with Emergency Responders
The University of Arizona is committed to being compliant with the National Incident Management System (NIMS). By order of the President of the University of Arizona, August 15, 2005, NIMS has been established as the standard of operation for the University. Under NIMS, the Incident Commander (IC) is designated as having overall incident command and control.
The University of Arizona Critical Incident Response Team (CIRT) is the all-encompassing document for emergency response on campus. The CIRT is responsible for facilitating the development, implementation and monitoring of the CERP. The University of Arizona has developed an Emergency Information Website that should be used to assist Principal Investigators and their staffs in accessing the institutional emergency resources. Phoning 9-1-1 is the first step to summoning emergency responders whether on the main campus, or at an offsite facility.

If a select agent or toxin is in use when a threat occurs (e.g. inventory discrepancies, security breach (including IT), workplace violence, bomb threats, and suspicious packages) shut down the laboratory and ensure agents are properly stored and locked. Select agents and toxins not in use must be secured in their storage area at all times. When agents are secured follow instructions detailed in the CIRT.

All planning and coordination with local emergency responders will be initiated and handled through the University of Arizona Police Department (UAPD). The CERP details the procedures carried by UAPD in the event of an incident. RLSS has staff on call 24/7 who will also be contacted by UAPD.

First Aid

1. In case of serious injury or illness on campus, or at an offsite facility, immediately call University Police at 9-1-1, or use an emergency phone. Do not move a seriously injured person unless they are in further danger. Give your name, describe the nature of the problem, and the location of the victim. University dispatchers will notify emergency response personnel. Police officers are trained in CPR and First Aid.

2. Quickly perform these four steps:
   - Determine welfare of victim by asking, "Are you okay," and "What is wrong?"
   - If the victim is unconscious, check pulse and breathing and give CPR or artificial respiration if necessary.
   - Control serious bleeding by applying direct pressure and elevating of the wounded area.
   - Keep victim still and comfortable; have them lie down if necessary.

3. For minor injuries or minor medical urgencies, employees should report to Occupational Health Services if the injury or illness is minor but medical care is required. Employees may go to their private physician but they must let them know if the injury or illness is work-related. Supervisors must ensure that they or a co-worker accompany the injured or ill person to the medical care facility. More information about the University of Arizona emergency procedures can be found at the Risk Management Services website.

4. For Keating 402 Suite the anteroom contains disposable gloves, Tyvek gowns, shoe covers, N-95 masks, and eye protection. A PAPR is available. Fire extinguishers are also available here.

5. For Keating 224B Tyvek gowns, gloves, shoe covers, safety glasses, N-95 masks, face shields and ear plugs are all available just inside the door. No anteroom is required for this BSL-2 SA/T lab. Fire extinguishers are located close-by.

6. For AHSC 1256/A Tyvek gowns, hair bonnets, shoe covers, gloves, N-95 masks and safety glasses are all available in the anteroom. Fire extinguishers are in hallway.

7. All injuries must be report to Risk Management Services by the injured workers supervisor.

Site Security

The University of Arizona Biosecurity Plan is the reference document for site security. Procedures for theft, loss, or release of a select agent or toxin at the main campus or at an offsite facility can be found in the University of Arizona Biosecurity Plan.
Evacuation
The quickest way to evacuate any of the select agent and toxin laboratories at the University of Arizona for an incident is to pull the nearest fire alarm. This must be performed for incidents that involve:

- Spills or release of select agents and toxins
- Loss of power
- Flooding
- Smoke or fire
- Bomb threats
- Gas leaks
- Explosions

Once the alarm is pulled and the individual has evacuated the building contact UAPD and RLSS to explain the incident.

The University of Arizona utilizes a mass notification system (UA Alert) that all SRA approved individuals are encouraged to sign up for. If any incident occurs, notification will be sent out by the UAPD to all individuals registered in the system. The notification will include the incident and the appropriate instructions.

Each individual laboratory should be posted with evacuation routes. The University of Arizona Police Department has an emergency point of contact for each building on a UA campus. Each building also has predetermined rendezvous points in case of any type of evacuation. These rendezvous points are set at a predetermined safe distance from each building.

Decontamination
In the event of a spill, 10% bleach is used. All surface areas are to be wiped down and allowed to dry for a minimum of 15 minutes.

If the spill dictates a more intensive method (i.e. fogging gas) the procedures taken must be appropriate for the agent involved in the spill and thoroughly documented. See Appendix A for the procedure.

Drills and Exercises
Drills and exercises that satisfy the requirements of the Biosafety, Security and Incident Response Plans are conducted annually by RLSS. Documentation for all drills is maintained by RLSS. All written plans at the UofA are reviewed annually and updated when drills and exercises warrant change.

Select Agent Reference Document
Retention of Records
Records relating to incident response are required to be retained for 3 years and include the following: inventory transfers, theft, loss and release, Responsible Official’s records, security, biosafety, incident response and training. Outdated and/or unneeded records shall be shredded.
Emergency Contact Information

University of Arizona Police Department – (520) 621-8273 or 9-1-1
Fire, general emergency - 9-1-1
All university phones will contact UAPD directly. If calling from a cell phone, give your identity and location and you will be immediately connected with UAPD.

Research Laboratory and Safety Services – (520) 626-6850

Responsible Official: Richard Wagner – Cell (520) 245-3399
Alternate Responsible Official: Charles Schable – Cell (520) 204-4766
Alternate Responsible Official: James Spencer – Cell (443) 375-7393

Principal Investigator: Dr. Janko Nikolich-Zugich - Office (520) 626-6065, Cell (503) 481-9776
Laboratory Manager: Jennifer Uhrlaub – Office (520) 626-0554, Cell (520) 850-1716

Principal Investigator: Dr. Linda Powers - Office (520) 621-7634, Cell (520) 343-2090

Keating Building Manager, Robert Sandoval - Office (520) 626-8512, Cell (520) 275-7603

Director, University Animal Care: Dr. David Besselsen - Office (520) 621-1564, Cell (520) 349-7897
AHSC Husbandry Coordinator: Cheryl Johnson - Office (520) 626-6270, Cell (520) 419-6415

Risk Management and Safety – (520) 621-1790
Appendix A

Fogging Laboratories With Clidox 1:5:1

PURPOSE: To effectively disinfect and decontaminate laboratories without damage to equipment.

Materials: Disposable protective outerwear; Fogger on cart; Plastic sheeting and tape; Broom and dustpan; Mop and bucket with Quatricide PV-15 solution of one(1) ounce to two (2) gal water; Clean sponge

PROCEDURE:
Note: Fogging requires room to be empty of research animals and personnel.

1. Unplug biosafety cabinets and/or glove box if appropriate.
2. Deactivate phone alarm to UAPD before unplugging hood.
3. Turn off the roof general ventilation system to the room.
4. Close dampers on both room intake ducts. Place plastic over both air intakes.
5. Ensure all electronics are covered with plastic. Disinfectant gas is very corrosive and will ruin electronic circuits.
6. Cover storage cabinets (doors closed) and back of refrigerators or freezers with plastic; open doors to refrigerators, freezers, and incubators. Unplug electrical equipment and protect plugs by wrapping in plastic.
7. Open lids of trash cans after removing and bagging trash to be autoclaved.
8. Deactivate room magnetic door locks as appropriate.
9. Run water through fogger to humidify the room. Use fogging equipment as per manufacturer’s instruction.
10. Remove fogger after two (2) hours.
11. Remove plastic covering.
12. Re-enter after six (6) hours or early next morning. Re plug in all equipment, close doors to all equipment, and wipe down equipment with alcohol to remove residue.
13. Wipe down hood, all stainless steel items, supply cabinet, refrigerator, incubator, and animal rack with a clean sponge rinsed with clean water. Clidox will rust stainless steel and other metal.
14. Reactivate magnetic door locks as appropriate.
15. Sweep and mop floor with Quatricide PV-15 solution. Pour at least part of the mop water with disinfectant in the floor drain.