

MCC's Veterinary Technology Program Student Handbook



Effective: July 1, 2021

INTRODUCTION

Welcome to Mesa Community College Veterinary Technology Program. This program provides its students a combined education in college level courses such as English, Math, Communication, and Humanities as well as extensive coursework in science and animal health theory and practice. It is designed to prepare graduates for careers as Certified Veterinary Technicians in small animal medicine, equine and food animal medicine, and lab animal medicine.

Veterinary technicians work in a wide range of facilities. As a Certified Veterinary Technician (CVT) you will be working in animal care and management, veterinary medical care, and client communications. Veterinary technicians' function as the paraprofessional support staff to veterinarians, biomedical researchers, other scientists, and animal control and humane organizations. Most CVT's work in small animal practices; but in recent years, the diversity of jobs available has expanded significantly. Now veterinary technicians can be found working in laboratory animal management, zoos, aquariums, wildlife rehabilitation centers, equine medicine, food animal medicine and pharmaceutical/pet food industries, to name a few careers.

Graduates of the Associate of Applied Science in Veterinary Technology Degree Program are eligible to take the Veterinary Technician National Examination (VTNE) and the Arizona State Board of Veterinary Medicine Veterinary Technician exam. Successful completion of these exams will allow the graduate to apply for licensure with the AZVMB as a Certified Veterinary Technician.

The faculty has the right to make additions or deletions to the student handbook. The students will be informed of these changes by instructors in class and in writing on the program website. Students are responsible to know the information presented in the Veterinary Technology Program handbook and the Mesa Community College Student handbook.

[Veterinary Technology Student Handbook](#)

[Mesa Community College Student Handbook](#)

PROGRAM OFFICIALS

Dr. Kimberly Focht, DVM, *Program Director*

Bryce Bond, *Department Chair of
Applied Science and Technology*

Diana Lehigh, CVT, *Residential Faculty*

Michael Voss, *Dean for Career and
Technical Education*

Tat McMahon, CVT, *Residential Faculty*

ADJUNCT INSTRUCTORS

Eryn Tison, CVT

Alexis Reid, CVT

Julie Begonia, Equine Science

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Jay Clements, Equine Science

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Erin Criswell, CVT

ACCREDITATION

The Veterinary Technology Program is accredited by the American Veterinary Medical Association. www.avma.org



**MESA
COMMUNITY COLLEGE**
A MARICOPA COMMUNITY COLLEGE

Front cover artwork courtesy of Sherry Cain, graduate 2015

TABLE OF CONTENTS

MCC Veterinary Technology Mission and Vision Statements.....	5
Objectives of the Veterinary Technology Program.....	5
Program Competencies.....	5
Veterinary Technician Code of Ethics.....	6
Student Workload.....	6
Attendance Policy.....	7
Standards of Progress.....	7
Academic Success Plans.....	8
Grading.....	9
Re-admission/Re-entry Policies.....	10
Academic Honesty Policy.....	12
Animal Care and Facilities Maintenance Policy.....	13
Uniform/Dress Code Policy.....	14
Minimum Technical Standards.....	15
Student Health.....	16
Pregnancy Policy.....	17
Rabies Vaccinations.....	18
Zoonosis Exposure.....	18
Radiation Exposure.....	19
Title IX.....	19
Aggressive Animal/Injury report Policy.....	20
Emergency and Evacuation Plan.....	21

MCC VETERINARY TECHNOLOGY PROGRAM MISSION STATEMENT:

By being a center of excellence in Veterinary Technology education, the MCC Veterinary Technology program serves students by providing career-focused learning opportunities that prepare them for successful careers and lifelong learning.

VISION STATEMENT:

MCC Veterinary Technology program prepares professional technicians for Veterinary Medicine and related industries. Setting the standard in professional and technical education, through focusing on integrity, professionalism, critical thinking, and hands-on skills that prepares the students for a successful career.

OBJECTIVES OF THE VETERINARY TECHNOLOGY PROGRAM AT MESA COMMUNITY COLLEGE

First year objectives:

Classes will provide introduction to biology, chemistry, mathematics, English and veterinary technology. These classes are required to be eligible to apply for admission to the second and third year of classes.

Second year objectives:

Classes will provide students with a basic knowledge of animal anatomy, physiology and nutrition in preparation for the applied clinical courses. In the Spring semester, students will be introduced to the basic functions of a veterinary technician in small and large animal private practice. This will set the student up for success in their first two internships.

Third year objectives:

Students will learn veterinary medical theory as well as small and large animal clinical procedures, radiology procedures, clinical pathology, and anesthesia/surgical nursing. Internships in emergency medicine, equine medicine and specialty practice will also be completed. Upon completion of the second year, students are expected to be familiar with all tasks outlined by the American Veterinary Medical Association and meet qualifications for applying to sit for the Veterinary Technician National Exam and Arizona State Exam. A passing

score on both qualifies the student to obtain Certified Veterinary Technician License in Arizona.

PROGRAM COMPETENCIES AND CURRICULUM:

Current course and program competencies and objectives can be found at:

curriculum.maricopa.edu

VETERINARY TECHNICIAN CODE OF ETHICS:

Found at the National Association of Veterinary Technicians in America website:

www.navta.net

STUDENT WORKLOAD

The average workload for students in the program is 12-15 credits per semester and 360 clock hours for internships over the two years. 120 clock hours (VET250AA) are usually completed during the summer between the second and third years of the program. Due to animal care responsibilities and the very nature of our profession the Veterinary Technology Program does **not** always follow standardized class times and schedules. For example, third year students in anesthesia lab must wait for their patients to recover from surgery before they are free to leave; not every animal recover from sedation the same. There are many diverse duties involved in operating the program and students should anticipate additional hours outside of normally scheduled class times and make allowances. Students are required to register for a minimum of nine (9) credits each semester to stay in good standing with the Veterinary Technology program. See **Standards of Progress** for more information.

ATTENDANCE POLICY

It is strongly recommended that students attend all scheduled classes and labs sessions. This is a rigorous and complex program. Students who attend classes regularly and punctually do themselves a service and show instructors and other classmates respect. Please see each instructor's attendance policies in their respective syllabus. Note: Repeated, consecutive absences may have an effect on your registration in your classes and may affect eligibility for federal financial aid. Students are not entitled to excused absences. Information presented each day is critical to the learning process as topics build on top of each other and missing this information can leave a "gap" in the student's knowledge and understanding of future concepts. Tardiness beyond 10 minutes is considered an absence.

STANDARDS OF PROGRESS

In order for the student to satisfactorily progress and remain in good standing in the Program, the following are necessary:

- Completion of all required Program courses, including Internships, with a "C" grade or better.
- Enrollment in and completion of a minimum of nine (9) credits of Program curriculum courses each semester, as long as such courses have not yet been completed.
- Regular attendance and participation in all lectures, laboratories, and Internship activities as specified in the particular course syllabus or in the Agreement for Internship.
- Completion of all Animal Care and Facilities Maintenance duties each semester.
- Adherence to all Program policies.
- Adherence to all articles of the Maricopa Community College District Student Conduct Code as detailed in the MCC Student Handbook, including but not limited to those pertaining to Academic Misconduct such as cheating and plagiarism.

ACADEMIC SUCCESS PLAN POLICY

The student will be placed on an Academic Success Plan if they receive a final semester course grade less than a “C” in any required Program course or if they do not adhere to the Standards of Progression stated above.

A student in an unsatisfactory status will be placed on an Academic Success Plan for the regular semester following placement on a plan and includes the summer session if the student is placed on a plan after the Spring semester. Academic Success Plans entails three important components:

1. The student will not be allowed to enroll in any of the VET250 Technician Internship courses during the plan time frame.
2. The student will be required to meet with the Program Director once a month to check progress in Program courses in which they are enrolled during their time on an Academic Success Plan. If the student fails to complete the requirements of a Student Success Plan the student will be disqualified from the Program and will have to reapply for re-entry to the program.
3. If the student receives a final semester course grade below a “C” for any Program course during the period of being on an Academic Success Plan, the student will be disqualified from the Program and will have to reapply for re-entry to the program.

EXCEPTION: Students must pass all the courses in which they are enrolled during their first semester of second year admission to the Program. If a student unsatisfactorily completes courses in their second year Fall semester they will not be allowed to continue in the Program and will be required to re-apply during the next admissions period.

GRADING

The criteria by which grades are determined for each course are included in the course syllabus distributed to students at the beginning of each semester. The Veterinary Technology Program adheres to the following grading scale:

92-100 %	A
82-91 %	B
72-81 %	C
62-71 %	D
< 62 %	F

- Students must earn a grade of “C” or better in all courses
- A “D” or “F” in any program course work (*any course required for graduation*) will place the student in an unsatisfactory status.

1. A student may receive an incomplete grade in a course only if extenuating circumstances make it impossible to complete the course work by the end of the semester. An incomplete grade can remain on a student’s academic record for only 7 months. At the end of that time, the coursework must have been completed or the incomplete grade automatically becomes an F.
 2. **Each student needs to take responsibility for knowing his/her own academic status.** If you are not achieving satisfactory grades, it is your responsibility to contact the instructor for assistance.
-

RE-ADMISSION/RE-ENTRY POLICY

Students that do not meet the requirements set in the Standards of Progress and Academic Success policies will be disqualified and need to re-apply to the program.

A student may be disqualified from the program if one or more of the following occurs:

- They receive a final semester course grade below “C” in their first semester admitted to the 2nd year of the program.
- They receive a final semester course grade below a “C” in any Program course (includes all courses required for graduation) while on an Academic Success Plan.
- If a student should fail to complete the requirements outlined in their Academic Success Plan, this includes checking in with the Program Director on time.
- If a student should fail a course twice, they will need to be re-admitted and repeat the entire Veterinary Technology program.
- They violate any articles of the Maricopa Community College District Student Conduct Code as detailed in the MCC Student Handbook, including but not limited to those pertaining to Academic Misconduct such as cheating and plagiarism, which results in any sanction of the student by the Program or the college other than a warning.
- Any student that does not complete graduation requirements within 3 years of their last successful semester will need to be re-admitted to the program and may have to repeat classes or the entire program at the discretion of the Program Director.

RE-ADMISSION PROCEDURE:

1. The student must petition the Program Director in writing of their desire to be readmitted the program.
2. The student must submit a completed application during the admission period for the semester for which they wish to be readmitted.

3. The student will be required to develop an Academic Success Plan and meet monthly with the Program Director to check progress for a time period as determined by the Program Director and student.
4. Re-admission will be on a case-by-case basis.

RE-ENTRY:

From time to time students may find that they need to suspend their admission to the Veterinary Technology program due to family, health or other reasons. The student will need to obtain an Official Suspension of Enrollment form from the Program Director and meet to discuss their future re-entry plan with the Program Director. By suspending enrollment in the program, the student agrees to the following:

- The student is **not** eligible to take program specific courses or attend internships while enrollment is suspended.
- The student is **not** guaranteed a spot in the program courses when they return. It is student's responsibility to contact the Program Director prior to registration for the semester they plan to return to discuss the availability in the program as cohort students will have priority for program classes.
- If the student does not return to an active status with the program within one year of suspending enrollment, the student will have to re-apply to the program and may be required to take placement exams to assess knowledge and skills. This could result in having to retake courses already passed.

ACADEMIC HONESTY POLICY

Students are expected to read and understand the Mesa Community College Student Handbook and the expectations for student conduct. The following as outlined in the Student handbook will not be tolerated by the program and will result in disciplinary action up to and including disqualification from the MCC Veterinary Technology Program.

Academic Misconduct: includes misconduct associated with the classroom, laboratory or clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive and/or threatening behavior.

Plagiarism: includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the Internet and not properly identified is also considered plagiarism.

Cheating: includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

ANIMAL CARE AND FACILITIES MAINTENANCE POLICY

One of the essential standards for accreditation of any Veterinary Technology Program by the AVMA is the use of live animals in the instruction and student practice of nursing, technical, and medical skills. The opportunity to have live animals available for students to develop hands-on skills is at the heart of any practical technical training program. To meet the AVMA curriculum standards and to provide our students with this critical learning resource, the Veterinary Technology Program maintains a resident colony of teaching animals whose care is consistent with federal regulations under the Animal Welfare Act and is monitored by the Mesa Community College Institutional Animal Care and Use Committee (IACUC) and the USDA.

The daily care of the resident teaching animals, and of the Program's animal housing and teaching laboratory facilities, is the responsibility of Program students as a **requirement of the curriculum**. It is **not optional**. Students must be enrolled in the appropriate Animal Care Skills lab for each semester.

1st year students:

One semester of VET101LL Animal Care Skills I required (Co-requisite of VET101)

2nd year students:

Two semesters of VET140 Animal Care Skills II required

3rd year students:

Two semesters of VET201 Animal Care Skills III required

Providing animal care and facilities maintenance by Veterinary Technology Program students is considered by the Program to be an important component of the student's training in animal behavior, husbandry, facility management, teamwork, communication skills, record-keeping, personal responsibility, and (for the third-year students) personnel management.

**Refer to the Animal Care Skills Handbook for further detail regarding how to successfully pass Animal Care duties with a satisfactory grade to maintain good standing in the program.*

UNIFORM/DRESS CODE POLICY

Veterinary Technicians are the paraprofessionals of veterinary medicine, and as such are seen by the public as being representatives not only of the practice or facility for which they work, but also of the veterinary profession in general. In order to prepare the student to enter the professional work environment, the Program Uniform Policy has been adopted. Students in the second and third years of the Veterinary Technology program shall adhere to the following standards of appearance and dress when attending all lecture sessions and all laboratory sessions of any program course, and during all activities at Internship sites. The student is encouraged to maintain these standards as they attend other courses or activities at the college as well.

Students are required to wear the appropriate color scrub top and pants as determined by the program. *Current colors: **Wine and Pewter Grey***

- Maintain good personal hygiene (*e.g. bathing, deodorant, combing hair, clean clothes*).
- Moderate use of makeup and hair color for “daytime appearance”.
- Long hair should be pulled back in laboratory and Internship settings. This is a safety as well as appearance issue.
- Shoes must have closed-toed and secure heels (*e.g. no sandals, open-toe shoes, flip flops, clogs or other “open heel” shoes*).
- No exposed torso skin other than moderate neckline areas. This means no exposed midribs or lower backs (shirt or blouse must be either tucked into or cover the top of the pants in any sitting or standing position), no exposed cleavage, and no “tube tops”. Tank tops or sleeveless tops must not expose any underwear straps.
- No exposed underwear in any standing or sitting position. This means no exposed bra straps, chemise straps, or the tops of underwear.
- Exposed tattoos are allowable. If internship sites have tattoo policies, you must cover them.
- No exposed body piercing jewelry other than earrings, which are limited to two earrings in each ear. No hoops or anything loose and dangling.
- For safety reasons, no chokers, long necklaces, or bracelets will be worn working with animals or performing technical skills.

UNIFORM/DRESS CODE POLICY (CONT'D):

In addition, the student must adhere to any dress code, appearance, or uniform standards at any Internship site to which the student is assigned.

Discussions about adherence to the Dress Code policy between individual students will be documented; a first warning will be discussed with the student. **Exception:** At the VTL and LA facility, closed toed and back shoes are required. You will be asked to leave and return with the appropriate shoe type on the first infraction. Subsequent infractions will result in the student being asked to leave the class for the day (counting as an absence).

MINIMUM TECHNICAL STANDARDS

The following information is intended to provide the potential Veterinary Technology Program student with a summary of the personal qualities and intellectual, emotional, and physical abilities that are characteristic of a successful Veterinary Technician, and which are required of all students in the Veterinary Technology Program.

- Personality suited to exhibit respect, concern, and compassion for both animals and people.
- Evidence of commitment to the highest standards of patient care, and to the values of personal responsibility, dependability, honesty, integrity, ethical behavior, and professionalism.
- Capacities to make independent decisions, to work unsupervised, and to be creative, adaptable, and resourceful.
- Aptitude for science and a medical curriculum, including attention to detail, careful observation, and accurate record keeping. Ability to perform accurate arithmetic and algebraic calculations.
- Competency in effective verbal and written communication in English with coworkers and the public. Capacity to understand and execute verbal and written instructions in English.
- Willingness to learn to safely handle, restrain, and work with a variety of species of animals which may be sick, injured, fractious, or aggressive.
- Willingness to accept occupational hazards of working around dangerous animals, hazardous chemicals, compressed gases, pharmaceuticals, sharp objects, radiation, anesthetic gases, and biohazards.
- Willingness to perform or assist with a wide variety of medical, surgical, and diagnostic procedures common to the veterinary medical or research setting, including humane euthanasia.
- Willingness to perform possibly unpleasant routine cleaning and maintenance duties including using brooms, mops, hoses, cleaning products, and other tools.

- Ability to tolerate walking and standing for sustained periods of time. Ability to twist the trunk, bend over at the waist, squat, kneel, and reach above the head. Ability and willingness to work outdoors with large domestic animals.
- Capability of frequently lifting and/or carrying up to forty pounds from floor level to waist level frequency, and occasionally up to fifty or more pounds with assistance.

For more information: www.onetonline.org/link/summary/29-2056.00

STUDENT HEALTH and SAFETY

Students are responsible for taking care of themselves while in the Veterinary Technology Program. This would include eating healthy, getting enough sleep. Students are strongly advised and may be required by some clinical facilities to carry their own health and accident insurance. Students will potentially be exposed to chemicals, radiation, zoonotic diseases and aggressive animals. It is the student's responsibility to use any and all personal protective gear required for the task. Failure to follow the program guidelines and protocols can result in bodily injury to the students and their classmates. The following are the program's policies on insurance coverage, pregnancy, rabies vaccination, zoonosis exposure, radiation exposure, and aggressive animals handling as well as bite/wounds reporting.

Since students will be working with large animals and learning in an outdoor environment, you are required to have a current Tetanus toxoid within the last 7 years. If your vaccine expires while in the program, it is the student's responsibility to get a booster to make sure you are covered.

Insurance coverage:

- In situations where insurance is required to attend a specific internship site, the student will not be permitted to attend without person health insurance and will need to find a new internship site if they cannot meet the requirements.
- Each student is personally liable for any illness or accident during or outside of school activities.
- Students participating in a college-related activity have limited coverage by the Student Accident Insurance: See my.maricopa.edu under "Services" tab for current health insurance plan and claim process.
- The cost of this policy is covered in the student activity fee. Student accident insurance coverage is secondary to the student's primary coverage.
- If a student is injured during internship, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Claim

forms are submitted to the Veterinary Technology Program Director for signature and then forwarded according to campus procedure.

- Students are responsible for their own transportation and vehicle insurance to and from clinical. No coverage is provided for any motorized vehicle not supervised and provided by the colleges.

Pregnancy Policy: Consistent with legal definitions, the Veterinary Technology Health program does not consider pregnancy to be an illness or disability. The pregnant student is required to meet all course and Internship objectives and expectations, including the Minimum Technical Standards. During the required on-campus and Internship activities, the student may be exposed to the following conditions which may pose extra hazards during pregnancy:

- exposure to radiation
- exposure to waste anesthetic gases
- exposure to zoonotic diseases, including Toxoplasmosis
- exposure to accidental injury due to animal bites, falls, sharp instruments, etc.
- exposure to hazardous chemicals such as cleaners, formaldehyde, chemotherapeutic agents and certain drugs
- necessity to frequently lift and carry up to 40 pounds, as well as to twist, bend, squat and kneel
- necessity to stand and walk for long periods of time

While a student is not required to notify the Program Director or Clinical Coordinator of their pregnancy, all Veterinary Technology courses have one or more of the risks listed above. Such risks may have serious effects on an embryo/fetus. EQS162VT, VET230, VET240, VET250AA, VET250AB, VET250AC and VET250AD contain the highest risk for exposure to the fetus of the mentioned hazards.

If the student decides to inform the program faculty of her pregnancy, notification must be in writing. Once the student has disclosed her pregnancy in writing to the Vet Tech Program Director, arrangements will be made with faculty or a designated clinical affiliate. This meeting will allow the student and the Program Director to discuss any additional measures of protection required in the class or at the facility during the course of the student's pregnancy.

After receiving safety counseling, the student must read and sign a form acknowledging that she received counseling and understands she must implement the appropriate measures to ensure the safety of the embryo/fetus. The student is required to meet all objectives and participation standards as any other student.

The decision to inform the program that she is no longer pregnant is the individual student’s decision. A student may withdraw a declaration of pregnancy, in writing to the Program Director, at any time. Under this circumstance, the student retains the right to continue their progress in the Vet Tech program, without modification.

Undeclared Pregnancy: If the student chooses not to declare her pregnancy and notify the program faculty, the program will be unable to provide the necessary accommodations for the student in order to ensure any protection to the embryo/fetus. However, it is the student’s right to complete the Vet Tech program in its entirety without modification.

If you have questions about the risks involved in participating in our program while pregnant, please contact the Program Director, Dr. Kimberly Focht at 480-461-7661.

Rabies Prophylaxis Vaccination: Of the communicable diseases to which any veterinary medical professional is exposed as an occupational risk, the contraction of rabies is probably the least likely, but the deadliest. The Veterinary Technology program strongly recommends rabies immunization for its students. Rabies immunization involves a series of injections, may cost in the range of \$1000, and is not covered by some health insurance plans. For information about rabies immunization, contact your personal physician or the Maricopa County Health Department.

Zoonotic Disease: Students may come into contact with some common zoonotic diseases. It is the student’s responsibility to understand the potential diseases they can come into contact and notify an instructor as soon as they are aware of symptoms in themselves or the animals in the program. Please consult the Centers of Disease Control (CDC) to familiarize yourself with the following diseases: (This is not an all-inclusive list)

Cat Scratch Disease	Psittacosis	Tetanus
Intestinal parasites	Rabies	Toxoplasmosis
Leptospirosis	Ringworm	Tuberculosis
Lyme disease	Salmonellosis	West Nile Virus

Radiation Exposure: X-ray exposure presents a risk to any one taking radiographic imaging. The effects of radiation exposure over the career of a Veterinary Technician cumulative, so The ALARA (As low as reasonably achievable) policy should always be followed. Students are expected and required to wear appropriate personal protective equipment and a dosimeter badge when taking radiographs in laboratories courses and at internship sites.

Title IX

Students in the Veterinary Technology program are protected under Title IX. The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student's actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs. Title IX protects students in at school and at school-related activities, such as internship programs. If you have experienced or witnessed an act of sexual harassment, discrimination, or violence, you are encouraged to report the incident to your college's Title IX Coordinator.

Dr. Sonya Pearson

Mesa Community College
Southern and Dobson
Library, Room 11
(480) 461-7443

AGGRESSIVE ANIMAL AND BITE POLICY

Aggressive Animal Policy: If for any reason, an animal shows aggression (biting, scratching) or warning signs of aggression (growling, hissing, etc.) toward students or staff, it will be returned to its cage/carrier. The animal's chart and cage should be marked with "Caution! Aggressive Animal!"

The Following procedures should be followed:

- Mark cage/carrier with a sign that reads, "Caution! Do not handle-aggressive animal".
- Only instructors may handle animal until owner arrives to take pet home.
- Cage/carrier should be turned away/located away from high-traffic areas.
- Alternatively, cage/carrier can be covered with a sheet/towel, so long as this does not obscure warning sign.

Bite Policy: If a student or instructor is bitten by an animal in the Veterinary Technology Laboratory, Large Animal facility, or Internship the following procedure should be followed.

- Call emergency service provider if necessary (911)
- Wash wound immediately with soap and water, then bandage lightly.
- Notify the instructor immediately and Program Director within 24 hours.
- Obtain and complete a Student Injury Report form from MCC College Police and fill out student insurance claim forms.
- Visit your healthcare provider. Only they can determine if additional treatments or medications are indicated.
- Procedures outlined in the "Aggressive Animal Policy" should be followed.

EMERGENCY AND EVACUATION PLAN FOR STUDENTS AND RESIDENT TEACHING ANIMALS

College Policies

Plan for Students On- and Off-Campus (at Large Animal Facility and at Veterinary Teaching Lab:

- Student Injuries and Medical Emergencies
- Lockdowns, Evacuations
- Civil Unrest
- Suspicious Persons/Packages
- Explosions/Bomb Threats
- Hazardous Materials Incidents
- Fire
- Flooding
- Power outages

Please reference the Mesa Community College web pages at:

mesacc.edu/public-safety/emergency-procedures

Be Prepared... Emergencies, accidents, injuries and other unexpected events can occur at any time and in any place. Being prepared both mentally and physically for the unexpected is the first and best defense to minimize an incident. Each of us must take a proactive approach to providing a safe environment and, although no guide can cover all situations, the procedures outlined in this booklet will help prepare you should an emergency arise.

Be sure to:

- Familiarize yourself with your surroundings
- Know the locations of all exits from your area or building in case fire or debris should block one.
- Know the location of fire alarm pull stations.
- Know the location of fire extinguishers and first-aid cabinets.
- Know where to find the nearest phone or emergency call box to notify Public Safety in case of an emergency.
- Be aware of what is going on around you.
- Lock your car and conceal valuable items.
- Never leave personal property unattended.
- Keep this guide handy, either close to or under your telephone
- Don't hesitate to call 9-1-1 immediately if you believe an emergency exists. Then contact Public Safety at your location.

Contact MCC College Police at (480) 461-7777 if you have any questions concerning emergency procedures.

Program Policies

Plan for Animals On- and Off-Campus (at Large Animal Facility and at Veterinary Teaching Lab:

The following protocols have been developed to address emergency and evacuation procedures of on-campus and off-campus animals that are used in the Program of Veterinary Technology.

Large animals used in the program are kept on-campus at the Large Animal Facility (LA) on the southeast side of the college grounds and can include goats, horses and cattle.

Small animals such as dogs, cats, rabbits, and rats kept off-campus at the Veterinary Teaching Laboratory (VTL).

The Veterinary Teaching Laboratory facilities are located 3 miles to the east of **main campus** at: **820 E. Southern Ave. Mesa, AZ 85202.**

Program personnel should be contacted immediately if and when there is a change in water, heating or other environmental conditions that would affect the animals. In addition, Program personnel must be notified in advance if water or electricity will be shut off by maintenance. Public safety will notify the Program Director if there is an emergency at the Large Animal Facility and then the Program director will notify staff for help in evacuation of the animals as needed. The alarm monitoring company at the VTL will notify MCC Public Safety in the event of fire or intrusion at the VTL, who will in turn notify the Program Director. Students will notify the Program Director immediately in the event of an animal emergency at the LA or VTL facilities.

**Below is the chain of command for the Veterinary Technology Program:
Call phone number until you reach some directly. Leave a message with each
call.**

MCC College Police	Emergency: (480) 461-7777	Non-Emergency: (480) 461-7046
Dr. Kimberly Focht	Cell: (602) 319-8224	<i>Kimberly.focht@mesacc.edu</i>
Diana Lehigh, CVT	Cell: (480) 310-8957	<i>diana.lehigh@mesacc.edu</i>

For Title XI concerns contact:		
Dr. Sonya Pearson	(480) 461-7443	Mesa Community College Southern and Dobson Library, Room 11

The following pages cover procedures in the event of:

- Power Outages
- Heating & Cooling
- Fire
- Flooding

Power Outages

Power outages will not affect the large animals at the LA facilities. At the VTL, animals can be housed without power for no longer than 12 hours as long as the ambient temperatures remain between 60 degrees F and 85 degrees F. In the event that temperatures will be out of range or the power outage is to be longer than 6 hours, arrangements to transport the animals to main campus at **1833 W. Southern Ave, Mesa AZ 85202** should be carried out. There are dog carriers for dogs and cats in the storage room by the dog kennels. Veterinary Technology staff will direct the transport of the animals to an alternative site. All cats need to be in carriers and dogs may be on leashes if kennels are all occupied. Rabbits and rats should be placed in their separate rolling travel cages and transported to the alternative site.

For Academic Year 2021-2022, the alternative site is the TC50 building on the main campus.

Heating and Cooling

It is necessary for the small animals (dogs, cats, rabbits and rats) kept at the VTL need to be maintained at temperatures **between 60 and 85 degrees Fahrenheit** at all times. If there is an issue with the AC unit, fans may be used to cool the kennel areas until maintenance can fix the issue. Contact the Program Director directly to inform of changes in temperature that warrant contacting Maintenance and Operations. If temperatures will be out of compliance for more than 3 hours, arrangements will be made to evacuate the animals to an alternate site.

Fire

OSHA requires that humans evacuate the building as soon as possible, and does not recommend that human life be risked to save animals. However, if time permits, animals might be evacuated as described above with cats in carriers and dogs on leashes/carriers, rabbits and rodents wheeled out to the parking lot. Emphasis should be on speed and getting the animals out of the building as soon as possible rather than on protecting animals from inclement weather. If a fire should occur during class time when there are many hands available, evacuation of animals might be possible. If, on the other hand, it occurred in the middle of the night when the building is empty, an attempted rescue would not be prudent.

If a fire should occur during surgery and while an animal is under anesthesia, the animals would be unattached to the anesthesia unit (unit is supplied with O₂ from drop downs) moved to a gurney and wheeled out to parking lot. Anesthesia would be continued with injectable drugs, incision covered with sterile drape and pain management continued for as long as feasible. If it is deemed against the well-being of the animal to move them out to the parking lot and there is time, the animal will be euthanized on the table and all personnel will leave the building in an immediate manner.

Flooding

Although the location of the VTL and roof gutters make storm flooding unlikely, the possibility of flooding due to plumbing problems is plausible. Floor drains are located in the dog kennel and cat kennel areas and will allow for rapid removal of water from those areas. In the event of flooding, the animals will need to be evacuated to the alternative site as outlined earlier. Flooding at the Large Animal facilities is unlikely due to drainage and open area. Large animals will be relocated to a secure area until the LA facility dries out sufficiently.

In the event that evacuation of animals, under any of these circumstances, is both possible and practical, the small animals will be transported via car to the MCC main campus (TC50 building), which is located 3 miles from the VTL. Cats and rabbits must be transported in carriers and dogs must be on leashes (in carriers if available). Rodents are transported in a travel cage with water bottle. Rodent and Rabbit food must also be transported with the animals.

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