


| STANDARD OPERATING PROCEDURE | | | |
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|  | SUBJECT: | DIVISION: | DISTRIBUTION: |
| | BAT COMPLAINTS & BAT EXPOSURES SOP 2010-23 | ALL | ALL PERSONNEL |
| ISSUING AUTHORITY: | | EFFECTIVE DATE: | SUPERSEDES: |
| CRAIG A. STONE ASSOC. V.P. AND CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (ELECTRONICALLY SIGNED) | | OCTOBER 8, 2010 REVISED DATE: NOVEMBER 21, 2024 | REVISED RE SUSPECT RABIES FORM AND CONTACT INFORMATION |

BAT COMPLAINTS & BAT EXPOSURE

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CALEA STANDARDS: N/A

REFERENCES:

- Syracuse University Bat Capture Label
- Syracuse University Health Service (Bat Exposure Card) Card
- Rabies Report Form (in Forms Folder on G drive)

ATTACHMENTS:

- Summary SOP 2010-23 Bat Complaints and Bat Exposure

I. APPLICABILITY: This Standard Operating Procedure is applicable to all members of the Syracuse University Department of Public Safety (DPS).

II. PURPOSE: The purpose of this Standard Operating Procedure is to provide department members with a protocol for DPS officers to follow when responding to bat complaints and possible exposure to rabies.

III. POLICY: It is the policy of the DPS to respond to all bat complaints on campus. The assigned patrols will follow the established protocols when responding to bat complaints and suspected rabies exposures to safeguard persons, their health and to properly report suspected Bat Exposures. If there has been an exposure, preserve recovered bats for examination by the County Department of Health.

IV. DEFINITIONS:

- A. Exposure:** Exposure requires contact: The following are exposures: Bites, Scratches, Saliva or nervous tissue from a bat in contact with mucous membrane (inside eyes, nose, mouth) or an open break in the skin of a person. (If in doubt regarding a possible exposure consult the Patrol Sergeant and EHSS for guidance).
1. Bats have small sharp teeth that may not leave a visible puncture wound or noticeable pain at the bite site; therefore it is possible to be bitten without knowing it.
 2. The following scenarios indicate a reasonable probability that an exposure could have occurred:
 - a. Contact between a person's bare skin and the bat's head (or any part of the bat while not looking directly at the bat).
 - b. Bat found in a room with a sleeping person, or with an unattended child.
 - c. Circumstances where bat found near to unattended child outdoors.
 - d. Bat found in a room with a person under the influence of alcohol or drugs or with other sensory or mental impairment.
 - e. Unidentified flying object strikes someone and the time of day is dusk or dawn, there are presences of marks where the person was struck and the place that the object was coming from was conducive for roosting bats.

V. PROCEDURES: Bat Complaint – No suspected Exposure:

A. Duties and Responsibilities of the ECC: (11/21/24)

1. Dispatch a Patrol: Upon the receipt of a bat complaint where there is no reason to believe that a suspected exposure has occurred, the **Public Safety Dispatcher** will dispatch a Patrol Officer to the scene to verify the lack of exposure and to secure the scene.
2. Notify Physical Plant: The Physical Plant will be notified. **They** have personnel who are trained and properly equipped to capture a bat.

B. Duties and Responsibilities of the Assigned Patrol Officer: The Officer will not attempt to capture or touch the bat.

1. The Officer is to secure the area to protect persons and to notify the ECC to dispatch maintenance personnel to recover the bat.
2. Keep the bat under observation pending the arrival of maintenance personnel to recover the bat
 - a. If the bat is captured alive and no exposure is suspected that bat will be released by maintenance personnel outdoors somewhere away from the location captured.
 - b. If the bat is captured dead and no exposure is suspected it will be bagged and disposed of by maintenance personnel.
3. If in Doubt re Exposure: Consult EHSS: DPS will consult with Environmental Health and Safety Services (EHSS) (during business hours) and the Safety Department (after business hours) to consult whether or not an exposure has occurred.
4. Reporting Requirements- No Exposure: No Investigative report or Injury Report Form is necessary unless there is a suspected exposure to a bat.
 - a. Incident specifics will be entered into CAD so that a complete record is created to reflect the date, time, location, complainant, personnel who responded and actions taken

VI. PROCEDURES: Bat Complaint Involving a Suspected Exposure:

A. Duties and Responsibilities of the ECC: (11/21/24)

1. Reported Exposure with Injury: If a person reports they have been bitten, or exposed to a bat, the **Public Safety Dispatcher** is to ask if the victim/complainant needs an ambulance. If the answer is yes, the **Public Safety Dispatcher** will notify SUA or the Onondaga 911 Center.
2. Reported Indoors Exposure: If bat complaint is reported to be indoors, the **Public Safety Dispatcher** will advise the complainant that if it is safe to do so, to attempt to contain the bat by closing all interior doors and windows. Further, for their safety, have all persons leave the room or area where the bat is contained.
3. Reported Outdoors Exposure: If the suspected exposure to a bat is reported to be outdoors, the **Public Safety Dispatcher** will advise the complainant to vacate the area of all persons where the bat is located, and

to attempt to take a position where he or she can safely observe the bat until the arrival of the Patrol Officer.

4. Dispatch a Patrol Officer to Scene: The **Public Safety Dispatcher** will dispatch a Patrol Officer to the scene to confirm circumstances and secure the scene.
5. Notify Physical Plant: The Physical Plant will also be notified if complaint confirmed. **They** have personnel who are trained and properly equipped to capture bats.
6. EHSS to Be Notified: When a suspected exposure to a bat complaint is received during normal business hours, or not, the Syracuse University Environmental Health and Safety Services (EHSS) shall be notified.

B. Duties & Responsibilities of Assigned Patrol Officer: (Suspected Exposure)

1. The Officer will respond to the scene but will not attempt to capture or touch the bat.
 - a. The Officer's duty is to attempt to contain the bat as described above (if the complainant has not already done so) and to secure the area of all persons who may become exposed to the bat.
 - b. Regardless of whether a bat complaint is indoors or outdoors, the Officer will attempt to keep the bat under observation until the arrival of trained personal from Environmental Health and Safety Services, the Safety Department, Physical Plant or Housing and Food Service Maintenance personnel.
2. Bat Exposure Cards: The Officer should hand out a S. U. Health Services Bat Exposure Information card to all people who are suspected of being exposed to contact with a bat or suspected rabies exposure.
3. Medical Treatment: To determine post exposure rabies treatment, all exposed people will be transported to the SU Health Center during normal hours of operation. If the exposure occurs after normal hours of operation, the exposed people will be transported to a local medical care facility.
4. Rabies Testing: If the bat has had contact with a domestic pet or human, it should be submitted to the Animal Disease Prevention office for rabies testing. A copy of the "STANDARD OPERATING PROCEDURE FOR THE DISPOSITION OF ANIMAL BITES IN ONONDAGA COUNTY" (found on the G Drive) will be given to the domestic pet owner or human who had contact with the bat.
5. Notify Patrol Sergeant: Notify the Patrol Sergeant of:
 - a. Number of persons being sent for medical evaluation/treatment,
 - b. Incidents where rabies is suspected,
 - c. Unusual circumstances or

- d. If the matter is pending actions or notifications that will continue into next shift.
- 6. Reporting Exposures: Complete an investigative report, an Injury Report Form and an Onondaga County Suspect Rabies Report to document the information on all persons who were actually exposed or suspected of being exposed to the bat.
 - a. A copy of the report will be faxed to Syracuse University Health Services at 443-9010 to facilitate medical follow up.
 - b. The officer will complete the Onondaga County Suspect Rabies Report (found on G drive) and fax this form to the Onondaga County Health Department, Animal Disease Prevention, at (315) 435-1651 on the day the incident was reported to DPS. This form may also be completed online by the investigating officer at <http://www.ongov.net/health/env/rabiesform.html>.
 - c. A copy of the completed Suspect Rabies Report will be attached to the officers CHAIRS2 investigation report.

C. Disposition of Captured/Recovered Bats: (Suspected Exposure)

- 1. If the bat is captured (dead or alive) it will be transported to Booth Hall Room G-16 by the Physical Plant personnel or Housing & Food Service Maintenance personnel who captured the bat.
 - a. The DPS Officer on the scene may be utilized to help transport the captured bat if required.
- 2. The maintenance personnel are responsible for providing and utilizing bat containers that are acceptable to contain a live bat and not allow it to escape.
 - a. The maintenance personnel are responsible for preparing and labeling the container with a Bat Capture Label which indicates the date of capture, who caught by, building, location/room of capture, name of exposed individual(s) and any other important information.
 - b. Captured Bats/Alive: Transport the animal to Booth Hall, Room G-16, which has a location to store the captured bat if stored in the labeled container until it can be brought to the Onondaga County Health Department for testing.
 - c. Recovered Dead Bats: Booth Hall Room G-16 has a refrigerator and freezer to store dead bats to assist in preservation until the bat and container can be brought to the Onondaga County Health Department for testing.
- 3. EHSS to Transport Bat to Health Department: The animal can be transported to The Animal Disease Prevention Office by Environmental Health and Safety Services (EHSS) personnel for testing on the next business day after the incident.

- a. Onondaga Animal Disease Prevention Office Location and Hours:
4170 State Route 31, Clay, NY on Weekdays between 0800 and 1600 hours
- b. Ensure that the Animal Disease Prevention Office at 435-3165 is notified that they are bringing an animal for testing. During non-business hours, there is an answering service.

POLICY REVISION HISTORY

| NO | SECTION REVISED | DATE ISSUED |
|-----------|---|--------------------|
| 1 | Formatted | 06/22/12 |
| 2 | Reviewed, Updated and Revised regarding Rabies Report | 07/15/14 |
| 3 | Summary Added | 07/15/14 |
| 4 | Revised re: Titles | 03/07/18 |
| 5 | Revised re: Suspect Rabie Report and Contact Info | 07/25/22 |
| 6 | Revised re: Titles | 11/21/24 |