

Union College

Bat Encounter Protocols

Campus Safety should have the following supplies in the kit for a bat encounter event:

- Copy of Bat Encounter Protocols
- Human Exposure Report Form (from Schenectady Co. Public Health Services)
- Large Towel or other material to block bottom of door
- “Do Not Enter” Sign with contact information
- Yellow Caution Tape

Step 1- Information for person reporting bat sighting

Inform person reporting a bat sighting that windows should **not** be opened in room where the bat is located. If the bat is in the resident’s room, inform resident(s) to gather essential belongings (phone, wallet, keys), leave room immediately and shut the door.

Step 2- Telephone Calls

Determine bat location and notify a bat control specialist from list provided below:

1. United Bat Control- Chris Morrison cell (call 1st) 518-222-7625, Office 518-935-5708
2. Hudson Valley Wildlife Solutions- 24/7#: 1-855-767-2287

3. Northeast Pest Control- 518-245-6113 (M-F, 7:30 AM-5:00 PM)

Note-Only the bat control specialist should attempt to capture the bat.

Call EHS and Campus Safety to share location and if bat control specialist has been contacted:

- Director of EHS (Liz Dobson-Davis): cell- 518-925-2753
office- 518-388-6340
- Campus Safety: 518-388-6911

Step 3- Upon Arrival at Site

Firmly wedge towel or other material to block the space at the bottom of the door. Place a “Do Not Enter” sign on the door with contact information and yellow caution tape across door entrance.

Determine if there are/were occupants in room with the bat. If yes, identify occupants and ask the following:

- 1) Did you have physical contact with the bat?
- 2) Were you sleeping in the room?
- 3) Was there an infant sleeping in the room?

Step 4A- If Bat Exposure has occurred

If any question is answered yes, complete the Human Exposure form (Attachment A) for each individual. Make a copy of the completed form and provide it to the bat control specialist.

Inform the bat control specialist the bat must be delivered to the Schenectady County Public Health Services (SCPHS), located at 107 Nott Terrace, Suite 300 for testing, along with the form. The SCPHS must receive the Human Exposure Form and bat within 24 hours following a bat exposure incident. If the form can't be completed within 24 hours, notify SCPHS of the incident by telephone, 518-386-2818.

If a bat exposure has occurred, but the bat can't be found or caught, the Human Exposure Form must be completed and the SCPHS must be notified. They will conduct a follow up investigation with the victim to confirm he or she has all the information needed with regards to proceeding with Rabies post-exposure treatment. The decision to proceed with Rabies post-exposure treatment is made by the victim and his or her Doctor.

File incident report with Campus Safety.

Step 4B-If Bat Exposure Has Not Occurred

If no one had physical contact with the bat or was not sleeping in the room, the bat may be released outside by the bat control specialist. It is not necessary to notify or complete any forms with the SCPHS.

File incident report with Campus Safety.

Step 5- If Resident Can Not Return to Room at Night

If the incident occurs at a Union College residence in the middle of the night, and the bat control specialist will not be arriving until morning, contact the on-call Residential Director at 518-698-5031 to provide a temporary room, if available, for the resident(s).

Attachment A- Human Exposure Report

**SCHENECTADY COUNTY PUBLIC HEALTH SERVICES
 ENVIRONMENTAL HEALTH UNIT
 107 NOTT TERRACE, SUITE 300
 SCHENECTADY, NEW YORK 12308
 (518) 386-2818 FAX (518) 386-2822
 After Hours (518) 437-7878**

Human Exposure Report

Victim's Name	DOB	Parent(s)
Address	Phone	Work
City	Zip	Cell

Date of Exposure:	Time
Character and Location of Exposure	

Treatment and Time Received

Physician	Phone
Address	City Zip
Reported by	Phone
Address	City Zip
Report Received by	Date Time

Name of Animal Owner	Home Ph	Work Ph
Address	City	Zip Cell

Animal	Name	Sex	Age
Breed/Special Markings			

Veterinarian	Phone
Date of Rabies Vaccination	Expiration
Disposition of Animal	

Dates and Times of Investigation

Remarks

Date	Health Officer
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