Capturing a bat:

A. If a bat that has landed within reach:
   1. Find a small container like a shoebox or a large can, and a piece of cardboard large enough to cover the opening in the container. Punch small air holes in the cardboard.
   2. Use *personal protection equipment and **tools. When the bat lands, approach it slowly and place the open side of the container over it. Slide the cardboard under the container to trap the bat inside.
   3. If you are certain there’s been no contact between the bat and any people or pets, carefully hold the cardboard over the container and take the bat outdoors and release it away from people and pets. The bat should be placed on a tree about 5-6 feet high because, unlike birds, bats need to get some air to fly away.
   4. If the bat is to be tested, tape the cardboard to the container, securing the bat inside and then contact the Office of Environmental, Health and Safety Management at 812-855-6311 to have the bat tested for rabies.

B. If the bat is out of reach:
   - Use the glue board attached to a long pole. Extend the pole so that it is long enough to touch the bat. Touch the bat to the glue board. Place the glue board with the bat over a plastic container. Cut the glue board from the pole. Do not remove the bat from the glue board. Take the container with the bat to a collection point for proper disposal.

C. If the bat will not land:
   - Use the tennis racket, approaching the bat from behind if possible. Once the bat is knocked down, place the cardboard box/container with lid over the bat. Slide the container lid or piece of stiff cardboard over the opening. If there is no chance that the bat has bitten anyone, take the container outside and place at height at least 4-5 feet on a tree, as bats need to get some air under them to fly away.

* Personal Protection Equipment:
  - Leather gloves
• Safety glasses, goggles or face shield
• Dust mask
• Vinyl gloves for cleanup

** Tools and equipment
• Glue board mouse taped to an extension pole
• Covered plastic container or cardboard box with lid or large can with lid
• Stick on labels
• Duct tape
• Tennis racket
• Tongs

EHS recommends that one set of personal protection equipment and tools be kept in a custodial closet in each building.