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| University of Prince Edward Island | Policy Number: |
| Policy Title: Animal Care Committee Policy & Procedures | Page: 1 of 19 |
| Creation Date: March 1993 | Version Date: November 7, 2011 |
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1. Purpose

The University of Prince Edward Island (UPEI) is committed to the care and well-being of all animals in its research and teaching programs. The University follows the principles and guidelines developed by the Canadian Council on Animal Care (CCAC) pertaining to the well-being of animals. The University has appointed an Animal Care Committee (ACC) that reports to the Vice-President, Research & Development.

The ACC has general responsibility for ensuring that the use of animals in research and teaching at the University conforms to the most rigorous ethical standards that are compatible with the goals of science. The basic ethical principles which it acts to maintain are that no physical or psychological discomfort may be caused to an animal except where there is a clear scientific justification for doing so, and that where such justification exists the level of discomfort caused will be no higher than what is absolutely necessitated by the scientific or educational purposes of the procedure in question. The ACC shall fulfill this responsibility in two ways:

- (a) by reviewing all individual research, teaching and testing project protocols involving the use of animals, so as to ensure that the above principles are respected in each case; and
- (b) by formulating and recommending to the University administration such policies as would aim to preclude willful or inadvertent violations of the above principles by those working for or affiliated with the University.

2. Scope

This policy applies to all investigators and teachers (including faculty staff, students and trainees) at The University of Prince Edward Island.

3. Responsibility

- 3.1** The UPEI ACC is a University committee, reporting to the Vice President of Research & Development pursuant to Board of Governors regulations governing the activities of all faculties engaged directly or indirectly in animal research.
- 3.2** The Vice-President, Research & Development is responsible for initiating the review of this policy. The policy is to be reviewed every three years.

- 3.3** The ACC's establishment is in accordance with the requirements of the regulations made under The Animal Health and Protection Act R.S.P.E.I. 1988, Cap. A-11.1. Section 5 of the regulations says:
- 5. With respect to the use of animals for the purposes of medical or scientific research, the standards of care should be those contained in the Guide to the Care and Use of Experimental Animals, Volumes I and II, published by the Canadian Council on Animal Care,(1993, 1984) ("CCAC Guide"). Volume I of the CCAC Guide requires that institutions carrying out animal research have an animal care committee reporting to the appropriate administrative officer at the institution.*
- 3.4** The ethical principles guiding the ACC are in accord with the recommendations of the CCAC, and shall be reviewed whenever new recommendations on ethics are forthcoming from that body or from relevant statutory agencies such as the Canadian Institutes of Health Research or the Natural Science and Engineering Research Council.
- 3.5** The procedural responsibilities of the ACC are in accord with the recommendations of the CCAC, and shall be reviewed whenever new recommendations on procedures are forthcoming from that body or from other relevant statutory agencies.
- 3.6** The ACC's domain of responsibility includes all research, teaching, testing and collection procedures. This includes the use of animals both at UPEI and its affiliated institutions, and those obtained from or studied in the field by University and affiliated personnel. It also includes activities involving animals conducted in or at University facilities by organizations or individuals from outside the University.
- 3.7** In order to ensure that animals are utilized only in necessary and valid research projects, any research proposal which would utilize animals must undergo peer review for scientific merit. The ACC may recognize a review conducted by the granting agency if such granting agency commonly conducts a peer review based on its own established procedures (e.g., Canadian Institutes for Health Research). Where funding is obtained internally or from a granting agency without thorough ACC and independent peer review procedures, the ACC may establish procedures for review. These procedures should be conducted according to the most recent CCAC guidelines on: Animal Use Protocol Review.

POLICY

4. USE OF ANIMALS

- 4.1** Investigators and teachers must apply to the UPEI ACC using the appropriate forms provided by the UPEI ACC in order to receive approval for the use of animals in research, teaching or testing prior to initiating any animal use.
- 4.2** Applications for animal use should be submitted to the ACC Administrative Assistant **at least two months in advance of the anticipated start date of the project or course.**
- 4.3** Investigators are encouraged to consult with the University Veterinarian before beginning new projects.

- 4.4** Investigators or instructors must apply for any modifications to approved protocols using the Amendment form prior to implementing any changes to approved protocols.
- 4.5** A renewal may be sought for ongoing projects for up to 3 renewals. Renewal applications may include minor modifications of the original protocols. Major modifications to existing protocols, including changes in animal species, category of invasiveness, the nature of the invasive procedure(s), or significant changes in the use of anesthetic/analgesics must be submitted on the full-length protocol application.

5. Implementation

The University may develop guidelines and procedures to assist in the administration of this policy.

Resources:

- CCAC Guidelines, Volume 1 & 2:
- http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/ExperimentalAnimals_GDL.pdf
- http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/ExperimentalAnimalsV2_GDL.pdf

CCAC Policy Statements

- http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/POLICIES/TERMS00E.HTM
- http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/POLICIES/CATEG.HTM
- Transgenic animals: http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/TRANSGE1.pdf
- Immunological procedures:
http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/POLICIES/IMMUNO.HTM
- Experimental endpoints:
http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/PDFs/APPOPEN.pdf

Appendix

- Appendix 1 - Terms of Reference for Animal Care Committee

Associated Documents

- Procedures of the Animal Care Committee
- Animal Care Crisis Management Program and Plan

Link to forms and Instructions

- http://www.upei.ca/research/acc_forms

UNIVERSITY OF PRINCE EDWARD ISLAND

ANIMAL CARE COMMITTEE

TERMS OF REFERENCE

ARTICLE I: MISSION STATEMENT

- 1.1** The University Animal Care Committee (the "ACC") has general responsibility for ensuring that the use of animals in research and teaching at the University conforms to the most rigorous ethical standards that are compatible with the goals of science. The basic ethical principles which it acts to maintain are that no physical or psychological discomfort may be caused to an animal except where there is a clear scientific justification for doing so, and that where such justification exists the level of discomfort caused will be no higher than what is absolutely necessitated by the scientific or educational purposes of the procedure in question. The ACC shall fulfill this responsibility in two ways:
- (a) by reviewing all individual research, teaching and testing project proposals involving the use of animals, so as to ensure that the above principles are respected in each case; and
 - (b) by formulating and recommending to the University administration such policies as would aim to preclude wilful or inadvertent violations of the above principles by those working for or affiliated with the University.

ARTICLE II: PREAMBLE

- 2.1** The ACC of the University of Prince Edward Island is a University committee, reporting to the Vice President of Research and Development pursuant to Board of Governors regulations governing the activities of all faculties engaged directly or indirectly in animal research.
- 2.2** The ACC's establishment is in accordance with the requirements of the regulations made under The Animal Health and Protection Act R.S.P.E.I. 1988, Cap. A-11.1. Section 5 of the regulations says:
- 5. With respect to the use of animals for the purposes of medical or scientific research, the standards of care should be those contained in the Guide to the Care and Use of Experimental Animals, Volumes I and II, published by the Canadian Council on Animal Care, 1993 ("CCAC Guide"). Volume I of the CCAC Guide requires that institutions carrying out animal research have an animal care committee reporting to the appropriate administrative officer at the institution.*
- 2.3** The ethical principles guiding the ACC are in accord with the recommendations of the Canadian Council on Animal Care (CCAC), and shall be reviewed whenever new recommendations on ethics are forthcoming from that body or from relevant statutory agencies such as the Canadian Institutes of Health Research or the Natural Science and Engineering Research Council.

- 2.4** The procedural responsibilities of the ACC are in accord with the recommendations of the CCAC, and shall be reviewed whenever new recommendations on procedures are forthcoming from that body or from other relevant statutory agencies.
- 2.5** The ACC's domain of responsibility includes all research, teaching, testing and collection procedures. This includes the use of animals both at UPEI and its affiliated institutions, and those obtained from or studied in the field by University and affiliated personnel. It also includes activities involving animals conducted in or at University facilities by organizations or individuals from outside the University.
- 2.6** In order to ensure that animals are utilized only in necessary and valid research projects, any research proposal which would utilize animals must undergo peer review for scientific merit. The ACC may recognize a review conducted by the granting agency if such granting agency commonly conducts a peer review based on its own established procedures (eg., Canadian Institutes for Health Research). Where funding is obtained internally or from a granting agency without approved peer review procedures, the ACC may establish procedures for review. These procedures should be conducted according to the most recent CCAC guidelines on: Animal Use Protocol Review.

ARTICLE III: COMMITTEE MEMBERSHIP AND MEETINGS

3.1 Composition of the ACC

UPEI faculty members experienced in animal care and use;

- the Director of Animal Resources,
- the University Veterinarian,
- the Biosafety Officer,
- at least one representative from each department which do use animals,
- at least one representative from departments which do not use animals,
- at least one person who represents the community's interest and concerns and who has no other affiliation with the institution,
- technical staff representation,
- student representation, and
- a chair*

- 3.2** The University Vice-President, Research and Development and ACC Chair will be responsible for maintaining diverse representation on these committees.
- 3.3** All duly appointed members shall be entitled to vote on resolutions of the ACC.
- 3.4** Members, other than students, shall be appointed for 3 year terms and may sit on the ACC for a maximum of 8 consecutive years. Students shall be appointed for one year terms and they shall be eligible for re-appointment.

*The chair may not be directly involved in the management of the institutional animal facilities, nor be the laboratory animal veterinarian, nor be involved in the preparation of a significant number of the protocols under review by the ACC.

- 3.5** Meetings shall be held on a monthly basis except for the month of December. Additional meetings may be held at the call of the Chair.
- 3.6** A quorum shall be 50% + 1 of the members of the ACC and must include the community representative and the University Veterinarian.
- 3.7** Decisions are normally by consensus. Where a situation requires a vote, the majority opinion prevails, but minutes must indicate the minority position. The Chairperson has the deciding vote in the event of a tie.
- 3.8** Appeals of negative decisions of the ACC may be made according to the procedure outlined in the Appeal Mechanism.
- 3.9** All deliberations, discussions and decisions of the ACC are subject to the University Board of Governors rules and guidelines on ethics, conflict of interest, disclosure and confidentiality. All members of the ACC accept as a condition of their appointment to the ACC that deliberations of the ACC are confidential and subject to these rules and guidelines.

ARTICLE IV: AUTHORITY

- 4.1** The ACC has the authority to:
- stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal.
 - immediately stop any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals.
 - have an animal euthanized if pain or distress caused to the animal cannot be alleviated.
- 4.2** The University Veterinarian, acting on behalf of the ACC, may at any time initiate any of the actions outlined in Section 4.1 without prior consultation with the ACC. Such actions will be reported to the ACC at its next scheduled meeting.

ARTICLE V: RESPONSIBILITIES OF THE ACC

- 5.1** The ACC has the following responsibilities:
- (a)** To develop and promote standards, guidelines and procedures relating to the use of animals in research, teaching, and testing at or for the University, which follow the CCAC Guidelines;
 - (b)** To assist the university community in obtaining information on and encouraging the use of alternatives to animals in research, teaching, or testing programs;
 - (c)** To inspect and undertake site visits of the University facilities as often as the ACC considers necessary, but at least annually, and monitor animal care procedures to ascertain that the facilities are kept to a standard that ensures continuous compliance with CCAC guidelines and ensure that all necessary records and reports are completed as required;

- (d)** To establish procedures and be responsible for reviewing and approving Animal Utilization Protocols (AUPs), co-ordinate and review procedures for the prevention of unnecessary suffering and the use of anaesthetics and analgesics;
- (e)** To ensure that all AUPs have been properly evaluated by independent review and judged to have scientific and/or pedagogical merit
- (f)** To ensure that no animals be held for display or breeding purposes, or for eventual use in research, teaching, or testing projects, without prior ACC approval of a written AUP.
- (g)** To require adherence to CCAC guidelines and any guidelines issued by the ACC for the teaching use of animals, particularly with respect to the multiple use of teaching animals. For teaching programs, a course number and an indication of instructional merit shall be included in the AUP.
- (h)** To review and assess all AUPs through discussion at full committee meetings, with particular emphasis on the "Ethics of Animal Experimentation" and, where necessary, require further supportive information from the investigator or meet with the investigator, to assure that all members of the committee understand the procedures to be used on the animal.

The ACC may delegate the responsibility of conditional approvals to an expedited review subcommittee, which must include 2 ACC members, university veterinarian, community representative, and the chair of the ACC. However, such conditional approvals must be subject to discussion and final approval at a full meeting of the committee;

- (i)** To assure that all animal users have the opportunity to become familiar with CCAC's "Guide" including the "Ethics of Animal Experimentation", and any other statutes that may apply, and University requirements;
- (j)** Ensure that animal users update their AUPs with any intended modifications, and inform the ACC of any unanticipated problems or complications encountered;
- (k)** To ensure adequate care of animals in all stages of their life and veterinary assistance in case of sickness, injury and elective procedures. AUPs shall include a description of end point(s) of the experimentation, selected according to the most recent CCAC guidelines on: "Choosing an appropriate end point in experiments using animals for research, teaching, and testing."
- (l)** Encourage the use of pilot studies of few animals when new approaches, methods, or products are being tried, before approving new, larger scale protocols. An indication of whether the study is acute or chronic is required.
- (m)** Ensure that testing projects have been planned according to the most current regulatory guidelines, and that the planned animal use does not exceed the requirements of the regulatory authorities; if it does, justification for the additional animal use must be provided.

1. PROCEDURES OF THE ANIMAL CARE COMMITTEE

- 1.1** The ACC shall meet monthly except for the month of December. Additional meetings may be held at the call of the Chair.
- 1.2** The ACC shall require that all University personnel and University affiliated research teams, who are planning to use animals for teaching or research, complete and submit to the ACC an animal utilization protocol (AUP), which the ACC will maintain on file.
- 1.3** AUPs are reviewed and discussed by all the members at the meeting of the ACC (See Appendix 1, Terms of Reference Article III). A decision on the AUP is reached by consensus.
- 1.4** Where, in the opinion of the ACC, an AUP is in violation of the ethical principles as per Appendix 1 (Terms of Reference Article VI), the ACC shall cause the objectionable procedure to be terminated or suspended by withholding or withdrawing its approval of the AUP. Where such procedures have caused distress to an animal which cannot be alleviated, the ACC shall require the University Veterinarian to humanely destroy the animal. The University Veterinarian, acting on behalf of the ACC, may at any time initiate any of the actions outlined above without prior consultation with the ACC. Such actions will be reported to the ACC at its next scheduled meeting.
- 1.5** The ACC may inspect all Animal Care facilities at the University at any time, and shall do so at least once a year.
- 1.6** The ACC shall review and approve Standard Service Operating Procedures developed by personnel in Animal Resources or by individual investigators.
- 1.7** The ACC shall submit minutes of committee meetings to the Vice President, Research.
- 1.8** The ACC shall submit its terms of reference to the Board of Governors for approval. Amendments to these terms of reference may be considered and approved by majority vote of the members of the ACC and such amendments shall take effect upon the submission of the proposed amendments and the approval of the Board of Governors.

2. PROTOCOL REVIEW PROCESS

- 2.1** Principal investigators of AUPs that are about to expire are reminded 2 months in advance of the expiry date by the ACC Administrative Assistant of the need to file a renewal form.
- 2.2** The agenda and AUPs received prior to the monthly submission deadline shall be provided to all members on the Committee at least one week in advance of the meeting.
- 2.3** The Chair of the ACC and committee departmental representatives are responsible for reviewing the proposals in advance of the ACC meeting and soliciting any further information from the author that may help the ACC decide on the merits of the submission.

- 2.4** New submissions shall be reviewed by the full ACC, at the monthly meeting. Each protocol description shall be in the form approved by the ACC and shall be available from the Administrative Assistant to the ACC or from the Chair of the committee.
- 2.5** Annual renewals, submitted on the abbreviated form, shall be reviewed by the full ACC, at the monthly meeting.
- 2.6** New AUPs must be submitted after 3 annual renewals. These are reviewed by the full ACC, at the monthly meeting.
- 2.7** Amendments shall be submitted to the ACC on the appropriate form and shall be reviewed by the full ACC, at the monthly meeting.
- 2.8** Peer review for scientific merit shall be sought for all research protocols with category “B”, “C”, “D” or “E” procedures if not funded by agencies that conduct thorough independent peer review of all research proposals. In addition, regardless of the funding source, peer review for scientific merit may be sought for any AUP where, in the judgment of the ACC, the specifics of animal use have not been adequately justified or explained. Peer review for scientific merit where warranted will be the responsibility of the Scientific Merit Review Subcommittee (SMRS) of the ACC as described below (article 2.9).
- 2.9** All research protocols requiring review for scientific merit will be sent, along with other necessary supporting documentation, to the Chair of the SMRS who will alone, or in consultation with the AUP investigator or other members of the SMRS, select at least two potential candidates to perform the required scientific merit review of the AUP. The SMRS includes: one member from each UPEI Department that typically uses animals in research including: Biology, Psychology, Pathology and Microbiology, Health Management, Companion Animals, and Biomedical Sciences.
- 2.10** The potential candidates for performing the review:
- 2.10.1 Will have appropriate familiarity in the field of proposed research.
 - 2.10.2 Must be free of real or perceived conflict of interest to the proposed research or investigators involved in the proposed research.
 - 2.10.3 May be a member of the SMRS including the Chairperson.
 - 2.10.4 May be a member of the ACC providing only one such sitting member is selected for review.
 - 2.10.5 May be from outside the University.
 - 2.10.6 Must agree to maintain confidentiality.
- 2.11** Where possible, the Chairperson will utilize lists of potential reviewers as provided by the Vice President, ORD for internal candidates or by agencies (ex. APICS).
- 2.12** The Chairperson will send a letter of invitation to the candidates to perform the review. Included in the letter will be an explanation of the scientific merit peer review process at UPEI, the reason for selecting the particular candidate and an explanation of conduct required (maintaining confidentiality, destroying materials, etc.).

- 2.13** With a notification from the candidate to accept performing the review under the terms of the invitation, the AUP will be sent to the invited candidate exactly as presented to the ACC. Accompanying the AUP will be the SMRS review form to be completed and signed by the candidate. A requested deadline will also be provided in this communication.
- 2.14** The Chairperson will receive the reviews and compile the responses.
- 2.15** The responses will confirm:
- a) the criteria for scientific merit are met,
 - b) the criteria for scientific merit are conditionally met, or
 - c) the criteria for scientific merit are not met.
- 2.16** If the responses unanimously indicate that the protocol meets criteria for scientific merit, the AUP will be deemed to fulfill this requirement and the result will be forwarded to the ACC.
- 2.17** If there is only one review that indicates the protocol does not meet the criteria for scientific merit the AUP will be distributed to the membership for a vote either electronically or at a meeting. The result of this decision will stand and will be forwarded to the ACC.
- 2.18** If the criteria for scientific merit are conditionally met:
- 2.18.1 A designation by the reviewer will indicate that an AUP holds scientific merit. However, it would benefit significantly from modifications to the experimental design.
 - 2.18.2 The conditions suggested by the reviewers may be requested of the investigator, with agreement from the SMRS, prior to deeming the protocol as fulfilling the scientific merit requirement.
 - 2.18.3 Comments provided will be forwarded to the ACC.
- 2.19** If the responses unanimously indicate that the protocol does not meet the criteria for scientific merit, the protocol will be deemed not to fulfill this requirement and the result will be forwarded to the ACC.
- 2.20** All teaching AUPs involving the use of live animals shall be determined to have pedagogical merit. Review of animal use in teaching AUPs as part of tri-annual external department review, or in the case of professional programs, regular accreditation review, shall be considered acceptable, conditional upon annual departmental review of course objectives and animal use procedures.
- 2.21** Any AUPs involving the use, in animals, of compounds that are not named for proprietary reasons will be reviewed by a Subcommittee of the ACC. Subcommittee members shall agree to sign confidentiality agreements with the Proprietor involved in the study. The investigator shall provide to the Subcommittee such documents and other information as would allow them to properly judge the scientific merit of the study, as well as potential hazards to animals. The Subcommittee shall consist of the Chair, the University Veterinarian and the Biosafety Officer.
- 2.22** The ACC shall give AUPs either approved, conditionally approved, deferred or rejected status. Approval shall be for a maximum of one year. The ACC Chair informs the principal investigators of the decisions taken by the ACC normally within 2 days after the monthly meeting.

- (a) Conditional approval is given to protocols in which some detail is missing. Conditional approval may be changed to an approved status once the additional information requested from the principal investigator by the ACC has been received by the Chair.
- (b) Deferred status is given to protocols that require major revisions.
- (c) If revisions are requested they should be submitted to the ACC Admin. Assistant as soon as possible, minor revisions will be reviewed and responded to by the ACC Chair, major revisions will be considered at the next monthly ACC meeting.
- (d) If revisions are not received within 3 months, the application will be closed and a new application will be required.
- (e) Purchase / use of animals can only begin once the investigator has received a Certificate of Approval from the ACC Chair by email.

2.23 It is the responsibility of the investigators and staff named on the AUP to report concerns of animal welfare, animal health, deviations in approved animal use or any other factors affecting animal care must be reported to the University Veterinarian, in a timely manner.

3. APPEAL MECHANISM

- 3.1** Researchers or course coordinators may appeal negative decisions of the Animal Care Committee.
- 3.2** Appeals shall be made in writing to the Vice-President of Research and Development within 2 weeks of notification of the decision. The Vice-President shall proceed to strike an ad hoc Appeals Committee whose composition shall reflect that of the Animal Care Committee (i.e., to include, at minimum, a scientist, a veterinarian, and a community representative.)
- 3.3** The mandate of the Appeals Committee shall be to approve or reject the protocol, as submitted.
- 3.4** The Appeals Committee shall have access to all documentation related to the protocol in question, and may interview members of the ACC or the appellant, as necessary.
- 3.5** Normally, the Appeals Committee shall render its majority decision to the President of the University (or designate) within one month.

4. CHAIRPERSON

- 4.1** The Chairperson of the ACC is selected in accordance with the rules governing University committees upon the recommendation of the President for a term of three years, with the possibility of renewal.
- 4.2** In the event of his or her absence the Chairperson may designate another member of the ACC to serve temporarily as Chairperson. In the event of the incapacity of the Chairperson, the Administrative Assistant of the ACC shall hold a poll of the committee members for the designation of an interim Chairperson who shall be responsible to call a meeting within 6 weeks of the interim appointment. The first item on the agenda of that meeting shall be the election by majority vote of the replacement Chairperson of the ACC, who may be any member, except a student or the person representing the community.

- 4.3** The ACC Administrative Assistant in consultation with the Chairperson is responsible for preparing minutes and agendas for the meetings of the ACC.
- 4.4** Administrative policy with respect to the relationship between the ACC and those applying for ACC approval of AUPs is the responsibility of the Chairperson.
- 4.5** Where issues of ACC policy are concerned, the Chairperson will be the public spokesperson of the ACC.
- 4.6** The Chairperson advises the applicants to the ACC and the appropriate Deans, where necessary, of ACC decisions concerning AUPs, and signs all approvals, renewals and denials of protocols and amendments to protocols.
- 4.7** The Chairperson shall ensure that the ACC maintains records of its decisions respecting AUPs in a manner satisfactory to the CCAC.
- 4.8** The Chairperson shall ensure that renewal/continuance forms for on-going AUPs are reviewed by the committee.
- 4.9** The Chairperson shall act as advisor to the President in matters of animal care and as liaison with the CCAC.

5. ANIMAL CARE CRISIS MANAGEMENT PROGRAM & PLAN

- 5.1** The Canadian Council on Animal Care requires that all institutions which use experimental animals have in place a crisis management program for their animal facilities and for their animal care and user program. This program has been developed in conjunction with the general institutional crisis management plan.
- 5.2** The term crisis is defined as being any unplanned event which triggers a real, perceived, or possible threat to the life, health or safety of animals and/or personnel, or to the institution's credibility.
- 5.3** The Animal Care Crisis Management Team consists of the following individuals:
- Senior administrator (VP Finance & Facilities)
 - University Veterinarian
 - Deans of Units in which animals are used, or their designates
 - Assistant to the Dean of Veterinary Medicine (AVC Emergency Officer)
 - AVC Director of Animal Resources
 - Chair of the Animal Care Committee
 - Communications Officer
 - Director of Physical Plant and Security Services
 - Security Officer from AVC
 - Chair of the Biosafety Committee
- 5.4** The mandate of the Crisis Management Committee follows the outline given by the Canadian Council on Animal Care, namely:
- to develop the Crisis Management Plan for the University, incorporating relevant aspects of any existing plans and recommendations from local fire and police authorities;
 - to prepare a policy statement on the care and use of animals by the institution;

- to prepare a communications plan to be used in the event of a crisis;
- to prepare a strategy to deal with crises;
- to act as the public liaison in the event of a crisis.

5.5 Crisis Management Program and Plan

The animals specified in this Crisis Management Program and Plan refer to those under the jurisdiction of the University Veterinarian; that is, animals involved in teaching, research, or testing programs at the University of Prince Edward Island. Patients of the Veterinary Teaching Hospital are not addressed although it should be noted that the administrators of the V.T.H. have developed similar plans.

5.5.1. Fire, chemical spill or explosion.

For further information refer to Emergency Evacuation Plan for AVC: October 1998

“It must be emphasized that at no time will employees or students jeopardize their own lives or the lives of other people in attempting to evacuate animals from an area where there is a fire, toxic gas or some similar form of emergency.”

Evacuation plan for animal holding areas in AVC (including the North Annex Animal Facility, the Central Animal Facility, teaching and all other research areas):

- In the event of an emergency or the alarm sounding, all persons in the animal holding areas must leave the building.
- If it is not a drill, the Emergency Officer identified in the Central Animal Facility is responsible for making contact with the Fire Department Chief who has responded to the fire alarm.
- The decision to evacuate animals rests with the Fire Department Chief.
- If a decision is taken to evacuate the animals, an emergency Officer from the Central Animal Facility will assist the Fire Department Chief in coordinating the evacuation.

For AVC, the following evacuation plan for animals has been developed:

- It is the responsibility of the Central Animal Facility Emergency Officer to maintain a list of personnel who will aid in the evacuation of animals from their areas, as directed to do so by the Fire Department Chief. This list is to be made available to the UPEI Security Department so that these individuals may be contacted in the event of an after-hours emergency.
- The Emergency Officer (or Deputy) must establish contact with the Fire Department Chief as quickly as is possible so that the decision on animal evacuation can be made.
- If the situation warrants an animal evacuation, large animals will be transferred to the paddock area, dogs evacuated on leashes, and cats removed in their cages.
- Small animals, including rodents and miscellaneous species, being evacuated from the North Annex Animal Facility, the Central Animal Facility teaching/research areas will be moved to the VTH Small Animal Clinic.
- Practicality of evacuating other species e.g. chickens, swine will be made with consideration for their safe removal without possibility of escape, and availability of a safe retaining area for the duration of the emergency.
- Animals with communicable diseases (i.e. communicable to either people or animals) are not to be evacuated and means must be taken to ensure that they do not escape during an emergency!

It is the responsibility of the Director, Animal Resources to maintain a list of on-going research projects in which animals with communicable diseases are used, as well as the room locations of such projects. This list, to include identity, population of species, and biological agents, should be updated on a monthly basis and made available to the UPEI Security Department, the Charlottetown Fire Department, and the Central Animal Facility Emergency Officer.

Names, phone numbers (work and home) and pager numbers of designated personnel are available in the Emergency Evacuation Plan for AVC and are updated regularly.

Aquatic animals in AVC - There are currently no plans to evacuate aquatic animals.

Duffy Science Facility - Currently no mammals are housed in Duffy. There are no existing plans for removal of aquatic species.

Memorial Hall Psychology Facility - A small colony of rats is housed in this building. Upon the advice of the Fire Department Chief, personnel would evacuate these animals to the AVC Central Animal Facility.

It must be emphasized that at no time will employees or students jeopardize their own lives or the lives of other people in attempting to evacuate animals from an area where there is a fire, toxic gas or some similar form of emergency.

Animals involved in teaching and research procedures at the time of an alarm or evacuation notice:

- AVC Teaching areas on Level 100 - If surgical exercises are in progress, the Emergency Officers identified for the Teaching Wing laboratories will maintain contact with the Chief Emergency Officer and will seek direction. A decision as to whether or not the surgical areas must be evacuated will be made by either the Chief Emergency Officer or Fire Department Chief, based on their knowledge of the overall situation. Once the decision has been made to evacuate these areas, the essential personnel still involved with the surgical procedures will evacuate the surgical suites. If no surgical procedures are in progress, individuals in these areas will follow the general evacuation orders as soon as patients not in surgery are under restraint. In such cases, the Emergency Officer for each surgical area must immediately inform the Chief Emergency Officer that the surgical suites have been evacuated.
- AVC Research areas on level 200 – Researchers and technicians should ensure that all animals are under secure restraint or caged. Researchers using animals on Level 200 should evacuate the building and notify the respective Emergency Officers for their area, preferably in writing, that animals remain on Level 200. Emergency Officers will contact the Chief Emergency Officer and advise the researchers regarding the safe evacuation of these animals. Researchers should make themselves available to assist with animal evacuation.

5.5.2. Natural disaster, including power failures

The AVC has a back-up power source to which essential equipment has been connected.

Animal care personnel have an informal arrangement such that one or more workers agree to stay in the facility for the duration of a severe snowstorm or during other severe weather conditions. Depending on conditions, workers living in Charlottetown may visit the facility daily. In other cases, individual researchers have responsibility for the care of their animals (e.g. fish in Duffy; rats in Memorial Hall). UPEI Security has

been provided with the names of individuals from the main campus and AVC who are to be called in the case of power outages or equipment failures.

In the event that the situation becomes significantly detrimental to the health of the animals, the University Veterinarian or Director of Animal Resources will determine the best course of action.

5.5.3. Break-in, vandalism, unauthorized removal of animals

Limited access to animal holding areas is assured through restricted issuance of keys with doors locked 24 hours a day. Routine checks are conducted by the Security staff after hours and on weekends in all buildings. In the AVC, additional security is provided through the use of a key pad security system at the main entrance (after hours, weekends, holidays) and at main entrances to animal holding areas. Security staff is present in the AVC after hours and on weekends/holidays.

Personnel encountering situations are to immediately report any incident to the University Veterinarian, the Dean/Director of the Unit and to the Director of Security.

5.5.4. Bomb threats

This policy has been developed by Security Services, University of Prince Edward Island.

Bomb threats are normally received by telephone. Should a bomb threat be received, remain calm and courteous. Do not interrupt the caller. Note as much information as possible from the caller and write it down immediately (use the Bomb Threat Telephone Checklist if possible). It is important to note the time of the call. Pass on the information to the Security Services Central Dispatch @ 0384 as soon as possible. Inform your supervisor immediately.

Security Services Staff are responsible for coordinating a response to the threat.

Should any suspicious object or packages be noticed, immediately notify Security Services Central Dispatch. Under no circumstances should personnel touch, tamper with or move a suspicious object.

If instructed to evacuate, personnel should move to designated emergency assembly point or a minimum of 200 meters from the building. Animals in the teaching/research barn or research laboratories should not be removed except by permission of Security Staff. Refer to policy for evacuation in the case of fire.

Do not re-enter the building until instructed to do so by Security Services Personnel.

5.5.5. Sit-ins, barricades, on-site negative media events

In the event of such incidents, the Security Dispatch should be called @ 0384. Security Services Staff are responsible for coordinating a response to the threat.

Also notify the Chair of the Crisis Management Committee and the appropriate Dean/Director of Unit.

5.5.6. Strike of Unionized Staff

In the event of a work interruption, lockout or legal strike, involving the Members of CUPE Local 1870, a memorandum of agreement will be developed between the Union and the Employer to identify the

positions, presently in existence and agreed to by the parties, that are required to provide essential animal care at the Atlantic Veterinary College.