

BUACC-SOP-6: SPECIFIC RESPONSE PLAN FOR ANIMAL USE

Crisis Management and Communication Plan

1. Specific Response Plan for Animal Use (SRP-A)

The Specific Response Plan for animal use (SRP-A) must always be available in spaces where animals are used.

An emergency is defined as any unplanned event that triggers a real, perceived or possible threat to the life, health, or safety of animals and/or personnel, or to the institution's credibility.

2. Crisis Management Plan

A. First Respondent Team and Crisis Management and Communication Team

It is the sole responsibility of the First Respondent Team and the Crisis Management and Communication Team to ensure proper internal communication and to establish the procedures to handle during an emergency related to animal use.

1. The First Respondent Team is composed of:
 - a. Animal Care Manager;
 - b. Health and Safety Coordinator or a Security representative.

2. The Crisis Management and Communication Team (CMC Team) is composed of:
 - a. First Respondent Team;
 - b. Research Officer and/or Research Manager;
 - c. Consulting Veterinarian;
 - d. Director of Communications;
 - e. Chair of the Animal Care Committee;
 - f. Any other relevant individuals depending on the emergency and its severity.

B. Role and Responsibility of the First Respondent Team

1. To ensure proper internal communication with other institutional emergency responders;
2. To establish the type of interventions to apply;
3. To establish the types of reactions that might occur based on the emergency situation;
4. To contact and involve members of the CMC Team when necessary;
5. To involve additional individuals depending on the emergency, its severity and impact on the institution.

3. Communication Plan

A. Procedure to respond to a request for information pertaining to animal care and use from the media, individual, or groups

It is the responsibility of the Director of Communications or members of the senior administration, in consultation with the CMC Team, to provide information to the media. Other members of the Bishop’s community must:

- a. Not provide information;
- b. Tell the person that their request will be redirected to the appropriate person;
- c. Note the name, phone number, and the urgency of the request;
- d. Contact Bishop’s University’s Director of Communications at 2840;
- e. For request outside regular hours, contact Security at 2711.

B. Procedure pertaining to an animal incident for the CMC Team

1. Provide the Director of Communications and members of the senior administration with all the information pertaining to an incident that can have media repercussions;
2. It is the responsibility of the Director of Communications or senior administration to provide information to the media.
3. If needed, a specific statement will be made available to be released by the Director of Communications:
 - a. Lay summary of the research program as a whole;
 - b. Its benefit to society or animals;
 - c. Explanation of the need to use animals.

4. Post-Incident Report

1. A report by the First Respondent Team must be sent no later than 2 weeks after a crisis incident to the CMC-Team and the Research Office on the causes and the details of the incidents that took place and the manner in which the response was organized.
2. The report should include recommendations if necessary to improve the SRP-A.
3. The Research Office must bring the report to the ACC attention at its next meeting.

5. Post-Incident Assessment

The CMC Team will assess the post-incident report and if needed will make modifications to the SRP-A.

6. Contact List

The contact list is to be kept up to date by the Health and Safety Coordinator. An updated list should be made available to the CMC Team, the Security Office, and the Research Office.

7. SOP Revision History

These Standard Operating Procedures were revised and updated in May 2019.

**STRATEGIC RESPONSE PLAN FOR INCIDENT RELATED TO ANIMALS USE
IN RESEARCH OR TEACHING EXERCISE**

SECURITY SERVICES PROCEDURES

<p align="center">SICK OR INJURED ANIMAL</p> <ul style="list-style-type: none"> • Call the animal care manager or the consulting veterinarian; • If no one responds, from the Animal contact list reach one of the persons listed, in order of priority. 	<p align="center">FLOOD</p> <ul style="list-style-type: none"> • Follow institutional procedures; • Call one member of the First Respondent Team; • If no one responds, from the Animal contact list reach one of the persons listed, in order of priority. 	<p align="center">EQUIPMENT FAILURE</p> <ul style="list-style-type: none"> • Call one member from the First Respondent Team; • If no one responds, from the Animal contact list reach one of the persons listed, in order of priority.
<p align="center">POWER OUTAGE</p> <ul style="list-style-type: none"> • Follow institutional procedures; • Call one member from the First Respondent Team; • If no one responds, from the Animal contact list reach one of the persons listed, in order of priority. 	<p align="center">WATER OUTAGE</p> <ul style="list-style-type: none"> • Follow institutional procedures; • Call one member from the First Respondent Team; • If no one responds, from the Animal contact list reach one of the persons listed, in order of priority. 	<p align="center">BREAK-IN, VANDALISM</p> <ul style="list-style-type: none"> • Follow institutional procedures; • Call one member from the First Respondent Team;
<p align="center">REDUCED WORKFORCE OR DEMONSTRATION</p> <ul style="list-style-type: none"> • Follow institutional procedures; • Refer to collective agreement in case of a strike or labor issue; • Call one member from the First Respondent Team; • If no one responds, from the Animal contact list reach one of the persons listed, in order of priority. 	<p align="center">THREATS OR VIOLENCE</p> <ul style="list-style-type: none"> • Follow institutional procedures; • Call one member from the First Respondent Team. 	<p align="center">REQUEST FOR INFORMATION</p> <ul style="list-style-type: none"> • Do not provide information; • Tell the person that their request will be redirected to the appropriate person; • Note the name, phone number, and the urgency of that request; • Call the Director of Communications and one member from the First Respondent Team.
<p align="center">LOCATION OF ANIMALS ON CAMPUS</p> <p>There are currently no animals housed on Bishop’s University’s campus.</p>		