

Procedure: IACUC-15
Date: September 19, 2019
Enabled by: PHS/USDA
Supersedes: May 5, 2016

**UC Davis
Institutional Animal Care and Use Committee (IACUC)**

Title: *UC Davis Animal Care Program Incident and Emergency Reporting Policy*

I. Purpose:

To establish the UC Davis policy for the appropriate line of communication between animal facility staff, the Attending Veterinarian (AV), the Institutional Animal Care and Use Committee (IACUC), the Institutional Official (IO), and other University officials of vital and important information in the event of an emergency or reportable event.

II. Policy:

To ensure an appropriate and timely response in the event of an **animal-related emergency** or reportable event, such that all the key animal care and use program oversight members are informed and can initiate appropriate follow-up actions. The key team members include the IACUC Chair, the IACUC Director and Assistant Director, the Attending Veterinarian, the Facility Managers, and the IO.

III. Procedure:

A. Covered Events

While it is not possible to predict the exact nature or timing of an emergency or reportable event, certain situations rise to a level of importance that requires immediate communication that could occur after regular hours (e.g., evenings, weekends, and/or holidays). These include events where:

1. An incident where significant impact on animal welfare has occurred.
2. An incident has not yet occurred but there is a real threat for an adverse impact to animal welfare and prudent mitigation actions may be necessary. Examples are widespread or extended power outages, flooding, or building damage due to severe weather.
3. An incident that has great potential for adverse public media attention.
4. An issue is reportable to OLAW, USDA or another regulatory agency.

B. Reporting

Facility managers have the responsibility of reporting such events to the IACUC Office or the AV. The IACUC Director will be responsible for notifying key team

members of such events as outlined above at any hour of any day. It is possible, however, that due to the nature of the event, the AV or another team member, may be aware of an emerging event before the rest of the team. In this circumstance, it will be the responsibility of the first team member to inform the IACUC Director who will in turn inform the other team members.

- The IACUC Director will notify the IACUC members either by electronic mail, at the next IACUC meeting or, if needed, a specially convened meeting.
- The IO will determine if other University officials should be informed and make those contacts as needed.
- The IACUC Director will maintain an updated list of contact information for each team member and distribute as changes necessitate.