



Title	Continuity of Care
Policy Number	IACUC SOP P-0029
Original Approval Date	October 20, 2016
Revision Date / Author Initials	July 21, 2022 / IACUC subcommittee
Revision History Dates	10.20.16
Authorized by	IACUC

I. OVERVIEW

This SOP describes the process for maintaining continuity of animal care that will be used in the event of an extended absence of full-time animal care staff in the HP Vivarium and other CMU animal facilities where full time animal care staff provide support. This procedure may be used as guidance for addressing similar extended absences of animal care staff at other CMU animal facilities.

II. DEFINITIONS

Emergencies – For the purpose of these procedures, emergencies are any unplanned events that significantly disrupt operations within a facility, cause the facility to close, cause physical or environmental damage, or cause death and/or injury to the animals.

Essential Personnel – In the context of the Animal Program, the determination of who constitutes essential personnel lies with the Vice President for Research and Innovation (VPRI). The VPRI has designated animal facility managers, their staff, and investigators who need to maintain stocks or continue ongoing studies as essential. See attached memo.

ORC: Office of Research Compliance – designed to prevent, find, and remediate problems in research compliance. This is done in conjunction with the Seven Elements of an Effective Compliance Program developed by the federal government (and available on the CMU IACUC website).

III. GENERAL PROCEDURES

A. When execution of this plan is required, act according to these three priorities, in order:

1. Ensuring the safety of staff, researchers, students and other people;
2. Ensuring the health and welfare of animals used for research and teaching;
3. Ensuring that research animals on study are maintained such that data from these animals is useable.

B. Notify relevant personnel.

1. If facility staff are available during an emergency, a member of the staff will serve as vivarium manager. In case facility staff are unavailable, identify faculty or other essential personnel who may serve as temporary vivarium manager.
2. In the event of a long-term emergency, core breeding operations will be suspended unless authorized by the facility manager.

- C. Observations: During emergencies, if possible, the Office of Research Compliance will conduct periodic observations to ensure that animals are receiving humane care, and that humane end point criteria are being followed as described in the relevant IACUC approved protocol(s).
- D. Training Activities: Suspend training activities normally conducted by full time animal care staff until the emergency is over. In the event of a long-term emergency, the ORC will work with individual faculty to determine if alternative training is available for their staff and students.

IV. FACILITY-SPECIFIC PLANS

- A. Develop Emergency Response Plans specific to your facility. Develop separate plans for short term and extended emergencies.
- B. Use the associated Planning Template to construct Facility Specific Plans.
- C. Post the Facility Specific Plan in at least one prominent (physical) location within the facility.