



Title	Animal Facility Security Concerns SOP
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Authorized by	IACUC

I. PURPOSE

To define a set of common procedures for addressing security concerns at CMU animal facilities. This Institutional Animal Care and Use Committee (IACUC) SOP also describes guidance for research and animal care and use personnel handling situations arising away from the animal facility but related to their work with animals.

II. GENERAL INFORMATION

- A. Animal facility managers, or designee(s), will conduct periodic review of facility access to remove inactive personnel each semester (e.g., by emailing inquiries to facility Principal Investigators)
- B. Animal facility entrances should be discreet and may not have identifiable postings or signage indicating the presence of animals in the area.
- C. Do not provide animal facility access to individuals unless they have an appropriate need to enter the vivarium.
 1. Do not permit individuals to “piggy back” without knowledge of approved access and/or proper scanning of access device where appropriate.
 2. All visitors must be escorted by individuals who have been granted access to the area.
 3. Refer to the Vivaria Access: Visitor’s Policy ([5-10](#)) for additional information.
- D. Refer to these additional University Policies and Guidance that include concerns not specifically identified in this SOP:
 1. Workplace Violence Policy ([3-2](#))
 2. Weapons Policy ([3-5](#))
 3. Sexual and Gender-Based Misconduct Policy ([3-39](#))
 4. Active Assailant/Shooter, Bomb Threat, Suspicious Items – See the University’s SOPs on the Get Ready and Take Action page: <https://www.cmich.edu/about/emergency-management/get-ready-and-take-action>.

III. PROCEDURES

- A. Unauthorized CMU Personnel (e.g., student, other): If CMU personnel who haven’t been approved for independent vivarium access accesses the vivarium, contact the Principal Investigator overseeing the research project and the Assistant Director of the Office of Research Compliance.

B. Unidentified or Unknown individuals:

1. If the individual appears lost or non-threatening, one may ask them for identification or direct them toward their intended destination/away from the animal facility. However, caution is always warranted, even if the individual appears innocuous. If you have any doubts, consider the unknown individual's entry/attempted entry into the vivarium a serious concern.
2. If the individual seems to present any level of safety risk to the facility or personnel, or if you are not comfortable approaching them, then,
 - a. Ensure your safety – go to a safe location.
 - b. Contact the CMU Police Department immediately at 989-774-3081. Notification can be made at this number 24 hours a day, 365 days a year.
 - c. Contact other key personnel as needed, all phone numbers are listed on the reporting research concern or emergency phone lists, including the veterinarian.

C. Photographs or Video Recording:

1. For the purposes of this policy, photographs include still digital images or traditional film based photographic images.
2. Photographs or video recordings may not be obtained within the animal facility without prior approval from the Principal Investigator, Facility Manager, or the Veterinarian(s), or as described in an IACUC-approved protocol.
 - a. The Principal Investigator should communicate their approval to the Facility Manager or the Veterinarian(s).
 - b. If the Principal Investigator or research personnel have any questions or concerns regarding this process, they should be discussed with the Facility Manager or the Veterinarian(s).
3. Photographs or recordings of animals, gross anatomical tissues, personnel, or facilities taken by the researcher, veterinary, or animal care staff may be used only for technical training, diagnostic, research, teaching, compliance, or publication purposes.
4. Prior approval is not required when performed by compliance or government inspector personnel.

D. Suspicious packages: If suspicious packages are seen near or in an animal facility:

1. Do not attempt to handle an unidentified package.
2. Notify fellow animal facility workers and/or the facility manager of your concern.
3. Contact the CMU Police Department. Additional guidance is provided by CMU on the Get Ready and Take Action page: <https://www.cmich.edu/about/emergency-management/get-ready-and-take-action>.

E. Protests/protesters:

1. Do not interfere with or confront protesters.
2. Inform the CMU Police Department and the Facility Manager of any protest that is occurring near a CMU animal facility.
3. The Facility Manager will then notify the IO, IACUC Chair, and research investigators.

F. Animal care and use personnel confronted or harassed:

1. If you are confronted or harassed off campus because of your work with animals, first contact your local police department and then inform the CMU Police Department so that they are aware of the situation.

2. If you are harassed via social media because of your animal care and use activities at CMU, do not engage with the individual. Contact the CMU Police Department.
3. If you are on campus but not at the animal facility, contact the CMU Police Department.
4. Regardless of whether you are certain that a confrontation/harassment is related to your animal-related activities, if you feel your safety or security is threatened contact the police.

G. Notifications:

1. Upon receipt of information regarding the possibility of a security concern in the university animal care and use program, the animal facility manager shall notify:
 - a. CMU Police Department (if not already notified)
 - b. Affected Principal Investigators, where appropriate
 - c. Institutional Official
 - d. IACUC Chairperson
2. The IO is responsible for notifying university administration, where appropriate.
3. The IACUC Chairperson will notify IACUC Committee members, where appropriate.

H. Investigations: Following an investigation of a reported incident by the CMU Police Department, the Facility Manager will forward a written report to the following individuals, which will include any official report or details obtained from the CMU Police Department and any additional information related to the situation:

1. Director of Research Compliance
2. Institutional Official
3. IACUC Chairperson

Reports will be discussed within the IACUC and will be included in the Annual Report to the Office of Laboratory Animal Welfare.