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Purpose / Scope

The purpose of this policy is to outline the roles and responsibilities of institutional stakeholders involved in crisis response specific to animal holding and procedure areas associated with animal-based science activities that take place within Laboratory Animal Facilities, Extra-Vivarial Spaces and Field locations at Western and affiliates.

Rationale

Section 10. of *CCAC's policy statement for senior administrators responsible for animal care and use programs*[1] states *"*the institution and its ACC must have in place a crisis management program for…the animal care and use program in conjunction with any general institutional crisis management plan(s)"*[2].

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[1] Canadian Council on Animal Care. Policy statement for senior administrators responsible for animal care and use programs. Retrieved 06MAR2023 from https://ccac.ca/Documents/Standards/Policies/Senior_administrators.pdf

[2] Canadian Council on Animal Care. Policy statement for senior administrators responsible for animal care and use programs. P. 9. Retrieved 06MAR2023 from https://ccac.ca/Documents/Standards/Policies/Senior_administrators.pdf

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Policy

Those responding to crises that take place where live animals are held and/or used for animal-based science activities must follow:

- Institution-specific crisis response policies and procedures, and

- For those working at Western, *Western's Crisis Management Program for Animal Holding / Procedure Areas and Field Locations* (ADM-SAF-501), or

- For those working at Lawson, *Lawson LHSC SJHC Disaster plan.*

Responsibilities and Authorities at Western University

Western's Emergency Operations Control Group (EOCG)

Western's EOCG must fulfill its mandate as outlined in Section 1.8.6 of the [Master Emergency Response Plan](#) . EOCG priorities are to:

- Support Incident Command. functions or activities such as notifications, public information, media relations, resource acquisition, employee call in, record keeping, etc. are best handled by the EOCG.

- Monitor, Inform and Alert. The EOCG must give and receive information. The EOCG undertakes intelligence gathering to identify potential risks or problems and provide prompt notification to managers, employees, and related organizations. The EOCG also ensures that members of the Western community, as well as external stakeholders and agencies, know about the emergency and Western's response.

- Verify and Document Response. The EOCG must create a mechanism to verify the steps taken to respond to the emergency, preserving a record of the actions taken to protect employees, infrastructure, animals, research, and the overall corporate interests. The EOCG pursues "best practices" by documenting information received and the steps taken.[3]

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[3] Western University. Master Emergency Response Plan. 1.8.6 Retrieved 23NOV2022 from
https://www.uwo.ca/campussafety/pdf/resources/EmergencyResponsePlan.pdf

Western's Emergency Response Team (ERT)

Western's ERT must fulfill its mandate as outlined in Section 1.8.2 of Western's Master Emergency Response Plan, ERT's priorities are to:

- Protect persons, property, research, and information during the emergency. This means working as a team to ensure an appropriate response to the emergency, including provision of personnel, equipment and resources, compliance with statutory obligations and related Western policies and procedures.

- Coordinate emergency responders; liaise with external emergency services personnel.

- Have the EOCG assembled when required.

- Set up and maintain the Emergency Operation Centre.

- Bring the emergency incident to a conclusion to allow normal activity to resume.

- Manage the emergency incident(s)[4].

Responsibilities and Authorities at Lawson

As Lawson is the research department within the respective hospital spaces, Lawson and hospital resources are utilized to effectively manage any crisis situation. This team is responsible to then inform and utilize any of the required Lawson administrative departments as well as the relevant hospital resources. The list below shows the Lawson vivarium team representation as well as the Lawson and Hospital resources that should be utilized depending on the crisis. During any crisis the hospital wide Emergency Response Codes are utilized.

- Lawson Vivarium Team
  - SJHC Facility Supervisor
  - VRL Facility Supervisor
  - MMC Vivarium Supervisor
  - Lawson Facility Manager
- Lawson Administrative Resources
  - COO
  - Facilities Department
  - Health and Safety Department

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[4] Western University. Master Emergency Response Plan. 1.8.2 Retrieved 23NOV2022 from https://www.uwo.ca/campussafety/pdf/resources/EmergencyResponsePlan.pdf

- o   Communications Department
- Hospital Resources
    - o   Security Departments
    - o   Facilities Departments
    - o   Privacy and Risk Departments
    - o   Emergency Management Teams
    - o   Occupational Health and Safety Teams

Responsibilities and Authorities in All Areas

Western's Animal Research Crisis Management Team (AR-CMT)

Western's AR – CMT must provide senior-level oversight of the animal research crisis response program. Priorities are to:

- Ensure all related crisis management plans and responses align with external and internal requirements, e.g., CCAC (Canadian Council on Animal Care), OMAFRA (Ontario Ministry of Agriculture, Food and Rural Affairs), PHAC, Western's ERT and EOCG.
- Engage the Western's Emergency Response Team (ERT) and Western's Emergency Operations Control Group (EOCG), as appropriate,
    - o   Engage equivalent roles at Lawson, as applicable.
- Review ADM-SAF-501 (*Western's Crisis Management Program for Animal Holding & Procedure Areas and Field Locations*) minimum every three years.
- Provide direct support to the AECP – CRT and AA – CRT(s) impacted by an emergency during and following an emergency, as requested and/or required, and
- Following a major emergency impacting personnel or animals and at the request of the Animal Ethics and Care Program (AECP) Crisis Response Team, organize a meeting no later than four weeks after the advent of an emergency incident to review the impacts, causes, and responses.

Animal Ethics and Care Program Crisis Response Team (AECP – CRT)

The AECP-CRT must provide real–time leadership support in response to emergencies involving animal care, and support crisis planning and response. Priorities are to:

- Apply institutional directives to animal operations,

- Initiate actions in keeping with the Crisis Response Level (See ADM-SAF-501 Appendix 1 – Crisis Response Levels),

- Assess needs in animal operations,

- Assess risk to humans and animals,

- Develop and distribute associated action plans and communications, and

- Regularly review *Crisis Response Scenario Records* (FRM-022), provide recommendations, ensure follow-up by AA-CRTs / others, and notify the AR-CMT of concerns arising from reviews.

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Animal Area Crisis Response Teams (AA – CRT)

The AA-CRT must prepare for and respond to real-time, on-the-floor emergencies. AA-CRTs will form before a crisis occurs to respond in a timely manner. Priorities are to:

Mitigation & Preparedness – Prior to a crisis:

o   Identify potential risks – situations that may be considered likely – to pose threats to human or animal life, property, and the environment.

o   Develop and test plans with institutional subject matter experts to eliminate or reduce long-term risks. Use the *Crisis Response Scenario Record* (FRM-022) to develop, centrally store, and make readily available to the applicable AA-CRT and AECP-CRT area-level crisis response plans with reference to *Crisis Response Mock Crisis Scenarios* (FRM-021),

o   Review at minimum annually the *Quick Guide – Emergency Procedures for Animal Areas* (FRM-020) to ensure contact information remains current. Update door signage throughout the area and provide written AA – CRT contact information to CSES (Campus Safety and Emergency Services) / Lawson Administration. Lawson administration will update the following: Hospital Security Departments, Hospital Facilities Departments and Lawson Facilities Departments

o   Maintain up-to-date area-specific space maps, contact lists (staff and researchers and their staff), emergency supplies lists, and related procedures.

o   On an ongoing basis, ensure that CSES has records of specific procedure rooms where staff may be permitted to remain with the animals during an emergency fire alarm (shelter in place), as per institution-specific SOPs.

o   At a frequency proportional to the complexity of the area and minimum annually, undertake mock crisis scenarios per the area-specific *Crisis Response Scenario Records* developed (FRM-022) as well as institution-specific preparedness practices, and

o   Minimum annually provide training to AA-CRT members and applicable staff and/or area users on emergency procedures as outlined within institution specific SOPs and associated documents, e.g., *Crisis Response Scenario Records* (FRM-022).

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Response – During a crisis:

o Provide front-line immediate response during and directly after a crisis associated with your area to:

o Priority 1 - Save human lives,

o Priority 2 - Minimize harm to animals,

o Priority 3 - Safeguard research, critical records, valuable and irreplaceable materials, and

o Priority 4 - Secure critical infrastructure, facilities and protect the environment.

o Ensure timely communication with applicable institutional emergency response teams per directives in this SOP and in alignment with institutional and AECP Crisis Response Team (AECP-CRT) directives.

Recovery & Analysis – Following a crisis:

o Use the *Crisis Response Scenario Record* (FRM-022) to document the crisis and send to the AECP-CRT via aecp@uwo.ca within four weeks of occurrence.

o Should the crisis have identified serious immediate and/or long-term risk to personnel and/or property and/or the environment, immediately notify institutional emergency response teams, as outlined within Western's [Master Emergency Response Plan /](#) Lawson LHSC SJHC Disaster plan.

o Review and update related *Crisis Response Scenario Records*, as needed, and make readily available to the AECP-CRT (aecp@uwo.ca) and area-specific AA-CRT.

Crisis Response Teams Membership

Western's Emergency Operations Control Group (EOCG)

Western's EOCG consists of:

- VP, Operations and Finance/EOCG Chair*
- AVP, Facilities Management*
- AVP, Human Resources*
- AVP, Institutional Planning & Budgeting*
- Vice Provost, Academic programs*
- Associate VP, Student Experience*
- Registrar*
- AVP, Housing and Ancillary Services*
- AVP, Research*

- AVP, Financial Services*
- Chief Communications Officer, Western Communications*
- Director, Campus Safety and Emergency Services (CSES)*
- Director, WTS (Western Technology Services) Application Services*
- Director, WTS Cyber Security and Business Services*
- Director, WTS Infrastructure Services*
- Manager, Emergency Management & Continuity of Operations
  *or designate

Western's Emergency Response Team

Western's ERT consists of:

- Director, Campus Safety and Emergency Services
- Manager, Fire Safety
- Director, Health, Safety and Well-being*
- Executive Director, Facilities Operations*
- HazMat Team Leader*
- Manager, Emergency Management & Continuity of Operations*
- Operations Leader, Western Special Constable Services

  *or designate

Lawson's Vivarium Team

Lawson Vivarium Team consists of:

- SJHC Facility Supervisor
- VRL Facility Supervisor
- MMC Vivarium Supervisor
- Lawson Facility Manager
- Lawson COO

Animal Research Crisis Management Team (AR – CMT)

The AR – CMT consists of:

- ACVS Executive Director
- Institutional Veterinarian
- Animal Care Committee Chair, or Vice Chair
- Vice President (Research) and/or Associate Vice President (Research)
- Director, Research Ethics and Compliance*
- Chief Communications Officer, Western Communications *
- Director, Campus Safety and Emergency Services*
- Executive Director, Facilities Operations *
- Lawson Manager, Research Infrastructure & Vivarium Services

*or designate

Animal Ethics & Care Program (AECP) Crisis Response Team (AECP – CRT)

The AECP – CRT consists of:

- ACVS Executive Director
- Institutional Veterinarians – Research Support and Compliance
- Animal Care Committee Chair and Vice Chairs
- Director, Research Ethics and Compliance, or designate
- Animal Research Safety Consultant, or institutional designate
- ACVS Operations Manager
- Lawson Operations Manager
- Office of the ACC

Animal Area Crisis Response Teams (AA – CRT)

AA – CRTs consist of:

- Animal holding / procedure area supervisor(s) and/or manager
- Institutional Veterinarian, or Animal Health Technician, as available
- Animal Care Technician(s) or Researcher Staff/Student(s)
- Building supervisor(s), as applicable

References

Canadian Council on Animal Care's:

- Terms of Reference for Animal Care Committees (2006)
- Policy for Senior Administrators Responsible for Animal Care and Use Programs (2008)

Western University's Master Emergency Response Plan (2022)

Lawson Health Research Institute Disaster Plan (2024); Appendices 1-5

Animal Care Committee

- Western's Crisis Management Program for Western's Animal Holding/Procedure Areas & Field Locations (ADM-SAF-501)

Revision History

Version	Date	Description of Changes	Authors
00	13-04-2023	New Policy	LT, BW, SD, TAC
01	08-08-2024	Updates made to affiliate-specific information	LT, LE, DC, SD