**Contingency Planning for Individual Animal Research Laboratories**

*The Office of Research and Innovation along with ULAR and the IACUC encourage you to develop individual contingency plans for possible disruptive scenarios that may affect the animal care and research in your laboratory.*

*We are requiring each laboratory to complete the questions under* ***Contact Information*** *and* ***Investigator Provided Animal Care*** *and upload them to the documents tab on your lab page or to the ULAR page on Bioraft (*<https://drexel.bioraft.com/>)*. You may also email your plans directly to Carolyn Reneski at* *chr43@drexel.edu**. .*

*We strongly recommend that you discuss and develop plans based upon the scenarios under the Limited Transportation,* *Limited Research/Facility shutdown, and Critical Supplies sections. While contingency plans under this section are not mandatory, they will help ULAR staff to assess the most effective method to continue to uphold the highest standard of animal welfare while maintaining strong research standards should any such scenario occur. The questions, considerations, sample table, and flow chart are designed to act as a guide as you map out different scenarios.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Contact Information**

*Essential Laboratory Personnel Contact Information (Please fill out for all lab members responsible for animal care) Should a building be closed to the public, these people should be given access to the building:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Phone Number** | **Alternative Phone number** | **Email address** |
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**\*Investigator Provided Animal Care:**

If a lab member is unable to make it into the animal facility in order to deliver the investigator-provided care described in your protocol due to transportation shutdowns, care for sick family members, closure of schools, etc, describe the steps they should take:

Considerations

* Triage list of contacts
* Are there other lab groups who may be able to provide this care
* Short and long term coverage/ availability

If all personnel are unable to deliver the investigator-provided care described in your protocol, please describe who will provide essential care or, if necessary, humane euthanasia. Please include how you will contact any alternative caregivers, including ULAR. List all locations where your animals are housed (campus and room numbers) and include how ULAR or the alternative caregivers will be able to access any animals in satellite housing locations.

In the unlikely event that ULAR staff are unable to make into work in an emergency, please provide the contact information of any laboratory personnel that would be willing to help with animal care and husbandry below:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Phone Number | Email Address | Current Role |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*The ORI, ULAR, and the IACUC recommend that you discuss and develop plans based upon the following scenarios. While these individualized contingency plans are not mandatory, they will help ULAR staff to assess the most effective method to continue to uphold the highest standard of animal welfare while maintaining strong research standards should any such scenario occur.*

**Limited Transportation:**

If public transportation becomes limited or closed, please describe the how your lab will deliver the investigator provided animal care:

Considerations:

* What investigator provided care is essential
	+ If essential care is unable to be provided, how will this be reported to ULAR and the IACUC
* Which lab members are responsible for providing this care
	+ What type of transportation will each lab member use (Ridesharing, Parking)
* Are there other lab groups who may be able to provide this care
* Scheduling of care

**Limited Research/Facility shutdown**

Please describe the steps you will take should the facility be shutdown due to limited animal care personnel or city-wide quarantine:

Considerations:

* Which animals can be culled to reduce colony size
* What experiments can be delayed/ halted
* Which animals are critical and irreplaceable
* Which animals can be replaced should euthanasia be required
* Which animals should be euthanized if care cannot be provided
* Are there volunteers who could take over animal care?
* When should experiments be delayed?

**Critical Supplies:**

If a critical pharmaceutical agents or supplies become unavailable due to shortages, please describe the steps you would take:

Considerations:

* Quantity on hand
	+ Triage of experiments
	+ Delay experiments
* Potential alternatives for the pharmaceuticals you currently use
* Consider ordering an extra supply while available
* Timepoint of the experiment (how you will plan before experimental start vs midpoint of experiment)

**Sample Scenario Flowchart**

*Septa becomes inoperable*

*Essential Animal Care*

Experiment A

Experiment B

Experiment C

* Rats need bladders expressed every 12 hours
* Post-Op pain meds provided every 12 hours

Normal ULAR Care

Lab Staff can commute via rideshare

Lab Staff unable to commute

Lab Staff A, B C Responsible Parties

Under seven days- experiments postponed

Animal Care and Experiments will continue as usual

Over seven days- experimental animals humanly euthanized, breeding colony kept at maintenance

Unable to commute

Commute via ride-share

Drive and park in G lot

PI to contact labs 1, 2,3 to find available staff

No Alternative staff

Alternative staff available

Animal Care and Experiments will continue as usual

Animal Care unable to be provided - PI will have animals requiring specialized care humanly euthanized

Animal Care will continue as usual, but experiments will be postponed

**Sample Table:**

*Scenario: Lab Member is unable to attend work due to illness*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Responsibilities** | **Communication** |
| **Personnel** | **Trigger Point** | **Action:** | **Timeline** | **Reports to:** | **When to report:** |
| *Lab member* | *Lab member is unable to provide animal care due to illness* | *Contacts other lab members to find coverage, if no coverage, contacts PI to inform* | *ASAP, no later than 1 hour after shift start* | *PI* | *If no coverage is located within 1 hour of shift start* |
| *Principal Investigator* | *All lab members are unable to administer animal care* | *Attempt to provide animal care, if unable contact ULAR directly*  | *As soon as the determination is made that animal care will be unavailable*  | *ULAR*  | *ASAP, no later than 1 hour after being informed of scenario* |