

# Animal Incident Report Instructions

Incidents that may have compromised the health or safety of an animal must be reported. Some examples of incidents include

- unplanned mortality,
- unplanned euthanasia,
- major injury or disease outbreak
- repeated occurrences of minor injuries of the same nature

Incidents must be reported within 48 hours of occurrence by completion of the ACC Incident Report.

When an Animal Incident occurs, protocol personnel should:

- Promptly inform the primary researcher and/or instructor for the protocol if he/she is not present.
- Promptly contact the consulting veterinarian for advice for animal care if needed.
- Retain any animal carcasses until consultation the Veterinarian,
- Conduct an initial investigation of the nature and possible causes of the Incident, in consultation with the ACC veterinarian and ACC coordinator. In the case of animal death for unknown reasons, necropsy should be considered.
- Develop a plan of action to treat ill or injured animals (if applicable) and to prevent reoccurrence of the Incident; again, this should be done in consultation with the ACC veterinarian or ACC Coordinator.
- **Submit the Animal Incident Form to ACC Coordinator via hand delivery or e-mail [vwalker@yukonu.ca](mailto:vwalker@yukonu.ca)**
- Information should be submitted within 48 hours of the incident, even if the researcher/instructor and/or final plan of action are not yet complete. The Initial Report should include whatever is known about the incident and any preliminary plans to treat animals and to prevent reoccurrence. This may include temporary halting or altering procedures until the incident has been more fully investigated.
- If the initial report contains complete information on the Incident and Plan of Action, no further reporting is required, but the form should be submitted and signed by all parties listed on form.
- A follow up report must be submitted if the initial report was incomplete with regards to either the nature of the incident or the Plan of Action. The follow-up form should be submitted as soon as the investigation is completed and the Plan of Action is developed, and should be signed by the primary instructor/farm manager and Dean/Director. The report should include the Plan of Action for any continuing treatment and to prevent recurrence of the Incident.

**Questions about these procedures should be address to the ACC Coordinator ([vwalker@yukonu.ca](mailto:vwalker@yukonu.ca)) or ACC Chair ([tstehelin@yukonu.ca](mailto:tstehelin@yukonu.ca)).**