Animal Care Committee
Procedures for Sick Animal Response PROC-009A
Sick Animal Diagnosis & Intervention Planning – STEP 1

GO TO SICK ANIMAL INTERVENTIONS FLOW CHART – STEP 2

Directed Animals

Sick Animal Identified

Directed Animals

Designated Animals

If Critical Animal, immediately call ACVS Veterinarian - 519-661-2195
Identify Cage/Animal with Orange Flag

If Critical Animal, immediately call institutional SAR Designate
Identify cage/animal with Purple Flag

If Non-Critical Animal, initiate a SAR record; contact ACVS Veterinarian and PI Emergency Contact
Identify Cage/Animal with Orange Flag

If Non-Critical Animal, initiate SAR record; contact ACVS Veterinarian and PI Emergency Contact
Identify Cage/Animal with Orange Flag

Following examination & with reference to the AUP, ACVS Vet (or Designate) attempts to consult with PI & Facility Supervisor or their designates

Following examination & with reference to the AUP, ACVS Vet (or Designate) attempts to consult with PI & Facility Supervisor or their designates

If PI/designate is not readily available for consultation, ACVS Vet to proceed with intervention

If PI/designate is readily available, PI & ACVS Vet consult on best course of action for animal

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SAR Designate in conjunction with PI / AC Staff to provide ongoing monitoring in accordance with the AUP and with veterinary oversight

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Follow the AUP & related monitoring sheet, record abnormalities on the SAR Animal Health Record & relay details to Vets (acsvet@uwo.ca) c.c. facility-specific SAR email

Follow the AUP & related monitoring sheet, record abnormalities on the SAR Animal Health Record & relay details to Vets (acsvet@uwo.ca) c.c. facility-specific SAR email

If PI/designate is not readily available for consultation, SAR Designate to proceed with intervention as per ACVS Veterinarian instructions

If PI/designate is readily available, PI & SAR Designate (+/- ACVS Veterinarian) consult on best course of action for animal

SAR Designate (and/or ACVS Veterinarian) contacts PI & Facility Supervisor/designates to consult on best course of action for animal. Implement AUP-approved humane intervention and early euthanasia endpoints

If PI/designate is not readily available for consultation, SAR Designate to proceed with intervention as per ACVS Veterinarian instructions

If PI/designate is readily available, PI & SAR Designate (+/- ACVS Veterinarian) consult on best course of action for animal

SAR Designate (and/or ACVS Veterinarian) contacts PI & Facility Supervisor/designates to consult on best course of action for animal. Implement AUP-approved humane intervention and early euthanasia endpoints

Approved: 13MAY2021
Treatment or euthanasia plan as appropriate to the animal’s health status (see PROC-009A Diagnosis & Intervention Planning - STEP 1)

Directed Animals

If Critical Animal

ACVS Vet or SAR or other veterinary Designate, as directed by the Vet, to provide immediate humane intervention(s) (including euthanasia)

Document observations & actions on SAR Animal Health Record. Send email record to all involved stakeholders, including ACVS Vet, of actions taken and related observations

If animal is treated, ACVS Vet to ensure regular follow-up monitoring and treatments, as required

If Non-Critical Animal

ACVS Vet, SAR or other veterinary Designate, as directed by the Vet, to administer humane intervention(s).

SAR Designate to follow SAR Algorithm

Document observations & actions on SAR Animal Health Record.

Send email record to all involved stakeholders, including ACVS Vet, of actions taken and related observations

ACVS Vet to ensure regular follow-up monitoring and treatments, as required

Designated Animals

SAR or other Veterinary Designate to administer humane intervention(s) outlined within SAR Algorithm or as directed by an ACVS Veterinarian

Document observations & actions on SAR Animal Health Record & send email record to all involved stakeholders, including ACVS Vet, of actions taken and related observations

SAR Designate to ensure regular follow-up monitoring and treatments, as required

GO TO ANIMAL MORBIDITY / MORTALITY LOGS FLOW CHART – STEP 3
Animal Care Committee
Procedures for Sick Animal Response PROC-009C
Animal Morbidity & Mortality Reporting – STEP 3

**Animal Morbidity**
- Inform ACVS Vet, AC Facility Supervisor, PI / Designate via facility-specific SAR email of all sick animals - Def A
  - If identified by or communicated directly to Facility Staff - AC Supervisor to record detail in facility-specific morbidity / mortality log
  - If not identified by or communicated directly to Facility Staff - PI to record detail in distinct log that is readily available to the ACC or designates
- AC Facility Supervisor to provide YTD morbidity/mortality log to PI & ACC on a monthly basis

**Animal Mortality**
- Immediately inform ACVS Vet, AC Facility Supervisor, PI / Designate via facility-specific SAR email
  - If identified by or communicated directly to Facility Staff - AC Supervisor to record detail in facility-specific morbidity / mortality log
  - If not identified by or communicated directly to Facility Staff - PI to record detail in distinct log that is readily available to the ACC or designates
- AC Facility Supervisor to post YTD mortality log to ACC via OWL on a monthly basis
- PI / Facility Supervisor to hold body for Post Mortem, unless otherwise directed by an ACVS Vet
- Post Mortem performed by ACVS Vet or designate (e.g. PI) Results shared with PI / designate / AC Supervisor

*Follow Sick Animal Diagnosis & Intervention Flow Charts - Steps 1 & 2*
# Sick Animal Response Procedures for VETERINARY DESIGNATED Animals

## 1. Identify Non-Normal Animal
Identify specific animal/cage using flag. Review AUP, monitoring sheets, in-room health record, Veterinary treatment plan, as available

## 2A. animals in CRITICAL CONDITION
A. Contact SAR Designate by telephone between X:XX am-Y:YY pm on regular business days
B. If no response within 10 minutes or outside of SAR Designate coverage hours, contact the Veterinarian on-call (519) 661-2195.

## 2B. Inform Primary/Emergency Contact (PI/PI Designate)
Call/leave voicemail

## 3A. animals in STABLE CONDITION
Inform SAR Team & Primary/Emergency Contact (PI/PI Designate) using [SITE SPECIFIC SAR] email and the email template. Start SAR paper animal health record & place cage-side.

## 3B. Inform SAR Team & Primary/Emergency Contact (PI/PI Designate)

## 4A. Treatment or Euthanasia – SAR RVT and/or Veterinarian to direct qualified personnel to administer treatment according to Veterinary directives, the AUP and/or other documentation outlining protocols for common illness (SAR Algorithms)

## 4B. Administer Treatment or Euthanasia
Resolve problem using best judgment. Refer to pertinent SOPs (eg. 320, 321, 322) and AUP endpoints. Veterinarians will support the decision in this unlikely situation. Mouse/rat euthanasia may be performed under extreme circumstances.

## 5. Record Keeping & Communications
Qualified personnel administering treatment must:
A. update SAR Animal Health Record with treatment details (include date & time, specific interventions & drug administration e.g. dose, route, volume & frequency of administration, etc) immediately following treatment administration.
B. Follow-up with the actions taken & animal’s current health status using ‘reply all’ to the original sarsj@uwo.ca email.

## 6. For Euthanized Animals
Leave animal, appropriately bagged and labeled, in proper waste disposal unit. File SAR Animal Health Record in room binder for related PI

### Veterinary Designated Animals
include (but not limited to): mice, rats, hamsters, guinea pigs, aquatic species, birds, some small mammals.

- **Critical Condition**: severe life-threatening health concerns, requires immediate intervention
- **Stable Condition**: mild to moderate non-life threatening health concerns, requires intervention within 24 hrs

### IF UNSUCCESSFUL
3D. No SAR, Veterinarian, Emergency Contact or PI available/Urgent Euthanasia Required - Mouse/Rat Only - Call PI using script. For all others, re-attempt Step 2A.

### IF NO RESPONSE BY PRIMARY CONTACT within 24 hours
3C. Send reminder
Use original [SITE SPECIFIC SAR] email and ‘reply all’ to inform the SAR team & primary contact of the unattended SAR notice.
Telephone Script for urgent cases – Use ‘Calibri’ Font Size ‘11’

In the message state the following:

- Your Name (include lab, or affiliation ie. Animal Care)
- Species
- Observed non-normal body system (no diagnosis)
- Room #
- PI Name
- Degree of Urgency
- Call-back Number
- Time of Call

Example:
Hello, my name is (your name) from (organization). I have identified a sick (species) in room (room #) that belongs to (PI name) that was observed to have ... (name abnormal body system) that requires urgent attention. Please call me back at (leave your call back number). The time is currently (____ o’clock).

Follow-Up SAR Email:

- **Subject Line:** SAR [FAC] – [PI Name] – [Room#] – [cage card # +/- animal ID]
  - e.g., SAR WVB – Smith – 83 – cc 123 456
  - e.g., SAR VRL – Jones – LRCP 22 – cc 789 - ID ABC123
- use the appropriate email template as per your facility supervisor
- address to email to the PI, the PI emergency contact and [SITE SPECIFIC SAR EMAIL]

As per the Sick Animal Response Policy, if a reasonable, collaborative effort to address animal health concerns does not occur within a timely manner, a Veterinarian will provide treatment commensurate with the animals’ condition as outlined by the Canadian Association for Laboratory Animal Medicine’s (CALAM’s) Standards of Veterinary Care.
1. Identify Non-Normal Animal
Identify specific animal/cage using flag. Review AUP, monitoring sheets, in-room health record, Veterinary treatment plan, as available

2A. Inform the Veterinarian
(519) 661-2195

2B. Inform Primary/Emergency Contact (PI/PI Designate)
Call/leave voicemail

2C. If no Veterinary Response, Contact a SAR RVT or the Facility Supervisor
SAR RVT contact:
between [X:XXam - Y:YYpm] "on regular business days"
[(XXX) XXX-XXXX] [SITE SPECIFIC SAR] email

Facility Supervisor Contact:
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

3A. Treatment or Euthanasia – Veterinarian to direct qualified personnel (PI staff/SAR Designate) to administer treatment according to Veterinary directives.

3B. Triage Treatment or Euthanasia
Follow SAR RVT or Facility Supervisors directives. Use AUP and/or other documentation outlining protocols for common illness (SAR Algorithms) as a guide.
SAR RVT or Facility Supervisor to re-attempt 2A for treatment plan

4. Communications
Follow-up with the pertinent history, initial observations & actions taken as well as the animal’s current health status using sar@uwo.ca email. Include the PI, PI contact, Facility Supervisor with subject: SAR ACVS - PI Name - Room# - animal ID

5. Documentation: Animal Health Record
Qualified personnel administering treatment must update SAR Animal Health Record with treatment details (include date & time, specific interventions & drug administration e.g. dose, route, volume & frequency of administration, etc) immediately following treatment administration. Observations and health status (same/improved/worse) should also be recorded.

Updates on the animal’s health should also be communicated electronically by using “reply-all” to the original SAR email.
Telephone Script: Use ‘Calibri’ Font Size ‘11’
In the message state the following:

- Your Name (include lab, or affiliation ie. Animal Care)
- Species
- Observed non-normal attributes (no diagnosis)
- Room #
- PI Name
- Degree of Urgency
- Call-back Number
- Time of Call

Example:
Hello, my name is (your name) from (organization). I have identified a sick (species) in room (room #) that belongs to (PI name) that was observed to have ... (describe primary symptoms -no diagnosis) that requires urgent attention. Please call me back at (leave your contact number). The time is currently ( ____ o’clock).

Email Script:

e.g., SAR Psychology – Smith – rm. 224 – Feline - Leonardo
e.g., SAR ACVS – Smith – rm. WVB 87 – Marmoset – Peanut
e.g., SAR St Joe’s – Jones – rm. 522 – Pig – ABC123

As per the Sick Animal Response Policy, if a reasonable, collaborative effort to address animal health concerns does not occur within a timely manner, a Veterinarian will provide treatment commensurate with the animals’ condition as outlined by the Canadian Association for Laboratory Animal Medicine’s (CALAM’s) Standards of Veterinary Care.
### Sick Animal Response (SAR) Animal Health Record

**Vet Directed**  
- Pigs, Sheep, NHPs, Dogs, Cats, Rabbits – health concerns communicated directly to a Veterinarian

**Vet Designated**  
- all other species of animals – health concerns communicated to ACVS SAR RVTs and/or SAR Designates

**ALL INTERVENTIONS/ACTIONS MUST BE RECORDED BELOW**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>OBSERVATIONS/TREATMENTS</th>
<th>CONDITION</th>
<th>Initials</th>
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<td></td>
<td></td>
<td>(drug name/dose/route/volume/location; patient weight; behaviour/attitude; appetite; urine/feces, body condition; coat; noted abnormalities, etc)</td>
<td>(worse, same, improved)</td>
<td></td>
</tr>
</tbody>
</table>

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**SAR Team DDx:**

**Contacted Lab by:**
- Phone ☐  
- Email ☐  
- (PI & Lab)  
- In person □

**Contacted SAR Team:**
- Primary contact [Between X:XX - Y:YY] SAR Designate Phone □
- Vet On-Call (if no RVT response, directed species or outside of regular hours) □ (519) 661-2195
- Email ☐ [SITE SPECIFIC SAR@uwo.ca]
- In person □

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*Vet Directed – Pigs, Sheep, NHPs, Dogs, Cats, Rabbits – health concerns communicated directly to a Veterinarian

*Vet Designated – all other species of animals – health concerns communicated to ACVS SAR RVTs and/or SAR Designates
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