

Animal Incident Report

Grande Prairie Regional College's Animal Care Committee (ACC) 'Terms of Reference' defines an Incident as the following:

Unplanned mortality, unplanned euthanasia, major injury or disease outbreak or repeated occurrences of minor injuries of the same nature must be reported within 48 hours of occurrence by completion of a Animal Incident Report.

When an Animal Incident occurs, protocol personnel should:

- Promptly inform the primary instructor and/or farm manager for the protocol if he/she is not present.
- Promptly contact a Veterinarian for advice for animal care if needed.
- Retain any animal carcasses until released by a Veterinarian, either a program or local veterinarian.
- Conduct an initial investigation of the nature and possible causes of the Incident, in consultation with a Veterinarian, Animal Care Staff and Animal Care 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 a veterinarian, Animal Care Staff and/or ACC Veterinarian.

Incident Report Form Process:

- Incident Report Forms MUST be filled out on a fillable PDF form.
- Information up to the greyed area should be filled out. Once the form has been completed please e-mail the original fillable PDF form to the ACC Coordinator, Katey Johnston at kjohnston@gprc.ab.ca, ACC Veterinarian, Chris Mizzi at cmizzi@gprc.ab.ca and Program Chair or Operations Manager within 48 hours of incident occurrence. Even if the investigation 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 re-occurrence. This may include temporary halting or altering procedures until the incident has been more fully investigated.
- Once the ACC Coordinator and ACC Veterinarian has reviewed the form for completeness and the ACC Veterinarian has made comments the ACC Coordinator will e-mail the incident report form for signatures within 10 business days of incident report occurrence.
- A separate 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, ACC Chair Dean. 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 or ACC Chair.

Animal Incident Report

Important: Initial portion of report must be completed within 48 hours of incident occurrence. Incident report must be signed and completed within 10 business days of incidence occurrence.

FOR ACC COORDINATOR USE

Incident Number: _____
Animal Use Protocol #: _____
Primary Instructor: _____
Date Received: _____

Date and Time of Incident:

Location of Incident:

Incident Reported by:

Personnel present during Incident:

Number of Animal(s) involved in Incident:

Sex and Species of Animal(s) involved in Incident:

Identification of animal(s) Involved in Incident (CCIA tag #, AHT dangle tag, microchip number, tattoo, animal description, colour, etc.):

History and condition of animal(s) (age, body condition score, and overall health status prior to Incident):

Describe the incident (in detail), providing any information available at this time regarding the cause of the Incident and its outcome. Please specify injuries (if applicable):

Completed by: _____

Outcome of Incident (check box):

Unplanned Mortality

Euthanasia

Animal Recovered

Lab Terminated

Other Specify: _____

Immediate Plan of Action instituted for treatment and to prevent recurrence. A finalized plan may be submitted later if needed:

Completed by: _____

This space is reserved for use by the Consulting Veterinarian and/or the ACC Veterinarian

Source of Problem (check box):

Human error Mechanical error Disease/Parasite Nutritional Other
Unknown at this time

Clinical findings and/or recommendations (diagnostics, prescription etc.):

Completed by: _____

Euthanasia Recommended YES NO N/A

Disposal of Animal Carcass(es) okayed Veterinarian YES NO N/A

Faculty / Staff Member(s) Signature: _____ Date: _____

_____ Date: _____

Program Chair / Farm Manager Signature: _____ Date: _____

ACC or Consulting Veterinarian _____ Date: _____

ACC Chair _____ Date: _____

Dean Signature: _____ Date: _____

Date Reported to ACC meeting: _____