



Emergency Preparedness / Human Pandemic Outbreaks

301.1 Procedure

301.1.1 In order to ensure that the IACUC continues to meet the requirements specified in the Animal Welfare Act and Regulations, the PHS Policy, the *Guide* and the terms of the university's PHS Assurance, and in recognition that certain exceptional circumstances may arise that make the traditional face-to-face meetings not viable, the IACUC shall be authorized to conduct official IACUC meetings via telephone or video conference.

301.1.2 In instances where official IACUC meetings are conducted by telephone or video conference, the committee must be properly constituted to conduct business; i.e., a quorum is required.

301.1.3 While the IACUC may consider reducing the number of meetings as a means to address exceptional circumstances, the IACUC must meet the minimum requirements for the number of meetings per year, one every six months as specified in the *Guide*. In exceptional circumstances, it is incumbent upon the IACUC to continue to ensure that regulatory requirements are met in the absence of waivers provided by the federal government. In times of exceptional circumstances, the IACUC must meet its duty to review and approve protocols. The IACUC must make certain that protocol approvals do not expire as a consequence of its inability to meet in person, or in the alternative, if protocol approvals do expire, that no more animal activities are carried out that are associated with the expired protocols.

301.1.4 Notice of IACUC meetings convened under this policy must be disseminated to the entire IACUC membership as far in advance as reasonable, but no less than 1 week (7 days) prior. Documents required to conduct business must be made available to all members. A contact list is maintained by the IACUC office on all IACUC members and affiliates associated with the committee.

301.1.5 Facility inspection reports require that all individuals submit an email stating their agreement with the vote on the facility inspection. A majority of the quorum present for the vote must submit electronic e-signatures for approval of the facility inspection. If internet services are down, members will vote verbally, and the IACUC office staff will record the votes. These will be included in the meeting minutes for final approval by the IACUC as indicated under section 301.1.7 below.

301.1.6 Voting and roll call will be conducted verbally. The IACUC chair or Vice Chair(s) shall poll participants present on the teleconference call.

301.1.7 The IACUC office is responsible for documenting the meeting minutes and distributing them to the committee for approval. Information on setting up the conference, including vendor name, call-in numbers, host code and guest code will be provided to the IACUC Chair and Vice Chairs for their distribution in instances of exceptional circumstances.

301.2 Definitions

301.2.1 “Exceptional Circumstances” include when the university may be closed including for an extended period such as human pandemic outbreaks where social distancing is seen as a preferred method for responding to the situation or in situations that prevent normal face to face meetings.

301.3 Applicability

This policy applies to the IACUC and all Emory research related animal activities that fall under the IACUC’s jurisdiction.

301.4 Document Properties

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