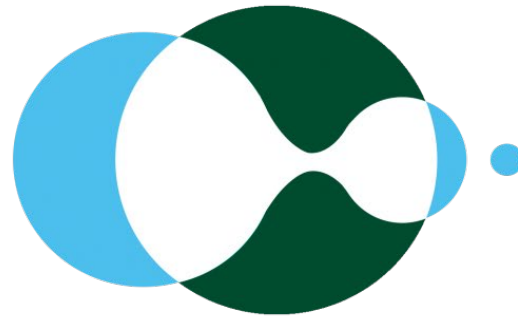


SOM
Emergency
Preparedness
CTU READY!



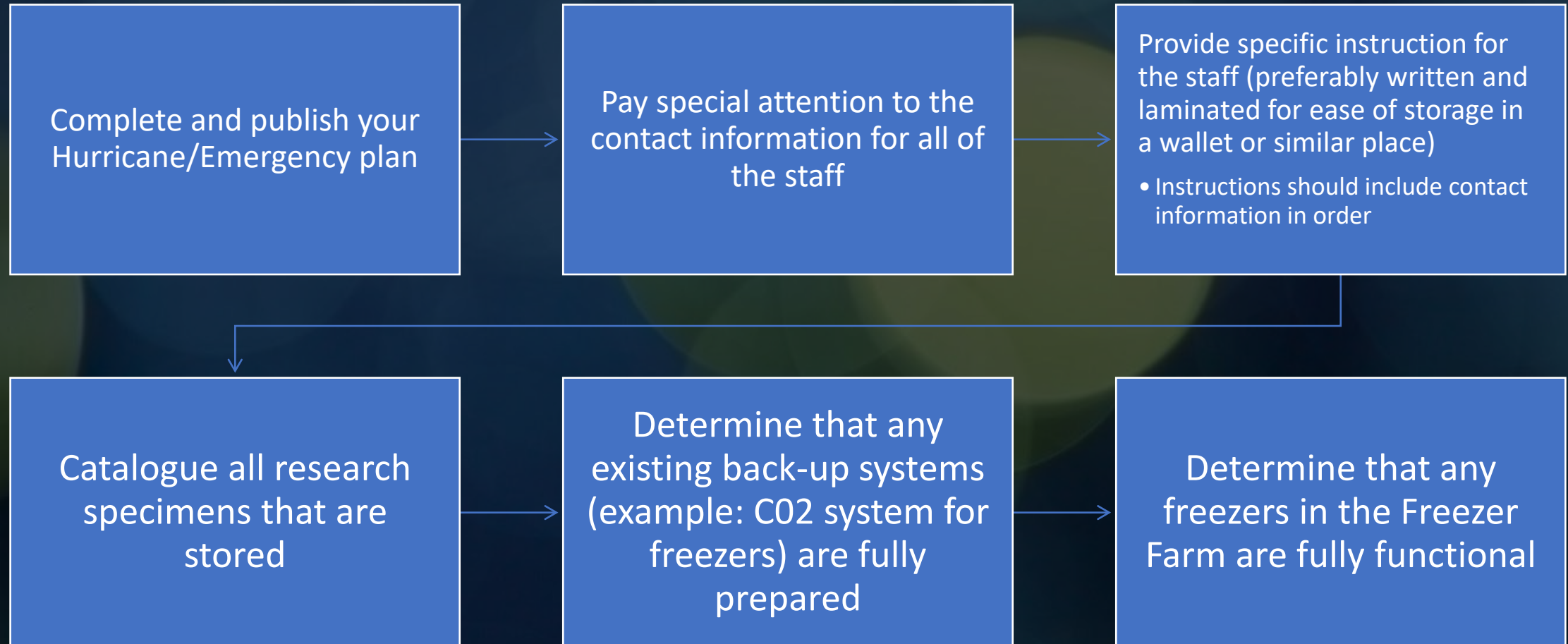
Clinical
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Unit 

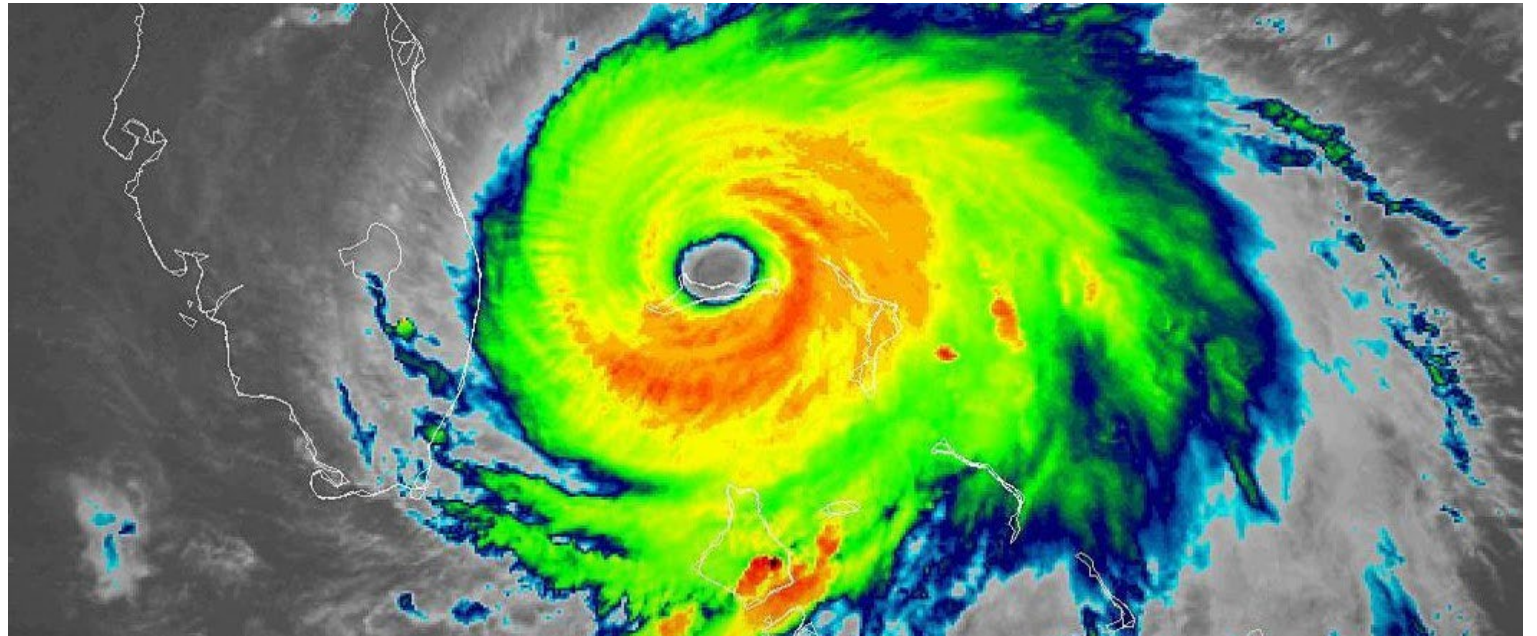
- **Roberta McDuffie**
- Director of Clinical Research (CTU)
- Administrative Director of the Academic Research Organization (ARO)
- Phone: 504-988-0299
- rmcduffi@tulane.edu

MORE...

1. MAKE CERTAIN ALL DATA & ELECTRONIC RECORDS ARE BACKED UP ON BOX FILES
2. MAKE CERTAIN THAT ALL COORDINATORS HAVE ACCESS TO THEIR SPONSORS' CONTACT INFORMATION
3. MAKE CERTAIN THAT ALL COORDINATORS HAVE ACCESS TO THEIR SUBJECTS' CONTACT INFORMATION

Preparatory steps





EMERGENCY! WARNING!

At the point of a ***WARNING***

Transfer Specimens	Transfer all stored specimens to the Freezer Farm in an orderly process, maintaining storage records
Provide Wallet Cards	Make certain that all staff have received (and have stored) the wallet card of contact information
Secure Records	Secure all hard copy patient records, preferably in wind and waterproof storage and lock cabinets
Contact Patients	Contact all patients to cancel visits until you are able to contact them again (coordinators/nurses)
Contact Sponsors	Contact all sponsors to make them aware of the current threat and advise them when you will contact them again (coordinators/nurses)

CONTACT Principal Investigators:

- Explain that the subjects and the sponsor on their study have been contacted and provided emergency information.



Contact the CTU for Assistance

- Please feel free to contact the CTU for assistance, as needed:

Clinical Translational Unit

(CTU) : 504-988-0200

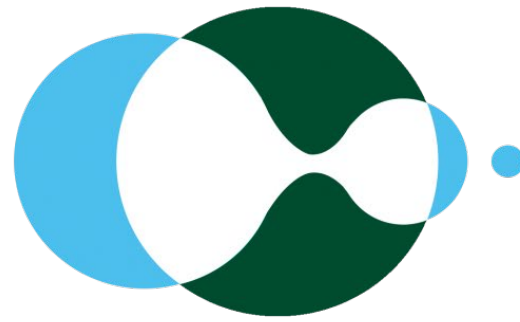
ctu@tulane.edu

Roberta McDuffie, Director :

504-988-0299

601-273-0053

rmcduffi@tulane.edu



**Clinical
Translational
Unit** 

<https://medicine.tulane.edu/clinical-translation-unit>