

EMERGENCY PREPAREDNESS: TULANE UNIVERSITY OFFICE OF RESEARCH

MAY 18, 2022

Tulane



Office of Research – *Emergency Preparedness*

1. The Tulane University Office of Research can move immediately to working remotely in the event of an emergency where access to university buildings is restricted.
2. Do not hesitate to contact us for assistance. TU Office of Research:
 - a) Compliance oversight responsibilities continue to apply during an emergency.
 - b) Is in communication with our regulators and accrediting bodies regarding any impacts to regulated/accredited research activities and research oversight responsibilities.
3. The Office of Research publishes guidance during an emergency that includes:
 - a) Guidance for researchers specific to the emergency. <https://research.tulane.edu/>
 - b) Contact information and status of operations for all units of the Office of Research. <https://research.tulane.edu/our-team>

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1. Safety first.
2. Practice your team's emergency preparedness plan regularly. Update plans regularly. Have backup plans in place for all responsibilities.
3. Plan in advance to be able to access research results and continue research from off-site locations in the event of an emergency.
4. Utilize university-authorized cloud-based storage, such as Box, for research results, data, documents, communications, etc. <https://tulane.account.box.com/login>
5. *LabArchives*, Tulane University's authorized electronic laboratory notebook (ELN) provider. <https://libguides.tulane.edu/labarchives>
 - Eliminates the risk of destruction or loss of paper lab notebooks.
 - Access via Tulane Single Sign-On (SSO); **available university-wide to all faculty, staff, graduate students, and undergraduates that conduct research**
 - Get access at <https://libguides.tulane.edu/labarchives/getaccess>

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- **LabArchives is a secure and intuitive cloud-based electronic lab notebook (ELN) application** enabling researchers to easily create, store, share, and manage their research data.
- Servers are kept in a secure, primary data center with a separate disaster recovery data center. All data stored on US servers stays within the USA.
 - Allows for continuation of work off-site.
 - Eliminates the risk of paper lab notebooks being damaged, flooded, or lost.
- TU library contact info for questions, support, or to schedule training:
 - Courtney Kearney ckearney@tulane.edu
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 - Laura Wright lwright7@tulane.edu

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