Hurricane Emergency Preparedness for the School Of Medicine Researcher

June 18, 2025

TOPICS TO BE COVERED and PARTICIPANTS

- **Recommendations for Emergency Readiness -** Marla Lampp, Director, Research Operations / Sue Pollack, Assistant Dean
- **SOM Plans and Policies -** Marla Lampp, Director, Research Operations / Sue Pollack, Assistant Dean
- **SOM Emergency Operations Group**
- **On-Site Leads for Research Resources** – Bob Garry, PhD; Professor of Microbiology & Immunology, and Chad Steele, PhD; Dept. Chair and Professor of Microbiology & Immunology
- **SOM Freezer Farm and Liquid Nitrogen Farm during an emergency** – Katie Hering-Smith, PhD
- **Generator Back-up to Buildings** – Jarmell McGill, Associate Vice President, Facilities Services, Downtown campus
- **Building Safety**

OTHER PARTICIPANTS AVAILABLE FOR QUESTIONS

- **Biomedical Sciences Graduate Students (BMS)** – Derek Pociask, PhD, Director and Heather Machado, PhD, Assistant Dean, BMS
- **Comparative Medicine** - Georgina Dobek, DVM, Director and Lynell Dupepe, Associate Director
- **EHS and Biosafety Policies** – Haylie Tucker, Environmental Health & Safety Specialist; Pam Fatland, Director of Research and Laboratory Safety
- **Institutional Animal Care & Use Committee (IACUC)** – Phillip Sullivan, Director
- **Mail Services during an emergency closure** - Oliver Malbrough, Director, Mail Services
- **Office of Human Resources Protection (IRB)** – Roxanne Johnson, Director
- **Procurement & Receiving during an emergency closure** –Todd Knittel, Director of Central Procurement
- **Sponsored Projects Administration** – Kathleen Kozar, Executive Director
- **Tulane Police Department** – Corey Porter, Deputy Chief; Chris Morgan, Captain
- **Tulane University Emergency Preparedness and Response** - Meredith Beers, Associate Director
- **Tulane University Risk Management** – Diane Surla, Executive Director

Personal Preparedness

- Cash on hand (ATMs and credit cards are useless if no power)
- Flashlights and extra batteries / glow sticks
- Non-perishable food and several gallons of water (for everyone in household and all pets for at least 5 days)
- Battery operated fan (no A/C available)
- Passport/Visa/other important documents placed in ziplock bag and stowed with pre-packed evacuation bag/backpack
- Full tank of gas (gas pumps are out if no electricity)
- Extra medications (prescription and/or OTC)
- Update emergency contact information - https://hr.tulane.edu/hris/hr-systems-employee-self-service

What to take – you, pets, and family members

Plan to be gone at least 5 days

- Clothes
- Medications (prescription and OTC for humans and pets!)
- Sanitation and hygiene supplies
- Bedding for pets
- Food and water (for pets and people)
- Necessary items to do work/school remotely
- Important documents (IDs, medical records, proof of insurance, deeds/leases/titles, emergency contact lists, etc.)
- Valuables and cash
- Portable chargers, electronic devices and chargers
- Leashes, collars, and kennels

EMERGENCY COMMUNICATIONS

SOM website: www.medicine.tulane.edu

Tulane University activates the **Tulane Alert Line** when a hurricane or tropical storm threatens New Orleans - **504-862-8080 or 1-877-862-8080**

Emergency website: http://emergency.Tulane.edu

- Update your Emergency Information to receive alerts.
- Ensure HR has your correct emergency information (HR systems employee self-service)

Dean's Team will establish a Communications/Command Center after emergency passes

PLANS AND POLICIES

- ***Prepare in advance*** to safeguard or relocate to a secure area important equipment, research materials, delicate instrumentation; ensure laboratory contact information sheet is accurate.
- **University buildings are NOT evacuation shelters.** *No* employees except designated emergency personnel will be allowed to remain on campus, or re-enter a building, in the event of a closure or an evacuation.
- **SOM Emergency Operations Group** (SOM EOG) is composed of Dean, Exec. Dean, TUPD, Facilities Services, Elma LeDoux for *medical student* coordination, Bob Garry/Chad Steele for *research resources*, Katie Hering-Smith for *freezer farm,* and Paul Gladden to manage the *resident teams* at our affiliated hospitals. Dean Hamm takes the lead on coordination of *faculty* resources for clinical care at our affiliated hospitals that will remain open.
- SOM EOG provides executive level authority regarding SOM preparation & resumption of operations and coordinating activities during & after a storm.

SOM EOG On-site Lead for Research Resources

The duties of the Stay Behind team varies according to the circumstances and the stage of the event. Much of what will be done is ad hoc and based on the situation at hand.

The On-site Lead Research person:

- A set of master keys given to Dean Hamm and/or his delegate by Security.
- Rounds and enters every SOM lab in Hutchinson, JBJ, "hospital" 4th floor, and TW 17th floor to insure there are no obvious unsafe conditions or obvious plumbing or gas failures. In the event damage is found, works with security and facilities to ensure people and equipment are made safe.
- Manages the LN2 "farm" (storage units/dewars) on the 2nd floor of the JBJ that PI's have brought to that location before the buildings closed. *It is the responsibility of the individual PIs to bring their dewars to the location.*
- Works with SOM EOG, facilities and security on reopening buildings.

HURRICANE 101

Hurricane season is June 1 – November 30

- Atlantic Ocean –
  - Typically, we see these form 7+ days before landfall
  - ~5 days before landfall we start to have a good sense of the storm's path and projected landfall area
- Gulf of Mexico –
  - Typically, we see these form ~4 days before landfall
  - Decision to close and evacuate or close in shelter in place made as soon as possible once projected path known

Emergency plans should be in place by the end of May and all personnel briefed on them.

EMERGENCY READINESS PLAN AND TIMELINE

ON-GOING BASIS and IMMEDIATELY

- **Department and laboratory plans should be in place** and all personnel briefed on them. **Update contact information on laboratory doors.**
- **Update the online chemical inventory (SciShield) of all chemicals and biologicals**, especially all investigator derived products, *on an on-going basis*.
- Purchase and maintain CO2 siphon backup for all –80 freezers and incubators, if possible.
- *Place freezers, refrigerators, and incubators on appropriate emergency circuits where available, if not in a building on back-up power.* Be proactive and ensure samples in -80 are stored properly; **doors securely closed. Stage placing samples in freezer to give time to recover**, if it goes into alarm. This will protect both freezer and samples.
- **Clearly mark all LN2 dewars with investigator's name and a 24/7 contact #.**
- **Establish laboratory material evacuation plan**. Identify files, notebooks, and computers to be removed in the event of an emergency, including **who is responsible for each item**. Ensure PI has a copy. (Consider using LabArchives.)

ON-GOING BASIS and IMMEDIATELY continued

OFFICE OF BIOSAFETY

biosafety@tulane.edu; Tel # 504-988-0300

- Ensure biological sample inventory is up to date and ensure critical samples are stored in a place on backup power.
- Fill dewars and cryogen reservoirs.

*Remember, do not count on the availability of power, water or climate control.

EMERGENCY READINESS PLAN AND TIMELINE CONTINUED

NAMED STORM IS 5 - 6 DAYS AWAY

- ***Restock all LN2 and CO2 cylinders*** *(siphon and incubator CO2)*. PI's may want to consider whether to start lengthy experiments.

NEW ORLEANS IS IN CONE OF POSSIBILITY – 3 - 4 DAYS AWAY (72-96 HRS)

- ***Package all biological waste and request pickup (HazWaste@Tulane.edu).*** *Treat any liquid biological waste with appropriate disinfectant such as 10% bleach and dispose of the water.*
- *Top off all LN2 storage containers/dewars* from local source.
- *Upon notification by SOM, relocate all LN2 storage containers/dewars to designated emergency drop-point JBJ 2nd floor*. These units will be maintained by the on-site research lead. Remove all locks. ***Name and 24/7 contact information must be on the storage units/dewars.***
- Individuals should *replace siphon CO2 tanks* for freezers and CO2 for incubators.
- Back-up all electronic files and data. Remove files, notebooks and computers to secure location.

EMERGENCY READINESS PLAN AND TIMELINE CONTINUED

STORM IS HEADED FOR NEW ORLEANS; EVACUATION IS CALLED – 48 - 72 hrs.

- Implement activities to suspend ongoing experiments involving operations down
- Remove all materials from biosafety cabinets and incubators. Disinfect the cabinet and incubators.
- Send copy of laboratory's Hurricane Preparation Checklist and Hazard Registration Form to oehs@tulane.edu
- Unplug all equipment *except* freezers, refrigerators, and incubators.
- Make sure all air, gas, and vacuum lines are shut-off.
- Shut off all accessible water sources.
- Move small equipment away from windows. Cover equipment unable to be moved with heavy-duty plastic.
- Tightly close biohazard bags and place in labeled boxes.

EMERGENCY READINESS PLAN AND TIMELINE CONTINUED

AFTER THE STORM HAS PASSED

- **Return to the campus *only when entry has been authorized by Dean Hamm***.
- Make sure your laboratory is safe for entry. Remember the ***two-man rule*** *for entering a lab that has been without power for an extended period***.** Be aware of potential trip and fall hazards.
- If power has not been interrupted, check electrical equipment carefully before plugging it back in.
- Recheck biological / biohazard inventory
- Turn water back on and allow it to run to clear the lines. ***Do not allow water to run unattended.***

SOM FREEZER FARM

For information/questions contact:

Dr. Katie Hering-Smith - phone: 504-554-5889

email: khering@tulane.edu

Purpose

The SOM Freezer Farm is a dedicated -80ºC freezer room for long term storage of *irreplaceable* research samples.

GENERATOR BACK-UP TO BUILDINGS & BUILDING SAFETY

- Back up power on all critical downtown facilities achieved.
- Intended to preserve research, have business continuity during emergency power situations and provide ability to return sooner. It is ***not*** intended for full capacity, business as usual.
- Continue to adhere to University policies on building evacuations and return post storm events.
- Each situation will be different based on the level of the event, external factors with the city utilities and other factors outside of our control.

PARTICIPANT'S CONTACT INFORMATION

SOM Administration: Sue Pollack - spollac@tulane.edu

SOM Research Operations: Marla Lampp – mlampp@tulane.edu

SOM Stay Behind Team for Research: Bob Garry, PhD – rfgarry@tulane.edu;

Chad Steele, PhD– csteele4@tulane.edu

SOM Freezer Farm and Liquid Nitrogen Farm and EOC: Katie Hering-Smith, PhD - khering@tulane.edu

Downtown Facilities – Jarmell McGill – jmcgill3@tulane.edu

Office of Biosafety: biosafety@tulane.edu; Website: research.Tulane.edu/biosafety

OEHS: Haylie Tucker – htucker@tulane.edu

Procurement: Todd Knittel – tknittel@tulane.edu

Receiving: @tulane.edu

Comparative Medicine: Georgina Dobek, DVM, Director - gdobek@tulane.edu

Lynell Dupepe, Associate Director – ldupepe@tulane.edu

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Lab Archives

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

Loss Assessment Summary

Research Loss Assessment Summary						
Hurricane Ida						
Insured:	**Tulane University**	**Claim Number:**		**State/Prov:**	**Louisiana**	
Adjuster:		**Policy Number:**				
Important Information:	Research related losses outside of the TNPRC reagents lossses					**Grand Total for inventory estimates**
ecessary to describe the loss						**$ 6,753.98**

Item #	Room	Brand or Manufacturer	Model#	Item Description	Quantity Lost	Item Age (Years)	Condition	Photo (Y/N)	Total Cost	Contact Person
										Investigator A
SH30898.03	M068	HyClone	ATL33637	Super Low Bovine IgG FBS	100 mL x 6		Thawed/inactive	N	$ 1,090.00	
15240-062	M068	Gibco	2199838	Anti-Anti 100X	100 mL x 2		Thawed/inactive	N	$ 82.00	
S11150	M068	Atlanta Biologicals	A19007	FBS	500 mL x 2	1 yr	Thawed/inactive	N	$ 1,136.00	
T9201	M068	Sigma	SLBK0734V	Trypsin from bovine pancreas	500 mg		Thawed/inactive	N	$ 148.00	
Z688029-3EA	M068	Millipore Sigma		Tissue culture reactors (3/pk)	1 pk	1 yr	Warmed/inactive	N	$ 937.00	
45212	M068	Pierce		Melon Gel	100 mL		Thawed/inactive	N		
T2011	M068	Sigma	129K7002V	Trypsin inhibitor, from chicken egg white	1g x1; 250mg x1		Thawed/inactive	N	$ 387.00	
95321	M068	Fluka Analytical		Hydrogen peroxide solution 30%	100 mL		Thawed/inactive	N	$ 52.00	
4716728001	M002	Roche	45298200	Dnase I recombinant, Rnase-free	1 kit	1 yr	Thawed/inactive	N	$ 315.00	
L6876	M002	Sigma	SLBH9534V	Lysozyme from chicken egg	10 g	1.5 yr	Thawed/inactive	N	$ 255.00	
13-2500	M002	Invitrogen	UL292659	c-myc monoclonal antibody 9E10	1 vial (200 ng)	1 yr	Thawed/inactive	N	$ 327.46	
115-035-062	M002	Jackson Labs	147170	Peroxidase-conjugated AffiniPure goat anti-mouse IgG (H+L)	1 vial	1 yr	Thawed/inactive	N	$ 162.00	
5120-0077	M002	Seracare	10488305	KPL-SureBlue TMB Microwell Peroxidase Substrate (1-Component)	1 L	1 yr	Thawed/inactive	N	$ 372.88	
A7906-100G	M002	Sigma-Aldrich	SLBZ6706	BSA	100 g	1.5 yr	Thawed/inactive	N	$ 319.00	
K1081	M063	Thermo Fisher	861409	DreamTaq Green PCR Master Mix (2x)	1 kit	1 yr	Thawed/inactive	N	$ 103.00	
S973181	M063	Aldrich	B02464571	9-phenanthrenecarboxylic acid	100 mg x2		Thawed/inactive	N		
BP1760-5	M063	Fisher		Ampicillin	5 g	<1 yr	Thawed/inactive	N	$ 39.64	
45-0641	M063	Invitrogen	611037	TOPO TA Cloning Kit	1 kit (20 rxn)	2 yr	Thawed/inactive	N	$ 323.00	
18080-051	M063	Invitrogen	1339306	SuperScript III First-Strand Synthesis System for RT-PCR	1 kit (50 rxn)		Thawed/inactive	N	$ 496.00	
C2527H	M063	NEB		BL21(DE3) Competent E. coli	1 kit	2 yr	Thawed/inactive	N	$ 209.00	

Presentations located:

https://medicine.tulane.edu/research/emergency-event-planning-som-researchers

Tulane MEDICINE

Thank you for attending

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