SOM Emergency Preparedness CTU READY!





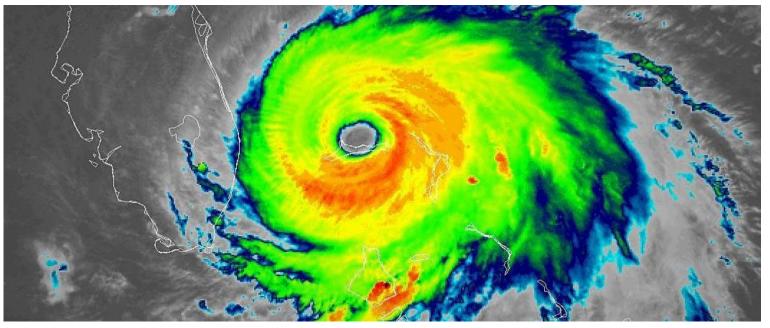
- Roberta McDuffie
- Director of Clinical Research (CTU)
- Administrative Director of the Academic Research Organization (ARO)
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- 1. MAKE CERTAIN ALL DATA & ELECTRONIC RECORDS ARE BACKED UP ON BOX FILES
- 2. MAKE CERTAIN THAT ALL COORDINATORS HAVE ACCESS TO THEIR SPONSORS' CONTACT INFOR MATION
- 3. MAKE CERTAIN THAT ALL COORDINATORS HAVE ACCESS TO THEIR SUBJECTS' CONTACT INFORMATION

Preparatory steps

Provide specific instruction for the staff (preferably written and Pay special attention to the laminated for ease of storage in Complete and publish your contact information for all of a wallet or similar place) Hurricane/Emergency plan the staff • Instructions should include contact information in order Determine that any Catalogue all research existing back-up systems Determine that any (example: C02 system for freezers in the Freezer specimens that are freezers) are fully stored Farm are fully functional prepared







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

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