



# Emergency Preparedness for the School Of Medicine Researcher

May 18, 2022



# AGENDA

- **Welcome & Purpose** - Marla Lampp, Director, Research Operations / Sue Pollack, Assistant Dean
  - **SOM Plans and Policies**
- **SOM Emergency Operations Group**
- **Emergency Readiness and Timeline**
- **On-Site Lead for Research Resources** – Bob Garry & Chad Steele
- **SOM Freezer Farm** – Katie Hering-Smith, PhD
- **Animal and Vivarium considerations** - Georgina Dobek, DVM, Director / Lynell Dupepe, Associate Director / Sheila Garrison, Director, Institutional Animal Care and Use Committee (IACUC)
- **OEHS and Biosafety Policies** – Haylie Tucker, OEHS and Jessica Witcher, Biosafety Officer
- **Clinical Research considerations** – Roberta McDuffie, NP, Director, Clinical Trial Unit
- **IRB considerations** – Roxanne Johnson, Director, IRB, Human Research Office
- **Sponsored Projects Administration** – Tami Jenniskens, Associate Director, Research Administration
- **Grants and Contracts Accounting** – Tanya O'Rourke, Assistant Controller, Grants and Compliance
- **Research Compliance** – Brian Weimer, Esq and Lisa Wurtzel
- **Questions**



## 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.
- Employees are NOT allowed to use Tulane buildings as a storm shelter. 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 is composed of Dean, Exec. Dean, TUPD, Facilities Services, Sue Pollack, Elma LeDoux for *medical student* coordination, Bob Garry 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.



## COMMUNICATION

**SOM website: [www.medicine.tulane.edu](http://www.medicine.tulane.edu)**

Tulane University activates the Tulane Alert Line when a hurricane or tropical storm threatens New Orleans

Tulane Alert Line: 504-862-8080 or 1-877-862-8080

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Update your Emergency Information at:

<https://hr.Tulane.edu/hris/hr-systems-employee-self-service>



# EMERGENCY READINESS PLAN AND TIMELINE

## ON-GOING BASIS and IMMEDIATELY

- Department and laboratory plans should be in place by the end of May and all personnel briefed on them.
- **Work with OEHS to maintain current inventory 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, if possible.
- Place freezers, refrigerators, and incubators on appropriate emergency circuits where available. Be proactive and ensure samples in -80 are stored properly; **doors securely closed. Very important to stage placing samples give the freezer 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.
- **Ensure OEHS has correct contact information on laboratory doors.**



# 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 or not to start lengthy experiments.

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

- *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 2<sup>nd</sup> 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 siphon 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.

- 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.

### 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.
- Turn water back on and allow it to run to clear the lines. *Do not allow water to run unattended.*



## EMERGENCY ON-SITE LEAD FOR RESEARCH RESOURCES

The duties of the person or team that stays behind vary 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 Lead Research person/team (the Stay Behind): Bob Garry and Chad Steele**

- Rounds and enters every SOM lab in Hutchinson and JBJ to insure there are no obvious unsafe conditions or obvious plumbing or gas failures. In the event damage is found, the stay behind person works with security and facilities to ensure that 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.***





## SOM FREEZER FARM

### For information/questions contact:

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

email: [khering@tulane.edu](mailto:khering@tulane.edu)

Sue Pollack - email: [spollac@tulane.edu](mailto:spollac@tulane.edu)

- Purpose

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



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# PRESENTER'S CONTACT INFORMATION

## *Biosafety*

Jessica Witcher - [jmarksb@tulane.edu](mailto:jmarksb@tulane.edu)

## *Office of Environmental Health & Safety*

Pam Fatland – [pfatlan@tulane.edu](mailto:pfatlan@tulane.edu)

## *Clinical Trials Unit*

Roberta McDuffie, NP - [rmcduffi@tulane.edu](mailto:rmcduffi@tulane.edu)

## *Human Research Protection*

Ashanti Roberts - [aroberts1@tulane.edu](mailto:aroberts1@tulane.edu)

## *Comparative Medicine*

Georgina Dobek, DVM - [gdobek@tulane.edu](mailto:gdobek@tulane.edu)

Lynell Dupepe – [ldupepe@tulane.edu](mailto:ldupepe@tulane.edu)

## *IACUC*

Sheila Garrison - [sgarriso@tulane.edu](mailto:sgarriso@tulane.edu)

## *Office of Research Compliance*

Brian Weimer, JD - [bweimer1@tulane.edu](mailto:bweimer1@tulane.edu)

Lisa E. Wurtzel, JD - [lwurtzel@tulane.edu](mailto:lwurtzel@tulane.edu)

## *Sponsored Projects Administration*

Kathy Kozar – [kkozar@Tulane.edu](mailto:kkozar@Tulane.edu)

Tami Jenniskens – [tjennis@Tulane.edu](mailto:tjennis@Tulane.edu)

## *Grants and Contracts Compliance*

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## *SOM Freezer Farm*

Katie Hering-Smith, PhD - [khering@tulane.edu](mailto:khering@tulane.edu)

## *School of Medicine Administration*

Sue Pollack - [spollac@tulane.edu](mailto:spollac@tulane.edu)

## *SOM Research Operations*

Marla Lampp – [mlampp@tulane.edu](mailto:mlampp@tulane.edu)

## *SOM Stay Behind Team*

Bob Garry – [rfgarry@tulane.edu](mailto:rfgarry@tulane.edu)

Chad Steele – [csteele4@tulane.edu](mailto:csteele4@tulane.edu)



*Presentations located:*



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

