Emergency Preparedness for the School Of Medicine Researcher

May 3, 2021
9:30am – 11:00am
AGENDA

• Welcome and Purpose - Marla Lampp, Director, Research Operations / Sue Pollack, Assistant Dean
  • SOM Plans and Policies
  • SOM Emergency Operations Group
  • Actions to take now
  • On-Site Lead for Research Resources – Bob Garry & Chad Steele
  • Safety of buildings

• SOM Freezer Farm Policy – Katie Hering-Smith, PhD

• Vivarium considerations - Georgina Dobek, DVM, Director / Lynell Dupepe, Associate Director / Sheila Garrison, Director, Institutional Animal Care and Use Committee (IACUC)

• OEHS and Biosafety Policies – Pam Fatland, Asst. Director, OEHS and Jessica Witcher, Biosafety Officer

• Clinical Research considerations – Roberta McDuffie, NP, Director, Clinical Trial Unit

• IRB considerations – Ashanti Roberts, Assistant Director, IRB, Human Research Office

• Research Compliance – Brian Weimer, Esq and Lisa Wurtzel

• Sponsored Projects Administration – Kathy Kozar, Director, Research Administration / Tami Jenniskens, Assoc Director, Research Administration

• Grants and contracts accounting – Tanya O’Rourke, Assistant Controller, Grants and Compliance

• Questions
• **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 the Dean, TUPD, Facilities Services, Elma LeDoux for *medical student* coordination, Bob Garry for *research resources*, Jeff Wiese 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.
EMERGENCY READINESS PLAN AND TIMELINE

DO AN ON-GOING BASIS and IMMEDIATELY

- 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 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 closed.

- Clearly mark all LN2 storage containers with investigator’s name and 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 door.
NAMED STORM IS 5-6 DAYS AWAY

- Restock all LN2 and all types of CO2 cylinders. 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 2nd floor. These units will be maintained by the on-site research lead. Remove all locks. Name and contact information must be on the storage units/dewars.
- Individuals should replace siphon CO2 back-up tanks for freezers and CO2 for incubators.
- Back-up all electronic files and data. Remove files, notebooks and computers to secure location.
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 the Dean.
- 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.
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

Sue Pollack - email: spollac@tulane.edu

• Purpose

• The SOM Freezer Farm is a dedicated -80 ºC freezer room for long term storage of irreplaceable research samples. This is the only area of Hutchinson/1430 with emergency power.
Tulane University activates the Tulane Alert Line when a hurricane or tropical storm threatens New Orleans

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

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

Employees update off-campus information at:
https://hr.Tulane.edu/hris/hr-systems-employee-self-service

After the storm, contact your supervisor. If closed >5 days, employees call the Tulane Employee Check-in Number:  1-877-TULANE8
PRESENTER’S CONTACT INFORMATION

Biosafety
Jessica Witcher - jmarksb@tulane.edu

Office of Environmental Health & Safety
Pam Fatland – pfatland@tulane.edu

Clinical Trials Unit
Roberta McDuffie, NP - rmcduffi@tulane.edu

Human Research Protection
Ashanti Roberts - aroberts1@tulane.edu

Comparative Medicine
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SOM Stay Behind Team
Bob Garry – bgarry@tulane.edu
Chad Steele – csteele@tulane.edu
Presentations located:
https://medicine.tulane.edu/research/emergency-event-planning-som-researchers

QUESTIONS?