AGENDA

• Research Compliance during an emergency – Brian Weimer, Esq and Lisa Wurtzel
• OEHS and Biosafety Policies – Tammy Bavaret, PhD and Pam Fatland
• IRB considerations – Roxanne Johnson
• SOM Plans and Policies – Marla Lampp / Sue Pollack
  • SOM Emergency Operations Group
  • Recommendations for Emergency Readiness / Actions to take now
  • Responsibilities of the On-Site Lead for Research Resources
  • Safety of buildings
• Clinical Trials considerations – Roberta McDuffie, NP
• SOM Freezer Farm Policy – Katie Hering-Smith, PhD
• Vivarium considerations - Georgina Dobek, DVM / Lynell Dupepe
• Sponsored Projects Administration – Kathy Kozar / Tami Jenniskens
• Grants and contracts accounting – Tanya O’Rourke
• 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.

The President announces when the University will close. Some employees have required duties prior to, during, and after the hurricane.

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 (EOG) is composed of the Dean, TUPD, Facilities Services, Elma LeDeoux 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.

In the case of building closure and required evacuation of the city, this same team - but without Dr. LeDeoux- remains on-site as the SOM emergency team in the downtown buildings. The goal is to keep this group as small as possible.
EMERGENCY READINESS PLAN AND TIMELINE

DO IMMEDIATELY AND ON-GOING BASIS

- Keep a current inventory of all chemicals and biologicals, especially all investigator derived products.
- Purchase and maintain CO2 backup for all –80 freezers.
- Keep copies of the most valuable samples in LN2 storage containers. These containers should be small enough to be carried down multiple flights of stairs by laboratory personnel.
- Keep LN2 re-supply cylinders in close proximity to storage containers.
- Split valuable biological samples and store off-site or in freezer-farm.
- Place freezers, refrigerators, and incubators on emergency circuits where available.
- Keep a school-wide inventory of the location and capacity of all LN2 storage cylinders. Clearly mark all LN2 storage containers with investigator’s name and room number.
- 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.
- Update contact information on laboratory door.
NAMED STORM IS 5-6 DAYS AWAY

- Restock all LN2 and CO2 cyclinders. 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 from local source.
- Relocate all LN2 storage containers/dewar 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 unit/dewar.
- Individuals should replace liquid 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

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 (the Stay Behind):

- Given a radio and a set of master keys by Security.
- 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.*
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 °C 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](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](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

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QUESTIONS?