

Emergency Readiness Plan for LSUHSC-NO Human Subjects Protection Program

- A. IRB staff, alternate, emergency contact information will be maintained and all staff will be provided with laptop computers and wireless internet cards to allow continued contact among group during an evacuation.
- B. IRB staff will maintain alternate, emergency contact information for all study personnel:
 - 1. Non-LSUHSC-NO email address (either study personnel's or for someone who is likely to know current contact information for a member of the study team)
 - 2. Telephone number for PI or someone else outside the New Orleans/Baton Rouge area who will know how to contact the study personnel
- C. Study teams must rehearse evacuation procedure so that they take subject lists, sponsor contact information, and other important information related to the study with them at the time of evacuation. Study teams should also be alerted to the need for maintaining contact with the Institution through guidance provided on the LSUHSC-NO emergency website.
- D. A template letter must be provided to all subjects explaining the need to contact the Institution and to provide current contact information so that study team can contact the subject and provide needed guidance.
- E. Study teams must develop wallet size card for subjects with:
 - 1. Principal investigator's name
 - 2. Toll-free telephone number set up by institution (1-866-403-9272)
 - 3. Title of study
 - 4. Name of sponsor
 - 5. Study drug and whether study is a blinded placebo design
 - 6. LSUHSC-NO IRB number
- F. Study teams must discuss emergency contact procedures with new subjects during consent process and provide contact information letter and card.
- G. Institution will have:
 - 1. 1-800 toll-free telephone number for subjects to contact after evacuation location is reached.
 - 2. 1-800 number will be listed on LSUHSC-NO emergency website that list Television and radio announcements of this number throughout state and major evacuation cities will occur.
- H. When the IRB staff answers or retrieves calls from subjects, contact information for subject will be recorded. (If subject cannot provide study title, etc., at least subject's name and name of physician/investigator will be obtained).
- I. This information will then be passed onto appropriate study team so that they can then contact and provide further guidance to subject.