

Section Clinical Research Center

Date Created: March 3, 2008

Title: External Disaster

Date Last Reviewed/Modified: April 1, 2019

SOP Number: SOP- 43

Version Number: 2

## Clinical Research Center

### Emergency Procedures-Internal and External Disaster

1. The Clinical Research Center (CRC) Director of Clinical Research Operations will ensure disaster preparedness by overseeing compliance for staff competencies, maintaining cooperative relationships with other departments at Nebraska Medicine (NM), and reviewing approved department standard operating procedures (SOPs) with CRC staff.
2. CRC staff will be familiar with the Reference Emergency Procedures Manual [flipchart] that is located in the CRC.

### Procedure

1. In the event of a disaster, the Associate Vice Chancellor for Clinical Research, UNMC; Vice President for Research, Nebraska Medicine will be notified or the hospital administrator on call. They will notify the CRC Director of Clinical Research Operations and Clinical Research Manager with information and directions for the action plan.
  - Director of Clinical Research Operations contact numbers: 402-559-8555 (office) 402-321-0775 (cell)
  - Research Manager contact numbers: 402-552-6601 (office), 402-595-0962 (cell)
2. In the event of a disaster, the CRC staff will follow Nebraska Medicine system plans for external disasters ([MP-EO01 Emergency Operations Plan](#)).

NOTE TO EMPLOYEES NOT ON DUTY: Do not automatically report to the hospital. The Public Information Officer will set up a message to do so via KFAB radio station or organization website. Notice to return to work will also occur for managers/directors and selected staff via the automated alert system.

3. Staff will maintain competencies and appropriately respond to all events (actual or drill) following Nebraska Medicine and departmental procedures.



**Center for Clinical and  
Translational Research  
Standard Operating Procedure**



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## References

### Nebraska Medicine Organizational Plans:

- MP-EO01 Emergency Operations Plan
- MP-ES06 Safety Management Plan
- MP-FS07 Fire Management Plan
- MP- HM04 Hazardous Materials Plan
- MP- SP08 Security Management Plan
- MP-UM03 Utilities Management Plan

Department Emergency Preparedness Procedures Flipchart

## Staff Accountability:

Developed By: Director of Clinical Research Operations, Clinical Research Center  
Associate Vice Chancellor for Clinical Research, Clinical Research Center

Reviewed By: Director of Clinical Research Operations, Clinical Research Center

## Department Approval

Signed   
Director of Clinical Research Operations

Signed   
Medical Director of Clinical Research Center