



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



Section: **Clinical Research Center**

Date Created: **March 3, 2008**

Title: **External Disaster**

Version Date: **January 1, 2023**

SOP Number: **EP05**

## **Clinical Research Center**

### **Emergency Procedures-Internal and External Disaster**

1. Clinical Research Center (CRC) Leadership 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 CRC Leadership with information and directions for the action plan.
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.

### **References**

#### **Nebraska Medicine Organizational Plans:**

- MP-EO01 Emergency Operations Plan
- MP-ES06 Safety Management Plan



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- 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

**Department Approval**

Signed Charles E Miller

Date: 1/3/2023

Clinical Research Center Administrator

Signed Katie Penas

Date: 1/3/2023

Clinical Research Manager

Signed Serena Gaines

Date: 1/4/2023

Research Nurse Manager

Signed [Signature]

Date: 1/16/2023

Assistant Vice Chancellor for Clinical Research