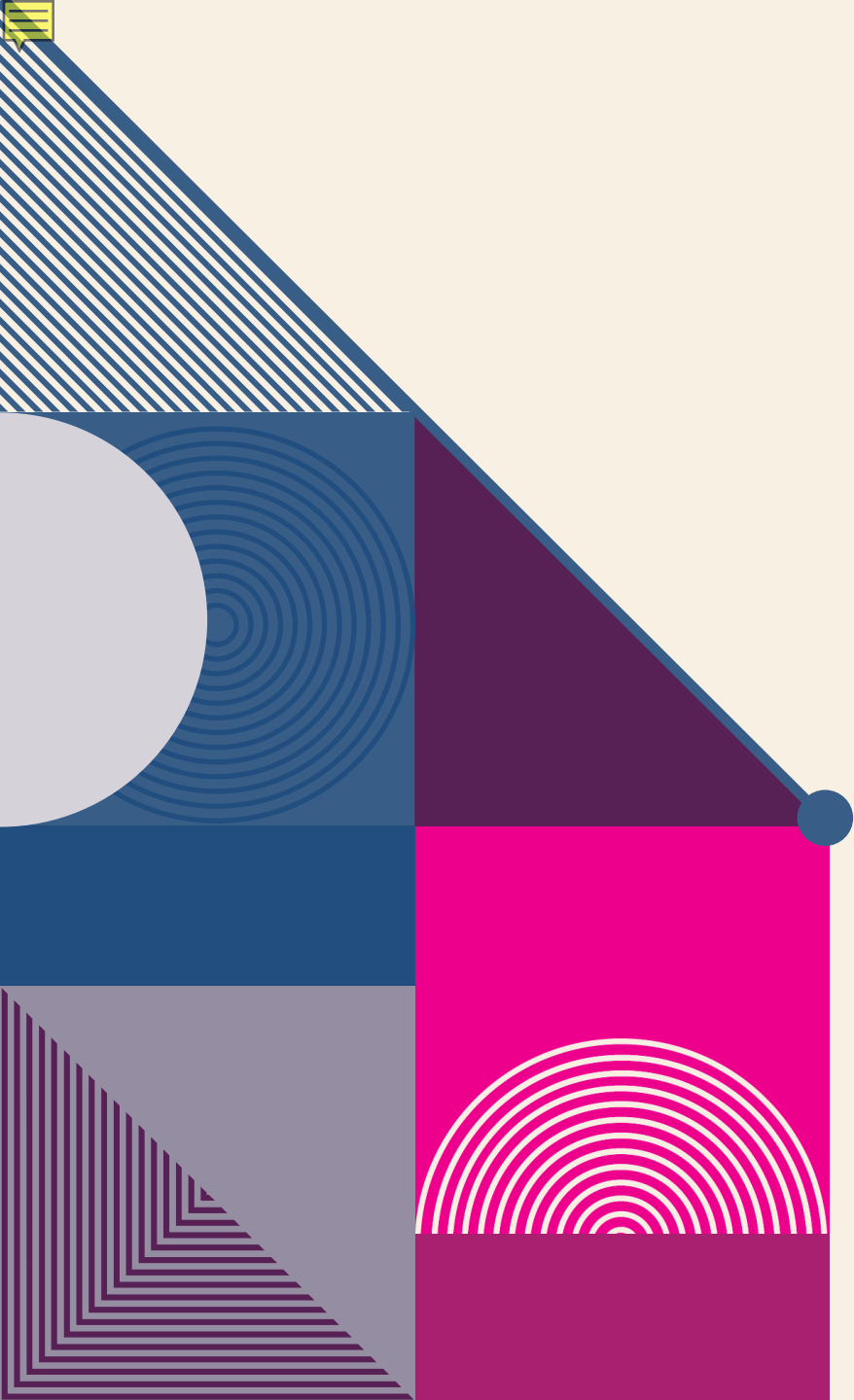


The background features a complex geometric design. On the left, there are several overlapping shapes: a dark purple triangle at the top left, a blue square with concentric circles, a light grey semi-circle, a pink triangle with diagonal lines, a pink square with a white grid pattern, a blue square, a grey triangle, and a pink triangle. A white dot is connected by a thin white line to the top-left corner of the pink triangle with diagonal lines. The text is positioned on the right side of the image, set against a solid blue background.

# CONTINUITY PLANNING FOR IRB MEMBERS



# AGENDA

Background

How OHSRP prepares for an emergency

How to prepare yourself/family for an emergency

What to expect when there is an emergency

# BACKGROUND - EMERGENCIES & CONTINUITY PLANNING

Emergencies happen. We cannot predict when they might occur, or what they might be

We do have some control over how we respond to emergencies

Continuity planning is how organizations prepare to continue operations during and immediately following an emergency

Our accrediting body requires we have an HRPP continuity plan (CP)

Continuity planning requires

- A plan
- Regular training on how to respond based on the plan
- Clear communications
- Assessing and applying lessons learned to make future responses more effective

The HRPP CP complies with the Federal Emergency Management Administration (FEMA) and NIH requirements



# HOW WE PREPARE FOR EMERGENCIES

NIH/OHSRP operations consists of four phases:

– **Phase I** – Readiness and Preparedness (steady state)

## **EMERGENCY**

– **Phase II** – Activation and Notification

– **Phase III** – Continuity of Operations

– **Phase IV** – Reconstitution

- We have a CP for the HRPP
- We conduct Testing, Training and Exercises, for example:
  - We have trained the OHSRP leadership team
  - We held an OHSRP Ed session to train investigators
  - NIH staff participate in yearly NIH Personnel Accountability Exercises
  - We are training you

# HOW YOU CAN PREPARE

**Make a plan** - for how you/your family will shelter in place/evacuate for at **least 3 days**

Prepare a survival kit: (<http://www.ready.gov> )

- 1 gal potable water per person/pet per day
- Non-perishable and ready to eat food for people/pets
- Medications for people/pets
- Can opener, flashlight, batteries, first aid kit, duct tape, whistle, masks, moist towelettes, pet carrier
- Important documents, cash, phones/portable batteries

Practice evacuating and gathering at an alternate site in and outside of your neighborhood – Maps

Keep a mini kit at work if you had to shelter in place: Meds, protein bars, first aid kit, portable batteries for phone

Know how to contact IRBO/Executive IRB Chair, keep your contact information current with IRBO/in NED

# WHAT HAPPENS IF THERE IS AN EMERGENCY

- If it is a larger Regional/Gov. or NIH-wide event
- The NIH CP may be activated by:
  - President of US
  - NIH Director/successor
- OHSRP leadership team will activate and communicate with you to provide instructions
- You may be asked to provide your personal status to serve as an IRB Member. When replying let us know if you are affected or unaffected, and if you can serve as a member.
- Be patient – Await instructions
- If it is local to your home/worksites- take care of yourself/loved ones/co-workers (evacuate to safety/shelter in place as needed)
- If the event impacts you and you are scheduled to serve at a meeting but can't, let IRBO/Executive IRB Chair know ASAP
- If an event impacts IRBO/the IRB, expect to hear from IRBO/Executive IRB Chair asking you for your status and availability to serve as an IRB member.
- Be patient, it may take a few days to hear from us during an emergency – Check our website
- Processes during an emergency may change by necessity, await instructions from IRBO/ Executive IRB Chair

# FINAL TIPS & TAKEAWAYS

## **Practice makes perfect –**

- Participate in training/exercises
  - Make a personal plan for yourself/family
  - Keep your personal contact information current with the IRB/NIH
  - Update IRBO if you move/your information changes
- 
- **If an emergency occurs –**
    - Protect yourself
    - Keep an eye out for OPM, AlertNIH and other notifications
    - Contact IRBO ASAP if you are expected to serve but cannot
    - Be patient – Follow instructions from IRBO/Executive IRB Chair



Questions?

**THANK YOU**

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