

February 2026 Tip of the Month

Emergency Preparedness

Expectations for Researchers



Please find below some tips to help research teams prepare for emergencies that may disrupt building operations or affect human research activities at UMB.

Review Required Emergency Plans

- **Human Research Preparedness Plan:** Understand how participant rights and welfare are protected during emergencies and how to request assistance.
- **Occupant Emergency Plan (OEP):** Know evacuation routes, shelter-in-place locations, and the location of emergency equipment in your building by creating an [Emergency Preparedness Checklist](#).

Verify Your Emergency Notifications

- Ensure your contact information is correct in [UMB Alerts](#) so you receive timely emergency notifications.

Save Your Emergency Contacts

- Save the contact information for your School's [Emergency Management Team \(EMT\)](#), who coordinate emergency planning and have authority to make emergency decisions.

Complete Emergency Preparedness Training

- All research personnel should complete the 15-minute [Emergency Preparedness training](#) to understand core emergency actions and response expectations.

Know What to Do During an Emergency

- For any life-threatening situation: **Call 911.**
- Follow the OEP guidance:
 - **Emergency inside the building:** Evacuate
 - **Emergency outside the building:** Shelter in place
 - **Active assailant:** Run → Hide → Fight / Avoid → Deny → Defend

Prepare Your Research for Disruptions

- All research teams should maintain a [Research Continuity Plan \(COOP\)](#) identifying essential functions and backups for key personnel, locations, systems, and processes.

Monitor IRB Communications During Emergencies

- The IRB will notify the research community if an emergency affects IRB operations, including review timelines or meeting schedules.
- If emergency-related changes to research activities are required, the IRB will issue guidance on what does—and does not—require IRB review.

Resuming Research After an Emergency

- When normal operations resume, the IRB will notify the research community. Please wait for that communication before returning to standard procedures.

Additional Resources

- [HRPP Plan](#) – Emergency Preparedness (p. 29)
- [Investigator Manual](#) – Appendix 13 (p. 75)
- [HRPP Emergency Preparedness SOP 065](#)
- [Emergency Reference Guide](#)



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