**Research, Scholarship, and Creative Activities (RSCA) Continuity Plan (recommended)**

In the event of an unplanned emergency or disruption (such as natural disaster, unplanned power outages or floods, serious or widespread illness such as COVID-19, or other interruption to typical university operations, etc.), labs, clinics, and other research, scholarship, and creative activity (RSCA) spaces may be impacted and there may not be primary subject matter experts to address the respective operational needs. A template for a continuity plan can be found below. Please share your lab-specific continuity plan with your college administration and the Associate Vice President for Research Operations. Review this plan often and update it as needed.

**Principal Investigator:**

| Dr. Jennifer Lopez |
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**Lab or Facility Name:**

| Lopez Lab |
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**Lab Locations (building and room numbers):**

| EIS 202 and 205  BSC 3300 |
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1. Procedures and processes that require regular personnel attention are listed below:

| * Maintenance of laboratory animals and long-term animal studies according to operating procedures stored in Google Drive (linked) * Frequent monitoring of critical equipment such as -80C Freezers containing irreplaceable samples and liquid nitrogen dewars according to operating procedures stored in Google Drive (linked) |
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1. In the event of a disruption to research, the following procedures would be implemented to ramp down, curtail, or delay non-critical activities:

| * We will discontinue cell culture experiments and freeze down cells |
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1. Critical personnel who can safely perform essential activities are listed below as well as their contact information:

| * Johnny Aztec, 619-594-0010, [jaztec@sdsu.edu](mailto:jaztec@sdsu.edu)   + Responsibilities: animal feeding and cage cleaning * Elizabeth Montezuma, 619-594-0011, [emontezuma@sdsu.edu](mailto:emontezuma@sdsu.edu)   + Responsibilities: liquid nitrogen restocking |
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1. My plan for cross-training research staff is outlined below. Documents containing critical step-by-step instructions can be found (either physically or electronically) in the location(s) listed below:

| * Johnny and Elizabeth listed above are the most knowledgeable lab members and train other staff in the lab. We keep our protocols and standard operating procedures in a lab Google Drive: link here |
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1. Colleagues who have similar research activities are listed below, as well as their contact information. In the event of a disruption to research, we will make our best effort to coordinate in a way that ensures coverage of critical activities:

| I share a lab space with Bioscience Center with Dr. Taylor Swift (619-555-1313, [tswift@sdsu.edu](mailto:tswift@sdsu.edu)) and we have shared freezers and liquid nitrogen dewars. We will coordinate managing the critical equipment between our critical laboratory personnel. |
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1. My plan to review this contingency plan and emergency procedures with my staff are outlined below:

| I will share this plan at our annual safety lab meeting and we will revise as needed. |
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1. A list of supplies that are essential for critical procedures and processes are listed below:

| 1 tank of liquid nitrogen every week |
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1. My college administration is listed below. I have shared this document with my college administration:

| Dean: Jeff Roberts  Associate Dean: Tod Reeder |
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