

## **Potential Exposure to Human Pathogen Communication and Reporting Procedures**

As part of their laboratory-specific training, all employees listed on an Institutional Biosafety Committee (IBC) approved project that work with or come in contact with a human pathogen must be aware of the symptoms of disease caused by those pathogens. These symptoms are described in the Pathogen Safety Data Sheet (SDS). If the employee believes they have been exposed to the pathogen, they must inform their supervisor immediately. The supervisor must complete the [First Report of Injury \(FROI\)](#) form within 24 hrs and immediately notify EH&S, ORR, or Occupational Medicine.

### **Roles:**

EH&S (Scenario 1) (515) 294-5359:

- If notified first, contact ORR and Occ Med
- Remind supervisor to complete FROI form
- Direct supervisor to the IBC Adverse Events form

ORR (Scenario 2) (515) 294-5412:

- If notified first, contact EH&S and Occ Med
- Direct supervisor to the IBC Adverse Events form
- Send out completed Adverse Events form to the IBC
- Notify NIH Office of Science Policy

Occ Med (Scenario 3) (515) 294-2056:

- If notified first, contact EH&S
- EH&S will contact ORR
- Notify the Iowa Department of Public Health (IDPH) if the disease is reportable

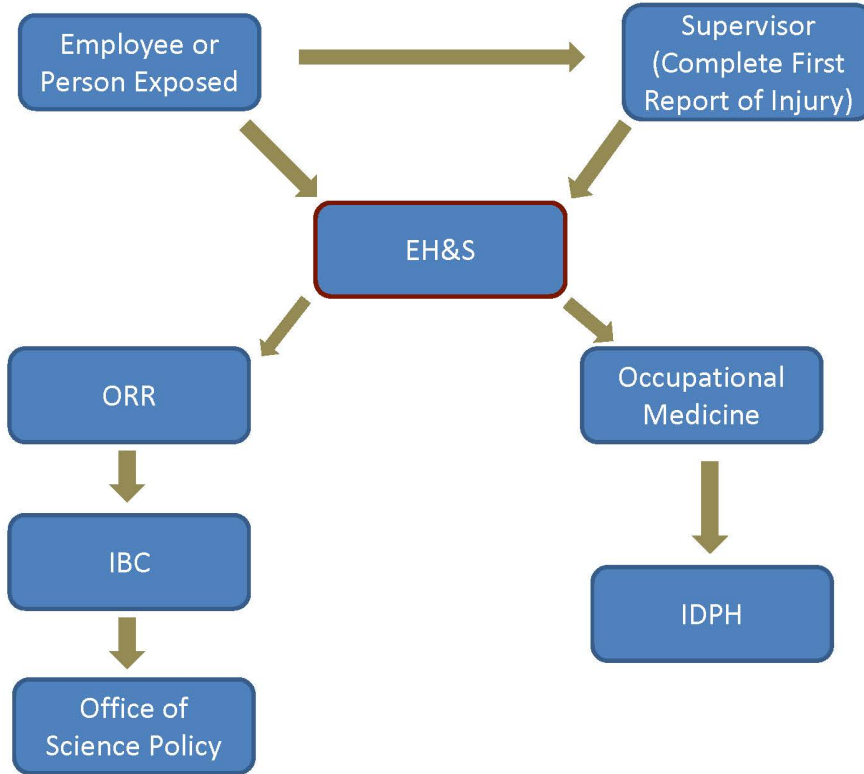
IBC Chair/Member (Scenario 4):

- If notified first, contact ORR
- ORR will contact EH&S

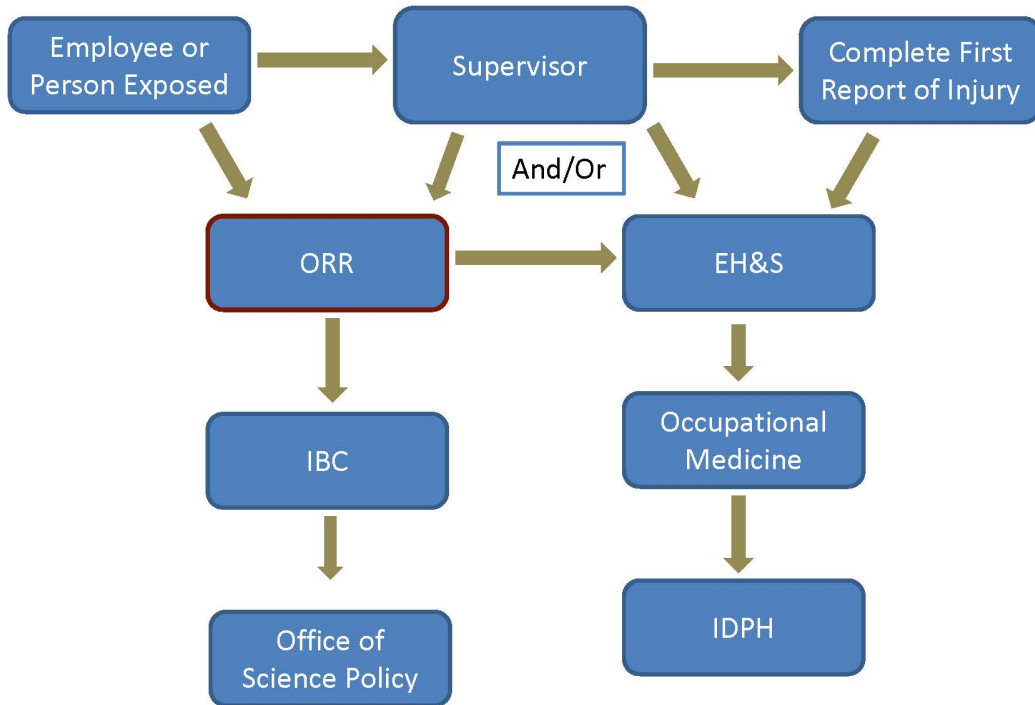
**Constant lines of communication are as follows (please see communication trees):**

- ORR to IBC and NIH OBA (if rDNA is involved).
- EH&S to Occ Med
- Occ Med to IDPH

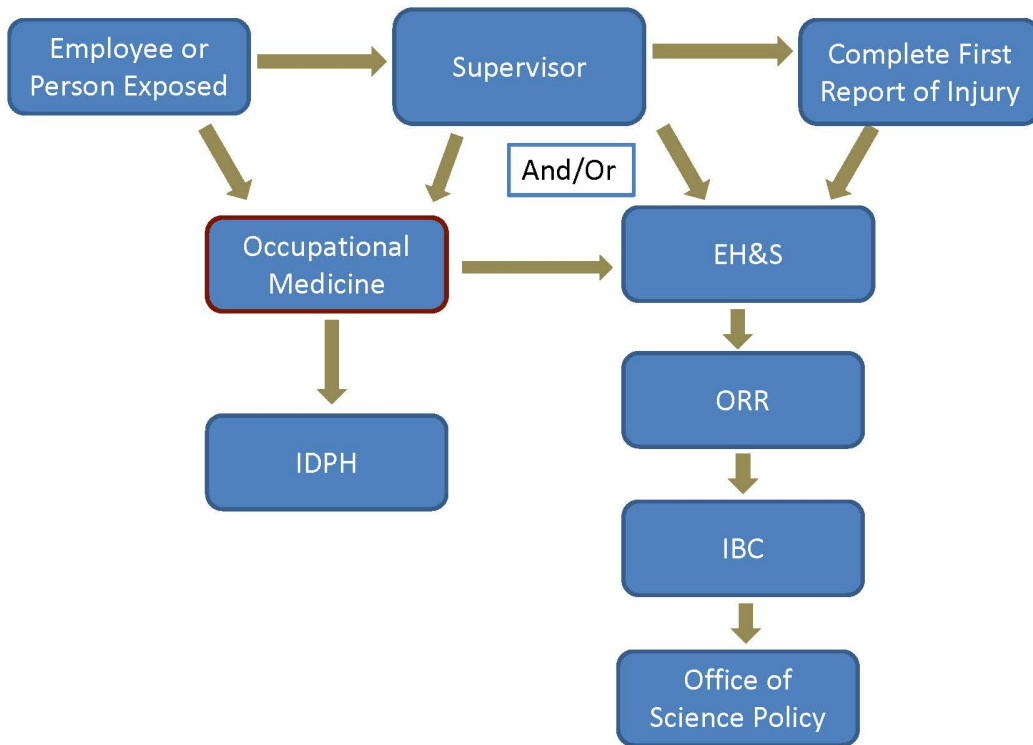
**Scenario 1: EH&S receives initial notice  
Potential Exposure to Human Pathogen**



**Scenario 2: ORR receives initial notice  
Potential Exposure to Human Pathogen**



**Scenario 3: Occ Med receives initial notice  
Potential Exposure to Human Pathogen**



**Scenario 4: IBC Chair/Member receives initial notice  
Potential Exposure to Human Pathogen**

