Hurricane Preparation Check List –	EES Group & Bldgs. 59, 87, 89

National Weather Service Advisory Level	Weather Conditions	JLab Preparedness Level	Accelerator & Physics Operations
Hurricane Season	**June 1 thru November 30** *unless otherwise declared by Lab Director*	**HPC-1**	**A**
Tropical Storm or Hurricane Watch issued for Newport News Tropical Storm: maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr). Hurricane: sustained winds 64 kt (74 mph or 119 km/hr) or higher associated with a hurricane are expected in a specified coastal area in 24 hours or less.	Declared in anticipation of a tropical storm or hurricane threat to Hampton Roads about 50 hours before winds are expected strong enough to make vehicular traffic dangerous.	**HPC-2**	**B**
Tropical Storm or Hurricane Warning issued for Newport News	(a) **Hurricane force** winds (74 mph and above) are expected over the coastal areas within the next 24 hours (b) **Tropical Storm force** winds within the range of 34 to 63 kt (39 to 73 mph or 63 to 118 km/hr) are expected in a specified coastal area within 24 hours or less.	**HPC-3**	**C**

A – Accelerator operations and the experimental program are supported.

B – Accelerator operations and the experimental program are limited.

C – Accelerator and experimental operations are in maximum state of storm preparations.

Primary EES Emergency Manager: Omar Garza. Backup EES Emergency Manager: Ron Lauze'. Emergency Managers are responsible for executing this check list.

Four teams will lead the effort to execute EES hurricane preparedness check lists.

1. **Team A** is responsible for I&C check lists
   - Brad Cumbia
   - Rick Gonzales
2. **Team B** is responsible for RF check lists
   - Steve Cooper
   - Clyde Mounts
3. **Team C** is responsible for DC check lists
   - Simon Wood
   - Lee Broeker
4. **Team D** is responsible for Bldg. 59 checklists.
   - Mark Wissman

YEAR-ROUND READINESS

1. The Safety Wardens for Buildings 59, 87, & 89 are to monitor the weather alert radios and alert the EES Emergency Manager of any weather watches or warnings.

2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.

3. Send revisions to Severe Weather Check List to JLab Emergency Manager for web-page posting.

4. Verify that Groups A, B, C, and D have updated Essential Personnel Lists. Send copy to JLab Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)

Duration of Hurricane Season (June 1 – Oct. 30)

1. Review/update Severe Weather Check List. Send mark-up to JLab Emergency Manager for web-page posting.

2. Verify that EESDC, EESRF, EESIC, and Bldg. 59 have updated Essential Personnel Lists. Send copy to JLab Emergency Manager.

3. Verify that EESDC, EESRF, EESIC have inventoried supplies on hand; replenish if needed:

4. Work with Operations Coordinators to replenish any required supplies (duct tape, plastic, batteries, etc.).

5. Ensure the master phone list is up-to-date, including essential personnel.

6. Ensure 2-way radios and cell phones are charged and ready for distribution.

7. Check transportainers for proper tie-downs and functional doors with locks.

8. **Report completion of preparations to line management and to JLab Emergency Manager.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Communicate to EES personnel their roles and responsibilities WHEN a transition is made from HPC-2 to HPC-3.
    a) Back-up all computer files
    b) Unplug and secure computer and test equipment and cover them with plastic
    c) Lower and close all window blinds
    d) Raise off-the-floor any items susceptible to water damage
    e) Explain 2-way radio and cell phone distribution
    f) Discuss on-going and pending tasks that may change due to weather conditions
2. Distribute check lists to Hurricane Preparedness Teams A, B, C, and D.
3. Working with Operations Coordinators, evaluate all work in progress or about to start and take appropriate action.
4. Check transportainers to be closed and locked.
5. Ensure that Teams A, B, C, and D are continuing to execute their check lists by spot checking:
    a) Critical computer files have been backed up.
    b) Non-essential computers and test equipment have been unplugged and covered in plastic film.
    c) Building blinds have been lowered and closed.
    d) Floors are free of water damageable equipment
6. Distribute 2-way radios and cell phones to Operations Coordinators.
7. **Report completion of preparations to line management and to JLab Emergency Manager.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Verify that all other EES check lists are on schedule. Organize support to assist those groups behind on check list items.
2. Verify that all non-essential personnel have been told to evacuate the site.
3. Meet with EES essential personnel to discuss any remaining issues.
4. Verify that all EES occupied buildings have been secured.
5. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
6. **Report completion of preparations to line management and to JLab Emergency Manager.**

DOWNGRADING READINESS CONDITIONS

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
2. Communicate with Safety Wardens, Operations Coordinators, and Accelerator representatives to make plans for recovery.
3. When safely permitted to do so, inspect the exterior and interior of Service Buildings, Buildings 59, 87, & 89, and Transport Containers for damage. Document problems.
4. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
5. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

Return to Hurricane Check List. http://www.jlab.org/intralab/emergency/weather/index.html

Return to Emergency Management. http://www.jlab.org/intralab/emergency/

maintained by webmaster@jlab.org
For questions regarding Emergency Management, contact John Kelly.