

Hurricane Preparation Check List –**Facilities Management & Logistics****YEAR-ROUND READINESS**

1. JLab Weather Monitor (or alternate) makes regular checks on storm systems with potential implications for Lab; alerts designated personnel of any 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 Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)

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

General Department Readiness and all buildings outside of the accelerator site

1. Review/update Hurricane Check List. R. Sprouse
2. Review/update/distribute Essential Personnel List. R. Sprouse
3. Check inventory of following emergency supplies - replenish if necessary.
 - Plywood, 2-2 X 4 ½ - Building 19
 - Sand bags - Building 19
 - Plastic bags - Building 19
 - Duct Tape - Building 19 E. Winslow
 - Ties - Building 19
 - Emergency tarpaulins - Building 19
 - Hand tools (axes, etc.) - Building 19
 - Plastic sheeting
 - Flashlights and batteries

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| <p>4. Check condition of and locate and properly store all accessories for emergency equipment. Test run, adjust, sharpen, etc. – properly store. Ensure fuel is on hand, stored properly, and fresh.</p> <ul style="list-style-type: none"> • Sump pump • Generator • Tractor • Chain saws (2) | <p>W. Rust
W. Rust
K. Boyes
K. Boyes</p> |
| <p>5. Check parts inventory needed to back-feed emergency circulation pumps in Buildings 91 and 95.</p> | <p>W. Rust</p> |
| <p>6. Check that electrical protective equipment is tested and in place.</p> | <p>R. Rice</p> |
| <p>7. Check incoming power lines (overhead) for potential problems.</p> | <p>P. Powers</p> |
| <p>8. Inspect roofs on all major buildings.</p> <ul style="list-style-type: none"> a. Clean gutters, downspouts, roof drains b. Re-secure any loose appendages | <p>K. Boyes</p> |
| <p>9. Review/update hurricane precautions for computers in coordination with the Computer Center.</p> | <p>D. Newsome</p> |
| <p>10. Inspect condition of storm drainage structures and surface drainage flow lines to identify problem areas. Take action as required:</p> <ul style="list-style-type: none"> a. Ensure that the grounds-maintenance subcontractor clears identified snags of organic debris at drainage structures and within flow lines as specified in the maintenance subcontract and/or; b. Obtain services of outside subcontractors to clean flow lines and drain structure inlets and outlets where flow-impeding sedimentation is identified. | <p>E. Winslow</p> |
| <p>11. Inspect condition of trailer tie downs and skirting site wide, and take action to correct identified problems/deficiencies.</p> | <p>S. Chandra</p> |
| <p>12. Tour site to identify and locate all loose, lightweight materials or equipment or equipment/materials protected by tarpaulins or similar materials. Identify and notify owners of noted materials or equipment so that special actions will be required if Preparedness Conditions 1 or 2 are set.</p> | <p>J. Campbell
K. Boyes</p> |
| <p>13. Survey 802 Blue Crab and any other off-site leased space for soundness and potential leaking areas. If any area is in question, contact Procurement to notify rental agency.</p> | <p>J. Campbell</p> |

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| 14. Evaluate present and future status of any ongoing construction subcontracts to identify conditions which may require special attention if storm conditions threaten. Brief subcontractors on JLab's hurricane preparation and closure process. | K. Royston |
| 15. Report completion of preparations to Facilities Manager Director. | Section
Heads |

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

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| 1. Re check all emergency equipment and supplies. (Items 3 and 4 under HPC-1) | E. Winslow
W. Rust |
| a. Test run all engines | |
| b. Top off fuel supplies | |
| 2. Re check back-feed pumps - Item 5 of Condition 3. | W. Rust |
| 3. Walk roofs of all major buildings. | K. Boyes |
| VARC | MCC |
| CEBAF Center | AMS Building |
| Test Lab | Counting House |
| EEL | Residence Facility |
| All flat-roofed service buildings | Ensure all roof drains and downspouts are open. |
| 4. Institute hurricane precautions for computers as promulgated by the Computer Center in all Facilities Management areas. | D. Newsome |
| 5. Inspect all major drainage ditches. | E. Winslow
K. Royston |
| a. Clear debris | |
| b. Ensure culverts are open | |
| 6. Inspect all trailers for skirting and tie-down problems. Correct problems found. | S. Chandra |
| 7. Inspect all refuse containers; direct disposal- service subcontractor to empty all full or nearly full containers. Schedule additional dumps as deemed needed. Get pallets and excess wood removed. | M. Lewellen |
| 8. Tour site to verify that all lightweight, loose materials are properly secured. Notify identified owners of tarpaulin-protected equipment or materials to move the items into a protected area if possible. Notify identified owners to take action to begin sand bagging any tarpaulin protected equipment or materials which cannot be moved to a secure location. | J. Campbell
T. Briggs |

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| 9. Tour each construction activity to verify that arrangements have been made to properly protect and secure structures, materials, or equipment which may be threatened by storm conditions. Inform subcontractors that failure to secure/protect items as directed will be considered a violation of JLab's safety requirements and may be subject to specified penalties under the terms of the subcontract. | K. Royston |
| 10. Top off fuel tanks on all four-wheel drive vehicles and large trucks in the GSA fleet. | K. Boyes |
| 11. Inform users that severe weather could cause delays in shipping and receiving functions. Attempt to identify all critical needs to permit concentration of effort. Ensure shipping and receiving area is prepared. | J. Campbell |
| 12. Pre arrange for expected additional security guards. | M. Lewellen |
| 13. Inspect around Buildings 91, 92 and 95 and all cooling towers. Secure all loose items - or move items inside buildings. Close all windows/doors. Ensure all tanks are secured or inside building. | W. Rust |
| 14. Inspect area around Buildings 13, 19, and 28. Secure all loose items or relocate them inside. Check for suspect tree limbs near buildings. | K. Boyes |
| 15. Inspect all outside storage areas. Tie down existing covers. Secure light/loose items. | J. Campbell
K. Burrows |
| 16. Report completion of preparations to Facility Management Director. | Section
Heads |

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

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| 5. Re-inspect the entire site for objects that must be moved or secured. Take corrective action. Pay particular attention to the following areas: | W. Rust |
| a. Buildings 91, 92 and 95 and all cooling towers | K. Boyes |
| b. Buildings 13, 19, 28, ARC Building, and surrounding area | K. Royston |
| c. Construction Sites | |
| 6. In Building 28: | |
| d. Secure boiler - secure fuel | W. Rust |
| e. Sandbag telecommunications rooms | |
| 7. Re-check all dumpsters. Secure lids if appropriate. | M. Lewellen |
| 8. Finalize security force arrangements. | M. Lewellen |
| 9. Move all readied emergency equipment to Building 19. Ensure all | K. Boyes |

- is fueled and ready.
10. Park all Facilities GSA and State vehicles adjacent to Building 28 or Building 91 (Service Building 2). Park vehicles for easy access. Ensure all are fueled. K. Boyes
 11. Carry out hurricane precautions for computers in coordination with the Computer Center. D. Newsome
 12. Turn off and unplug all unnecessary appliances (telephones remain in service) D. Newsome
 13. Ensure Blue Crab facility, other off-site storage, and shipping/receiving areas and contents are secured/disconnected/covered as appropriate. J. Campbell/
T. Briggs
 14. Re inspect outside storage. Take any last-minute precautions deemed necessary. T. Briggs
 15. Determine persons to remain on site during the storm. Determine location to occupy. R. Sprouse
 16. Place portable storm gates at end station truck ramps. Sandbag personnel doors. Hall Leaders
to install
 17. Upon securing of beam, check operation of auxiliary pumps for beam dump. Ensure generator power available in event of power outage. W. Rust
 18. **Report completion of preparations to Facilities Management Director.** Section
Heads

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. 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.
3. 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/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

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For questions regarding Emergency Management, contact [John Kelly](#).