

YEAR-ROUND READINESS

1. Building Manager and/or Safety Warden monitors weather radio; alerts 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)

1. Review/update this hurricane checklist. Send mark-up to Emergency Manager for web-page posting.
2. Review and update the list of essential Operations personnel. Send copy to Emergency Manager.
3. Schedule a briefing on hurricane preparations at an 8:00 A.M. meeting.
4. Review list of essential staff and update if necessary. Inventory Supplies on hand; replenish if needed:
5. Track attainment of HPC-1 by Group Leaders and report status to the Director of Operations. See Table 1.

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Ensure that all Group Leaders are aware of the change in readiness condition. Advise them of the desired state of the machine.
2. Review major meetings scheduled for the next 2-3 days, notify organizers of potential severe weather, and coordinate rescheduling, if applicable.
3. Evaluate all contract work in progress or about to start and take appropriate action.
4. Review all in-house work in progress or about to start and take appropriate action.
5. Work with Group Leaders to allocate storage locations for high-value items and records.
6. Inspect all roll-up doors. Pre-install insulation panels and straps as necessary.
7. Track Group Leader attainment of HPC-2, and report status to the Director of Operations.

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Ensure that all Group Leaders are aware of the change in readiness condition. Advise them of the desired state of the machine.
2. Announce plans for release of nonessential and essential employees.
3. Meet with the Director of Operations and Physics Division representatives to determine the optimum status of the accelerator and the experimental program during the storm.
4. Advise the Program Deputy regarding hurricane preparations.
5. Request manpower support from the MCC Operations Group Leader and the on-duty crew chief as needed to support technical groups with completing their check lists.
6. Direct accelerator system shutdown.
7. Brief staff, visitors, and subcontractors about where Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
8. Track Group Leader attainment of HPC-3, and report status to the Director of Operations.

DOWNGRADING READINESS CONDITIONS

1. When Lab management declares it is safe to allow occupants to return their offices:
 - a. Meet with Safety Wardens and Group Leaders to make plans for the recovery.
 - b. Inspect all buildings and areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
 - c. Provide guidance to staff about restoring their offices and equipment to normal.
 - d. Initiate repairs and replacements as appropriate.
 - e. Document problems and take photographs when appropriate.
2. Track Group Leader attainment of HPC-1, and report same to the Director of Operations.
3. Critique preparation and recovery from this storm. Change checklist as needed, and provide copy to JLab Emergency Manager.

Table 1

Date Readiness Condition Declared <hr/> System/Function/Area	Time & Point of Contact	Time Completed	Exceptions
Accelerator Operability			
Alignment Group			
Control Systems			
Cryogenics			
Electronic Equipment Support Emergency Manager			
Facilities Management			
MCC Operations			
Physics			
Radiation Control Group			
Safety Warden			

Completion report given to the Director of Operations _____

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/>

Maintained by webmaster@jlab.org for questions regarding Emergency Management, contact [John Kelly](#).