

Hurricane Preparation Check List – [Applied Research Center \(ARC\)](#)

YEAR-ROUND READINESS

1. Reception desk staff monitor weather radio; alerts Building Manager 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 Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.
2. Update Essential Personnel Lists. Send copy to Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
 - a) 300 garbage bags with ties
 - b) 10 flashlights and spare batteries
 - c) 20 rolls of duct tape
3. Send memo to building occupants identifying Building Manager and his/her role.
4. Review/update Hurricane Precautions for Computers in coordination with Computer Center.
5. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Review major meetings scheduled for ARC in next 2-3 days, notify organizers of potential severe weather, and coordinate rescheduling if applicable.

2. Evaluate all contract work in progress or about to start and take appropriate action.
3. Brief safety wardens and alternates on roles during Readiness Condition 1.
4. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Send general (office) and computer precautions checklist to building occupants.
2. Building occupants implement office (general) checklist before departing:
 - a. Computer precautions:
 - i. Back up each PC or Macintosh. Store the backup in a different location from the computer. If in a trailer, store the backup in a different building.
 - ii. Turn off computer and all peripherals.
 - iii. Unplug all computer power, communications connections, peripherals and other electrical equipment.
 - b. Turn off and unplug all other equipment and appliances, except telephones.
 - c. Remove personal and other items which may be required during the recovery period, when building access may be restricted.
 - d. In first floor areas, move items susceptible to water damage from floors to table or desk tops.
3. Lower and close window blinds.
4. Check nearby offices and common areas to ensure they also have been secured.
5. Close and lock office door.
6. Building Manager and safety wardens inspect hallways, kitchen, and common areas to ensure actions are complete; ensure flags are taken down outside.
7. Establish and notify building occupants of pick-up locations for supplies.
 - a. Turn off, unplug and cover sensitive equipment which could be damaged by water with plastic bags, including computers, peripherals, overhead projectors and other electronic equipment.

- b. If feasible without unplugging, place telephones in desk or cabinet; otherwise, cover with plastic.
 - c. Store all critical books, documents, diskettes, and papers in a secure drawer or sealed plastic bag.
8. 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.
9. **Report completion of preparations to line management.**

DOWNGRADING READINESS CONDITIONS

1. Meet with tenants and floor representative to make plans.
2. ARC tenants will be notified when it is safe to return to their offices.
3. 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.
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.

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

Return to [Emergency Management](#).

<http://www.jlab.org/intralab/emergency/>

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