

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 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) One hundred (100) 30 gallon garbage bags with ties
 - b) Ten (10) flashlights with spare batteries
 - c) Five (5) sandbags filled
3. Distribute memo to building occupants identifying Building Manager and his/her role.
4. Review/update Hurricane precautions for Computers in accordance with the Computer Center.
5. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Brief Safety Wardens and alternates on roles.
2. Review status of work in the Counting House for the next 2-3 days, notify users of potential severe weather and coordinate rescheduling, if applicable.
- 3.
- 4.

5. Report completion of preparations to line management.

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Distribute general (office) and computer precautions check list to building occupants.
2. Turn off non-essential equipment as appropriate.
3. Building occupants implement office (general) check list before departing:
 - a. Computer Precautions
 - i. Back up each PC or Macintosh. Store the backup in a different location from the computer.
 - ii. Turn off the computer and all peripherals.
 - iii. Unplug all computer power, communication connections, peripherals and other electrical equipment.
 - b. Turn off and unplug all other non essential equipment 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.
4. Check nearby offices and common areas, including adjacent outdoor areas, to ensure they have been secured.
5. Close and lock office doors.
6. Building Manager and Safety Wardens inspect hallways and common areas to ensure actions are complete.
7. Establish and notify building occupants to pick up supplies.
8. In second floor areas and first floor rooms with exterior windows:
 - a. 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 and diskettes and papers in a secure drawer or sealed plastic bag.
9. Store all critical books, documents and diskettes and papers in a secure drawer or sealed plastic bag.
10. 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.
11. **Report completion of preparations to line management.**

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/>

maintained by webmaster@jlab.org

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