

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) Plastic covering
 - b) Rope
 - c) Flashlights
4. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Review all work in progress and make necessary changes to the schedule and to priorities.
- 2.
3. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Backup all databases and secure disk in fire-proof vault.

2. Turn off and unplug all equipment, including computer terminals.
3. Cover and secure the following items with plastic:
 - a. OCE 7500
 - b. OCE 7100
 - c. Reader printer
 - d. Computer terminals
 - e. Printers
 - f. Calcomp
 - g. Pen plotters
 - h. Office Area
 - i. Anything in the area that may be damaged by water
4. Clear window areas of potential damage to equipment, paper, records, etc.
5. Place paper stored on the floor on tables.
6. Place microfilm copies in flat file.
7. 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.
8. **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. Restore all operable equipment to operation.
4. Return all records and electronic media to normal locations
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/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](#).