

Hurricane Preparation Check List –

[EESDC Ops Support Team](#)

## 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 JLab Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to EES 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 JLab Emergency Manager for web-page posting.
2. Update Essential Personnel Lists. Send copy to EES Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
  - a) plastic
  - b) duct tape
  - c) flashlights, batteries
4. Ensure critical data files on all EESDC Ops Support Team individual and test stand computers are stored on one of the automatically backed-up JLAB network drives: jlabhome (J) or jlabgrp (M).
5. **Report completion of preparations to EES Emergency Manager.**

## HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Evaluate all work in progress or about to start and take appropriate action.
2. Obtain walkie-talkie and cell phones and spare batteries from the EES On-Call Coordinator
3. Ensure walkie-talkie and cell phone batteries are charged and that serviceable spares are available.
4. Brief all employees on their roles if conditions worsen.
5. Store critical data files created after step 4 above on one of the automatically backed-up JLAB network drives: jlabhome (J) or jlabgrp (M).
6. Unplug non-essential computers, monitors, UPS and test equipment, secure in plastic and store in an above floor level location.
7. Securely cover all spare DC equipment in the injector and linac service buildings with plastic.
8. **Report completion of preparations to EES Emergency Manager.**

## PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Move all items susceptible to water damage from floors to table or desktops and securely cover with plastic.
2. Use script to set all trims to zero current and turn off the power from the utility chassis
3. Set the Main switch on each Box Supply to OFF. Turn off Main Breaker at MDP.
4. Valve LCW water to All Box Supplies to OFF
5. Turn off breaker to all shunt racks
6. Unplug remaining computers, monitors, UPS and test equipment, secure in plastic and store in an above floor level location.
7. Contact Group Leaders and provide assistance as needed.
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 EES Emergency Manager**

## DOWNGRADING READINESS CONDITIONS

1. When Lab 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. Meet with EES Emergency Manager, Safety Wardens, Group Leaders, and Accelerator representatives to make plans for recovery.
3. When safely permitted to do so, inspect the condition of all DC equipment in the service buildings and DC Transportainers and document damage or other problems observed.
4. Inspect all Box Supplies and Trim Racks for moisture incursion and dry, as necessary.
5. Inspect all Shunt Racks for moisture incursion and dry, as necessary.
6. When safe to do so, restore power to the DC systems turned off prior to the storm.
  - a. Turn on LCW System to Box Supplies and check for leaks only after LCW has circulated for ~24 hours.
  - b. Set the Main breaker on each Box Supply to ON.
  - c. Set the Main breaker on each Shunt Rack to ON
7. Bring up all trim racks that turned off during storm
8. Checked to ensure that all magnet interlock systems are function properly.
9. 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.
10. 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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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](#).