

Hurricane Preparation Check List –

FEL

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
 - b) duct tape
 - c) flashlights with batteries
4. Ensure all critical data files on all computers are stored on either of the JLab network J or M drives.
5. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Evaluate all work in progress or about to start and take appropriate action.
2. Brief all employees on their roles during Readiness Condition 1.
3. Verify proper operation of emergency generator and top off its propane tank.
4. Verify sandbags and/or water seal on truck ramp door.
5. Store critical data files created after step 4 above on either the J or M drives.
6. Ensure all transport container doors are closed.

7. Unplug and secure all non-essential computers and test equipment in plastic film and store above floor level.
8. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Move all items susceptible to water damage from floors to table or desktops and cover.
2. Close and lock doors when leaving.
3. Set all RF zones to NULL and their main CPS breakers to OFF.
4. Set the Gun HVPS breaker to OFF.
5. Use script to set all magnets to zero current and turn OFF their power.
6. Set the main breaker for each Box Power Supplies to OFF.
7. Turn OFF breakers for all shunt racks.
8. Valve OFF the LCW for each Box Power Supply and RF zone.
9. Contact Group Leaders and provide assistance as needed.
10. Close and lock doors when leaving.
11. 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.
12. **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. Meet with Safety Wardens, Group Leaders, and Accelerator representatives to make plans for recovery.
3. Inspect all RF zones, Box Supplies, Trim Racks, and Shunt Racks for moisture incursion and dry as necessary.
4. When safe to do so, OPEN the LCW valves and check for leaks.
5. When safe to do so, restore power to all systems. Check Instrument Air system.
6. When it is safe to allow occupants to return to their offices, inform all about restoring their offices and equipment to normal.

7. 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.
8. 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](#).