

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. Flashlights
 - b. Ratchet straps, nine each
 - c. Sand bags
 - d. Plastic bags for software and small items
 - e. Inspection of emergency lights
 - f. Chain and binders for sheet metal rack
 - g. 1/4 diameter nylon rope, 500 feet
4. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Chain down sheet metal rack
2. Strap bar stock rack
3. Cover scrap containers
4. Inspect outside for loose items

5. Report completion of preparations to line management.

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Tie down gantry crane
2. Secure gas bottles
3. Unplug computers and appliances
4. Seal and secure all outside doors
5. Bring scrap containers inside
6. Sand bag south bay door
7. Cover all readouts
8. Cover CNC equipment
9. Place all tower-style computers on table tops and cover all computer equipment with plastic
10. Plastic bag all software and place in file cabinet
11. Seal south and west wall vents
12. 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.
13. **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](#).