

Hurricane Preparation Check List –

[RadCon](#)

This check list applies to:

- Buildings 52 and 54, Dan Dotson or Keith Welch
- Trailers 52A and 52B, Dan Dotson or Keith Welch
- Accelerator Site, Dan Dotson
- Test Lab (Building 58), Keith Welch
- EEL (Building 90), Keith Welch
- ARC Rooms 602-03, 05, 07, Erik Abkemeier

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)
 - b)
 - c)
- 3.
4. Report completion of preparations to line management.

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Trailers 52A and 52B
 - a. Close and lock all windows. Lower blinds.
- 2.
- 3.
- 4.
5. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Buildings 52 and 54
 - Secure all radioactive sources and lock portable sources in safe.
 - Ensure all radioactive materials are off the ground and away from windows.
 - Lock outside radioactive materials storage containers.
 - Shut off and unplug computers and equipment. When possible, get them off the floor and cover them with plastic if they cannot be moved away from windows.
 - Leave refrigerator on.
 - Move portable instrumentation to upper shelves.
 - Move utility vehicle inside Bldg. 52 or 54. (If not possible, move to the Physics Storage area parking lot with the keys in the vehicles. The vehicles will be subsequently stored in one of the experimental halls.)
 - Move vital records and dosimetry out of bottom drawers. Cover filing cabinet tops and fronts with plastic.
 - Close and secure all radwaste and radioactive material storage areas. (Ensure all loaded B-25 boxes are dogged down.)
 - Place sandbags and plastic around the doors utilizing the George Walker method.
 - Shut off all power to Bldg. 52 and 54 in order to minimize shock hazards due to flooding.
 - Put a full complement of survey instruments in a RADCON personnel's car for emergency use.

- Close and lock door, windows, and roll-down door.

2. Trailers 52A 52B, 52C

- Shut off and unplug computers and electronic equipment. When possible, get them off the floor and cover them with plastic if they cannot be moved away from windows.
- Leave refrigerator on. Remove food that easily spoils if a loss of power is likely.
- If time permits, move all computer CPUs and monitors to Building 52, the Block House, placing them away from windows and off the floor.
- Put vital electronic media (including tape backups) into a plastic bag, seal them securely, and place them in a cabinet or drawer above floor level.
- Close and lock all windows and doors; lower blinds, evacuate buildings and seek better shelter (e.g., Building 52, Test Lab, or CEBAF Center.)
- Ensure Weather Alert Radio is on and has a fresh battery.
- Ensure batteries are charged and cellular telephone and emergency pager are given to "alpha" personnel.

3. Accelerator Site

- Return all portable radioactive sources to locked storage.
- Secure portable instrumentation and emergency dosimetry in MCC, keeping them off floor level.
- Close and secure all radwaste and radioactive material storage areas. (Ensure all loaded B-25 boxes are dogged down.)

4. Test Lab and EEL

- Secure all radioactive sources. Ensure that they are all accounted for and in locked cabinets.
- Secure portable instrumentation.
- Power down fixed monitors.

5. End Stations

- Preconfigure sump discharge of environmental water as appropriate (e.g., Pump down FDS to zero level, and open the connecting valve to the ESS. Open the tunnel sumps to discharge to the ground vice the tanks.)

- Power down building 92 TMDU
6. ARC 602-03, 05, 07
 - Shut off and unplug computers and electronic equipment. When possible, cover them with plastic if they cannot be moved away from windows.
 - Put all electronic media into a plastic bag, seal them securely, and place them in a cabinet or drawer.
 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. Restore all operable equipment to operation.
3. Reconfigure FDS to its normal valve lineup.
4. Return all records and electronic media to normal locations.
5. 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.
6. 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](#).