

Hurricane Preparation Check List –

Safety Lab

This check list applies to the Safety Lab (building 35), the Spill Team Trailer, hazardous and non hazardous waste storage areas, and the Waste Oil Shed.

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) 25 garbage bags with ties
 - b) 5 flashlights and spare batteries
 - c)
- 3.
4. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Review meetings and training scheduled for the Safety Lab classroom. Notify organizers about the severe weather prediction and reschedule, if applicable.
2. Brief Safety Lab staff on responsibilities during Readiness Condition 1.
- 3.
- 4.

- 5.
6. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Shut down computers and completely disconnect them from wall outlets before leaving the Safety Lab.
2. Completely disconnect all industrial hygiene instrumentation from the wall outlets.
3. Remove all compressed-gas cylinders from the Spill Team Trailer and relocate them to the QA shelves in the Test Lab.
4. Ensure all windows are closed.
5. Secure all 55-gallon drums of hazardous and non hazardous waste.
6. Cover all in-baskets, book shelves, and loose paper with plastic trash bags.
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. 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](#).