

Hurricane Preparation Check List –

**Accelerator Site Safety
Warden**

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) Garbage bags
 - b) Flashlights/batteries
 - c) Foul weather gear
4. Review use parameters for the emergency supplies kept in the MCC Control Room.
5. Check doors (rollup and personnel) for proper operation.
6. Check site for loose debris.
7. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Review all work ongoing and scheduled. Evaluate and adjust as necessary.
2. Review, in small groups, roles and responsibilities if conditions deteriorate to Readiness Condition 1.
3. Check site for loose debris.

4. Establish pick-up locations for supplies and notify building occupants.
5. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Check common areas and take whatever action necessary to protect or secure those areas.
2. Review the site for loose debris.
3. Check doors (rollup and personnel), make sure they are closed and secured.
4. Report to the Crew Chief, lend assistance as needed until relieved or released.
5. Advise personnel with offices in trailers, remove valuable records and equipment and store in building 85 or 87.
6. Provide building 85 and 87 occupants with this checklist, which is to be completed prior to their departure from site:
 - a. Computer precautions:
 - i. Back up each PC or Macintosh. Store the backup in a different location from the computer. If in a trailer, store the backup in a different building.
 - ii. Turn off PC computers and all peripherals.
 - iii. Unplug designated computer power, communications connections, peripherals and other electrical equipment.
 - b. Turn off and unplug other non-essential equipment/appliances, except telephones.
 - c. Relocate items which may be required during the recovery period to a safe storage area.
 - d. In first floor areas, move items susceptible to water damage from floors to table or desk tops.
7. Lower and close window blinds.
8. In rooms with exterior windows when there is nowhere else to move valuable items:
 - a. Turn off, unplug and cover with plastic bags: sensitive equipment which could be damaged by water, including computers, peripherals, overhead projectors and other electronic equipment.

- b. If feasible without unplugging, place telephones in desk or cabinet; otherwise, cover with plastic.
 - c. Store all high-value books, documents, diskettes, and papers in a secure drawer or sealed plastic bag.
9. Check nearby offices and common areas to ensure they also have been secured.
10. Close and lock office doors.
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. 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](#).