

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. Inventory Supplies on hand; replenish if needed:
 - a) Garbage bags with ties
 - b) Flashlights and batteries
3. Brief stockroom personnel on individual responsibilities in event of severe weather.
4. **Report completion of preparations to Tom Briggs.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Review major activities scheduled for next 2-3 days, notify organizers of potential severe weather, and coordinate rescheduling, if applicable.
2. Contact building manager to coordinate any assistance he/she requires during Readiness Condition 1.
3. **Report completion of preparations to Tom Briggs.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Review general (office) and computer precautions check list with stockroom personnel.
2. Turn off, disconnect equipment and appliances as appropriate.
3. Contact CEBAF Emergency Management Manager to determine availability requirements for stockroom services during storm and recovery. Set up emergency supplies as determined by the Emergency Management Manager.
4. Distribute a closure notice declaring when the Stockroom will close.
5. Stockroom personnel implement office (general) check list before departing:
 - a. Computer precautions:
 - i. Turn off computer and all peripherals.
 - ii. Unplug all computer power, communications connections, peripherals, and other electrical equipment.
 - b. Turn off and unplug all other equipment and appliances, except telephones.
 - c. Remove personal and other items which may be required during the recovery period, when building access may be restricted.
 - d. In first floor areas, move items susceptible to water damage from floors to table or desk tops.
6. Check nearby offices and common areas to ensure they also have been secured.
7. Close and lock office door(s).
8. Safety wardens inspect hallways and common areas to ensure actions are complete.
9. Store all critical books, documents, diskettes, and papers in a secure drawer or sealed plastic bag.
10. 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.
11. **Report completion of preparations to Tom Briggs.**

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 and building manager to make plans.
3. 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.
4. When appropriate, restore stockroom operations.
5. 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](#).