

Hurricane Preparation Check List –

Test Lab

This list applies to the Test Lab (Bldg. 58); Trailers 34 A, B, D, E, & F; Acid Storage Building (31); and the Chemical Storage Building (33).

YEAR-ROUND READINESS

1. Area Safety Warden monitors weather-alert radio and alerts personnel of any weather watches or warnings. The nearest weather alert radio is located in Building 58, Room 202.
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) Rolls of sheet plastic – 3
 - b) Plastic Tarps – 10
 - c) Sandbags – 50
 - d) Flashlights – 2
 - e) Spare batteries – 1 box
4. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. No standing preparations beyond those for HPC-1
2. **Report preparation status to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Turn off non-essential equipment as appropriate
2. Area Safety Warden inspects area to ensure action is completed.
3. Notify the appropriate hall Leader and cover sensitive equipment which could be damaged by water with plastic.
4. Supervisors brief staff and visitors about sources where Lab status information is found and the importance of not returning to the site until re-opening is officially announced. Closed means Closed.
5. **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](#).