## **Hurricane Task Preparation Checklist**

The checklist is developed to assist with protecting your research assets. The scope of preparation required depends on the location of the research space, the type of construction of the building, the lab location within that building and the severity and characteristics of the expected storm. The checklist may be modified to address your particular requirements for your lab.

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Area, Equipment, Task  ACTION:  Preal and move state vehicles to a safe location Unplug computers, printers and all other electrical equipment (except freezers and refrigerators). Turn down refrigerators Turn down refrigerators and freezers to the lowest practical settings and plug into emergency power where available. Red outlets are typically connected to emergency power.  Protect valuable files, research samples and notebooks in place or move to a safe location.  Back-up computer files, make more than one copy and store in several different locations.  Protect notebooks and secure sample/data as necessary for colleagues unable to reach the lab. Check emergency phone numbers. Update emergency point contact information if staying at a different location.  Secure radioactive isotopes, biohazardous agents, and hazardous chemicals to prevent breakage and release. Close and latch (or secure with tape) filing cabinets and cupboards.	Assignments for Laboratory and Research Areas								
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Area, Equipment, Task	Location(s)	STAFF	RESPONSIBLE Alternate	Special Concerns	Completed
		Primary			
Dispose of hazardous					
wastes and old chemicals					
routinely to minimize					
chemical loading within					
your facility.					
Cover and secure or seal					
vulnerable equipment with					
plastic.					
Fill dewars and cryogen					
reservoirs for sample					
storage and critical					
equipment.					
Remove all equipment and					
supplies stored or mounted					
in outdoor or rooftop					
locations.					
Make sure arrangements					
have been made for the					
care of laboratory animals					
XX 1					
Use plastic waterproof					
containers to "over pack"					
reactive chemicals.					
Remove regulators and cap					
gas cylinders. Ensure all					
cylinders are secure.					
Damana and manage					
Remove equipment, chemicals, wastes and					
supplies from the floor in					
areas that may flood.					
Securely store all select					
agents within approved					
facilities with double					
containment.					
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