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.

Note: The UF homepage is the official source of UF Information. Official emergency information for Alachua County is broadcast on WRUF-FM 103.7 and WRUF-AM 850.

Emergency Preparedness Information and Links http://www.ehs.ufl.edu/disasterplan/

Assignments for Laboratory and Research Areas					
Area, Equipment, Task	**Location(s)**	**STAFF RESPONSIBLE**		**Special Concerns**	**Completed**
		Primary	**Alternate**		
ACTION:					
Fuel and move state vehicles to a safe location	UF Campus	Assignee	Operations Manager		
Unplug computers, printers and all other electrical equipment (except freezers and refrigerators).	N-Z Hall and SFRC/WEC Building	Occupant	Assistant		
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.	Same as Above (SA)	Occupant or Principle Investigator (PI)	Assistant		
Protect valuable files, research samples and notebooks in place or move to a safe location.	SA	Occupant or Principle Investigator (PI)	Assistant		
Back-up computer files, make more than one copy and store in several different locations.	SA	Occupant or Principle Investigator (PI)	Assistant		
Protect notebooks and secure samples/data as necessary for colleagues unable to reach the lab.	SA	Occupant or Principle Investigator (PI)	Assistant		
Check emergency phone numbers. Update emergency notification lists on lab doors. Add temporary contact information if staying at a different location.	SA	Occupant or Principle Investigator (PI)	Assistant		
Secure radioactive isotopes, biohazardous agents, recombinant materials and hazardous chemicals to prevent breakage and release.	SA	Occupant or Principle Investigator (PI)	Assistant		
Close and latch (or secure with tape) filing cabinets and cupboards.	SA	Occupant or Principle Investigator (PI)	Assistant		

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Area, Equipment, Task	Location(s)	STAFF Primary	RESPONSIBLE Alternate	Special Concerns	Completed
Dispose of hazardous wastes and old chemicals routinely to minimize chemical loading within your facility.	SA	Occupant or Principle Investigator (PI)	Assistant		
Cover and secure or seal vulnerable equipment with plastic.	SA	Occupant or Principle Investigator (PI)	Assistant		
Fill dewars and cryogen reservoirs for sample storage and critical equipment.	SA	Occupant or Principle Investigator (PI)	Assistant		
Remove all equipment and supplies stored or mounted in outdoor or rooftop locations.	SA	Occupant or Principle Investigator (PI)	Assistant		
Make sure arrangements have been made for the care of laboratory animals	SA	Occupant or Principle Investigator (PI)	Assistant		
Use plastic waterproof containers to "over pack" reactive chemicals.	SA	Occupant or Principle Investigator (PI)	Assistant		
Remove regulators and cap gas cylinders. Ensure all cylinders are secure.	SA	Occupant or Principle Investigator (PI)	Assistant		
Remove equipment, chemicals, wastes and supplies from the floor in areas that may flood.	SA	Occupant or Principle Investigator (PI)	Assistant		
Securely store all select agents within approved facilities with double containment.	SA	Occupant or Principle Investigator (PI)	Assistant		