

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 UWF homepage is the official source of UWF Information. Emergency information for Escambia County is broadcast on WUWF-FM 88.1

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					
Unplug computers, printers and all other electrical equipment (except freezers and 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 samples/data as necessary for colleagues unable to reach the lab.					
Check emergency phone numbers. Update emergency notification lists on lab doors. Add temporary 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.					

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Area, Equipment, Task	Location(s)	STAFF	RESPONSIBLE	Special Concerns	Completed
		Primary	Alternate		
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					
Use plastic waterproof containers to “over pack” reactive chemicals.					
Remove regulators and cap gas cylinders. Ensure all cylinders are secure.					
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.					