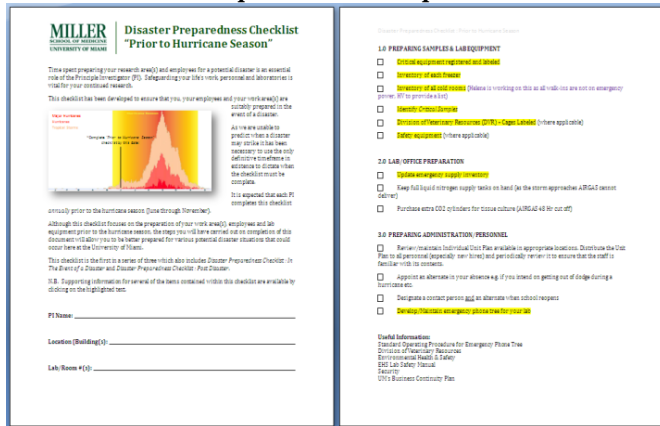


Disaster Preparedness Checklist “When a Storm is Imminent”

Once you have completed the *Disaster Preparedness Checklist “Prior to Hurricane Season,”* you will be in a better position to respond *“When a Storm is Imminent”*. This is the second in the series of three disaster preparedness checklists.



As we are unable to predict when a disaster may strike, we have compiled the following checklist being mindful of what to do in the event of a storm. Many, if not all of the points contained within this document, would be relevant for other disaster situations.

It is recommended that these activities commence no later than 72 hours prior to potential impact

PI Name: _____

Location (Building(s)): _____

Lab/Room #(s): _____

Useful Information:

- [Division of Veterinary Resources](#)
- [Office of Emergency Management](#)
- [Environmental Health & Safety \(EHS\)](#) [EHS Lab Safety Manual](#)
- [\(EHS\) Hurricane Preparations for Laboratories Website](#)
- [Security](#) [UM's Business Continuity Plan](#)

1.0 PREPARING LAB/OFFICE

- 1.1 General Preparation
- 1.2 Turn off and unplug all electrical equipment that does not require emergency power
- 1.3 Ensure critical equipment is registered and labeled
- 1.4 Labs and offices with windows
- 1.5 Chemicals and glassware
- 1.6 Biohazardous waste
- 1.7 Send samples for off-site storage if you have a prearranged agreement with a collaborator or approved vendor
- 1.8 Transfer your most important temperature sensitive and irreplaceable samples to freezers, refrigerators, and cold rooms that are connected to emergency power
- 1.9 Top off liquid nitrogen cryogenic storage tanks
- 1.10 Replace CO₂ cylinders with full cylinders
- 1.11 Prepare animals that require special care beyond established husbandry practice
- 1.12 Confirm that your spill control kit is stocked and its location marked
- 1.13 Radioactive materials
- 1.14 Conduct final walk-thru before leaving

2.0 PREPARING ADMINISTRATION/PERSONNEL

- 2.1 Issue emergency phone tree to all lab members
- 2.2 Update emergency contact information online
- 2.3 Issue "Go Packs" to lab
- 2.4 Ensure that all critical files are backed up on your H: (Home) drive or shared drive (not on the hard drive) including lab/office photographs
- 2.5 Protect books, valuable papers, and equipment by covering them with plastic sheeting secured with duct tape
- 2.6 All lab notebooks and sources of data should be placed in plastic closable boxes
- 2.7 If applicable, update backup storage of valuable stocks of biological agents
- 2.8 Safeguard lab books, protocols in progress, proposals, account #'s for active awards, recent budget statements for their accounts, names and contact information for agency program officers etc.
- 2.9 Take copies of critical documentation and data
- 2.10 During non-business hours (i.e., weekend or holiday) contact employees to return to work in order to assist in preparing their offices for the disaster
- 2.11 In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location

3.0 REMAINING ON CAMPUS DURING A STORM

- 3.1 Request approval

4.0 REFERENCES

1.0 PREPARING LAB/OFFICE

1.1 General Preparations

- Remove any food and perishable supplies
- Completely clean all laboratory benches (where practical)
- Lock all file cabinets, desk drawers and office/lab doors
- Photograph office/lab areas and equipment. This is essential for potential insurance claims!

1.2 Turn off and unplug all electrical equipment that does not require emergency power

- Refrigerators and freezers should be left ON at the coldest setting. It is recommended that you tape the doors closed to ensure a better seal.

1.3 Ensure Critical equipment is registered and labeled

- Refrigerators, freezers, incubators, liquid nitrogen systems, and other critical equipment should be registered ([Critical Equipment Registration](#)) (Currently applicable only to the Medical campus. For RSMAS or Gables campuses contact Facilities or Security)
- All critical equipment should be labeled with contact information and operational parameters (temp, % of CO₂ etc.) .

1.4 Preparation of labs and offices with windows

- Clear desk/table tops of books, files, papers, etc. and place them inside desks, drawers, cabinets etc.
- Remove all items from window ledges
- If practical, move desks, file cabinets and equipment away from the windows and off the floor (store as much equipment as possible in closets or windowless rooms)
- Cover desks, drawers, cabinets etc. with plastic sheeting and tape securely.
- Suggested Hurricane Supplies may be purchased through the Grainger Catalogue on UM's [Ariba](#) ordering site:
 - Plastic storage box
 - Flashlight and batteries
 - 10 x 100' roll of plastic sheeting
 - Clear sealing tape (55yds)
 - XXL Ziploc bags (package of 3)
 - 12 x 16' tarp
 - Package of 12 bungee cords
- Plastic sheeting, tape and other supplies are also available in limited quantities from the Department of Physical Plant. They may be purchased with an IDR through the [Store Room](#), located in the basement of the Rosenstiel Medical Research Building.

1.5 Chemicals and glassware

- Remove bottles & chemicals from shelves and place in cabinets, or on the backs of benches against walls

- Due to the possibility of power outages, volatile, toxic materials as well as those displaying respiratory hazards *should not be stored in fume hoods* or refrigerators, but in tightly sealed, impervious and break-resistant containers.
- All hazardous materials should be secured in cabinets or moved to inside labs
- *Do not store materials in hallways*
- Use care when handling and storing chemicals to avoid an accidental release
- Samples/Chemicals should be segregated based on their compatibility

1.6 Biohazardous waste

- Secure all waste and take to designated biohazard bins

1.7 Send samples for off-site storage if you have a prearranged agreement with a collaborator or approved vendor

- Reference the “Prior to Hurricane” Checklist for further details.

1.8 Transfer your most important temperature sensitive and irreplaceable samples to freezers, refrigerators and cold rooms on emergency power

- For a list of cold rooms with emergency power please see your departmental administrator
- Do not use an extension cord to connect to emergency power. This may overload the system!

1.9 Top off liquid nitrogen cryogenic storage tanks

- Please note that our gas supplier vendors (AIRGAS, PRAXAIR) are not permitted to deliver with sustained winds of 35 m.p.h. or higher.

1.10 Replace CO₂ cylinders with full cylinders

- Please note that our gas supplier vendors (AIRGAS, PRAXAIR) are not permitted to deliver with sustained winds of 35 m.p.h. or higher.

1.11 Prepare animals that require special care beyond established husbandry practice

- Contact a DVR veterinarian to arrange for special care
- The request should be made in writing and will require veterinary signature for approval. Please send these requests to dvr@miami.edu
- Refer to DVR standard operating procedure for more info ([click here](#))

1.12 Confirm that your spill control kit is stocked and its location marked

- For information on spill kits, please review Environmental Health and Safety’s [Laboratory Safety Manual website](#).
 - The recommended spill kit items are located on page 3 of the “[Spills, Accidents, and Emergencies](#)” link

1.13 Radioactive materials

- Minimize waste stored in your lab
- Make sure all radioactivity is properly packaged and secured
- Minimize the amount of stock material held in the lab and review storage and security of that material

- Please note that in the event of a disaster it is likely that the ordering process will be disrupted BUT the stock piling of material is inadvisable due to potential power failures and restricted access to your lab
- If you have a significant amount of waste, you may call the Radiation Control Center (305-243-6360) to organize a 'special' pick-up (where staff is available and time permits).
- Your waste MUST be properly packed with accompanying documentation before you call for removal.

1.14 Conduct final walk-thru before leaving

- Ensure all items are secured, cabinets and doors are locked, and that all preparations have been completed

2.0 PREPARING ADMINISTRATION/PERSONNEL

2.1 Issue emergency phone tree to all lab members

- All employees should know who their assigned contact person is
- Reference the "Prior to Hurricane" Checklist for further details.

2.2 Update emergency contact information online

- Emergency Contact and Evacuation Information is maintained via MyUM. Ensure that your information is up-to-date and accurate. If, for whatever reason, your location changes, please update the system as soon as physically possible.

2.3 Issue "Go Packs" to lab

- "Go Packs" should be used by employees returning to work immediately or shortly after the disaster has passed. The kits are intended to protect staff during the inspection of work areas when assessing potential damage post-storm. It is recommended that these packs include the following:
 - Personal protective equipment including gloves and facemasks
 - A disposable camera
 - A notepad to help document your findings
 - Risk Management's "Hurricane Claim Forms" should also be added to this pack <http://www6.miami.edu/risk-management/Forms/Hurricaneclaimworksheet.pdf>

2.4 Ensure that all critical files are backed up on your H: (Home) drive or shared drive (not on the hard drive) including lab and office photographs

2.5 Protect books, valuable papers, and equipment by covering them with plastic sheeting secured with duct tape

2.6 All lab notebooks and sources of data should be placed in plastic closable boxes

2.7 If applicable, update backup storage of valuable stocks of biological agents

2.8 Safeguard lab books, protocols in progress, proposals, account #'s for active awards, recent budget statements for their accounts, names and contact information for agency program officers etc.

2.9 Take copies of critical documentation and data

- Including:
 - On/off campus inventory of existing samples (including embryos)
 - Information on your data - where it is secured; how it is backed-up
 - Details of the type and quantity of animals (Including location)
 - **Note: No DVR animals or animal records should be removed from campus by a PI at any time**
 - Inventory of all your equipment (including location)
 - Photos and/or video of all equipment
 - Grant information including study, agency, and award number

2.10 During non-business hours (i.e., weekend or holiday) contact employees to return to work in order to assist in preparing their offices for the disaster**2.11 In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location****3.0 REMAINING ON CAMPUS DURING A STORM****3.1 Request approval**

- No one is allowed to stay on campus during the actual impact of a weather event, except for specially designated and approved essential personnel. Disaster response teams/emergency personnel for each unit may be on campus before and after weather events, but may not remain during. Unique requests can be made to the Director of Security through a Request for Essential Personnel to Remain on Campus During Actual Weather Event ([Form E-020A](#)). There is no guarantee of approval. During an emergency, we recommend all employees consult the University's Web site at www.miami.edu/prepare, the Hurricane Hotline, and the media for updates and other important information.

4.0 REFERENCES

Emergency Information Numbers

Hurricane Hotline	UM Police Department / Security	
	Non-Emergency	Emergency
305-284-5151	305-284-6666	911
305-243-6079	305-243-7233	305-243-6000
305-421-4888	305-421-4766	305-710-7991
305-243-6079	305-243-7233	305-243-6000

Emergency Information Websites

- UM Emergency Preparedness: www.miami.edu/prepare
- UResearch Emergency Preparedness: uresearch.miami.edu/prepare
- Medical Campus Emergency Preparedness: www.hurricaneupdate.med.miami.edu
- UReady Continuity Planning: www.miami.edu/uready
- Recover Miami: recover.miami.edu
- National Hurricane Center: www.nhc.noaa.gov
- Florida Division of Emergency Management: www.floridadisaster.org