Stony Brook University

Hurricane Preparedness Checklist

Is your laboratory prepared for a Hurricane?

Laboratory equipment, materials and research can be protected from loss during severe weather events by taking precautions that will minimize the impact of dangerous conditions (e.g. wind, rain, flooding) and loss of services (electric, heat, water). Prepare a lab contingency plan that meets your specific needs. This plan should be shared with your lab, you department and your building manager for inclusion in the building emergency plan,. The plan should be implemented whenever a severe weather event has been issues. Remember, you must take responsibility to protect your laboratory and research.

Before a storm

ITEM	Complete	N/A	Notes
Prepare a list of, and procedures for, equipment that must be reset or restarted if the power is lost	☐	☐	
Confirm critical equipment that needs emergency power (computers, fridges/freezers, incubators, etc.) hooked up to the proper power source	☐	☐	
Identify critical research materials (notebooks, hard drives, files) that may need to be removed from the lab and who is responsible	☐	☐	
Document procedure and PPE for obtaining dry ice / liquid nitrogen for critical samples if fridges/freezers fail	☐	☐	
Identify emergency equipment (first aid kit, flashlight, spill kit, etc.), who is responsible for maintaining them, and where they are to be stored	☐	☐	
Keep an updated list of emergency contacts on lab door and share with department	☐	☐	

Storm warning has been issued (typically 6-12 hours before)

ITEM	Complete	N/A	Notes
Shutdown experiments that could be affected by the loss of electricity, water, or other services	☐	☐	
Store all hazardous materials in closed / secured cabinets or other storage locations	☐	☐	
Close sashes on all chemical fume hoods	☐	☐	
Shutoff all gas valves / shutoffs	☐	☐	
Turn off all non-critical equipment	☐	☐	
Refill dry ice / liquid nitrogen storage tanks for cryogenic storage equipment	☐	☐	
Check that all gas cylinders are unhooked, secured, and capped	☐	☐	

Elevate critical equipment/materials off the floor and cover in preparation for flooding/heavy rain	☐	☐	
Make preparations for the care and feeding of laboratory animals	☐	☐	
Close and lock all laboratory, office, and utility doors before leaving.	☐	☐	

During loss of utilities (power / water / HVAC)

ITEM	Complete	N/A	Notes
Secure all hazardous experiments. Make sure they are stabilized and discontinued. Close all valves and containers. Store cultures and radioactive materials. Close sashes on fume hoods.	☐	☐	
Make sure to put all equipment into the “off” position to prevent issues with reenergizing equipment (lasers, heating equipment, etc). Unplug equipment if possible.	☐	☐	
Leave the lab and close all doors behind you to contain hazardous and odorous vapors, and to minimize the risk of fire.	☐	☐	
Check critical equipment – emergency power may not fully activate for a full minute after loss of power	☐	☐	

When utilities are restored

ITEM	Complete	N/A	Notes
Return to laboratory buildings on when it is safe to do so and entry has been authorized by emergency personnel	☐	☐	
Be careful of hazards that may have been generated due to the loss of utilities (buildup of hazardous vapors, loss of containment, etc) – Never enter the lab unsupervised.	☐	☐	
Check all equipment for hazardous conditions before restarting	☐	☐	
Wear protective gloves, footwear, face/eye protection when cleaning up your lab after a severe weather event	☐	☐	

Additional Resources

EH&S Policy 2-2 Laboratory Emergency Spill Plan
Emergency Spill Plan Template
Laboratory Emergency Information door sign

Additional information for Stony Brook University Emergency Management can be found on-line:

http://www.stonybrook.edu/sb/emergency