

Department of Biological Sciences - Hurricane Preparedness Plan

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In the event of a hurricane or tropical storm warning:

1. The BC or ABC will contact all faculty and staff in Biological Sciences by Email, providing additional details on the impending storm as well as **a copy of this document (by email)**. Department personnel should complete (as needed) the *Laboratory and Research Areas Checklist* (Appendix 1) and the *Office Area Checklist* (Appendix 2). In the event of a **major hurricane warning (Class III+, major hurricane), supplies for mitigating the impact of a storm will be released by the Department for use by Department personnel (see Item 5)**.
2. Principal investigators are responsible for securing their laboratory and office spaces. The **Laboratory Hurricane Preparedness Checklist (Appendix 1) and Office Area Hurricane Preparedness Checklist (Appendix 2)** are provided for guidance.
3. Administrative staff are responsible for securing their office areas. The **Office Area Hurricane Preparedness Checklist (Appendix 2)** is provided for guidance.
4. Principal investigators who maintain animal facilities are responsible for developing their own storm-related SOP and for having an adequate supply of food and/or water on hand for animals under their care. These PIs should be in contact with the DLAM Vivarium Supervisor for Life Sciences regarding procedures to follow in preparation for a storm. These PIs should also secure their other lab spaces using the **Laboratory Checklist** and the **Office Area Checklist as guides** (if applicable).
5. Emergency supplies for preparing the building in the event of a major storm (Category III+) are available from the Biological Sciences main office (225-578-2601) and include plastic for covering benches, computers, desktops, etc.; tape for securing plastic covering; tape; batteries; and flashlights. These supplies should be used by individuals with laboratories having external windows, although other areas of occasional flooding can occur within LS, LSA, and Choppin.

6. Once LSU EOC has issued the emergency closure notification for campus - only emergency and essential personnel will be allowed to enter the building. The BC/ABC is not among the list of emergency personnel. **All other individuals must leave campus.**

DISREGARDING CAMPUS CLOSURE NOTICES MAY RESULT IN LIABILITY FOR YOU OR YOUR PRINCIPAL INVESTIGATOR.

7. After the hurricane, **EOC is responsible** for alerting members of the Department when it is safe to return to the building.
8. The BC/ABC is responsible for conducting a damage assessment, along with individual principal investigators in their lab areas. **Assessments finding damage should be reported to the BC/ABC.** PIs may also want to notify the Chair of any damage to their lab/office areas and/or equipment.

Helpful Links

[Governor's Offices of Homeland Security and Emergency Preparedness](#)

[Baton Rouge Mayor's Office of Homeland Security and Emergency Preparedness](#)

[Louisiana Hurricane Planning Office](#)

[Emergency.Louisiana.gov](#)

[National Hurricane Center](#)

Appendix 1: Laboratory and Research Areas Checklist

This checklist is designed to help you think about and mitigate the effects of impending tropical weather. Not all items may be appropriate for all laboratories, and individual investigators might consider adding laboratory-specific items to this checklist. This checklist should be completed as part of the Department of Biological Sciences Hurricane Preparedness Plan.

No personnel should remain in the laboratory once LSU EOC has determined that campus will close for a tropical storm/hurricane. This checklist should be completed before that time. Here are some additional points to consider as you prepare:

- Particularly during hurricane season, minimize the chemical, radiological, and biohazardous materials in your laboratory's inventory so that these do not become a problem if there is a tropical storm/hurricane.
- Dispose of Hazardous Waste routinely so as to minimize the accumulation of Hazardous Waste in the lab before a storm.
- Laboratories with exterior windows should identify a safe and secure storage area for water-reactive chemicals, radioactive materials, and biohazardous agents. Ideally, any material that could be a hazard should be appropriately packaged and **moved to an interior room**.
- Laboratories with exterior windows (in particular) should also take care to cover and protect valuable research equipment, samples, and data. It can be very helpful to maintain several plastic containers (with lids) that can be used for this purpose.
- If your laboratory is dependent on frozen cultures, keep in mind that dry ice might be needed to maintain appropriate storage temperatures **even for freezers on emergency power**. Dry ice may be acquired prior to a tropical weather event from 133 Choppin.
 - 40-50 pounds of dry ice may be needed to keep items frozen for each 24 hour period.
 - 10 pounds of dry ice may be needed to keep items refrigerated for each 24 hour period.
- Considering that the above are significant amounts of dry ice, it might be helpful to prepare a smaller (40L) cooler that is capable of handling dry ice in which to maintain critical cultures and/or other samples and reagents.
- It may also be possible to store absolutely critical cultures in a departmental LN2 dewar and/or dry shipper.
- Ensure that the emergency contact information for your lab is updated on the laboratory contact forms associated with each laboratory door. Updates of this information should be made through LSU EHS.

✓	Item	Location/Room	Notes
	Ensure -80 freezers are operating normally.		
	Ensure dewars and other cryogenic reservoirs are filled and operating normally		
	Place/ensure placement of temperature monitoring probes (if you have them) in refrigerators and freezers. Check the interface of these monitors to ensure proper function.		
	Consider status of incubators that may be maintaining cultures.		
	Ensure you have arrangements in place for maintaining any laboratory animals. Follow recommendations of LSU IACUC.		
	If your lab is on the ground floor/basement level and prone to flooding, be sure to relocate or elevate equipment, chemicals, hazardous waste, and other items from the floor.		
	Secure any radioactive, biohazardous, recombinant, or other hazardous item(s) to ensure these are not broken, damaged, or released.		
	Pack water-reactive chemicals in plastic, waterproof containers.		
	Remove regulators and cap any gas cylinders, except for gasses needed to maintain cell cultures. Secure gas cylinders.		
	Autoclave any outstanding infectious or biohazardous waste and dispose of this appropriately.		
	Store volatile, toxic materials in		

	appropriate containers rather than fume hoods and/or open rooms.		
	Move lab notebooks and other critical files and research samples to a safe location.		
	Ensure emergency contact information is up-to-date on the laboratory door. Go through LSU EHS to update.		
	Back up electronic data appropriately.		
	If possible, power down remaining equipment in the lab (to prevent damage from power surges).		
	Cover computer equipment in rooms with external windows with plastic.		
	Check, close, and lock all doors. Close blinds if possible.		
	If appropriate, complete Appendix 2 - Office Area Hurricane Preparedness Checklist		

Appendix 2: Office Area Hurricane Preparedness Checklist

This checklist is designed to help you think about and potentially mitigate the effects of an impending tropical storm/hurricane. Not all items may be appropriate for all office areas, and certain office areas may wish to add specific items to this checklist. This checklist should be completed as part of the Department of Biological Sciences Hurricane Preparedness Plan.

No personnel should remain in the building once LSU EOC has determined that campus will close for a tropical storm/hurricane. This checklist should be completed before that time. Here are some additional points to consider as you prepare:

- Make specific plans for protecting important paperwork including files and filing cabinets, as well as electronic equipment.
- Update and distribute emergency contact information to your supervisor.

✓	Item	Location/Room	Notes
	Cover and secure vulnerable equipment with plastic (including file cabinets).		
	In rooms with external windows, move equipment and other items of value to interior areas away from the windows, if possible. Tag equipment that is moved with department contact information.		
	If your office is on the ground floor/basement level and prone to flooding, be sure to relocate or elevate equipment and other valuable items from the floor.		
	Clean the refrigerator or freezer of items that could go bad in the event of a power outage that lasts several days. Keep refrigerator/freezer plugged-in.		
	Ensure important files and other records are secured in filing cabinets and covered with plastic.		
	Close and latch all other cabinets, drawers, etc.		

	Back up electronic data appropriately.		
	Cover computer equipment in rooms with external windows with plastic.		
	Clear desktops, tables, and other flat surfaces of items that could be damaged by water.		
	Take personal items home.		
	Check, close, and lock all doors. Close blinds if possible.		
	If appropriate, complete Appendix 1 - Laboratory and Research Areas Checklist		