

Hurricane Preparation Checklist

For Project Navigator, Ltd. Managed Remediation Projects

JUNE 1ST

1. Review hurricane plan and update as needed. If there is none, make one.
2. Review impact of hurricane on remediation team's ability to stay within environmental regulations and take steps to minimize impact.
3. Review and confirm that certificate of insurance is in place for all contractors.
4. Perform housekeeping in all work areas. Minimize materials that may become airborne in heavy winds.
5. Perform housekeeping on all onsite records. Ensure important records are scanned, maintained electronically, and suitably backed up. That is for PNL-Houston to send e-files to PNL-Brea.
6. Review options for post-storm resources: fuel, food, water.
7. Contact clients and appropriate regulatory entities.
8. Review personnel communication plans (pre & post-storm).
9. Remind personnel & contractors to review their personal hurricane plans and supplies.
10. Remain familiar with weather and hurricane information services.

**72
HOURS
PRIOR**

ETA 60 MPH WINDS

1. Notify U.S. EPA, etc., of weather forecast and activation of hurricane plan.
2. Review hurricane checklist and make any necessary changes. Avoid areas where airborne rocks/pebbles could damage vehicles.
3. Empty and pick up any waste drums (or like equipment/hardware).
4. Move all drums with chemicals to secure location and tie drums together.
5. Tie down or secure all buildings, materials and equipment.
6. Perform housekeeping in site and remediation work areas. Minimize materials that may become airborne in heavy winds.
7. Secure all connex units and ensure they are properly weighted. If needed, move materials to partially filled or empty connexes.
8. Fuel all vehicles, heavy equipment and gas cans. Check all fluid levels in vehicles and heavy equipment. Check all spare tires.
9. Ensure that all recent inspections and field notes have been scanned and entered into the records management system.
10. Ship any pending samples to laboratories.

**48
HOURS
PRIOR**

ETA 60 MPH WINDS

1. Review remainder of hurricane checklist and make changes as necessary.
2. Sweep through compounds again to secure and protect all items.

**24
HOURS
PRIOR**

ETA 60 MPH WINDS

1. Secure all computers and hard drives in leak-proof containers/cabinets or move to PNL home office.
2. Move all critical files (especially files that have not been scanned) to a defined secure area.
3. Secure buildings, offices, work trailers: secure plastic around bookshelves, file cabinets, desk files, etc.
4. Ensure that all vehicles and equipment are fueled. Check oil and water. Remove all materials from the beds of the trucks.
5. Conduct final sweep through compounds and work areas.

**12
HOURS
PRIOR**

ETA 60 MPH WINDS

1. Top off all vehicles with fuel and park all vehicles in designated areas.
2. Complete any pending tasks from lists above.
3. Ensure final post-storm communications plan is received by all personnel and contractors.

**POST
HURRICANE**

1. Contact with all personnel and contractors.
2. U.S. EPA / State / Responsible Parties Notification(s).
3. Survey the Site; list observations; plan and implement any follow up corrective actions.