

Hurricane- Tropical (and other severe) Storm Preparation Plan
Rutgers the State University of New Jersey
Haskin Shellfish Research Laboratory (HSRL)
Haskin Cape Shore Laboratory
NJ Aquaculture Innovation Center (AIC)
Cape May Fisheries Communication Center (FCC)

July 15, 2015

The Haskin Laboratory Director, in consultation with Cape Shore, NJ AIC and FCC Directors as well as campus-based administrators, is responsible for the enactment of procedures to protect property and staff before, during, and after tropical weather events. Senior technical, maintenance, administrative and IT staff are expected to participate in decisions about courses of action in consultation with Principle Investigators as needed at each facility. The administrative office at HSRL will monitor weather reports on the internet, television, radio and vhf NOAA radio as most appropriate and keep all personnel up to date. Communication with campus-based administrators, including the NJAES Director for Research, and the Director of the Rutgers Department of Risk Management & Insurance is encouraged during the formulation and enactment of local plans.

Before hurricane season and whenever a severe storm is forecast

- test generators (main HSRL generator done monthly) and check fuel supplies
- review generator start procedure and power transfer with selected staff
- establish regular fuel delivery method for the large generator in case of extended power outage
- purchase plastic sheeting and packaging tape
- assess chemical waste storage inventory and arrange for off site transport
- update lab cell phone list
- determine alternate locations for HSRL residents
- determine alternate land locations for boats docking at HSRL (State Police-Hayleyville or DEP Bureau of Shellfisheries lot on Buckshutem)
- determine alternate locations for HSRL vehicles and who will have keys (see above)

Preparations for weather events will vary according to the severity and timing of the storm. The typical chronology of actions as a storm approaches is as follows:

- monitor official sources of information about impending threats (e.g. NWS Hurricane Center)
- arrange discussions with the key consultants listed above
- schedule meetings for all staff to evaluate threat and discuss plans for preparation (usually about 48 hrs before anticipated landfall)
- inform campus offices about status and plan
- implement action plans below starting with Level 1 (minimal response)
- complete preparations and communicate expectations for employee departure and return times

Level 1 preparation: low to medium surge and wind threat

- backup computer files with plan to carry set offsite
- initiate plan to move dormitory residents for the night
- remove or secure all extraneous items from dock, decks, parking lots
- prepare outbuildings: lift all vulnerable equipment, tools, supplies and potential contaminants above anticipated flood level
- prepare boat(s): secure vests and other light materials that could blow around; pull drain plugs out of boats (so accumulated rain does not stress trailers), tilt motors down
- turn power off to boat-fueling pump (HSRL - in carpenter shop), leave rest alone
- seawater labs/cold rooms—Alert science staff of possible power outages.
- evaluate -80 freezer, freezers in Room 137, any other -20 freezer needs re: generator—plug needed freezers into generator receptacles as possible (see generator circuits in Appendix)
- fire protection—although dorm has sprinklers and water storage tanks they would probably not work if power out but we must evacuate residents anyway—room 137, the carpentry shop and its attic, and the mechanical room all are on a pressure storage tank and sprinkler system so they would work in power outage.
- inspect roof of main building for loose material and clean debris from around all drains and scuppers
- place plastic sheets over analytical equipment and computer equipment that could be ruined by a leaky ceiling (individual researchers may want to cover file cabinets)
- test generator
- gas up vehicles
- remind staff to charge up flashlights, cell phones, etc. and to purchase batteries for necessary items, make sure vhf radios or other walkie talkies are functional
- review the checklist and cell phone numbers below and take a copy of this document with you (see Appendices for checklist and phone numbers)

Level 2 preparation: medium to high surge and wind threat

- move boats and trucks to designated spot; coordinate parking to take advantage of lee and avoid trees; block wheels and use ropes/anchors to secure trailers as needed, pull drain plugs (so accumulated rain doesn't stress trailer), tilt motors down
- move out all dormitory residents
- secure computers and other important equipment from all window-facing offices and labs;
- cover or move paper files, books, other materials that could be ruined by window blow-outs, rain penetration, and leaking ceilings
- shut down seawater pumps and bring inside if possible
- if shut down, initiate plans for preservation of wetlab experiments
- empty kitchen refrigerators of perishable foods
- fill coolers with all available ice in morning and again at end of day
- Lock facilities upon departure

Other considerations:

- Please do not implement Level 2 activities unless the need to do so is announced
- Personal items (e.g. boats, books, cameras, wall art) are not insured on the state policy so it might be best to bring them home
- For insurance purposes, request permission to remove any University equipment (e.g. laptop, other computer equipment) from the site during an event
- Have Lab staff directory and emergency contact information available for communications from off-site; bring a hard copy home with you
- Participate in personnel check-in system in the event of a major event so that return/recovery actions and personal assistance at homes can be coordinated
- If there is a mandatory evacuation, access to the Lab is prohibited until the governor lifts the order; coordinate needs to return to the site with the Director who will coordinate timing with authorities
- Use of boats (before normal operations are resumed) must be coordinated with the Director and other staff as listed above.

Recognizing conditions, situations, possessions, and personnel change, this is considered a living document that is subject to change at the discretion of the HSRL Director or campus-based university authorities. Suggestions for modifying this plan are always encouraged.

Generator at HSRL is not automated and is currently inadequate. Decisions on what will be powered will be made based on best knowledge of existing needs at the time of a storm. A small portable generator is available.

No generator power exists at Cape Shore, the AIC or the FCC in Cape May, but there is a small portable generator at HSRL

HSRL & Cape Shore are supplied with bottled water.

APPENDICES ON FOLLOWING PAGES

APPENDIX 1—STORM PREP CHECKLIST

Chain of command at Bivalve: HSRL Director → Field Researcher → Sr. Maintenance Mechanic → Administrative Assistant → IT Specialist

Chain of command at Cape Shore: Cape Shore Director → Principal Investigators → Field Technician → Sr. Maintenance Mechanic → Administrative Assistant → IT Specialist

Chain of command at NJ AIC: AIC Director → Manager → Operations Manager → Principal Investigators → Sr Laboratory Technician → Sr. Maintenance Mechanic → Administrative Assistant → IT Specialist

Chain of command at FCC: FCC Director → Sr. Maintenance Mechanic → Administrative Assistant → IT Specialist

Update and distribute cell phone list.

Locate or purchase flashlights (and batteries), packing tape, plastic sheeting

Check generators and fuel supply

Review generator start and associated procedures with staff

Plug freezers into generator receptacles as possible

Inspect roof—clear debris from around drains, etc.

Turn off boat-fueling pump (inside carpenter shop) but not the rest.

All lab personnel work outside together to stow and secure all loose items

All lab personnel work in boatshed together to stow items about 3 feet off floor

Alert lab residents to pack belongings and determine where they will stay

All those with experiments in wetlab (or elsewhere) should plan for power outage.

Arrange for removal of lab boats and trucks to State Police barracks (Haleyville-Port Norris) or DEP Shellfisheries office (Buckshutem Rd)

Backup all important computer files

Cover all computers and important equipment with plastic sheeting.

Clean out refrigerators

Fill all possible coolers with ice

Inform NJAES and Risk Management of plans

Meet with all staff to finalize plans

APPENDIX 2 - PHONE LIST - EMERGENCY AGENCIES - HASKIN SHELLFISH LAB

IN CASE OF EMERGENCY CALL 9-1-1

Fire Department

Port Norris Fire Company
6858 Brown St
Port Norris, NJ 08349
(856) 785-1313

First Aid

Millville Rescue Squad
600 Cedar Street
Millville, NJ 08332

Dispatch Control Center (24 hour)

(856) 825-5063 ex. 519

Fax for dispatch control

(856) 825-8584

Local Police

NJ State Police, Port Norris Station
8861 Highland Ave.
Port Norris, NJ 08349
(856) 785-0036 non-emergency - Dispatch (856) 785-0035

Marine Police

Bivalve Station
2669 Ogden Ave.
Port Norris, NJ 08349
(856) 785-1330

Hospital

SJH Regional Medical Center
1505 West Sherman
Vineland, NJ 08360
856-641-8000

APPENDIX 3 - PHONE LIST - EMERGENCY AGENCIES - CAPE SHORE LAB

IN CASE OF EMERGENCY CALL 9-1-1

Fire Department

Green Creek Volunteer Fire Department
14 Bay Shore Rd
Green Creek, NJ 08219
(609) 886 -3427

First Aid

Lower Township Rescue Squad
101 Georgia Avenue
Villas, NJ
(609) 889 -5142
(609) 886 -9251

Local Police

Lower Township Police Department
405 Breakwater Road
Cape May, NJ 08204
(609) 884 -9500

Marine Police

North Wildwood Station
113 W 26th Avenue
North Wildwood, NJ
(609) 522 -0393

Hospital

Cape Regional Medical Center
2 Stone Harbor Blvd.
Cape May Courthouse, NJ 08210
856-641-8000

**APPENDIX 4 - PHONE LIST - EMERGENCY AGENCIES -
AQUACULTURE INNOVATION CENTER & FISHERIES COOPERATIVE CENTER**

IN CASE OF EMERGENCY CALL 9-1-1

Fire Department

Cape May Fire Department
712 Franklin Street
Cape May NJ 08204
(609) 884 -9512

First Aid

Lower Township Rescue Squad
101 Georgia Avenue
Villas, NJ
(609) 889 -5142
(609) 886 -9251

Local Police

Cape May Police Department
643 Washington Street
Cape May, NJ 08204
(609) 884 -9500

Marine Police

North Wildwood Station
113 W 26th Avenue
North Wildwood, NJ
(609) 522 -0393

Hospital

Cape Regional Medical Center
2 Stone Harbor Blvd.
Cape May Courthouse, NJ 08210
856-641-8000

APPENDIX 5 - PHONE LIST - HSRL and associated Rutgers Departments

Bradley I. Hillman, Dir. for Research
NJ Agricultural Experiment Station
Rutgers, The State University of NJ
88 Lipman Drive
New Brunswick, NJ 08901
Office: 848-932-3777
e-mail: hillman@aesop.rutgers.edu
e-mail2: bihillman@gmail.com

James A. Breeding, Director
Dept. of Risk Management & Insurance
Rutgers, The State University of NJ
Administrative Services Building III
3 Rutgers Plaza
New Brunswick, NJ 08901-8559
Office: +1-848-932-7300 Ext. 23005
Direct Dial-848-932-3005
e-mail: james.breeding@rutgers.edu
Web: <http://riskmanagement.rutgers.edu>

APPENDIX 6 - GENERATOR CIRCUITS at HSRL

CIRCUITS SUPPLIED BY EMERGENCY GENERATOR AT HSRL (15 KVA)

PANEL	LOCATION	CIRCUIT	SERVICE
Light Panel-A (LP-A)	Janitor Closet	1	Lobby lights
		2	Admin. Office - Base receptacle, outer walls-older receptacles
		3	Library lights and receptacle, Emergency Lights (Library and Lobby)
		4	Dorm lighting - Bedroom area, Kitchen, Emergency lights
New Electrical-Lower Mechanical Room (NE-L)		1/3	Compressor --Cold Room 203
		2	Wet Lab- East and South Wall Receptacles (try these for freezers)
		4	Generator Crank Case Heater
		5	Room 120 2-hood lab (interior wall) -- Receptacle
		6	Generator Shed--Lighting and Receptacle for Charger
		7	Spare
		8	Generator Fuel Lift Pump
		9	Fan Coil Unit--Cold Rooms 202 and 203
		10	Fume Hood- Room 122
		11/13	Room 118, 208volt wall receptacle (can plug in -80 freezer)
		12/14	Compressor-- Cold Rooms 204 & 205
		15	Spare
		16	Spare
		17	FCU--Cold Rooms 204 and 205
		18/20	Emergency Lighting Panel LP-A- Front End
		19	Water Treatment- Domestic Fresh Water
		21	Heat Tapes - Salt Water and Fresh Water Lines below Wet Lab
		22	Mechanical Room--Fire Alarm Panel
		23	Mechanical Room--Receptacle below NE-L(try this for Rm 137 freezers)
		24/26	Domestic Fresh Water Well Pump
		25/27	Cold Room Atrium (Rm 202) --Compressor
		28	Domestic Water Circulator pump, Hot Water Heat Exchange
		29	Partial lighting Algal Culture--Room 205
		30	Spare
		31	Seawater System Control Panel
		32/34/36	Sewer Lift Pumps
		33	Dock Lights
		35	Heat Tapes-Pier piping (Seawater and Freshwater)
		37/39/41	HVAC Circulator Pump (Circ Pump 3)
		38/40/42	Seawater Circulator Pump (chilled loop)
		New Electrical-Upper Mechanical Room (NE-U)	
2	Spare		
3	Lights- Wet Lab, Shop, MechRm, Cold Rm Atrium (202)		
4	Lights- Cold Rms (203,204,205)		
5	Main Computer Closet		
6	Fume Hood- Histo Lab		
7	Room 120-Center Bench Receptacle		
8	Fume Hood B- Analytical Lab (120)		
9	Domestic Hot Water Loop Circulator Pump		
10	Fume Hood B- Analytical Lab (120)		
11	Exterior Lights		
12	Room 118 lights		