**STANDARD OPERATING PROCEDURE – HURRICANE PREPARATION**

(Atlantic Hurricane Season officially starts on June 1 and ends on November 30)

**During the month of May**

1. Check telephone tree of people responsible for the fish facility
2. Check hurricane preparedness kit. The kit should include
	1. Flashlights in working conditions, with batteries
	2. Plastic sheets sufficient to cover fish racks
	3. Disposable camera
	4. Watertight container
	5. Duct tape
3. Check fish facility toolbox. The toolbox should include
	1. Screwdrivers
	2. Pliers
	3. Sealant (approved for use for aquaria)
	4. Lubricant (approved for use in aquaria)
	5. Teflon tape
4. Replace batteries on monitoring systems

**Five days before an imminent storm**

1. Request 10 sandbags
2. Back up computers to external hard drive
3. For irreplaceable fish lines:
	1. Cross and ship embryos via Federal Express to laboratories in other cities.
	2. Divide population of adult fish and bring some to Medical School.

**Two days before imminent storm**

1. Drape plastic sheets over fish racks and equipment (e.g., injectors)

**Before leaving fish facility before storm**

1. Water shutdown
	1. Unplug water exchangers in both system A and system B
	2. RO water reservoir in mechanical room
		1. Fill reservoir tank with RO water
		2. Close recirculating valve
	3. RO unit
		1. Deactivate Amega monitoring system
		2. Close water intake and outtake
		3. Turn RO system off
	4. Water Softener
		1. Turn water softener off
2. Set up A/C unit in mechanical room, leave door ajar
3. Put sandbags against doors to minimize flooding
4. Put records, external hard drive, toolbox, flashlight, disposable cameras in waterproof container near entrance.
5. Final inspection