1. To be done immediately and on an on-going basis
   - Keep a current inventory of all chemicals and biologicals, especially all investigator derived products.
   - Purchase and maintain CO2 backup for all –80 freezers.
   - Keep copies of the most valuable samples in LN2 storage containers. These containers should be small enough to be carried down multiple flights of stairs by laboratory personnel.
   - Keep LN2 re-supply cylinders in close proximity to storage containers.
   - Split valuable biological samples and store off-site or in freezer-farm.
   - Place freezers, refrigerators, and incubators on emergency circuits where available.
   - Keep a school-wide inventory of the location and capacity of all LN2 storage cylinders. Clearly mark all LN2 storage containers with investigator’s name and room number.
   - Establish laboratory material evacuation plan. Identify files, notebooks, and computers to be removed in the event of an emergency, including who is responsible for each item.
   - Update contact information on laboratory door.

2. Named Storm is in the Caribbean – 5 or 6 days away
   - Restock all LN2 and CO2 cylinders.

3. Storm has New Orleans in the cone of possibility – 3 to 4 days away (72-96 hrs)
   - Top off all LN2 storage containers from local source.
   - Relocate all LN2 storage containers/dewar to designated emergency drop-point JBJ 2nd floor. Remove all locks. Name and contact information must be on the storage unit/dewar.
   - Individuals should replace liquid CO2 back-up tanks for freezers and CO2 for incubators.
   - Back-up all electronic files and data.
   - Remove files, notebooks and computers to secure location.

4. Storm is headed for New Orleans and the University has announced closing and/or evacuation has been called (48-72 hrs).
   - Unplug all equipment except freezers, refrigerators, and incubators. Make sure all air, gas, and vacuum lines are shut-off.
   - Shut off all accessible water sources.
   - Move small equipment away from windows

5. After the storm has passed
   - Return to the campus only when it is safe and entry has been authorized by the Dean.
   - Make sure your laboratory is safe for entry. Remember the two-man rule for entering a lab that has been without power for an extended period. Be aware of potential trip and fall hazards.
   - If power has not been interrupted, check electrical equipment carefully before plugging it back in.
   - Turn water back on and allow it to run to clear the lines. Do not allow water to run unattended.