GML Tropical Storm and Hurricane Preparedness Plan

The Grice Marine Laboratory (GML) Director (“Lab Director”), in response to instructions from the CofC Director of Emergency Management, will oversee the activation of hurricane (or storm) emergency procedures. These procedures may include the securing of offices, teaching and research laboratories, the aquarium room, the computer room, dormitory facilities, boats, outdoor equipment and storage sheds as well as the installation of hurricane shutters. The Lab Director will keep personnel updated on conditions and provide information about whether the dormitory should be evacuated.

Hurricane season is Jun 1 - Nov 30. In May, the Lab Director and Lab Manager will review and update hurricane plans/procedures as necessary, inventory hurricane preparation supplies and make purchases as needed.

Responsibilities

In preparation for a storm, faculty members have responsibility for securing their own offices, research laboratories, and equipment in common spaces in or outside of the GML building or in the field. GML staff have responsibility for securing the remainder of the facility, including classrooms and common use spaces. The Molecular Core Manager is responsible for equipment in the Molecular Core Facility (room 210), and the Collections Curator is responsible for the Collections Room (room 105). Faculty and students may be called upon for additional help with securing the facility.

Alert Levels

The following alert levels are general guidelines that will be activated for a storm of sufficient size and potentially destructive intensity. More specific instructions may come from the CofC Director of Emergency Management.

Level 1 Alert - Storm Monitoring and Planning

There is tropical storm or hurricane activity with a potential for landfall along the southeastern United States.

1. The Director of Emergency Management will notify the campus of the storm activity.
2. Personnel should make plans to back up computer data and to secure any equipment, papers, lab materials and organisms as needed.
3. All individuals should plan for potential activities associated with Levels 2, 3, and 4.

Level 2 Alert - Storm Monitoring and Preparation

The tropical storm or hurricane is approaching the southeastern coast of the US with a possibility of striking South Carolina, but landfall is still 3 or more days away. Personnel should make plans for possible evacuation.

1. The Director of Emergency Management will continue to provide updates. The Lab Director will keep personnel aware of the potential impact of the storm on GML.
2. Computer data backup should be completed.
3. Plans for securing materials needing refrigeration or freezing should be completed.
4. The Lab Manager will make plastic sheeting (currently stored in room 126) available in room 113 for covering electronic equipment and important paperwork.
5. Boats. The Marine Operations Manager will secure the boats. They will be moved to higher ground (currently the HML parking lot) or some other appropriate and secure location.
6. Outdoor Equipment. The Lab Manager will secure all materials outside of GML.
Level 3 Alert - Hurricane Watch

A hurricane watch is issued for the Charleston area. The storm continues its approach toward the South Carolina coast and there is a significant possibility that it will make landfall in the Charleston region within 48 hours.

1. **Hurricane Shutters.** The Lab Manager will coordinate with Physical Plant to install shutters on the East side of GML.
2. **Trucks.** The Marine Operations Manager will move the GML trucks to a safe and secure location.
3. **Computers and Electrical Equipment.** All computers and electronic equipment will be unplugged (including internet cables), covered with plastic and placed on a table or lab bench away from any windows. Equipment and papers should be picked up from the floor. Faculty and staff are responsible for their own offices and labs.
4. **Collections.** The Collections Curator will secure the Collections Room, including the storage of chemical containers to prevent spillage. The door to the collections should be closed.
5. **Classrooms.** The Lab Manager will be responsible for unplugging and covering with plastic sheeting all equipment in (1) the Computer Lab, (2) the four classrooms (101, 201, 202, and 113), and (3) the Conference Room (106). Microscopes will be put away and the cabinets locked.
6. **Freezers.** The Lab Manager will inventory and document available freezer space should the need to relocate samples arise.
7. **Emergency power.** The Lab Manager will verify that all refrigerator and freezer equipment is plugged into outlets supplied with emergency power. The Marine Operations Manager will verify that all equipment holding live animals is plugged into outlets supplied with emergency power. Extra extension cords are available in room 112.
   In case of loss of power, GML operates on emergency power delivered only through outlets that are labeled “EM” or “Emergency Power.” Faculty may opt to move critical samples or organisms to more secure locations, or to store them by other means of controlling temperature (e.g., dry ice, liquid N2, etc.).
8. **Files.** The Administrative Coordinator will be responsible for securing files and equipment in the Main Office. Hardcopies of sensitive files will be moved to room 201. Boxes with materials will be clearly labeled to facilitate their return to their original location once the storm has passed.
9. **Projectors.** The Lab Manager will relocate applicable projector equipment to room 201.
   Ceiling projectors in the classrooms will be unplugged and covered with plastic.
10. **Animals.** Plans should be in place to release, relocate or provide organisms with the necessary conditions for survival over a period of several days without care.

Level 4 Alert - Hurricane Warning and Evacuation

A hurricane warning is issued for the Charleston area. The storm continues its approach toward the South Carolina coast and there is a high probability that the storm will make landfall within approximately 36 hours and threaten the GML facility and personnel.

1. **Organisms.** If the facility is under threat of inundation, the Lab Director will destroy all non-indigenous species held at GML that are deemed a threat of being released, as per operating protocols. Other organisms may be relocated, released or otherwise disposed of. Containment doors of the aquarium room will be shut.
2. **Power.** Individual faculty or staff members should turn off, unplug and cover all remaining non-essential equipment excluding refrigerators and freezers.
3. **Personnel.** All personnel must evacuate GML property.
4. **Doors.** The Lab Director will lock all outside doors to the building. From this point forward, CofC Public Safety will assume responsibility for GML buildings and property.
Returning to GML after the Storm

Employees should return to GML only when the College has reopened and all employees have been given permission to return to work. Faculty and staff are not considered "essential personnel" under the College's Hurricane and Tropical Storm Preparedness Plan and should not return during times when only essential personnel are required to be present. The President and College's Emergency Management Team will determine when employees can return to work. Employees should check the College's emergency webpage (http://emergency.cofc.edu) or call 843-752-7246 for information and updates.

The Lab Director will attempt, through email, to keep GML personnel informed of conditions at the facility and when GML will be re-opened. As an alternative to email, call the GML main office (843-953-9200) to speak to someone or hear a recorded message. If the GML phones are not operational, call the Lab Director (see below).

Personnel Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Cell</th>
<th>Home or alternate</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>GML Lab Director</td>
<td>Bob Podolsky</td>
<td>843-475-1869</td>
<td>919-593-0121</td>
<td>843-953-9186</td>
</tr>
<tr>
<td>GML Lab Manager</td>
<td>Greg Townsley</td>
<td>843-737-2821</td>
<td></td>
<td>843-953-9174</td>
</tr>
<tr>
<td>GML Marine Ops Manager</td>
<td>Pete Meier</td>
<td>843-330-9392</td>
<td></td>
<td>843-953-9218</td>
</tr>
<tr>
<td>GPMB Director</td>
<td>Craig Plante</td>
<td>843-276-4690</td>
<td>843-795-3317</td>
<td>843-953-9187</td>
</tr>
<tr>
<td>GML Molecular Core Manager</td>
<td>Kristy Hill-Spanik</td>
<td>336-324-5021</td>
<td></td>
<td>843-953-9193</td>
</tr>
<tr>
<td>GML Collections Curator</td>
<td>Tony Harold</td>
<td>843-460-2057</td>
<td></td>
<td>843-953-9180</td>
</tr>
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Revised June 2017