

The alert levels given below shall serve as guidelines. The assumption is that the storm is of significant size and potentially destructive intensity. We will need help from all faculty, students and staff.

Level 1 Alert

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

1. The Laboratory Director will notify Grice faculty, staff, and students of the storm activity.
2. All individuals should make plans for backing up computer data and securing any equipment.
3. All responsible parties should plan activities associated with Levels 2, 3, and 4.

Level 2 Alert

The storm is approaching the southeastern coast of the United States with a possibility of striking South Carolina, but it is still a significant distance away. Landfall is greater than 3 days away.

1. Boats. Pete Meier will secure the boats. They will be moved to higher ground at Fort Johnson or some other appropriate and secure location.
2. Outdoor Equipment. All materials outside the laboratory will be secured.
 - a. Sarah Oakes will be responsible for securing the boat shed and storage areas.
 - b. Bill Anderson will be responsible for securing porch furniture.

Level 3 Alert

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. Landfall is possible within 48 hours.

1. Hurricane Shutters. Sarah Prior will coordinate the shutter installation on the ocean side of the Grice Marine Laboratory.
2. Trucks. Sarah Oakes will move the GML trucks to a safe and secure place.
3. Computers and Electrical Equipment. Faculty members are responsible for securing his/her laboratory and equipment.
 - a. All computers and electronic equipment will be covered with plastic, unplugged and placed on a table or lab bench. Remove sensitive equipment from the floor and away from windows.
 - i. Tricia Roth will be responsible for equipment in the Molecular Core Facility, Grice 210.
 - ii. Erik Sotka will be responsible for securing the computers in the computer lab. Computers will be covered with plastic and unplugged.
4. Freezers.
 - a. Craig Plante will coordinate the consolidation of important materials that must be frozen or refrigerated.
 - b. Dave Owens will be responsible for the ultra-cold freezers.
5. Files. Shelly Brew will be responsible for securing files and equipment in the main office.

- a. Hardcopies of sensitive files will be moved to room 201 (the second floor classroom).
- b. Boxes with materials will be clearly labeled to facilitate return to the original location once the storm has passed.
6. Collections. Tony Harold will secure the collection room.
 - a. Equipment will be relocated as required.
 - b. Chemical containers will be secured to prevent spillage.
7. Classrooms. Gorka Sancho will ensure the classrooms are secured (Room 101 and 202).
 - a. Projector equipment (where possible) will be placed in the upstairs classroom. Ceiling projectors in the classrooms will be covered with plastic.
 - b. Computers will be covered and unplugged.

Level 4 Alert - Evacuation

The storm continues its approach toward the South Carolina coast. Warnings and/or watches have been issued for the Charleston region. There is a high probability that the storm will make landfall within approximately 40 hours.

1. Organisms.
 - a. Lou Burnett will destroy all non-indigenous species held at the Grice Marine Laboratory as per operating protocols.
 - b. The responsible individual's name should be clearly marked on all organismal holdings. These organisms should be released or otherwise disposed of. Lou Burnett will be responsible for overseeing disposal or release.
2. Power. Individual faculty or staff members should turn off all non-essential equipment excluding refrigerators or freezers.
3. Personnel. All personnel must leave.
4. Doors. Lou Burnett will lock all outside doors.

Return to Grice After the Storm

In many cases it will be obvious when it is safe to return to the Grice Marine Laboratory. However, if you are out of the area, it may be a good idea to call to find out if it is safe and possible to return.

1. You should first call the Grice Marine Laboratory (843-953-9200) and speak to someone or listen for a recorded message. If the Grice phones are not operational, then go to #2.
2. Call 843-762-6502. This is Lou Burnett's home phone. A message with information on conditions in Charleston will be recorded, or if someone is there, you may speak to a person. If Lou's home phone is not operational, then go to #3.
3. Call 843-709-4574 (Lou's cell phone number) or 843-343-9199 (Sarah's cell phone number).

EMERGENCY PHONE NUMBERS

1. Laboratory Director Lou Burnett, cell 843-709-4574, home 843-762-6502, office 843-953-9170.
2. Laboratory Manager Sarah Oakes, cell 843-343-9199, office 843-953-9174.
3. Graduate Program in Marine Biology Director Craig Plante, home 843-795-3317, office 843-953-9187.