

# HURRICANE SHUTDOWN CHECKLIST

As of 8/30/23

Work with tour operators and special tours to determine when the last tour will be held. Receive approval from the Foundation President and schedule hurricane preparations for as soon after the last tour as possible. Assign a recovery team to estimate the damage / effort to recover.

1. Lighthouse / Oil House: (tarps, trash bags, water snakes are in the oil house cabinets & plastic sheeting is upstairs in museum)
  - a. Ensure all windows are closed and latched.
  - b. Unplug all fans on Floors 4 and 5.
  - c. Place water snakes (located in oil house cabinet) around 3<sup>rd</sup> floor door to prevent rain incursion and move table to the center. Unplug the receiver. Unplug fans.
  - d. Move 2<sup>nd</sup> floor objects away from the area corresponding to under the 3<sup>rd</sup> floor door, in case it leaks down. Move table to center. Unplug fans.
  - e. Secure paper and loose objects on first floor.
  - f. Move 1<sup>st</sup> floor objects away from the windows. Unplug the TV and cover with plastic sheeting/trash bags. Cover tall cabinet with tarp. Unplug fans. Turn off lights.
  - g. Put Oil House mat inside, turn off lights.
2. Light Station Grounds:
  - a. Move the 4 benches around the Oil House and the 4 benches around the Cottage into the Oil House and Lighthouse.
  - b. Turn the picnic tables upside down
  - c. Move the Open House sign out by the road into the lighthouse.
  - d. Move the small hose cabinet into the restrooms (takes 2 people). Leave the barrel hose cabinet alone.
  - e. Remove all the small landscaping signs and rain gauge and store in restrooms.
3. Museum: (large trash bags, display case covers and plastic sheeting are upstairs)
  - a. Put padded blankets and mattress covers over the display cases and Fresnel lens.
  - b. Put cover on sewing machine and cover with plastic sheets.
  - c. Put large black trash bag over mannequin & put hat in drawer below (do not use the smaller white trash bags).
  - d. Unplug the photo frames.
  - e. Unplug the lightbox and cover with large trash bag.
  - f. Move the rockers into the museum.
  - g. Move the large doormat into the museum.
4. Upstairs Office:
  - a. Unplug and cover all electronics with plastic sheeting/trash bags
  - b. Move items away from windows
5. Collections Room:
  - a. Cover artifacts and shelving with plastic sheeting
  - b. Unplug and cover all electronics with plastic sheeting/trash bags
  - c. Move items away from windows

HURCON 4 = Get ready to execute hurricane checklist.

HURCON 3 = Visitors and tours no longer allowed on station. Complete hurricane checklist.

HURCON 2 = CCLF volunteers no longer allowed on station.

HURCON 1 = Only essential Cape personnel allowed.

# **HURRICANE RECOVERY CHECKLIST**

**As of 8/30/23**

Receive approval from Space Force and the Foundation President to reopen (RECON 4 for CCLF volunteers, All Clear for visitors). Notify the recovery team and schedule a work day.

1. Lighthouse / Oil House:
  - a. Check for water damage throughout
  - b. Take photographs of damage
  - c. Clear debris, as needed
  - d. Remove tarps and water snakes. Store in oil house cabinets. Remove and discard trash bags and plastic sheeting.
  - e. Move objects back into place
  - f. Plug in the TV and test it
  - g. Sweep and dust
2. Light Station Grounds:
  - a. Move the benches in the Oil House and Lighthouse back to their appropriate locations (4 black benches around Oil House, 4 green benches around Cottage (place the green benches on the 4 bricks under the shells/mulch for each bench).
  - b. Turn the picnic tables right-side up
  - c. Move the Open House sign in the lighthouse back to hang on the rope by the road.
  - d. Replace the hose cabinet (takes 2 people).
  - e. Replace the small landscaping signs and rain gauge.
  - f. Pile vegetative debris in corner of parking lot. Put large trash in Hangar C dumpster.
3. Museum:
  - a. Move the rockers and doormat outside
  - b. Check for water damage throughout
  - c. Check for artifact damage – note the damage but do not try to fix
  - d. Take photographs of damage
  - e. Clear debris, as needed
  - f. Remove padded blankets/mattress covers and store upstairs in the office. Discard trash bags and plastic sheeting.
  - g. Carefully remove trash bag from mannequin and replace hat on head (stored in drawer below).
  - h. Inspect all artifacts and signage, documenting any damage
  - i. Plug in the photo frames and the lightbox and test that they work
  - j. Sweep, dust and clean display cases
4. Upstairs Office:
  - a. Remove plastic sheeting and store in the office, for future use
  - b. Plug all electronics in and test
5. Collections Room:
  - a. Remove plastic sheeting and store in the office, for future use
  - b. Plug all electronics in and test

RECON 1 = Only essential Cape personnel allowed back.

RECON 2 = Only designated personnel allowed back (not CCLF).

RECON 3 = Additional contractors and personnel allowed back (not CCLF).

RECON 4 = CCLF allowed back.

ALL CLEAR = Visitors allowed back.