



US Army Corps  
of Engineers  
Savannah District

U.S. Army Engineer District, Savannah  
Corps of Engineers  
Savannah District

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**Emergency Employment of Army And Other Resources**

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**SAVANNAH DISTRICT  
HURRICANE PLAN**

**CESAS Plan 500-1-9**

**1 June 2016**

SAVANNAH DISTRICT HURRICANE PLAN

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**Savannah District Hurricane Plan**

31 MAY 2016

**1. Purpose.** The purpose of this plan is to provide information and guidance to District personnel regarding intended response actions for tropical cyclones and severe weather. The assumptions, commander's intent, and concept of operations by phase will enable personnel to prepare and plan at subordinate levels of management to ensure disaster response operations are executed in a safe and organized manner.

**2. Applicability.** The primary audience for this plan is District senior leaders, managers, and supervisors. It is incumbent that those personnel in leadership roles understand this plan and communicate the necessary actions required to ensure the District is able to survive severe weather and continue to perform our essential functions.

**3. References.**

- a. Public Law (PL) 84-99, Flood Control and Coastal Emergencies, as amended, 33 U.S.C. 701n (69 Stat. 186)
- b. Engineer Regulation 500-1-1, Civil Emergency Management Program, 30 September 2001.
- c. PL 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121
- d. National Response Framework, May 2013
- e. National Disaster Recovery Framework, September 2011
- f. DoDD 3025.1 Military Support to Civil Authorities, 15 January 1993
- g. Enterprise Emergency Response Team (EERT) Mission Standard Operating Procedure, July 2009
- h. USACE Logistics Activity Operation Plan/Order 08-01 (Logistics Plans and Operations Division Strategic Plan) dated 7 February 2008
- i. South Atlantic Division OPORD 2014-01 (SAD Response to All Hazard Events) Annex A (Tropical Storm/Hurricane Incident Response Plan)
- j. CESAS Plan 500-1-3: Savannah District Crisis Notification Plan
- k. CESAS Plan 500-1-5: Savannah District Continuity of Operations (COOP) Plan

l. CESAS Plan 500-1-13: Savannah District Hurricane Preparedness, Evacuation and Accountability Procedures

m. CESAS OPOD 2013-01, Integrated Protection (IP)

n. EP 37-1-6: Resource Management Functional Guide for Civil Emergency Management Programs, dated 1 October 2009

o. Savannah District 24-36 Hour Logistics Support Plan

4. **Situation.** The North Atlantic hurricane season runs annually from June 1 through November 30. During this period, the states on the eastern seaboard and the Gulf of Mexico are vulnerable to severe weather. The SAS must be prepared to protect our personnel and provide emergency services as defined in Public Law 84-99 (PL 84-99) and the National Response Framework (NRF).

a. **Area of Interest (AOI).** The SAS AOI is the South Atlantic Division (SAD), which consists of Alabama, Florida, Georgia, North Carolina, and South Carolina as well as Puerto Rico and the Virgin Islands.

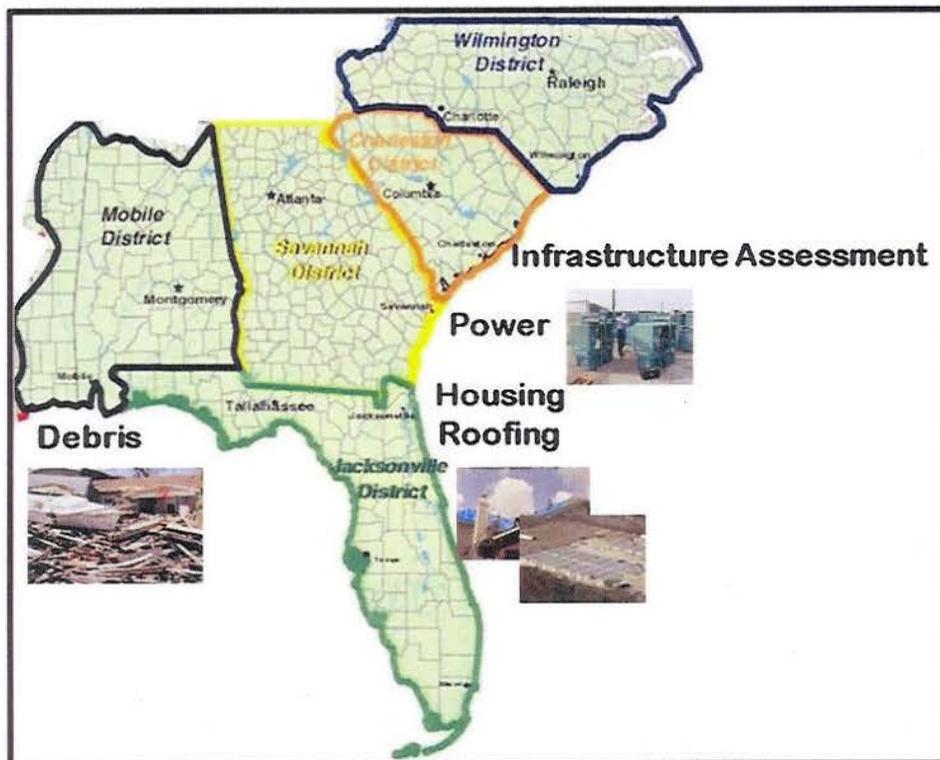


Figure 1. South Atlantic Division Area of Interest (includes Planning Response Team locations.)

b. **Area of Operations (AO).** For PL 93-288 (Stafford Act) events, SAS is responsible for the political boundaries of the State of Georgia (see Assumptions) to conduct disaster response

and recovery operations under the NRF. For flooding on the Savannah River Basin, SAS is responsible for counties along the River in both Georgia and South Carolina.

(1) Terrain. Georgia's approximately 100 miles of densely populated coastline on its southeastern border is heavily forested and at or near mean sea level (MSL), making debris and flooding likely from a tropical cyclone.

(2) Weather.

(a) Tornadoes and tropical cyclones are common for the region.

(b) The National Weather Service ([www.weather.gov](http://www.weather.gov)) (NWS) is the only recognized source for official weather information used for federal planning and response operations for weather related emergencies. Several media outlets exist that provide weather information, but for tropical cyclone forecasting use the NWS' National Hurricane Center ([www.nhc.noaa.gov](http://www.nhc.noaa.gov)) (NHC).

(c) While a tropical cyclone exists, the NHC updates forecast information daily every three hours at 0200, 0500, 0800, 1100, 1400, 1700, 2000, 2300. The NHC may also provide special advisories as warranted.

(3) Civil Considerations.

(a) The Interstate system in Georgia consists of I-95, I-75, I-85, I-20, and I-16. All of these roadways are part of the evacuation system within the region.

(b) The State of Georgia manages state emergencies through the Georgia Emergency Management Agency (GEMA) using the National Incident Management System (NIMS) and the Incident Command System (ICS) model. During a major hurricane involving response from federal agencies, support requests will typically originate from the county jurisdictional level (Georgia has 159 counties) to GEMA at the state level using the incident management tool WebEOC. If the State is unable to support the request, GEMA will create a Request for Resource Support (RRF) and forward to FEMA who will then determine what federal agency can best fulfill the request.

(c) The Port of Savannah and the Port of Brunswick are major hubs for international commerce and logistics. The State of Georgia considers the ports a very high priority to ensure the navigable channels are clear and operational.

(d) **Landfall**. For purposes of this plan, **Landfall (L-hour)** is defined as the *period of time* when tropical storm force winds (>39 mph) begin impacting a landmass until winds fall below 39 mph. This condition can persist for an extended period of time as the storm passes over affected areas.

(e) Acronyms. For a list of acronyms and abbreviations commonly used in disaster response, refer to the FEMA Acronyms, Abbreviations, and Terms (FAAT) at <http://www.fema.gov/fema-acronyms-abbreviations-and-terms>.

c. **Friendly forces.**

(1) HQ, South Atlantic Division, USACE Mission and Intent. See Reference i (SAD Response to All Hazards Events).

(2) Missions of Adjacent Units. See Reference i (SAD Response to All Hazards Events).

d. **Attachments and Detachments.** See Reference i (SAD Response to All Hazards Events) to view the possible attachments in the event that SAS AO is impacted by a hurricane.

e. **Assumptions.**

(1) A severe weather event will overwhelm state level emergency response and recovery capabilities, requiring activation of the National Response Framework (NRF).

(2) A Presidential Declaration will be made, invoking PL 93-288 (Stafford Act) funding. Federal resources will be deployed pre-landfall. FEMA will initiate pre- and post-incident mission assignments.

(3) A hurricane making landfall on the coast of Georgia in the vicinity of Savannah will require the evacuation of SAS HQ personnel and the activation of the District COOP Site.

(4) An evacuation of the SAS HQ will last from three days up to a month depending upon the severity of the hurricane damage. SAS personnel and adequate life support will be available to ensure continuity of disaster operations.

(5) The District Commander will be named the Division Forward Commander and SAS will maintain mission command during all phases of the disaster. SAS will stand up its own Recovery Field Office (RFO) for response and recovery missions.

(6) Personnel to augment the EOC and RFO, as well as Deployable Tactical Operating Systems (DTOS), and Subject Matter Experts (SME) will be required and requested through SAD RCO, dependent on the severity of the event. Funding will be available through FCCE and FEMA Mission Assignment funds.

**5. Mission.** On order, in response to a tropical cyclone, flood, or coastal emergency, SAS provides public works and engineering support within the designated AO for emergency response and recovery IAW the NRF or within applicable provisions of PL 84-99.

**6. Execution.**

a. **Commander's Intent.**

(1) SAS supports Federal, State, and Local disaster response and recovery efforts as the Division Forward Command for Emergency Support Function (ESF) #3 IAW the NRF. We uphold this response capability in our AO by maintaining our readiness, executing missions and tasks, and honoring our commitments.

(2) Key Tasks.

(a) Provide effective, timely and flexible response solutions to our customers IOT maintain our Command Focus in the AO.

(b) Prepare personnel, maintain assets and resources, and respond rapidly IOT set conditions for success during emergencies.

(c) Assess the situation timely and accurately, maintain a common operating picture, and communicate critical information IOT ensure leadership can make informed decisions.

(d) Maintain communications with partners and stakeholders IOT ensure uninterrupted delivery of SAS programs and services.

(e) Maintain the SAS Continuity of Operation (COOP) Plan and Family Emergency Preparedness Program IOT minimize operational disruptions and ensure employees and their families are safe and accounted for during emergencies.

(3) Endstate. Disaster response operations are complete; all personnel and their families are accounted for; conditions are set for long-term recovery operations in any disaster affected areas in our AO; partners and stakeholders' needs from SAS are met; normal SAS business operations have resumed; and the organization is reset and prepared for future emergencies.

b. Concept of Operations. This operation will be conducted in six phases: Normal Operations, Activation, Deployment, Execution, Recovery, and Closeout. The phases of operation are determined by the SAS Commander based on the principles of METT-TC (Mission/Enemy/Terrain/Troops Available/Time/Civil Considerations). Refer to Appendix 1 (Decision Execution Synchronization Matrix by Phase) to understand how the operational phases used by SAS and USACE coincide with the USACE Levels of Activation and FEMA's Operational Phases. Refer to Appendix 2 (Hurricane Phase Execution Matrix) as a companion document to the Concept of Operations section for actions and transitions for each hurricane response phase of operation.

(1) Phase 0—Normal Operations (> L-120)

(a) Normal Operations are continuous annually. Heightened awareness begins on 1 May, one month prior to the start of hurricane season.

(b) By 1 June, members of the Crisis Management Team (CMT), Crisis Action Team (CAT), Local Government Liaisons (LGL), and Recovery Field Office (RFO) personnel have

been identified, trained, and are prepared to deploy and conduct their assigned mission in response to a disaster. Refer to the Emergency Management Division for updated manning rosters.

(c) Planning Response Team (PRT) members are trained and prepared.

(d) Conduct exercises to test preparedness of teams and validate procedures.

(e) This phase ends when a potential tropical cyclone is forecasted to strike or affect the SAS AOI.

(2) Phase I—Activation (L-120 to L-72)

(a) The EOC is activated at Level III (Monitoring) during this phase and is staffed by personnel from the Emergency Management Division.

(b) The CMT assembles and Commander's Update Briefs (CUB) are conducted daily in the EOC. The reporting format for the meeting can be seen in Appendix 6 and the official working format for each division/office is found at the SAS Sharepoint site (<https://team.usace.army.mil/sites/SAS/EM/coop/Commanders%20Update/Forms/AllItems.aspx>)

(c) SAS normal business operations continue.

(d) Key events/tasks for this phase are listed in the District Hurricane Response Checklist available at the SAS Sharepoint site (<https://team.usace.army.mil/sites/SAS/EM/coop/Shared%20Documents/Forms/AllItems.aspx>).

(3) Phase II(a)—Deployment (o/a L-72 to ~L-48 or return to Phase 0)

(a) The EOC is activated to Level II (Partial Activation) or Level I (Full Activation). Staffing is increased with the addition of select CAT members. On order Local Government Liaisons (LGL) are deployed to counties.

(b) CUBs continue, Divisions secure project sites, document pre-incident conditions, prepare for possible evacuation and COOP (refer to CESAS Plan 500-1-5), Operations Division personnel secure vessels and projects as directed.

(c) On order (in the event of an anticipated evacuation) designated personnel depart to COOP location in order to establish communications and operational capability IAW CESAS Plan 500-1-5 and CESAS Plan 500-1-13. Coordination with Coast Guard Marine Safety Unit and other agency partners is executed.

(d) Upon notification of a public evacuation order from the County Emergency Management Agency, the Commander provides duty status guidance for affected District personnel and evacuation instructions are issued IAW CESAS Plan 500-1-13.

(e) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(f) Phase II(a) ends when the evacuation order is issued by the Commander or if the storm threat decreases.

(4) Phase II(b)—Deployment (o/a L-48 to L-hour or return to Phase 0)

(a) PRTs move to designated staging areas to await further orders.

(b) Employees provide status reports IAW CESAS Plan 500-1-13.

(c) On order, designated personnel relocate to the COOP Site, the SAS HQ is secured, and CUBs cease until the CMT is reassembled at the COOP site.

(d) Preliminary Damage Assessment (PDA) teams are alerted, and all field offices complete preparation of government equipment and personnel for destructive weather. Status reports provided via spot reports (SPOTREP)/situation reports (SITREP), and CUBs.

(e) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(f) Phase II(b) ends when the storm makes landfall or if the threat of the storm decreases. Personnel shelter-in-place until the storm passes.

(5) Phase III—Execution (L-hour to ~L+24)

(a) This phase begins after the storm has made landfall and environmental conditions allow emergency responders to safely enter the affected area (i.e. Wind speeds <39mph, visibility is acceptable, roads are accessible).

(b) SAS employees not participating in emergency operations remain in the work status designated by the District Commander until notified otherwise. It is the responsibility of the employee to maintain communications with the District IAW CESAS Plan 500-1-13.

(c) The EOC maintains mission command of all response and recovery missions until the RFO is operational. If an RFO is authorized by FEMA, advanced RFO personnel work to establish RFO operations near the affected area. RFO personnel are contacted and instructed on where and when they need to report for duty.

(d) Damage and needs assessments are conducted in the AO for State and local needs and USACE projects using the PDA, joint assessment teams and LGLs.

(e) The CMT conducts operational needs assessments and the decision making process regarding current and future District operation how to continue operations for the District.

(f) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(g) This phase ends when the RFO is established or the EOC assumes recovery mission responsibilities.

(6) Phase IV—Recovery (After ~L+24)

(a) During this phase the RFO conducts missions ICW FEMA for emergency response and recovery under Stafford Act authority IAW the NRF or in lieu of an RFO, the EOC directs recovery operations for the District.

(b) The EOC and CMT focus on resumption of District operations, personnel duty status, and reoccupation of SAS HQ.

(c) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(d) This phase ends when all recovery missions are complete.

(7) Phase V—Closeout

(a) This phase begins when the RFO completes all recovery missions.

(b) Financial transactions on the Mission Assignments (MA) should be completed within 90 days from the physical completion date.

(c) Conduct After Action Reviews (AAR), provide letters of continuity for performance appraisals, conduct awards process.

(d) Key events/tasks for this phase are listed in the District Hurricane Response Checklist in the Sharepoint site.

(e) This phase ends when all fiscal obligations are complete and SAS employees return to normal duties.

c. **Tasks to Subordinate Units.**

(1) Emergency Management Division. Coordinate with each Division/Office to ensure tasks in Appendix 3 (Hurricane Checklist) and Appendix 4 (Floating Plant Procedures) are accurate and relevant to civil considerations.

(2) Operations Division. Comply with the tasks and procedures identified in Appendix 4 (Floating Plant Procedures) to ensure the readiness of emergency responders to rapid needs assessments in the coastal Georgia area.

(3) Planning Division. Coordinate with county and state officials within the AO to assist in HURREVAC modeling and other preparedness tasks.

(4) Office of Security and Law Enforcement. Maintain Annex M (Special Threat Situations) to CESAS OPOD 2013-01, Integrated Protection (IP) for an evacuation/building closeout plan that assures the safety of SAS personnel and their families and the orderly occupation of the SAS COOP Site. ICW Emergency Management Division and Chatham County (CEMA) and IAW CESAS Plan 500-1-13,

(5) Internal Review Office. Update and distribute AARs from previous disaster response efforts to staff.

d. **Coordinating Instructions**.

(1) An Operations Order for executing this plan will be published upon direction from the SAS District Commander typically during Phase I of an observed tropical cyclone that threatens the Savannah AOI.

(2) For personnel accountability, all SAS employees affected by an evacuation order will report IAW CESAS Plan 500-1-13.

(3) Update Emergency Contact Rosters, ensure phone numbers are correct, and submit a copy to CPAC Chief.

(4) Conduct pre-disaster staff meetings on expectations of team members; such as (but not inclusive) on-call responsibility, EOC activities, overtime and timekeeping requirements, technical expertise, travel and lodging requirements, family and personal preparedness, government travel credit card requirements, safety and security of personnel. (See EM Division for guidance.)

(5) Ensure employees have Family Emergency Preparedness Plans. Basic Plan template is found at the SAS intranet (<https://intranet.usace.army.mil/sad/sas/Documents/FamilyPrepPlan.pdf>). Refer employees to the SAS Emergency Management Division for assistance.

(6) Upon notification, individuals from the RFO not selected to evacuate to the COOP Site will submit their evacuation plans to the Chief, EM Division, and copy their respective Division/Office Chief in order to ensure their availability to be called and execute timely movement to the RFO site should the RFO be activated.

(7) Review Appendix 3 (Hurricane Checklist) and report changes or updates to the SAS Emergency Management Division.

**7. Sustainment**.

a. **Logistics.**

(1) Refer to Reference o. (Savannah District 24-36 Hour Logistics Support Plan) for logistical support during hurricane operations.

(2) Real estate support is provided IAW guidance from Appendix 5 (Real Estate Support).

b. **Funding.** Refer to Reference n. (EP 37-1-6: Resource Management Functional Guide for Civil Emergency Management Programs, dated 1 October 2009) for funding codes and an explanation on the different types of funding for different activities. The reference provides detailed guidance for employee charges when working for FEMA under the Stafford Act.

**8. Command and Signal.**

a. **Command.**

(1) **Location of Commander.** The District Commander will be located in the SAS AO at the decisive points that best affect the desired mission outcomes. This demands mobility and reliable communications for operating at the EOC, RFO, Joint Field Office, or co-located with other key leaders and elected officials.

(2) **Succession of Command.**

(a) District Commander (DE)

(b) Deputy District Commander (DC)

(c) Deputy District Engineer for Programs and Project Management (DDPM)

(d) Division Chief by seniority

(e) Emergency Management Chief

b. **Control.**

(1) **Command Posts.**

(a) Phase I: The CP is the EOC located in the basement of SAS HQ.

(b) Phases II-IV: The CP is the EOC or the COOP site in the event of an evacuation order. Also available is the Alternate EOC at Thurmond Dam. The EOC initially maintains C2 on response and recovery missions until the RFO is established. The RFO is located near the affected area and/or the Joint Field Office. Once established the RFO assumes response and recovery missions from the EOC.

(c) Phase V: The CP is the EOC located in the SAS HQ building. The EOC ensures the RFO conducts proper closeout procedures.

(d) **Reports.** All reports will be prepared and sent to the EOC at [CESAS-EOC@usace.army.mil](mailto:CESAS-EOC@usace.army.mil). EOC Personnel will submit all reports to higher HQ and adjacent commands via ENGLink and/or WebEOC. Reports will be in the form of Situation Reports (SITREP), Spot Reports (SPOTREP), or part of the daily Commander's Update Brief (CUB). Refer to Appendix 6 for the CUB format and for an electronic fillable form go to the SAS Sharepoint site (<https://team.usace.army.mil/sites/SAS/EM/coop/Commanders%20Update/Forms/AllItems.aspx>)

c. **Signal.** Refer to Appendix 7 (Communications Support) for guidance on how ACE-IT will conduct their mission and what Enterprise Emergency Response Team (EERT) services may be available during a disaster response.

  
MARVIN L. GRIFFIN, P.E.  
Colonel, EN  
Commanding

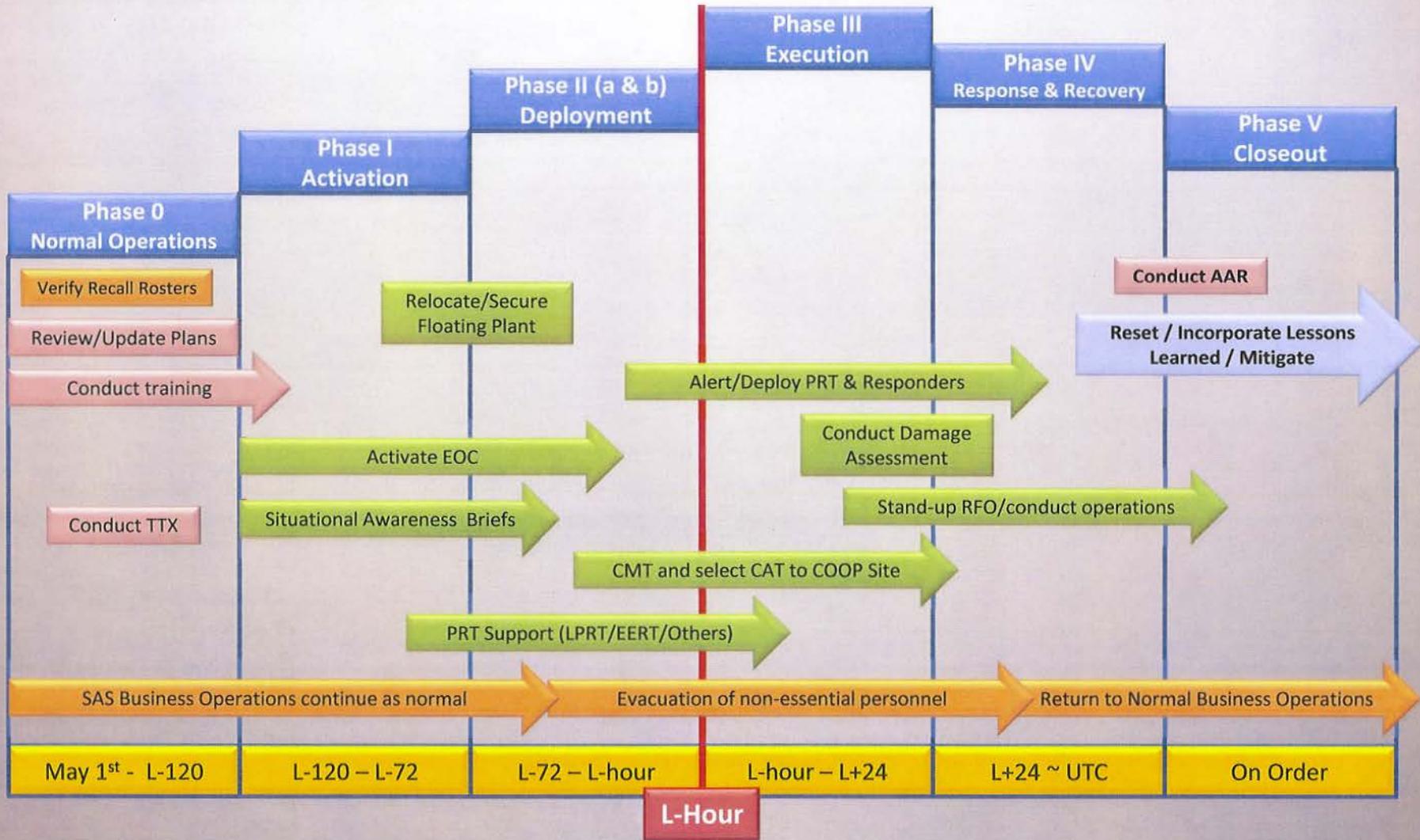
#### ATTACHMENTS:

- Appendix 1 (Decision Execution Synch Matrix by Phase)
- Appendix 2 (Hurricane Phase Execution Matrix)
- Appendix 3 (Hurricane Checklist)
- Appendix 4 (Floating Plant Procedures)
- Appendix 5 (Real Estate Support)
- Appendix 6 (Commanders Update Brief Format)
- Appendix 7 (Communications Support)

Appendix 1 (Decision Execution Synchronization Matrix by Phase) to CESAS Plan 500-1-9

FEMA Operational Phase	USACE Levels of Activation	USACE Operational Phase	Phase Goals	Key Decisions
Phase 1a – Watch (>L-168)	Level IV – Normal Operations	Normal Operations (>L-120)	Early Landfall Prediction	
Phase 1b - Elevated Threat (L-168 – L-120)				
Phase 1c - Credible Threat (L-120 – L)	Level III – Monitoring	Phase I – Activation (L-120 – L-72)	Activate C4I Alert Teams	<ul style="list-style-type: none"> <li>o Request Code 210 funding</li> <li>o Activate Staff and EOCs</li> <li>o Implement Battle Rhythm</li> <li>o Request prediction models</li> <li>o Notify personnel who will be tasked from other districts</li> <li>o Initial SITREP</li> </ul>
	Level II – Partial Activation Or possibly Level I – Full Activation	IIa – Deployment (L-72 – L-48)	Activate and Deploy Reponse Teams & Resources	<ul style="list-style-type: none"> <li>o Request Support Personnel, as required</li> <li>o Dismiss Non-Essential Staff</li> <li>o Reserve Lodging/Vehicles for TDY Support Personnel</li> <li>o Secure Vessels and Projects</li> <li>o Receive &amp; Execute Pre-Declaration Missions</li> </ul>
		IIb – Deployment (L-48 – L)	Deploy Response Teams Forward	<ul style="list-style-type: none"> <li>o In-process Initial Response Cadre</li> <li>o ISB Established and Staffed</li> <li>o Execute Post-Dec Mas</li> </ul>
Phase 2 - Incident Response (L – L+24)	Level I – Full activation	Phase III – Execution (L – L+24)	Rapid Needs Assessment	<ul style="list-style-type: none"> <li>o Deploy PDA teams</li> <li>o Over-fly AO (Commander &amp; designated personnel)</li> <li>o Contact Customers</li> </ul>
Phase 3 - Post-Incident (After L+24)	Level I – Full Activation Or possibly Level II – Partial Activation	Phase IV – Recovery (After L+24)	Swift Provisions of Life Sustaining Goods and Services	<ul style="list-style-type: none"> <li>o Validate State's Response Needs (Water/Ice/Power)</li> </ul>
Phase 3 - Post-Incident	Level III – Monitoring Or possibly Level IV – Normal Operations	Phase V - Closeout		<ul style="list-style-type: none"> <li>o Physical and fiscal completion of all missions</li> </ul>

# Hurricane Phase Execution Matrix



**Monitor Weather / Maintain Recall Rosters / Maintain Resources**

Hurricane Checklist

Hurricane Checklist(s) available on the SAS Sharepoint site located at <https://team.usace.army.mil/sites/SAS/EM/coop/Shared%20Documents/Forms/AllItems.aspx> and can also be found on the Shared Drive at H:\Office and Division Data\COMMON\EM\CESAS Plan 500-1-9

## Floating Plant Protection Procedures

### 1. General

- a. Purpose. To provide guidance on the procedures for safeguarding SAS Floating Plant assets against the threat of tropical storms and hurricanes.
- b. Scope. This SOP pertains to SAS organic assets and contracted assets in support of SAS missions.
- c. Overview. SAS Personnel need to be aware of evacuation and storm preparedness timelines so floating plant assets can be properly prepared and secured to protect them from storm damage and keep all personnel out of harm's way. Should work of a major nature be initiated on any project during the current hurricane season involving floating plant in exposed locations, supplemental instruction will be issued as deemed necessary by Operations Division, Navigation Management Branch.

### 2. Floating Plant Assets

- a. Floating Plants may be located at the Coast Guard base, or on any navigation project.
  - (1) Survey Boat OSSABAW
  - (2) Survey Boat DOWNS
  - (3) Survey Boat GANNETT
  - (4) Small Boats
- b. Contractors, dredges and other construction equipment may be working in locations that will be identified by the Operations Division Navigation Management Branch.

### 3. Safe Shelter. The plants in paras. 2.a.(1-3) will be moved to the following locations for safety in the event a hurricane is predicted:

- a. All items of plant and any other plant that may be temporarily tied up in Savannah Harbor docking, and in the immediate vicinity, will be moved to safe harbor locations as the situation dictates. Such locations include the Black River and Savannah River.
- b. When Phase II of District Hurricane Plan is activated, the Survey boats will assist in towing all items of plant temporarily tied up at the Engineers Depot to safe harbor locations described in 2.a.
- c. Items listed in para. 2.a.(4) remain on trailers at the Engineers Depot.

### 4. Contractor Resource Oversight Responsibilities

- a. Supervisors in charge of contractor's equipment will be kept advised, through the respective inspector, of hurricane alerts and furnished information during hurricane

periods. Weather advisories and hurricane warnings are received aboard subject floating plant; in addition, hurricane warnings received in the Site Offices will be relayed to dredge masters and superintendents of other construction equipment as soon as practicable. All floating plants will be moved to a safe anchorage previously decided upon by the individual. Owners will move construction equipment to safe refuge.

- b. Supervisory and/or care-taking personnel currently employed on the plant mentioned above will, upon receipt of these instructions, review the District Hurricane Plan.

## 5. Communication

- a. Communication between the District Office, and Site Offices, all major items of floating plant, and such other stations as the Chief of Operations may determine to be necessary, will be maintained 24 hours per day during Phases II and III of the Hurricane Plan.
- b. Close contact, to the extent that hurricane conditions permit, will be maintained with the District Office at all times during hurricane alerts. The telephone number of the District Office, Operations Division, Navigation Management Branch is 912-652-5058, and should be used during office hours. Mobile phones and home telephones may be used at other times.
- c. Upon establishment of the EOC, the telephone number for the EOC, 912-652-5431, shall be the central point of contact for all other hurricane-related activities. Accordingly, the Operations Managers shall coordinate and respond directly with the EOC/EM Office 912-652-5431, until the end of Phase IV (Response) which is defined as 12 hours following landfall, unless otherwise directed.
- d. Maximum emphasis will be given to completing windshield surveys and reports.
- e. To ensure proper and continuous communications in the event of hurricane alerts all auxiliary generating equipment for furnishing power to radio equipment should be checked periodically.

## 6. Damage Assessments

- a. After the emergency has passed, the Operations Managers and other supervisory personnel concerned will furnish a report via radio, telephone and/or fax to the EOC/Savannah District giving extent of property damage and personnel injuries and other pertinent information, as prescribed by Appendix 6 (PDA Team Roster and Inspection Sites), to Annex C (Operations).
- b. This is not intended to preclude follow-up calls to discuss specific project information, which may be made at the discretion of the Operations Manager.

Real Estate Support

1. General.

- a. Purpose. To prescribe those actions to be executed by Real Estate Division (RE) in preparation for and response to a hurricane impacting Savannah District.
- b. Overview. The RE responsibilities are at the RFO, EFOs, staging areas, disposal areas, and temporary housing sites. Logistics will arrange lodging for District and TDY personnel unless traditional commercial lodging (hotel, motel) is not available, in which Real Estate will acquire emergency temporary lodging. No land or interest in land will be acquired until a directive to acquire has been issued by the appropriate authority after actual real estate needs have been ascertained and agreed upon in coordination with other Federal, State, and local agencies under the direction of FEMA.

2. Execution.

- a. Phase I – Planning and Phase II (Pre-Landfall (H-3 to H+0)).
  - (1) Research and develop a list and map of possible sites for the RFO. To that end, develop working relationship(s) with local commercial real estate agents/broker(s) who can be relied upon to furnish regular, accurate listings of available office space, storage facilities, and vacant land which may be available for emergency use.
  - (2) Coordinate information with FEMA and the State so that CESAS and other agencies are not competing for the same facilities.
  - (3) Assemble appropriate lease forms and clauses.
    - (a) ENG Form 856
    - (b) Land Lease (unimproved land lease)
    - (c) SF 2B Lease for Real Property (short form)
    - (d) SF 2 Lease for Real Property (long form)
    - (e) Mandatory clauses
    - (f) Optional clauses
    - (g) SF 2A, General Provisions
    - (h) Sample Supplemental Agreements
  - (4) Prepare rights of entry for temporary removal and disposal, staging areas, and other rights-of-way as determined to be necessary to facilitate reconnaissance and clean up of the damaged area and to expedite emergency passage of personnel and equipment.
- b. Phase III - Initial Response (H+1 to H+29).
  - (1) If possible contact General Services Administration (GSA) to request authority to lease general purpose space within the designated urban area as required.

- (2) Appraisals are required as a basis for making rental determinations in all leases, except those for a no consideration. If necessary, due to a shortage of Real Estate Appraisal personnel, arrange for contracted appraisal services.
  - (3) Upon receipt of delegation of authority to lease from GSA, obtain leases for RFO and EFOs as soon as proposed sites have been inspected and approved by IM for communication needs.
  - (4) In those instances where specific space or land is needed, and competition is therefore not involved, the facts and circumstances will be fully explained, and such explanation will be made a part of the lease file for future reference.
  - (5) Issue notices of cancellation to tenants of Government-leased land that will be required for RFO and EFOs as soon as proposed sites have been inspected and approved by IM for communication needs.
  - (6) Prepare complaints for condemnation pursuant to ER 405-1-12, Paragraph 5.27, Page 5-77 where immediate possession is required.
  - (7) Acquire rights-of-way as directed by RFO Commander (i.e., temporary removal and disposal sites, staging areas). Appraisals will have to be done to establish value.
  - (8) In support of FEMA missions obtain/identify debris disposal sites.
- c. Phase IV - Full Response (H+30 to H+59).
- (1) Continue to obtain rights of entry for temporary housing, disposal/staging areas and other right-of-way requirements as required in support of FEMA missions.
  - (2) Provide Real Estate services to other agencies as required.
  - (3) Prepare to finalize activities for response close-out.
- d. Phase V - Closeout

Division/Office: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Current Operations

Future Operations

Personnel/Logistics

Issues/Concerns



*Division Name*  
**Issues/Concerns**

Communications Support from ACE-IT

1. Purpose. To define the functions and responsibilities of ACE-IT in preparation for and response to a hurricane impacting Savannah District.
2. General. ACE-IT must be prepared to support response efforts consisting of automation, data communications, radio communications, telephone and facsimile support at the RFO office and sustainment of remote offices. Initial data communications and automation end-user requirements would consist of CEFMS, INTERNET access and E-mail. Initial data communications should be provided by ACE-IT Enterprise Emergency Response Team (EERT). ACE-IT will assist the District in defining the IT requirements for additional hardware, communications (network, radio, and telephone), or subject matter expertise, necessary to support the mission assigned. Initially, the EERT provides capability to support a small group (>30) with basic communications needs (connectivity to the corpnet).
3. Execution.
  - a. Phase I – Planning
    - (1) Remind and assist all laptop users to confirm their ability to operate outside of the office, including connecting to the Corpnet via VPN
    - (2) Remind all Satellite phone users to ensure their phones are operational.
    - (3) Develop baseline emergency support requirements and required equipment lists.
    - (4) Provide IT support to the Logistics and Real Estate teams in the selection of RFO's or Disaster Field Offices (DFO) locations. Special attention should be paid to evaluation of the proposed facility for network and phone line capability.
  - b. Phase II - Pre-Landfall - Assist users with establishing connectivity on their own equipment for field use.
  - c. Phase III - Initial Response
    - (1) Configure computers to work with communications network (VSAT, DTOS, NEC) as required.
    - (2) Develop requirements and coordinate SURGE support for Radio Communications and additional Telephone Service support
    - (3) Coordinate expedited delivery of needed equipment and services.

d. Phase IV - Full Response

(1) Reconfigure the end-users desktop and notebook computers as required by any re-routing of data communications link to maintain user access to required host targets due to IP changes, etc.

(2) Install, setup, and configure arriving new computers and other hardware/software for full complement of automation support of required data communications access and applications such as CEFMS, SPS, E-mail and INTERNET access.

(3) Install and configure required network system for end support of up to a 200 user LAN, including hubs/routers, design/specification and supervision of any required hardwire cabling, and any other configuration and installation required for automation support.

(4) Install and configure required networking, automation and data communications hardware and software at remote offices to assure required data communications between remote sites and RFO site.

(5) Provide ongoing support for all automation and data communications requirements at all sites as required by end user to assure nominal mission completion.

(6) Coordinate with end-users to determine response needs as they relate to working files (electronic and paper) and the programs and equipment needed to use them in a dynamic response environment.

(7) Provide maintenance and repair support for these communications devices to ensure their continuous operability for the duration of their usage.

## Emergency Response

### **Enterprise Emergency Response Team (EERT) Services**

#### **What is the EERT?**

The EERT is an 11 member team dedicated for emergency planning and response to any emergency event where IT support is required.

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Each team member has a diverse and varied background in IT support and response to previous emergency events. Members are located across the CONUS/OCONUS allowing for timely response to any emergency event area. The EERT has designated members on call 24/7/365 with response times within 12 hours of activation. ACE-IT partner, Lockheed Martin (LM), will have designated personnel to supplement the EERT and allow for additional surge resources upon request or in the case of multiple events.

#### **What do we do?**

1. Upon activation the EERT will provide IM/IT support to affected district EOC's, support ESF#3 missions and establish IT infrastructure for alternate facilities, and maintain operations throughout duration of the emergency event. The EERT will:
  - a. Be activated through the Enterprise Service Desk (ESD) concurrently with CECl and ACE-IT management.
  - b. Provide an equipment cache to establish initial command and control operations within 48 hours of activation.
  - c. Work with the Emergency Manager (EM) to identify alternate facilities for long term operations.
  - d. Work with the CECl Mission Manager – Regional Information Officer (RIO) and EM to plan, order, and deploy additional resource and service requests.
  - e. Provide initial helpdesk support, coordination, and transition to LM surge personnel.
  - f. Provide oversight, in coordination with the CECl Mission Manager, of operations until mission is complete.
  - g. Prepare equipment and services for closeout and archive mission data for retention by Mission Managers and records management.
2. The EERT is available to provide assistance in planning and development of local

district requirements. This includes development of requirements for any alternate facilities including Continuity of Operations Plan (COOP).

3. Upon request the EERT will provide IT planning and support during local district/division emergency planning exercises.

### **Obtaining EERT Services**

1. During an emergency event the local EM Office or CECI RIO alerts the ESD with the original WARNORD requesting ticket be identified as an "Emergency Event". The EERT will be activated through the ESD concurrently with CECI and ACE-IT management. CECI will assign a RIO as CECI Mission Manager to coordinate all requirements with the EERT. If large scale or multiple events occur, the UOC will prioritize the EERT movement.

2. For local district requirements, planning, and participation in planning exercises, the local CECI RIO will contact the ESD to request support under normal operations. Advance notice of exercises will enhance the effectiveness of the EERT response for the exercise event.

### **How is the EERT funded?**

The EERT salaries for normal 8 hours are covered under the Firm Fixed Price (FFP). Any overtime and TDY expense is Cost Reimbursable (CR) to the requesting district or division.

Funding will be approved by and through CECI to ACE-IT. ACE-IT requires seed money to be in the form of MIPR for deployment of EERT members.