



US Army Corps
of Engineers
Savannah District

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

Emergency Employment of Army And Other Resources

**SAVANNAH DISTRICT
HURRICANE PLAN**

CESAS Plan 500-1-9

11 August 2011

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CESAS Plan 500-1-9: Savannah District Hurricane Plan

**HQ SAS USACE
Savannah, GA
111200R AUG 11**

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References:

- a. Public Law 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. Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121
- d. National Response Framework, January 2008
- e. National Disaster Recovery Framework (DRAFT), 5 February 2010
- 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 OPLAN 2011-01-SAD (SAD Response to All Hazard Events) Annex A (Tropical Storm/Hurricane Incident Response Plan)
- j. CESAS Plan 500-1-3: Savannah District Natural Disaster Notification Plan
- k. CESAS Plan 500-1-5: Savannah District Continuity of Operations Plan
- l. CESAS Plan 500-1-13: Savannah District Hurricane Notification, Evacuation and Recall Procedures
- m. EP 37-1-6: Resource Management Functional Guide for Civil Emergency Management Programs, dated 1 October 2009

Time Zone Used Throughout the OPLAN: Eastern Daylight Time (ROME0).

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Task Organization: The current task organization of the Savannah District Corps of Engineers (SAS) remains in effect throughout this operation. Although personnel from within the district may be temporarily reassigned to different supporting roles during different phases, each Division/Office will maintain their current mission set.

1. Situation. The Atlantic hurricane season runs annually from June 1 through November 30. Although the Georgia Coast has not been directly affected by a Category 3-5 hurricane in the past century, the possibility of such an occurrence is not remote. For a list of acronyms used in this plan and their definitions refer to Appendix 5 (Acronyms, Terms, and Definitions) to Annex B (Intelligence).

a. **Area of Interest (AOI).** The Savannah District Corps of Engineers' AOI is the South Atlantic Division, which consists of Alabama, Florida, Georgia, North Carolina, and South Carolina as well as Puerto Rico and the Virgin Islands. Refer to Appendix 1 (Area of Interest) to Annex B (Intelligence).

b. **Area of Operations (AO).** During emergency situations, the Savannah District Corps of Engineers primarily operates within the political boundaries of the State of Georgia to conduct disaster response and recovery operations. Normally, these disasters coincide with the coastline between the State of Florida and the State of South Carolina, but include the entire state. Refer to Appendix 1 (GA State Map) to Annex C (Operations).

(1) **Terrain.** The terrain of the SAS AO consists primarily of coastal areas, wetlands, and rolling hills. Georgia's approximately 100 miles of coastline on its southeastern border (to include vicinity of SAS Headquarters) consists mainly of coastal beaches along the shore abutted by wetland areas intermingled with rivers and streams throughout. The elevation of many of these coastal locations is at or near mean sea level (MSL), making it susceptible to flooding from heavy rainfall during a tropical storm or hurricane. Refer to Appendix 3 (Storm Surge Levels) to Annex B (Intelligence) for detailed flooding data for Chatham County, Georgia. Moving inland, the terrain consists mainly of gently rolling hills.

(2) **Weather.**

(a) The climate of Georgia is typical of a humid subtropical climate, characterized by hot, humid summers and cool winters. Many summer days in Georgia have been known to exceed 90 °F (32 °C). Georgia's autumns are normally sunny and cool. The Atlantic Ocean on the east coast of Georgia and the hill country in the north impact the state's climate. The state experiences widespread precipitation.

(b) Tornadoes and tropical cyclones are common, and Georgia is one of the leading states in incidents of tornadoes. Refer to Appendix 2 (Hurricane Definitions) to Annex B (Intelligence) for detailed explanation on the 5 categories of hurricanes. Refer to Appendix 4 (Hurricane Tracks) to Annex B (Intelligence) for prevailing storm tracks for each month during hurricane season according to NOAA.

(3) **Civil Considerations.**

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(a) **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.

(b) The SAS definition of Landfall may differ from what is reported on the media or from weather reporting sources, whereby Landfall may be interpreted by other agencies as when the eye (center) of a tropical storm/hurricane makes landfall.

c. **Enemy forces.** N/A

d. **Friendly forces.**

(1) HQ, South Atlantic Division, USACE Mission and Intent.

(a) **Mission.** The South Atlantic Division (SAD) USACE, in the event of a tropical storm/hurricane, provides public works and engineering support within the Division's AO (Southeastern Region) to the Federal Emergency Management Agency (FEMA) for emergency response and recovery under Stafford Act authority IAW the National Response Framework (NRF). SAD is also prepared to support other USACE Divisions as required by HQUSACE and to respond to all flood and coastal emergencies within applicable provisions of PL 84-99 while maintaining readiness, executing missions, and honoring commitments.

(b) **Commander's Intent.** Fully support the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) and the Nation through the timely, consistent, and efficient execution of response and recovery operations requires as a result of natural and man-made disasters, national emergencies, and military contingencies. Upon direction, the SAD provides support to other Divisions/Districts in response to disasters in other areas.

(2) Missions of Adjacent Units.

(a) Jacksonville District (SAJ): Responsible for response and recovery missions in Florida, Puerto Rico, and the U.S. Virgin Islands. Provide Temporary Roofing and Temporary Housing PRTs for any event within SAD's Area of Responsibility (AOR).

(b) Mobile District (SAM): Responsible for response and recovery missions in Alabama as well as on order providing the RFO in the event an Atlantic District Office in SAD is damaged in a storm. Provide a Debris Management PRT for any event within SAD's AOR.

(c) Wilmington District (SAW): Responsible for response and recovery missions in North Carolina. Provide a Combined Commodities PRT for any event within SAD's AOR.

(d) Charleston District (SAC): Responsible for response and recovery missions in South Carolina. Provide a National ICE PRT for any event within SAD's AOR.

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e. **Attachments and Detachments.** Refer to Appendix 1 (Attachments & Detachments) to Annex A (Task Organization) to view the possible attachments to SAS in the event that SAS AO is impacted by a hurricane and the possible detachments in the event that another district is struck by a storm.

f. **Assumptions.**

(1) A severe weather event will overwhelm state level emergency response and recovery capabilities, requiring the sustained deployment of federal assets and resources under the National Response Framework (NRF) and delivery of Stafford Act program services.

(2) Federal Resources will be deployed pre-landfall.

(3) FEMA will initiate pre-scripted missions and post-event missions.

(4) If a hurricane makes landfall on the Georgia coast it will require the evacuation of SAS HQ from Savannah to the alternate EOC site, and the activation of the SAS Recovery Field Office (RFO).

(5) An evacuation of the SAS HQ will last for three to five days depending upon the severity of the hurricane strike.

(6) In the event of the storm hitting Savannah directly, the commander can request RFO support from SAD.

(7) Initial cadre of Subject Matter Experts (SME) will be requested from the USACE Operations Center (UOC) as required, dependent on the type and severity of the event.

2. Mission. On order, in response to a tropical storm/hurricane, 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.

3. Execution.

a. **Commander's Intent.**

(1) SAS fully supports Federal, State, and Local disaster response efforts as the Primary Agency (and Coordinating Agency) 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.

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

(c) Assess the situation timely and accurately and communicate critical information IOT ensure leadership can make informed decisions.

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

(e) Maintain the SAS Continuity of Operation Plan (COOP) and Family Readiness 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; normal SAS operations have resumed; conditions are set for long-term recovery operations in any disaster affected areas in our AO; all personnel and their families are accounted for; 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. Although the phases are based on a timeline, the SAS Commander may elevate to the next phase or reduce to the previous phase at his discretion. Refer to Appendix 8 (Decision Execution Synch Matrix by Phase) to Annex C (Operations) to understand how the operational phases used by SAS and USACE coincide with the USACE Levels of Activation and FEMA's Operational Phases.

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

(a) Normal Operations begin on 1 May, one month prior to hurricane season.

(b) All Emergency Operation Center (EOC) augmentee personnel 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 Appendix 4 (EOC Manning Diagram) and Appendix 5 (RFO Manning Diagram) of Annex C (Operations) for individuals selected for these missions.

(c) Members of the Crisis Management Team (CMT) have been identified IAW Appendix 7 (Crisis Management Team) of Annex C (Operations), trained, and are prepared to conduct Continuity of Operations (COOP).

(d) Conduct a hurricane scenario TTX with the CMT to exercise decision making and communication processes.

(e) Perform COMMEX to test EOC readiness for primary and secondary locations

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(f) During this phase, the Emergency Management Division is watching for any potential storm that may affect the SAD AOR.

(g) All other SAS employees are conducting business as usual.

(h) This phase ends when a potential tropical storm/hurricane is predicted to strike and affect the SAS AO/AOI.

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

(a) The Commander, SAS makes the determination on when to proceed to Phase I; it usually begins when a potential tropical storm/hurricane is predicted to strike and affect the SAS AO/AOI.

(b) The EOC is activated during this phase and is staffed by personnel from the Emergency Management Division. Battle Rhythm is implemented using Appendix 13 (CESAS Battle Rhythm) to Annex C (Operations).

(c) EOC augmentees, RFO, and CMT personnel are notified of activation and begin preparing their personal affairs in preparation of a potential evacuation.

(d) Each Division/Office Chief participates in a daily 0800 Commander's Update Brief (CUB) in the EOC, located in the basement of SAS HQ. The reporting format for the meeting is found in Appendix 1 (Daily Reporting Requirements) to Annex R (Reports). The purpose of these meetings is to provide information to the Commander on the predicted storm path, predicted landfall sites, updated strength of the storm, and recommendations for future actions.

(e) All other SAS employees continue to conduct business as usual.

(f) Key events/tasks for this phase:

1. Alert personnel of possible tasks and/or deployments.
2. Request class 210 funding.
3. Activate staff and the EOC.
4. Implement battle rhythm.
5. Request prediction models.
6. Develop the initial SITREPs.
7. Determine Alternate EOC activation and personnel staffing.

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

(a) This phase begins when the Commander has determined the potential threat of the oncoming storm will affect SAS's AO or AOI.

(b) The EOC staffing is increased to include additional individuals from different Division/Offices; however, pending approval of the Chief, Emergency Management, they may

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continue to work in their respective offices, but must maintain communication with the EOC and be readily available.

(c) Division/Office Chiefs continue the 0800 daily meetings in the EOC and continue to turn in their daily reports.

(d) SAS employees conduct business operations as usual; Operations Division personnel begin securing vessels and projects as directed.

(e) On order (in the event of an anticipated evacuation) designated personnel depart to Thurmond Dam in order to establish communications and assist with setting up the alternate EOC site IAW Appendix 2 (SAS Evacuation Plan) to Annex E (Protection) and Appendix 9 (Alternate EOC Layout at Thurmond Dam) to Annex C (Operations).

(f) County Emergency Management officials provide information regarding evacuation plans based off of Appendix 3 (Coastal County Evacuation Plans) to Annex E (Protection). Upon notification of a public evacuation order, the Commander provides guidance for granting SAS employees, minus personnel identified to staff the alternate EOC site, administrative leave in order to evacuate the local area.

(g) Key tasks during this phase are:

1. Request support personnel as required IOT sustain emergency operations.
2. Reserve lodging/vehicles for TDY support personnel.
3. Secure vessels and projects.
4. Receive and execute pre-declaration missions.
5. Dismiss non-Emergency Essential personnel.

(h) 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 are moving to designated staging areas to await further orders.

(b) Within 24 hours of receiving the evacuation order, all employees must report in via telephone IAW CESAS Plan 500-1-13. Appendix 1 (Personnel Accountability Procedures for Evacuation) to Annex E (Protection) is an excerpt from CESAS Plan 500-1-13, but is not all inclusive.

(c) Upon the Commander's order of evacuation, the 0800 daily meetings cease until further notice.

(d) On order, designated personnel relocate to the Alternate EOC site and the SAS HQ will be secured IAW Appendix 2 (SAS Evacuation Plan) to Annex E (Protection).

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(e) During this phase Preliminary Damage Assessment (PDA) teams are being notified, and all field offices outside the SAS HQ are preparing the government equipment and personnel for the storm.

- (f) Key tasks during this phase are:
1. In-process initial response cadre.
 2. Release non-essential staff.
 3. Execute pre-declaration missions.

(g) 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+12)

(a) This phase begins after the storm has made landfall and storm conditions have dissipated enough for emergency responders to safely enter the affected area. (Wind speeds <39mph.)

(b) SAS employees not participating in emergency operations remain on administrative leave until notified by their supervisor regarding when and where to report back to work. To stay up-to-date on District developments, SAS employees must monitor social media means through:

1. Facebook (<http://www.facebook.com/savannahcorps>)
2. Twitter (<http://twitter.com/SavannahCorps>)
3. Telephone Hotline: 1-866-681-1368

(c) If FEMA establishes the RFO, the advanced RFO personnel will depart the Alternate EOC site to establish RFO operations near the affected area. The EOC maintains command and control (C2) of all response and recovery missions until the Advanced RFO personnel establish the RFO and assume the duties. All other RFO personnel, if not identified prior to move to the Alternate EOC Site, will be contacted and instructed on where and when they need to report for duty.

(d) PDA teams from the RFO will begin making the initial assessment at sites IAW Appendix 6 (PDA Team Roster and Inspection Site). Personnel at the Alternate EOC site will now consist of the CMT for decision making and the EOC personnel which is the Emergency Management Division minus the EM Division Chief who is leading the RFO.

(e) EOC continues to monitor additional storms that may affect the SAD AOR.

(f) The CMT reviews the reports and damage assessments and conducts the decision making process on how to continue operations for the District.

- (g) Key tasks during this phase are:
1. Deploy PDA teams.
 2. Contact customers.

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3. Provide a rapid needs assessment to identify what tasks/resources will be necessary during Phase IV (Recovery).

(h) This phase ends when the RFO is established and assumes recovery missions.

(6) Phase IV—Recovery (After ~L+12)

(a) During this phase the RFO conducts missions ICW FEMA for emergency response and recovery under Stafford Act authority IAW the NRF and in response to all flood and coastal emergencies within applicable provisions of PL 84-99.

(b) EOC continues to monitor additional storms that may affect the SAD AOR.

(c) The CMT continues the decision making process and makes recommendations to the Commander on when (and if) it is safe to reoccupy SAS HQ. (If it is not feasible to reoccupy the SAS HQ, the CMT will make recommendations to the Commander on alternate Command and Control locations.)

(d) When the Commander determines it is safe to reoccupy the SAS HQ, all SAS employees will be notified on when and where to report back to work.

(e) Personnel at the Alternate EOC site will initiate actions to reoccupy SAS HQ.

(f) Regular leave may be requested from employees on an individual basis.

(g) Key tasks during this phase are to validate the state's response needs for:

1. Commodities.
2. Provisions of life sustaining goods and services.
3. Removal of debris.
4. General recovery of the affected area.

(h) This phase ends when all recovery and fiscal missions are complete.

(7) Phase V—Closeout

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

(b) The Emergency Manager will inform the ESF-3 Team Leader when all work is physically complete.

(c) The Team Leader will prepare a memorandum to FEMA signifying physical completion of the missions.

(d) All financial transactions on the Mission Assignments (MA) should be completed within 90 days from the physical completion date.

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(e) EOC continues to monitor additional storms that may affect the SAD AOR.

(f) RFO personnel will move back to their normal duty locations and the After Action Report (AAR) will be completed.

(g) Key tasks during this phase are:

1. Close out emergency/incident contracts.
2. Close out TDY vouchers.
3. Conduct an AAR.

(h) This phase ends when all SAS employees return to their normal place of duty.

c. Tasks to Subordinate Units.

(1) Emergency Management Division. Coordinate annually with each Division/Office to ensure tasks in Appendix 2 (Hurricane Checklist) to Annex C (Operations) are accurate and complete prior to commencement of hurricane season.

(2) Operations Division.

(a) During Phase 0, update and submit changes on the floating plant procedures as needed to be included in this order as Appendix 3 (Floating Plant Procedures) to Annex C (Operations).

(b) During Phases II-V, comply with the tasks and procedures in Appendix 3 (Floating Plant Procedures) to Annex C (Operations).

(3) Planning Division.

(a) Coordinate with county officials within the AO to determine their response option settings in Hurrevac.

(b) Run Hurrevac 2010 to estimate time before landfall of tropical storm force winds and provide information to PD staff and others as requested.

(4) Programs and Project Management Division. Coordinate with Division/Office Chiefs to finalize the CMT personnel listing IAW CESAS Plan 500-1-5.

(5) Office of Security and Law Enforcement. ICW Emergency Management Division and Chatham County (CEMA) and IAW CESAS Plan 500-1-13, maintain Appendix 2 (SAS Evacuation Plan) to Annex E (Protection) for an evacuation/building closeout plan that allows SAS to occupy the Alternate EOC and maintain the safety of employees and their families in the event of an evacuation.

(6) Office of Counsel. Provide a legal review of CESAS Plan 500-1-9 prior to the Commander's initial approval and for any subsequent changes to the plan.

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(7) Internal Review Office. Update and distribute AARs from previous hurricane relief efforts to staff.

d. **Coordinating Instructions.**

(1) Time or condition when the OPORD becomes effective. Upon direction from the Commander, SAS.

(2) Commander's Critical Information Requirements (CCIR): Consists of the Commander's list of key information requirements (not all-inclusive) that are deemed critical in facilitating the timely decision making process that affects successful mission accomplishment. These CCIR are reported to the EOC via phone, in person, or email (see below) and in turn, EOC personnel will report these CCIR in ENGLink using the Spot Report (SPOTREP) format. Key information and summaries are provided to other regional agencies and Federal agencies involved in the operation. This reporting process helps build the common operating picture (COP) during the event. Division/Office Chiefs initiate SPOTREPs on any other appropriate occasions, including when they undertake or observe the following:

(a) Immediate Notification Required (Phone or in Person):

1. Death or potentially fatal injury of an employee, or contractor (regardless of location).
2. Substantiated or potential threat of violence (bomb, terrorist, etc.) to any employee, project, or facility.
3. Natural or manmade disaster, regardless of location, that will potentially require SAD assistance.
4. Significant contact with Members of Congress that could result in DE involvement.
5. Potential failure of Mission (projects, etc.) resulting from contractor failure (or from job), resource shortfalls, or other significant changes.

(b) Notify within 24 hours (Email Acceptable; followed up by Phone/in Person)—
Upon landfall, Report Immediately by Phone or In Person:

1. Loss of communications with any separate subordinate element.
2. Actual/potential law violation by an employee in official capacity.
3. Actual/potential Anti-Deficiency Act violation by any employee.
4. Potential inability to meet labor payment obligations.
5. Actual or potential litigation involving SAS missions, employees, or facilities.
6. Potential negative press or communications regarding SAS Missions.
7. Actual or potentially serious EEO complaints.
8. Death of a visitor at our projects or job sites.

(c) Incident Specific:

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1. Potential Landfall / Evacuation Order.
2. Post Landfall Reconnaissance Reports.
3. New missions assigned by SAD or FEMA.
4. Significant changes to a current mission.
5. Complete a mission.

(3) Personnel Accountability Coordination Measures. All SAS employees affected by an evacuation order will report in via telephone (866-681-1368) within 24 hours of the evacuation order being given IAW CESAS Plan 500-1-13. Appendix 1 (Personnel Accountability Procedures for Evacuation) to Annex E (Protection) is an excerpt from CESAS Plan 500-1-13, but is not all inclusive.

(4) Other Coordinating Instructions.

(a) Update Emergency Contact Rosters, ensure phone numbers are correct, and submit a copy to CPAC (POC: Jackson Roach).

(b) Conduct pre-disaster staff meetings on expectations of team members; such as on-call responsibility, EOC activities, overtime requirements, technical expertise, travel requirements, government travel credit card requirements, etc.

(c) Ensure employees have self/family evacuation plans.

(d) Ensure employees who may deploy have government travel credit cards.

(e) Ensure employees with the potential to be deployed are physically fit. Employees may be required to undergo medical screening and receive immunizations as directed.

(f) All EOC, RFO, and CMT personnel are prepared to deploy to the Alternate EOC Site, pending decision from the daily 0800 meetings of the Division Chiefs in the EOC.

(g) Upon notification, individuals from the RFO not selected to evacuate to the Alternate EOC 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 by FEMA.

(h) Report completion of all Normal Operations tasks NLT 1 June each calendar year (CY) to the Emergency Management Division (EMD), at CESAS-EOC@usace.army.mil.

(i) Complete the checklist in Appendix 2 (Hurricane Checklist) to Annex C (Operations) for each phase of this operation.

4. Sustainment.

a. **Logistics**. Refer to Appendix 1 (ULA Support) to Annex F (Sustainment) for logistical support during this operation.

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b. **Funding.** Refer to Appendix 2 (Funding Guidance) to Annex F (Sustainment) for funding codes and an explanation on the different types of funding for different activities.

5. Command and Signal.

a. **Command.**

(1) **Location of Commander.** The SAS District Commander's location varies depending on current events. Normally, the District Commander will be at the EOC until the RFO is activated. The District Commander will establish the RFO and subsequently delegate the RFO duties to the Deputy Commander in order for the District Commander to move back to SAS HQ, the Alternate EOC site, or the COOP site to command normal operations.

(2) **Succession of Command.**

- (a) District Commander
- (b) Deputy District Commander
- (c) DPM
- (d) SAS Chief of Staff
- (e) Division Chief by seniority

b. **Control.**

(1) **Command Posts.** The Command Posts (CP) are listed below for each phase.

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

(b) Phase II (a&b): The CP is the EOC initially located in the basement of SAS HQ and on order, moves to the Alternate EOC site at Thurmond Dam in the event of a mandatory evacuation order.

(c) Phase III: In the event of a mandatory evacuation, the CP is the EOC located at Thurmond Dam. In the event that SAS C2 does not evacuate, the CP is in the basement of the SAS HQ building.

(d) Phase IV: The CP is potentially split during this phase. The EOC is initially located at the Alternate EOC site at Thurmond Dam and moves back to SAS HQ on order from the Commander when conditions are safe. The EOC initially maintains C2 on response and recovery missions until the RFO is established. The RFO is near the affected area in a site established by the Advanced RFO personnel. Once established the RFO assumes response and recovery missions from the EOC.

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

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(2) **Reports.** All reports will be prepared and sent to the EOC at CESAS-EOC@usace.army.mil. EOC Personnel will submit all reports to higher HQ and adjacent commands via ENGLink.

c. **Signal.** Refer to Appendix 1 (ACE-IT Support) and Appendix 2 (EERT Services) to Annex H (Signal) for explanation on how ACE-IT will conduct their mission and what EERT services will be available during a disaster.


JEFFREY M. HALL
Colonel, EN
Commanding

ATTACHMENTS:

Annex A (Task Organization)

Appendix 1 (Attachments & Detachments)

Annex B (Intelligence)

Appendix 1 (Area of Interest)

Appendix 2 (Hurricane Definitions)

Appendix 3 (Storm Surge Levels)

Appendix 4 (Hurricane Tracks)

Appendix 5 (Acronyms, Terms, and Definitions)

Annex C (Operations)

Appendix 1 (GA State Map)

Appendix 2 (Hurricane Checklist)

Appendix 3 (Floating Plant Procedures)

Appendix 4 (EOC Manning Diagram)

Appendix 5 (RFO Manning Diagram)

Appendix 6 (PDA Team Roster and Inspection Sites)

Appendix 7 (Crisis Management Team)

Appendix 8 (Decision Execution Synch Matrix by Phase)

Appendix 9 (Alternate EOC Layout at Thurmond Dam)

Appendix 10 (Alternate Courses of Action)

Appendix 11 (Concept of Operation for COAs)

Appendix 12 (Hurricane Planning POC Roster)

Appendix 13 (CESAS Battle Rhythm)

Annex D – not used

Annex E (Protection)

Appendix 1 (Personnel Accountability Procedures for Evacuation)

Appendix 2 (SAS Evacuation Plan)

Appendix 3 (Coastal County Evacuation Plans)

Annex F (Sustainment)

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Appendix 1 (ULA Support)

Appendix 2 (Funding Guidance)

Appendix 3 (Real Estate Support)

Annex G – not used

Annex H (Signal)

Appendix 1 (ACE-IT Support)

Appendix 2 (EERT Support)

Annex I – not used

Annex J – not used

Annex K – not used

Annex L – not used

Annex M – not used

Annex N – not used

Annex O – not used

Annex P – not used

Annex Q – not used

Annex R (Reports)

Appendix 1 (Daily Reporting Requirements)

Attachments

- Combined Commodities
- Contingency Support Team
- Debris Removal
- ENGLink Strike Team
- Emergency Power/249th Engineer Company
- Enterprise Emergency Response Team
- Geographic Information System Cadre
- Local Government Liaison
- Logistics Support
- National Ice
- National Water
- Temporary Housing
- Temporary Roofing
- Human Resource Functional PRT
- Internal Review Functional PRT
- Resource Management Functional PRT
- Safety and Occupational Health Functional PRT
- Deployment Tactical Operations System Support



Detachments

- Power PRT
- Recovery Field Office—Refer to Appendix 5 (RFO Manning Diagram) to Annex C (Operations) for personnel roster



CESAS Area of Interest South Atlantic Division



Alabama
Florida
Georgia
North Carolina
South Carolina

Puerto Rico
Virgin Islands

Hurricane Definitions

The Saffir-Simpson Hurricane *Wind* Scale, formerly the Saffir-Simpson Hurricane Scale, has been revised for 2010. It is a 1-5 categorization based on the hurricane's intensity at the indicated time. Because recent storms have produced storm surge values substantially outside of the ranges suggested in the original scale, the storm surge ranges, flooding impact and central pressure statements have been removed from the scale and only peak winds are employed in this revised version. Wind speed range remains the same. The scale provides examples of the type of damage and impacts in the US associated with winds of the indicated intensity. It should be noted that these wind-caused damage general descriptions are to some degree dependent upon the local building codes in effect and how well and how long they have been enforced. For example, building codes enacted during the 2000s in Florida, North Carolina and South Carolina are likely to reduce the damage to newer structures from that described below. However, for a long time to come, the majority of the building stock in existence on the coast will not have been built to higher code. Hurricane wind damage is also very dependent upon other factors, such as duration of high winds, change of wind direction, and age of structures. Wind speed is the determining factor in the scale, as storm surge values are highly dependent on the slope of the continental shelf in the landfall region. Note that all winds are using the U.S. 1-minute average.

Category One Hurricane (Sustained winds 74-95 mph [119-153 km/hr])

Very dangerous winds will produce some damage

People, livestock, and pets struck by flying or falling debris could be injured or killed. Older (mainly pre-1994 construction) mobile homes could be destroyed, especially if they are not anchored properly as they tend to shift or roll off their foundations. Newer mobile homes that are anchored properly can sustain damage involving the removal of shingle or metal roof coverings, and loss of vinyl siding, as well as damage to carports, sunrooms, or lanais. Some poorly constructed frame homes can experience major damage, involving loss of the roof covering and damage to gable ends as well as the removal of porch coverings and awnings. Unprotected windows may break if struck by flying debris. Masonry chimneys can be toppled. Well-constructed frame homes could have damage to roof shingles, vinyl siding, soffit panels, and gutters. Failure of aluminum, screened-in, swimming pool enclosures can occur. Some apartment building and shopping center roof coverings could be partially removed. Industrial buildings can lose roofing and siding especially from windward corners, rakes, and eaves. Failures to overhead doors and unprotected windows will be common. Windows in high-rise buildings can be broken by flying debris. Falling and broken glass will pose a significant danger even after the storm. There will be occasional damage to commercial signage, fences, and canopies. Large branches of trees will snap and shallow rooted trees can be toppled. Extensive damage to power lines and poles will likely result in power outages that could last a few to several days. Hurricane Dolly (2008) is an example of a hurricane that brought Category 1 winds and impacts to South Padre Island, Texas.

Category Two Hurricane (Sustained winds 96-110 mph [154-177 km/hr]).

Extremely dangerous winds will cause extensive damage

There is a substantial risk of injury or death to people, livestock, and pets due to flying and falling debris. Older (mainly pre-1994 construction) mobile homes have a very high chance of being destroyed and the flying debris generated can shred nearby mobile homes. Newer

mobile homes can also be destroyed. Poorly constructed frame homes have a high chance of having their roof structures removed especially if they are not anchored properly. Unprotected windows will have a high probability of being broken by flying debris. Well-constructed frame homes could sustain major roof and siding damage. Failure of aluminum, screened-in, swimming pool enclosures will be common. There will be a substantial percentage of roof and siding damage to apartment buildings and industrial buildings. Unreinforced masonry walls can collapse. Windows in high-rise buildings can be broken by flying debris. Falling and broken glass will pose a significant danger even after the storm. Commercial signage, fences, and canopies will be damaged and often destroyed. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks. Potable water could become scarce as filtration systems begin to fail. Hurricane Frances (2004) is an example of a hurricane that brought Category 2 winds and impacts to coastal portions of Port St. Lucie, Florida with Category 1 conditions experienced elsewhere in the city.

Category Three Hurricane (Sustained winds 111-130 mph [178-209 km/hr]).

Devastating damage will occur

There is a high risk of injury or death to people, livestock, and pets due to flying and falling debris. Nearly all older (pre-1994) mobile homes will be destroyed. Most newer mobile homes will sustain severe damage with potential for complete roof failure and wall collapse. Poorly constructed frame homes can be destroyed by the removal of the roof and exterior walls. Unprotected windows will be broken by flying debris. Well-built frame homes can experience major damage involving the removal of roof decking and gable ends. There will be a high percentage of roof covering and siding damage to apartment buildings and industrial buildings. Isolated structural damage to wood or steel framing can occur. Complete failure of older metal buildings is possible, and older unreinforced masonry buildings can collapse. Numerous windows will be blown out of high-rise buildings resulting in falling glass, which will pose a threat for days to weeks after the storm. Most commercial signage, fences, and canopies will be destroyed. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to a few weeks after the storm passes. Hurricane Ivan (2004) is an example of a hurricane that brought Category 3 winds and impacts to coastal portions of Gulf Shores, Alabama with Category 2 conditions experienced elsewhere in this city.

Category Four Hurricane (Sustained winds 131-155 mph [210-249 km/hr]).

Catastrophic damage will occur

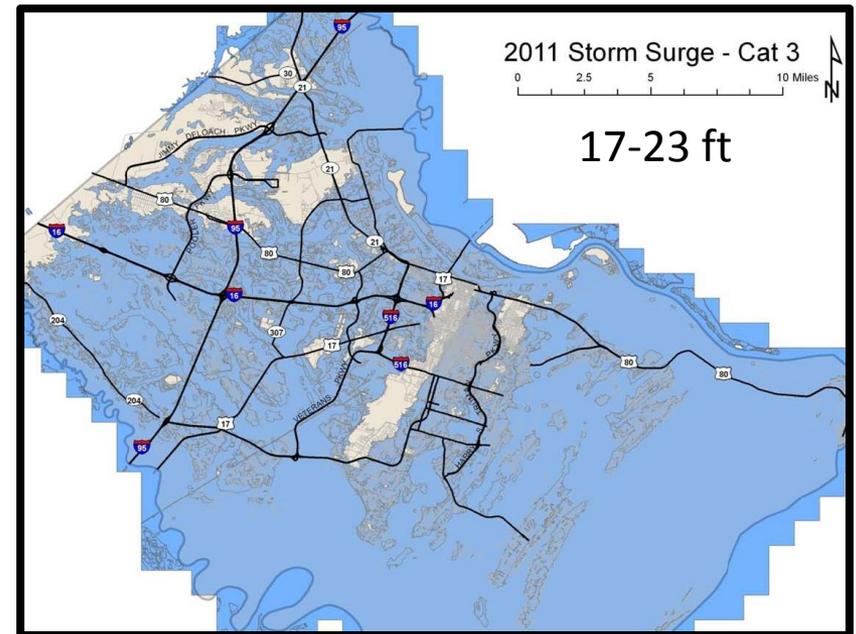
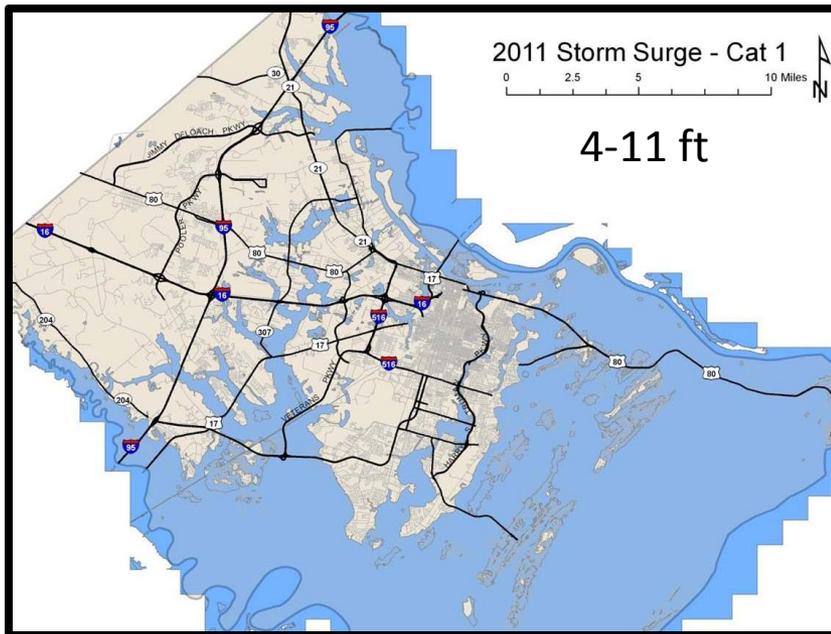
There is a very high risk of injury or death to people, livestock, and pets due to flying and falling debris. Nearly all older (pre-1994) mobile homes will be destroyed. A high percentage of newer mobile homes also will be destroyed. Poorly constructed homes can sustain complete collapse of all walls as well as the loss of the roof structure. Well-built homes also can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Extensive damage to roof coverings, windows, and doors will occur. Large amounts of windborne debris will be lofted into the air. Windborne debris damage will break most unprotected windows and penetrate some protected windows. There will be a high percentage of structural damage to the top floors of apartment buildings. Steel frames in older industrial buildings can collapse. There will be a high percentage of collapse to older unreinforced masonry buildings. Most windows will be blown out of high-rise buildings

resulting in falling glass, which will pose a threat for days to weeks after the storm. Nearly all commercial signage, fences, and canopies will be destroyed. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Long-term water shortages will increase human suffering. Most of the area will be uninhabitable for weeks or months. Hurricane Charley (2004) is an example of a hurricane that brought Category 4 winds and impacts to coastal portions of Punta Gorda, Florida with Category 3 conditions experienced elsewhere in the city.

Category Five Hurricane (Sustained winds greater than 155 mph [249 km/hr]).

Catastrophic damage will occur

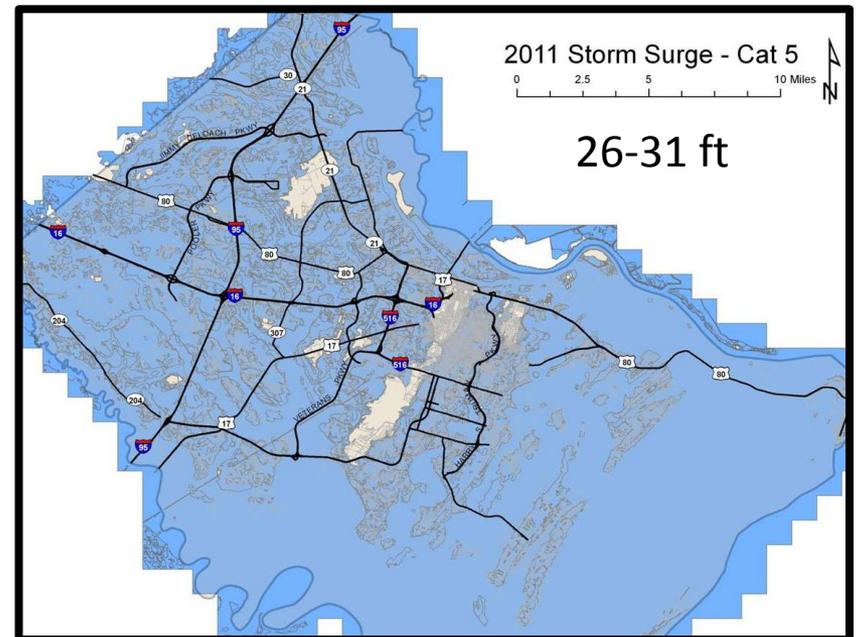
People, livestock, and pets are at very high risk of injury or death from flying or falling debris, even if indoors in mobile homes or framed homes. Almost complete destruction of all mobile homes will occur, regardless of age or construction. A high percentage of frame homes will be destroyed, with total roof failure and wall collapse. Extensive damage to roof covers, windows, and doors will occur. Large amounts of windborne debris will be lofted into the air. Windborne debris damage will occur to nearly all unprotected windows and many protected windows. Significant damage to wood roof commercial buildings will occur due to loss of roof sheathing. Complete collapse of many older metal buildings can occur. Most unreinforced masonry walls will fail which can lead to the collapse of the buildings. A high percentage of industrial buildings and low-rise apartment buildings will be destroyed. Nearly all windows will be blown out of high-rise buildings resulting in falling glass, which will pose a threat for days to weeks after the storm. Nearly all commercial signage, fences, and canopies will be destroyed. Nearly all trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Long-term water shortages will increase human suffering. Most of the area will be uninhabitable for weeks or months. Hurricane Andrew (1992) is an example of a hurricane that brought Category 5 winds and impacts to coastal portions of Cutler Ridge, Florida with Category 4 conditions experienced elsewhere in south Miami-Dade County.

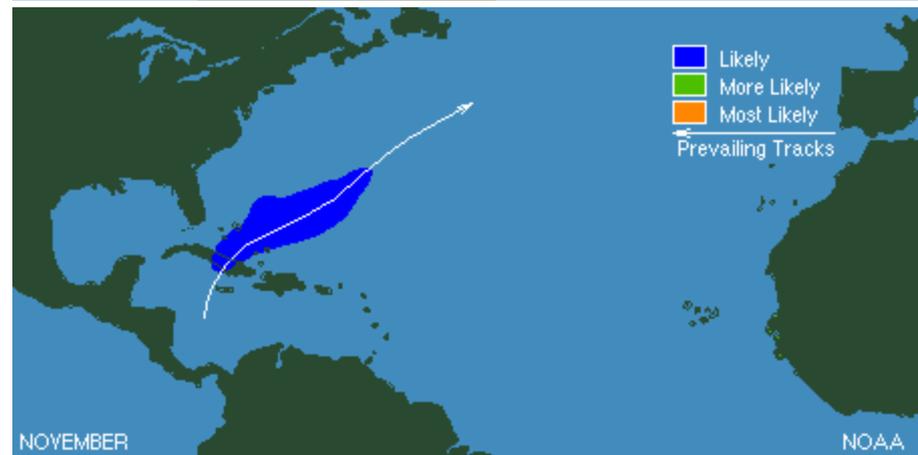
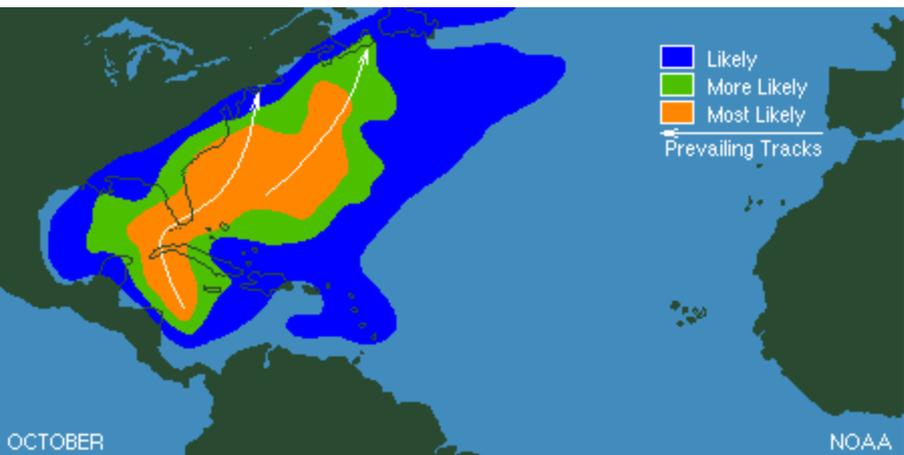
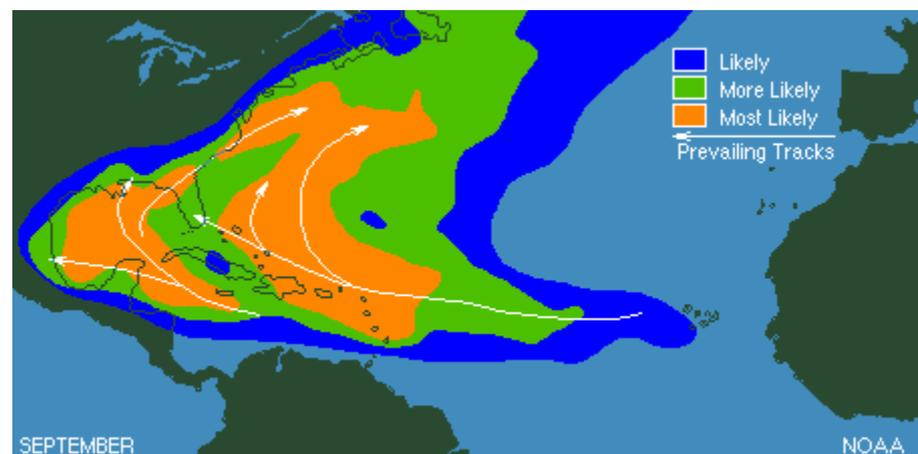
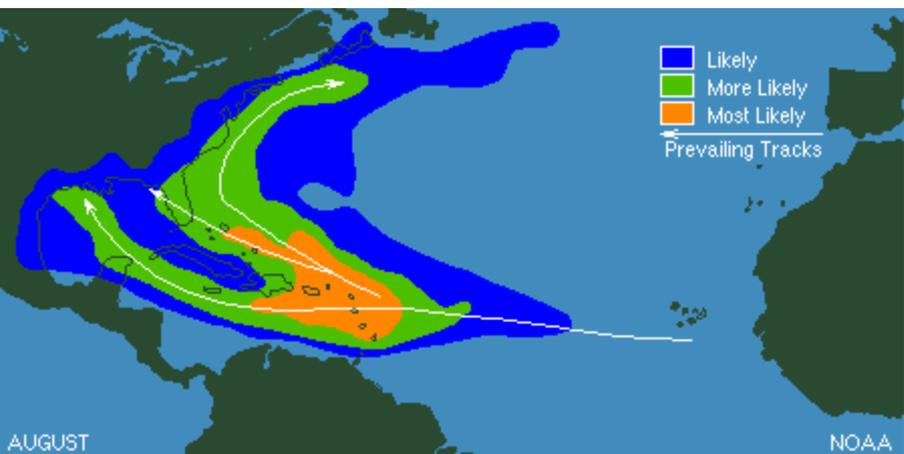
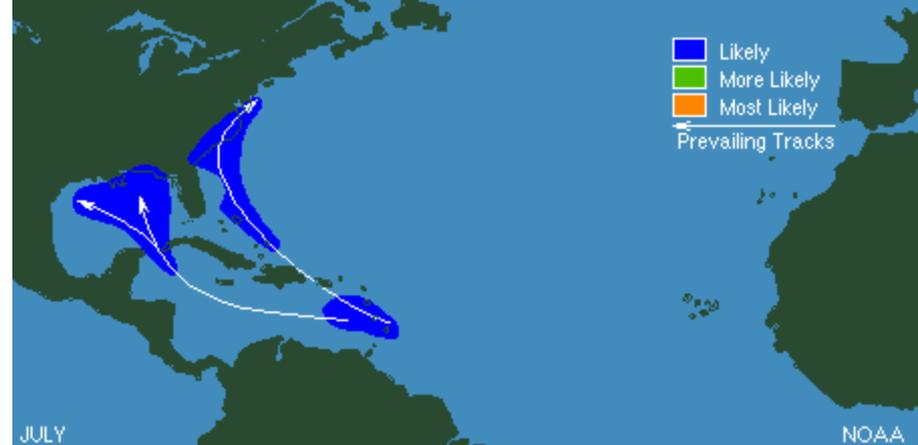
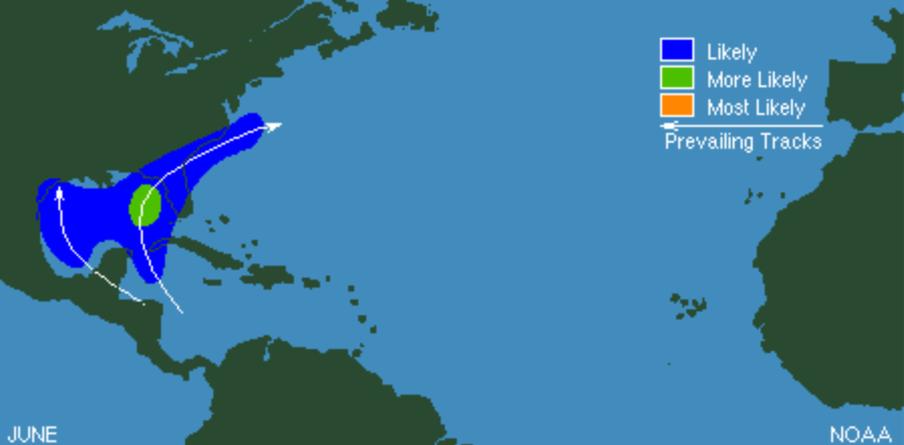


Chatham County Storm Surge Levels

- Category 1 Hurricane 4-11ft**
- Category 2 Hurricane 11-17ft**
- Category 3 Hurricane 17-23ft**
- Category 4 Hurricane 23-26ft**
- Category 5 Hurricane 26-31ft**

Information source: <http://www.chathamemergency.org>





Acronyms, Terms, and Definitions

Acronym	Definition
AAR	After Action Report
AO	Area of Operations
AOI	Area of Interest
BPT	be prepared to
C2	Command and Control
CCIR	Commander's Critical Information Requirements
CDT	Central Daylight Time
CEMA	Chatham Emergency Management Agency
CESAS	Corps of Engineers, South Atlantic Savannah District
CMT	Crisis Management Team
COMMEX	Communications Exercise
COOP	Continuity of Operations Plan
COP	Common Operating Picture
CP	Command Post
CST	Central Standard Time
CUB	Commander's Update Brief
DE	District Engineer
DHS	Department of Homeland Security
EDT	Eastern Daylight Time
EFO	Emergency Field Office
EOC	Emergency Operations Center
ESF	Emergency Support Function
EST	Eastern Standard Time
FEMA	Federal Emergency Management Agency
GEMA	Georgia Emergency Management Agency
HQ	Headquarters
IAW	in accordance with
ICW	in coordination with / in conjunction with
IOT	in order to
JFO	Joint Field Office
MA	Mission Assignment
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
O/A	on or about
O/O	on order
PDA	Preliminary Damage Assessment
PL 84-99	Public Law 84-99 (Flood Control and Coastal Emergency Act)
PRT	Planning and Response Team
RFO	Recovery Field Office
SAD	South Atlantic Division
SAJ	South Atlantic - Jacksonville District
SAM	South Atlantic - Mobile District
SAS	South Atlantic - Savannah District
SAW	South Atlantic - Wilmington District
SITREP	Situation Report
SME	Subject Matter Expert
SPOTREP	Spot Report
Stafford Act	Robert T. Stafford Disaster Relief and Emergency Assistance Act
TTX	Tabletop Exercise
ULA	USACE Logistics Activity
UOC	USACE Operations Center
USACE	United States Army Corps of Engineers

Georgia State Map



PHASE I: Activation (L-120 to L-72)		Suspense	Completed
COMMANDER			
Evaluate potential impact on ongoing missions.			
Increase surveillance and awareness of weather conditions.			
Remind staff of specific reporting requirements.			
ALL DIVISIONS / OFFICES			
Normal day-to-day operations.			
Review plans relevant to emergency response.			
Division/Office Chiefs meeting daily in EOC at 0800.			
Top off fuel tanks in all vehicles assigned to SAS.			
Division chiefs verify access to laptop computers in case of possible evacuation.			
Verify that Emergency Contact Rosters are up to date and provided to RM POC			
Provide representative for CMT, if directed			
EMERGENCY MANAGEMENT DIVISION			
Notify staff of phase change.			
Review Hurricane Plan.			
Initiate a log of EOC activities.			
Prepare and distribute weather advisories to all District staff.			
Check EOC and field equipment.			
Support CESAD-EM personnel requirements for the National Response Framework.			
ENGINEERING DIVISION			
Initiate review of lake pool levels and coordinate adjustments based on rainfall predictions as necessary.			
Validate availability of pre-positioned sandbags necessary for flood protection.			
Test satellite phones			
OPERATIONS DIVISION			
Review and update OP emergency instructions handout and revise as necessary.			
Fuel boats and trucks. Load boats on trailers. Attach property transfer forms, home telephone numbers and cellular telephone list on larger boats.			
Notify J. Strom Thurmond of weather forecast and plans. Be prepared to set up alternate EOC if needed.			
Reserve rooms at an inland motel for hydrographic survey crew.			
Revise emergency work schedule as necessary.			
Issue pre-prepared instructions to be followed in event storm hits. (Distribute handout to all team members in District Office. Send info copies to field offices)			
Check communications equipment and test satellite phones			
Check and test run all emergency power plants.			
Determine dredging contractors' plans for protecting their plant during the storm.			
PLANNING DIVISION			
NONE			
CONTRACTING DIVISION			
Ensure that ACI contracts for water, ice, debris, temporary roofing and temporary power have been awarded and are available for review. All ACI contracts are located on ENGLink.			
RESOURCE MANAGEMENT OFFICE			
The RM will be the first to be contacted.			
Recheck POC listing, ensure the availability of all team members. Provide updated POC listing to EM. Check CEFMS permissions.			
Discuss any current RM issues that could impact the disaster situation.			
Ensure Assest Management Files are secured			
CIVILIAN PERSONNEL ADVISORY CENTER			

PHASE I: Activation (L-120 to L-72)

Evaluate potential impact of supporting recovery mission or missions (depending upon number of areas impacted by hurricane) on normal mission. Begin consideration of back-fills depending upon the number of CP employees required to support one or more recovery operations.		
Alert Div/Ofc Chiefs to begin planning for possibility of employees being called upon to perform duties associated with recovery operations, i. e. employees on PRTs, etc. who are already trained and designated and employees who will qualify to perform duties contained in the duty descriptions in the Functions Guide and/or ENGLINK. To be included in info to managers:		
Employees are registered in ENGLINK		
Managers and employees understand the relationship between FLSA status of permanent position and those of the duty descriptions and the pay implications. Employees should be associated with only those duty descriptions with the same FLSA designation as their permanent positions, unless specific recognition of the difference is made and assignments are limited to 29 days.		
Alert ULA to potential need for space for in-processing center in SAS headquarters or other designated location depending upon need for RFO.		
Designate CPAC personnel to be on standby for assignment in 1) EOC and 2) TDY assignments to IPC and/or RFO, if appropriate.		
Alert HQ through SAD to put HR Contingency Team on notice of potential need to respond.		
Alert SAD to request ENGLINK support for potential RFO and SAS EOC.		
Coordinate with SAD HR regarding linking advance deployment team and PRT team members into ENGLINK. Coordinate with SAD HR and/or Logistics member of advance team regarding in-processing of same prior to establishment of an In-processing Center, if appropriate.		
Send in-processing packets to distant deployment location with Logistics member of advance deployment team, if appropriate. Establish with ULA member in-processing procedures for any advance deployment team members or PRT members who arrive at distant deployment site, if any, without first having been oriented on SAS personnel procedures.		
Subsequent to SAD initiating the event in ENGLINK, begin coordination to link involved employees with the event in ENGLINK.		
ACE-IT		
Check with EM to make sure that the form required to get the EERT team activated has been completed		
Assist EM in inventoring expendable IM-related supplies and portable equipment required for emergency operations and provide information as needed in order to assist the District in procuring in order to correct any shortages.		
Coordinate with ULA to ensure sufficient quantity of 33-gallon plastic bags are on hand.		
Identify ACE-IT photographer and videographer for emergency operations.		
Issue reminder for Laptop users to test their laptops and make sure they can connect to the network via VPN		
Issue reminder for Satellite phone holders to conduct an operations check of their phone		
LOGISTICS DELIVERY POINT (LDP) & ULA		
Review local and ULAC Emergency response plans and ensure each LDP member knows his/her role		
Review and correct if needed Emergency Response Phone roster. Establish initial LDP personnel accountability by exercising phone roster.		
Coordinate with GSA to insure protective measures are in place to minimize wind/water damage and that emergency power systems are fueled and operational. POC is Arthur Owen, 912-652-4532/4532.		

PHASE I: Activation (L-120 to L-72)

Coordinate with Construction Division to ensure HAAF Field Office site is available for relocation of GOV fleet. POC is Troy Funk, 912-368-8180, EXT 103. Ensure availability of at least two spare keys to HAAF site gate; one for LDP and one for SAS EOC.		
Coordinate with US Coast Guard to ensure they are aware USACE may require post event rotary wing air support thru USCG Auxiliary to conduct damage assessment flight(s). POC is Chief of Response, USCG Marine Safety Unit Savannah, LCMD Kevin Lynn, 912-652-4353, Ext. 205		
Ensure adequate supply of plastic bags/sheeting is on hand to protect IT equipment from water damage. POC is Juliet Jenkins, 912-652-5947.		
Make preliminary contact with hotels in the Savannah, Brunswick, and Augusta areas to determine availability of rooms.		
Alert LDP teams to possibility of 24/7 operations and identify shift preferences, etc.		
Validate that duplicate sets of keys for motor pool GOVs and duplicate sets of keys for key storage lock boxes are on hand. Replace missing keys as required.		
Establish initial contact with ULAC Emergency Operations; POC is Mr. Bradley Williams, 912-874-5204, and with Regional Logistics Liaison; POC is Carol Butts, 404-562-5175.		
PROGRAMS AND PROJECT MANAGEMENT DIVISION		
Notify Project Management personnel deployed to customer locations of impending storm.		
SAFETY AND OCCUPATIONAL HEALTH OFFICE		
Brief staff on relevant safety matters necessary for protecting life and health of District employees/families, both on and off the job.		
Establish and maintain contact with CESAD Safety Office.		
Update Office Recall Rosters and Team Assignments based on available manpower		
Inventory and assemble all SOH equipment requiring potential relocation/protection		
Backup all SOH PC, Share Drive, EngLink Guidance, etc to Mobile Field Drives		
Instruct and assist staff with personal/family safety preparations early to ensure work availability when needed during later phases.		
Complete Travel Orders for SOH staff to establish initial Safety Field Office at Ft Benning, or appropriate alternate work location.		
Make necessary billiting reservations.		
OFFICE OF SECURITY AND LAW ENFORCEMENT		
Review District physical security requirements for COOP location.		
Discuss security impact with field offices to ensure adequate protection of personnel and security of Government property.		
OFFICE OF COUNSEL		
Maintain contact with EOC to assure that all applicable weather information is transmitted to OC in a timely manner.		
Assure EOC that OC personnel are available to support EOC as necessary.		
REGULATORY DIVISION		
Review and update RD emergency instructions handout and revise as necessary.		
Fuel vehicles and make arrangements with ULA for potential relocation.		
Notify field offices of weather Forecast and plans. Be prepared to set up alternate EOC if needed.		
Issue pre-prepared instructions to be followed in event storm hits. (Distribute handout to all team members in District Office and send info copies to Field Offices.)		
Request emergency permit authority from SAD.		
Review plan for alternate duty stations and work schedules.		
Review staff family care plan		
Reserve hotel rooms for Regulatory Personnel at Piedmont office		
Ensure Englink is updated for each staff member		
Obtain Wave I Phase Passes for RD Recovery Operations Staff		
CONSTRUCTION DIVISION		
NONE		
CONSTRUCTION DIVISION – FIELD OFFICES		

PHASE I: Activation (L-120 to L-72)

NONE		
REAL ESTATE DIVISION		
NONE		
REAL ESTATE FIELD OFFICES		
NONE		
CORPORATE COMMUNICATIONS OFFICE		
Review plans relevant to emergency response.		
Review individual/family evacuation plans.		
Monitor news media for pertinent announcements impacting SAS through national media database (Vocus).		
Ensure CEMA Public Information office has contact information for CCO.		
Ensure cameras, laptops, voice recorders, mobile phones, safety equipment are prepared for evacuation.		
INTERNAL REVIEW OFFICE		
Review plans relevant to emergency plans. (Make ready IR Emergency Fly away kit)		
Normal day-to-day operations.		
EQUAL EMPLOYMENT OPPORTUNITY		
NONE		

PHASE II-a: Deployment (L-72 to L-48)		Suspense	Completed
COMMANDER			
Activate EOC			
Contact adjacent Commanders.			
Attend key staff briefings.			
Apprise Division Engineer of District readiness status and/or requirements.			
Direct actions to protect government materials or equipment subject to storm damage			
Remind staff of specific reporting requirements.			
ALL DIVISIONS / OFFICES			
Normal day-to-day operations (pending orders from the DE)			
Issue reporting instructions to be followed in case storm hits.			
Update list of Government-owned vehicles and their location			
Provide representative for CMT if directed.			
EMERGENCY MANAGEMENT DIVISION			
Notify staff of phase change and need to protect government material and equipment subject to storm damage			
Notify CMT, Alert teams and EOC personnel to be on standby for work assignments			
Contact PDA Team Members for available personnel for damage survey			
Request that Government Services Administration (GSA) conduct operational test on emergency generator			
Request that GSA check fuel supply for emergency generator and Uninterruptable Power Supply (UPS).			
Verify phone communications connectivity between Savannah District EOC and relevant county Emergency Management Directors			
Submit initial storm potential report. (See sample, Appendix B.)			
Activate the EOC on direction from Commander or authorized representative			
Verify phone communications connectivity between South Atlantic Division, Charleston and Jacksonville Districts.			
Establish contact with Director of Operations at GEMA			
Contact Thurmond Powerplant for possible relocation of EOC			
Conduct staff briefing.			
When EOC is activated, request funds from CESAD for EOC operations. Create work item and resource plan			
Determine vehicle and aircraft requirements for EOC and alert teams and provide to ULA.			
Determine expendable supplies needed in EOC and submit list to ULA			
Prepare and distribute weather advisories to all District staff.			
Request Pay Cap and Fair Labor Standards Act (FLSA)(exempt/nonexempt)waiver			
ENGINEERING DIVISION			
Coordinate with representatives of all utilities operating hydropower generation facilities within the Savannah District.			
Contact the USGS (Georgia and South Carolina Districts) for exchange of information and flood data.			
Contact the River Forecasting Center in Atlanta, GA, and Columbia, SC, to exchange District data and resulting RFC river stage predictions			
OPERATIONS DIVISION			
Advise all floating plant working in District including hopper dredges and contractors of weather forecast			
Advise superintendents of Augusta and Macon Levees to be prepared to install stop logs and/or sandbag closures as appropriate if heavy rains cause flooding.			
Notify J. Strom Thurmond, Hartwell, and Richard B. Russell Projects of weather forecast.			
Load equipment on boats. Move crane and forklift to upper parking lot.			
Revise emergency work schedule as required			

PHASE II-a: Deployment (L-72 to L-48)

Issue pre-prepared instructions to be followed in event storm hits.		
Check radio		
Check and test run all emergency power plants.		
Dispatch survey boat "Gannett" and crew to inland location.		
PLANNING DIVISION		
Determine status and availability of personnel from Planning Division that could be called to support EOC activities prior to, during or after the storm event.		
Chief will alert and advise field reconnaissance investigation teams on storm situation		
Provide technical assistance to State local officials upon request.		
Notify and advise EOC technical report teams.		
CONTRACTING DIVISION		
Review contract provision, bid schedules and ordering requirements for all ACI contracts (water, ice, temporary roofing, debris and temporary power). Make contact with contractor to ensure he is ready to mobilize.		
Place CT personnel on standby for work assignment.		
RESOURCE MANAGEMENT OFFICE		
Coordinate with EM on any request for funding or any reprogramming action.		
Pull the Civil Status of Funds Report or the 3011a Report to review Fund availability. (Appropriations 3125, 3121, 3122, and 3123)		
Be available to load funding, create Funding Authorization Documents in PBAS, create programs, work items, resource plans, PR&C assignment authorizations, PR&C certifications as necessary.		
Notify EM of fund certifiers.		
Notify UFC disaster POC of current situation.		
Send out timekeeping instructions letter to include Matrix Form in EP 37-1-6 and T&A Sheet.		
CIVILIAN PERSONNEL ADVISORY CENTER		
After coordination with EM, advise the SAS Commander on excused leave associated with emergency dismissal needs, if appropriate based upon a potential impact within the Savannah District boundaries. Involve PA as needed should radio and television announcements be anticipated outside of duty hours.		
Reissue the emergency dismissal policy contained in CESAS Hurricane Awareness Plan 500-1-13 to SAS employees only. Request Division/Office chiefs to communicate to their employees the specific contact points for them should the employees be unable to reach their supervisor following the hurricane. Employees should be reminded not to assume excused absence following the hurricane. Remind employees they may be needed for recovery operations following the hurricane.		
ACE-IT		
Identify which mailboxes are to be moved to the Alternate EOC (Division Chiefs and at least 1 mailbox from each field office)		
Confirm with GSA that CESAS is on the priority list for restoration of telephone service as soon after the emergency as possible.		
Inspect records holding areas and assess potential for damage based on known or anticipated storm severity		
Issue reminder and written instructions to all District staff on procedures to back-up essential files on their computers and un-forward their email on AKO.		
Send out Blackberry PIN listing for all of SAD and instructions on sending a PIN to PIN message.		
Develop instructions to give to district employees about how to prepare their computer before leaving, where to pick up bags, etc.		
FedEx last set of server backup tapes to SAD (Elton Shinn)		
Provide an updated district telephone roster with cell phone numbers.		
Coordinate the distribution of plastic bags and instructions for covering ADP equipment throughout the building with the IT POC's.		

PHASE II-a: Deployment (L-72 to L-48)

Issue reminder to all District staff to identify and prepare essential and/or mission critical "hard copy" office files for transport or mailing to the alternate EOC or other identified location.		
Coordination the implementation of alternate routing of all network traffic to the COOP site.		
Confirm with GSA and/or telephone service provider ability to continue round-the-clock access to toll-free numbers (800-543-6891 and 866-681-1368) in event of evacuation and damage to SAS HQ. Ensure updates by CCO can continue through 912-652-5280 (the alternate to 800-543-6891) or by other means.		
Coordinate CCO requirements for SURGE assistance to support rapid, round-the-clock, web updates during phases II-a, thru V.		
Coordinate with key divisions (EM,CCO) to assess their IT requirements.		
LOGISTICS DELIVERY POINT (LDP) & ULA		
Determine vehicle and aircraft requirements by coordinating with SAS EOC, Engineering, Real Estate, Construction and Operations Divisions.		
Contact previously identified sources to ascertain availability of required equipment/vehicles and coordinate rental agreement with source and RM. Arrange for rental and movement of 4 Port-a-Johns to basement parking area within 24 hours.		
Identify GOVs that must remain in basement parking, i.e. Commander's vehicle, vehicles assigned to SAS EOC. Coordinate move of all others to HAAF facility with Construction Division POC. Execute move to HAAF on order from SAS EOC.		
Inventory expendable supplies (bottled water, MREs stocked for in-house SAS EOC use). Initiate procurement of shortages		
ICW SAS EOC, determine bottled water/MRE requirement for alternate (Thurmond Dam and/or Brunswick area RFO site) if required.		
Identify and secure with CBA credit card hotel accommodations for personnel designated as critical by the SAS EOC at alternate command site in J. Strom Thurmond Power Plant in Augusta, GA area in case evacuation of Savannah District site becomes necessary. Approximately 30 rooms will be required.		
Identify and secure with CBA credit card hotel accommodations for personnel designated as critical by the SAS EOC at Regional Field Office (RFO) site in Brunswick, GA area in case evacuation of Savannah District site becomes necessary and RFO will be established. Approximately 30 rooms will be required.		
ICW SAS EOC, determine number of SAS EOC staff dependents to be sheltered in Juliette Gordon Low Federal Bldg if evacuation is not necessary.		
Identify and prepare space in Juliette Gordon Low Federal Bldg for dependent shelter. Coordinate with GSA (Arthur Owen @ 912-652-4532/4208) to ensure Lighting, HVAC are provided in shelter area		
Provide shelter details to dependent sponsors.		
Furnish sponsor checklist of essential items dependents must bring to shelter location for self-support.		
Upon notification from EOC, begin 24/7 operations. Ensure sufficient shift overlap to provide outgoing shift leader ample time to bring incoming shift up to speed.		
ICW SAS EOC, dispatch LDP personnel to man alternate command site (Thurmond Power Plant) and/or Recovery Field Office (Brunswick, GA area). Provide ULAC Emergency Operations And Regional Logistics Liaison (Carol Butts) names of Individuals at each location.		
ICW SAS EOC, identify logistics support personnel requirement shortfall and request augmentation from ULA Logistics Activity Center. POC is Mr. Bradley Williams, 912-874-5204. Notify Regional Logistics Liaison of augmentation request. POC is Ms Carol Butts, 404-562-5175.		
If Savannah District will not be evacuated, order 4 Porta-a-Johns for delivery to basement parking area within 24 hours.		
PROGRAMS AND PROJECT MANAGEMENT DIVISION		

PHASE II-a: Deployment (L-72 to L-48)

Contact customers that may be impacted by storm to determine their needs and offer support.		
Inspect and document pre-storm condition of all ongoing projects and study areas.		
SAFETY AND OCCUPATIONAL HEALTH OFFICE		
Establish contact with SAJ, SAC, SAC and SAM Safety Office's and exchange Current contact information and projected post landfall plans		
Maintain contact with EM and stay current on expected field team activations, requirements and Safety Office support needs.		
Pack all Safety Equipment projected for relocation to support field operations		
Prepare all stationary equipment with water protection		
Pack all Priority Hard Copy Files and all electronic data backup's for relocation and/or protection-in-place		
Review/revise all employee specific contact information and specific contact instructions following the hurricane.		
Remind employees not to assume excused absence following the hurricane. Safety Office staff will most likely be needed for recovery operations following the hurricane.		
OFFICE OF SECURITY AND LAW ENFORCEMENT		
Review plans relevant to emergency response.		
Establish liaison local law enforcement agencies at COOP location.		
Coordinate with field offices, as appropriate, to ensure that proper security of Government-owned property is being accomplished.		
OFFICE OF COUNSEL		
Review pertinent emergency statutes and legislation.		
REGULATORY DIVISION		
Notify Field Offices of weather forecast.		
Check with ULA on vehicle relocation.		
Obtain emergency permit authority from SAD		
Contact review agencies to set up emergency permit review team.		
Issue pre-prepared instructions to Regulatory personnel to be followed in event storm hits.		
Prepare TDY orders for alternate duty stations and obtain approval.		
CONSTRUCTION DIVISION		
Ensure that field forces and contractors are properly informed of flood forecast and impending severe weather conditions.		
Ensure that list of construction contractors performing work in Savannah area is current		
Ensure that names of Chief, Construction Division, Alternate Chief, Construction Division, and supporting staff for the telephone numbers and home addresses are current.		
Ensure that names and location of personnel to EM to perform Preliminary Damage Assessments are current.		
CONSTRUCTION DIVISION – FIELD OFFICES		
Inform field office personnel of hurricane watch and impending severe weather conditions after notification has been received.		
Inform contractors of expected conditions. Provide list of key personnel with home and duty telephone numbers to the CD.		
Check all Government equipment at the field office which could be used in emergency situations. Ensure they are fueled and in operable condition.		
Ensure communications system is working and notify CD of any communication problems.		
Ensure alert cadre personnel are available for emergency operations.		
Revise emergency work schedule as required.		
REAL ESTATE DIVISION		
Notify field offices and Forest Resources personnel of present conditions		
REAL ESTATE FIELD OFFICES		

PHASE II-a: Deployment (L-72 to L-48)

Inform field office personnel of hurricane watch and impending severe weather conditions after notification has been received.		
Notify Real Estate point of contact of employees available for possible assignment to support EOC if requested.		
Check all Government vehicles under field office control which could be used in emergency situations. Ensure they are fueled and in operable condition.		
Maintain a list of equipment and available operators should it be needed.		
Make plans for moving any Government equipment or Government property if it becomes necessary.		
Revise emergency work schedule as required.		
CORPORATE COMMUNICATIONS OFFICE		
Alert CCO personnel to be on standby for assignments.		
Coordinate with ACE-IT to assess CCO personnel support needs/requirements (photographer/videographer) and equipment (cameras, video equipment, etc.).		
Coordinate/establish contact with EM staff.		
In coordination with EM, assist in informing District headquarters and field office personnel of emergency situation.		
Establish contact with South Atlantic Division and Charleston and Jacksonville Districts PAO/CCO; coordinate media lists through national database (Vocus); discuss preparations, media queries, as appropriate.		
In coordination with ACE-IT, test toll-free emergency number and prepare message for recording.		
INTERNAL REVIEW OFFICE		
Designate personnel and place on notice for work assignment.		
Review applicable emergency statutes and regulations.		
Notify IR-PRT Team Leader		
Forward phones to designated cell phone number		
EQUAL EMPLOYMENT OPPORTUNITY		
NONE		

PHASE II-b: Deployment (L-48 to L)		Suspense	Completed
COMMANDER			
Release non-essential personnel or when evacuation is directed by County Emergency Management Agency. (Administrative Leave).			
Issue order to personnel to turn off, unplug and drape electronic equipment with plastic bags provided by ULA.			
Evaluate EOC requirements.			
Apprise CESAD Commander of District's response posture.			
Notify staff of any change in guidance.			
Remind staff of specific reporting requirements.			
Remind staff to ensure non-essential personnel seek shelter.			
ALL DIVISIONS / OFFICES			
Provide representative for CMT if directed.			
Release personnel from duty as directed by the Commander or his authorized representative.			
Upon orders from the Commander, turn off, unplug drape electronic equipment with plastic bags provided by ULA.			
In the event of an evacuation, employees with laptop computers (that have not been reallocated to EOC/RFO/COOP personnel) will take their laptop computer with them and ensure the safety of the government equipment.			
Essential personnel are on standby for work assignment. Others seek safe shelter.			
EMERGENCY MANAGEMENT DIVISION			
Notify staff of phase change.			
Activate the EOC to full staff.			
Establish contact with FEMA.			
By telephone brief and pre-position preliminary damage assessment teams.			
In conjunction with the Chief, Civilian Personnel Advisory Center, recommend to the Commander when employees should be dismissed based on coordination with County Emergency Management Agency.			
Conduct staff briefing (include statement about space for emergency personnel family members).			
Prepare and distribute weather advisories to all District staff.			
Activate CMT as required.			
Request Local Government Liaison (LGL) from national cadre to State and local EOC's. Provide State and local EOC's with names of personnel			
Request personnel to write and provide situation reports (SITREPs) to EOC and maintain a 24-hour log.			
Submit SITREPs.			
In conjunction with RM, prepare Customer Order when funds are received from CESAD			
Call all essential personnel to EOC.			
Notify staff of phase change.			
Maintain the EOC in operational state.			
Protect employees and equipment as required.			
Relocate to alternate EOC if required.			
Submit SITREPs.			
Have ULA reserve aircraft for aerial survey if required.			
Alert South Atlantic Division (CESAD-EM) of need for additional personnel to support the disaster as the situation warrants.			
ENGINEERING DIVISION			
Upon evacuation order, H&H specialist evacuated to Thurmond, as directed.			
Qualified personnel from EN-H will be available to support the staff of Emergency Management Division. Others will be released.			
OPERATIONS DIVISION			
Advise all floating plants to cease operations and to seek safe haven			

PHASE II-b: Deployment (L-48 to L)

Plant in other areas will seek safe haven inland. Crew will tend vessel as required.		
Maintain contact with crews.		
Personnel in danger area will seek shelter.		
PLANNING DIVISION		
Notify EM of number and type of vehicles and supplies needed if Phase IV is initiated.		
Provide identification for appropriate team members and other critical personnel as needed.		
Determine status and availability of personnel from Planning Division that could be called to support EOC activities prior to, during or after the storm event.		
Chief will alert and advise field reconnaissance investigation teams on storm situation.		
Provide technical assistance to State local officials upon request.		
Notify and advise EOC technical report teams.		
Chief call and report location and phone numbers to Thurmond Project Office within 24 hours of reaching evacuation point.		
CONTRACTING DIVISION		
NONE		
RESOURCE MANAGEMENT OFFICE		
RM EOC representative briefs the RM disaster team on current status of disaster		
Review status of funding. Record any RFA pre-declaration/pre-scripted missions received from FEMA as customer orders in (CEFMS) iaw prescribed instructions from FEMA. Load reimbursable program, create customer order, seek technical approval, proceed to financially approve and accept work. Track each mission by separate work item		
Identify any additional resources from Phase 0. Advise CPAC and EM in determining RM emergency manpower needs.		
Ensure proper separation of pre-declaration and post-declaration mission costs.		
Assist or prepare labor, travel, government orders, or in-house PR&Cs. Ensure accuracy customer and government order loading data for accuracy in billing. One government order per FEMA mission per support activity.		
RM EOC representative will brief the RM disaster team members on current status of disaster.		
Prepare financial status report, discuss funds received by different programs, committed, obligated, expensed, unobligated, and available		
Load any changes in missions funding, increasing programs, creating customer orders, work items, etc.		
CIVILIAN PERSONNEL ADVISORY CENTER		
After coordination with EM, advise the SAS Commander on excused leave associated with emergency dismissal needs, if appropriate based upon a potential impact within the Savannah District boundaries. Involve PA as needed should radio and television announcements be anticipated outside of duty hours.		
Reissue the emergency dismissal policy contained in CESAS Hurricane Awareness Plan 500-1-13 to SAS employees only. Request Division/Office chiefs to communicate to their employees the specific contact points for them should the employees be unable to reach their supervisor following the hurricane. Employees should be reminded not to assume excused absence following the hurricane. Remind employees they may be needed for recovery operations following the hurricane.		
Maintain standby status for EOC work assignments.		
ACE-IT		
Be prepared to release non-essential employees when deemed necessary by the Commander. Designate one contact person (as alternate to IT Chief) for ACE-IT staff to contact at regular intervals once released. Notify essential ACE-IT staff of their responsibilities and release them to make personal preparations so they can return to duty station promptly.		

PHASE II-b: Deployment (L-48 to L)

Obtain guidance from EM regarding timing of shutdown of automated operations. Issue reminder to all District staff to ensure that ADPE, files, etc., are located for maximum protection against wind and water damage due to possible window breakage once shutdown is ordered. Issue guidance to ACE-IT staff regarding preparation for power down of all ADPE in computer room.		
Deploy ACE-IT photographer and videographer to Alternate EOC (cost-reimbursable TDY paid by District). Establish contact with Commander/Deputy Commander, and Corporate Communications representative(s).		
Support EOC, including setup for ACE-IT related support at alternate EOC as required. Essential staff stand by for mission. Assign staff to EOC to maintain and/or restore post-storm radio communications (cost reimbursable).		
LOGISTICS DELIVERY POINT (LDP) & ULA		
Insure availability of water/emergency rations at shelter location or in alternate command site (J. Strom Thurmond Power Plant) if evacuation of Savannah location is required.		
Cancel hotel room reservations in Augusta area if SAS EOC determines alternate command site will not be activated.		
Insure availability of water/emergency rations at Brunswick GA area site of Recovery Field Office if evacuation of Savannah location is required and RFO will be activated.		
Cancel hotel room reservations in Brunswick area SAS EOC determines Recovery Field Office will not be activated.		
Distribute plastic bags/sheeting to District employees for use in water protection of sensitive equipment.		
Activate previous agreements to rent equipment and vehicles identified in Phase II. Ensure rented equipment is placed where need is identified by requesting Division(s) and secured from damage or theft.		
Move GOVs from Basement parking facility to HAAF site. Coordinate move with Construction Division POC (Troy Funk @ 912-652-6102/6152).		
Cancel all reservations and recall all dispatched motor pool GOVs. Logistics will administer the dispatch of vehicles at SAS EOC direction only.		
Ensure all motor pool vehicles are fully fueled.		
On order from SAS EOC relocate vehicles to HAAF. Coordinate with HAAF Construction Division POC (Troy Funk @ 912-652-6102/6152) to access to site. Secure site, retain one key in LDP, and provide spare key to SAS EOC.		
Ensure GOV keys, credit cards, and sign out sheets are secured in lock box in Logistics area 1A-50-LM. Provide spare key to lockbox to SAS EOC.		
Provide spare key to key storage lock box in basement parking area to SAS EOC.		
Receive and spot rented Porta-a-Johns in basement parking area.		
On order from Commander, release LDP personnel to take shelter and ensure the safety of their families.		
Ensure LDP personnel are aware of requirement to report their whereabouts and status to the SAS EOC NLT 24 hours after dismissal by Commander. SAS EOC hotline is 1-866-681-1368.		
On order from SAS EOC, collocate LDP representatives with SAS EOC personnel in basement operations center.		
Perform final inspection of office and storage areas and take any necessary action.		
Establish final pre-landfall personnel accountability and report to personnel status to SAS EOC and ULAC Emergency Operations.		
PROGRAMS AND PROJECT MANAGEMENT DIVISION		
Contact customers that may be impacted by storm to determine their needs and offer support.		
Inspect and document pre-storm condition of all ongoing projects and study areas.		
Contact customers that may be impacted by storm to determine their needs and offer support.		
Inspect and document pre-storm condition of all ongoing projects and study areas.		

PHASE II-b: Deployment (L-48 to L)

SAFETY AND OCCUPATIONAL HEALTH OFFICE		
Maintain contact with EM and stay current on expected field team activations, requirements and Safety Office support needs.		
Brief survey teams on requirements for special safety considerations, including fire, flooding, downed electrical lines, gas leaks, hazardous and toxic waste exposures.		
Ensure each SOH staff has personal field safety equipment ready		
Ensure each SOH staff has notebook computer, reference materials, and necessary power and communication connections ready		
Ensure each SOH staff is has Blackberry/Cell Phone and Phone Chargers ready		
Assist SAS Clinic in water protecting high priority equipment and medical records		
Assist SOH staff with home and family member needs		
Prepare all SOH staff and equipment for evacuation and post landfall re-assembly		
OFFICE OF SECURITY AND LAW ENFORCEMENT		
Review plans relevant to emergency response.		
Establish liaison with local law enforcement agencies at COOP.		
Review District physical security requirements at COOP.		
OFFICE OF COUNSEL		
Make OC personnel available to assist EOC staff.		
Stand by to assist and advise other staff elements as necessary.		
REGULATORY DIVISION		
Secure any hard to replace records and/or have moved to safe location.		
Alert Field Offices to present conditions.		
CONSTRUCTION DIVISION		
Ensure that field forces are properly informed of flood forecast and impending severe weather conditions.		
CONSTRUCTION DIVISION – FIELD OFFICES		
Inform field office personnel of imminent severe weather conditions.		
Inform CD of current local conditions as requested.		
Implement plans to move persons and equipment as may be required for protection.		
Maintain liaison with CD and District EOC for current data and forecast.		
Release personnel from duty as directed by Commander, his authorized representative or installation commander		
Protect employees and equipment as required.		
REAL ESTATE DIVISION		
Alert field offices and Forest Resources personnel to present conditions and advise them to take precaution to protect Government property.		
Supervisors ensure employees have instructions on call in procedures and have Supervisors contact information.		
Employees notify Supervisor of their plans to evacuate or stay in the area.		
All employees leave Out of Office message on office phone and email for customers and/or applicants.		
Identify employee to serve as Real Estate POC for RFO and provide info to EOC.		
REAL ESTATE FIELD OFFICES		
Inform personnel of imminent severe weather conditions.		
Inform District of current local conditions as requested.		
Implement plans to move persons and equipment as required for protection.		
Maintain liaison with District for current data and forecast.		
Protect employees and equipment as required.		
CORPORATE COMMUNICATIONS OFFICE		
Upon activation of the EOC, dispatch CCO representative as required, with necessary equipment.		
Monitor newspapers and broadcasts through national media database (Vocus), and initiate electronic newspaper clipping file for staff routing.		
Update/maintain social medial sites as needed, to communicate emergency or recovery information to staff and public.		

PHASE II-b: Deployment (L-48 to L)

Respond to news queries, as appropriate, concerning anticipated role of District in damage surveys and/or alert status of District personnel.		
Provide representative for CMT.		
Release personnel from duty as directed by Commander, or authorized representative to seek safe haven.		
Protect equipment as required. Upon orders from the Commander, turn off, unplug, and drape equipment with plastic bags provided by LDP.		
Dispatch CCO representative to alternate EOC with first contingent; alternate EOC representative prepares to assume CCO duties during landfall.		
Activate recorded message for employees as referenced in CESAS Plan 500-1-13.		
INTERNAL REVIEW OFFICE		
Gather laptops and other equipment needed (cell phones, GPS, etc. along with IR emergency flyaway kit to prepare for evacuation/deployment		
Contact IR PRT Team Leader		
Request TDY support, as required, to accomplish assigned missions.		
EQUAL EMPLOYMENT OPPORTUNITY		
NONE		

PHASE III: Execution (L to L+12)		Suspense	Completed
COMMANDER			
Lead in EOC			
ALL DIVISIONS / OFFICES			
Support EOC operations as required.			
EMERGENCY MANAGEMENT DIVISION			
Maintain EOC/Alternate EOC in operational state.			
Redefine vehicle and aircraft requirements, determine areas to be surveyed, and prepare initial response plan.			
Submit SITREPS			
ENGINEERING DIVISION			
NONE			
OPERATIONS DIVISION			
NONE			
PLANNING DIVISION			
NONE			
CONTRACTING DIVISION			
NONE			
RESOURCE MANAGEMENT OFFICE			
Assess need for additional resources to perform RM duties. Coordinate with CPAC and EM.			
CIVILIAN PERSONNEL ADVISORY CENTER			
Assist management in reporting on the confirmed safety status of any employees previously deployed and those employees elsewhere within our area of responsibility who have been impacted.			
Begin coordination with team to assess the numbers and types of positions that will be needed for response & recovery.			
Coordinate with SAS management to identify all available resources to meet identified staffing needs.			
Coordinate needs which can't be met in SAS with SAD EOC.			
Establish an In-processing Center, as needed.			
In coordination with ULA, IM, SO, SL, in-process employees. If any in-processing or orientation did not occur for those on the PRTs and advance deployment team, update records & orientations.			
ACE-IT			
EERT to Support EOC operations as required.			
Confirm with GSA and/or telephone service provider ability to continue round-the-clock access to toll-free numbers (800-543-6891 and 866-681-1368) in event of evacuation and damage to SAS HQ. Ensure updates by CCO can continue through 912-652-5280 (the alternate to 800-543-6891) or by other means.			
LOGISTICS DELIVERY POINT (LDP) & ULA			
NONE			
PROGRAMS AND PROJECT MANAGEMENT DIVISION			
NONE			
SAFETY AND OCCUPATIONAL HEALTH OFFICE			
NONE			
OFFICE OF SECURITY AND LAW ENFORCEMENT			
NONE			
OFFICE OF COUNSEL			
NONE			
REGULATORY DIVISION			
NONE			
CONSTRUCTION DIVISION			
NONE			

PHASE III: Execution (L to L+12)

CONSTRUCTION DIVISION – FIELD OFFICES		
NONE		
REAL ESTATE DIVISION		
NONE		
REAL ESTATE FIELD OFFICES		
NONE		
CORPORATE COMMUNICATIONS OFFICE		
Alternate EOC CCO personnel respond to media questions and advise commander, as appropriate.		
Alternate EOC CCO personnel establish contact with SAD PA, SAC PA, SAJ CCO.		
Continue to monitor newspapers and broadcasts through national media database (Vocus); update electronic newspaper clipping file for staff routing .		
Prepare to dispatch CCO representative(s) to Recovery Field Office.		
INTERNAL REVIEW OFFICE		
Notify IR PRT Team Leader		
Attend staff briefings.		
Distribute memo of common emergency issues to staff.		
Review financial procedures for costing labor, travel, per diem, vehicle rentals, overtime, reporting of time and attendance, etc		
Review emergency acquisition procedures of materials and supplies (i.e., credit cards, purchase orders, etc.)		
Coordinate activities with IR National Emergency Team		
EQUAL EMPLOYMENT OPPORTUNITY		
NONE		

PHASE IV: Recovery (After L+12)		Suspense	Completed
COMMANDER			
Communicate support from CESAD as required.			
Attend daily staff meetings.			
Solicit "First Impressions" input from staff.			
Determine need for establishing Recovery Field Office.			
Assess damage to plant and resume operations in District Office (or alternate headquarters, if required).			
Release personnel from duty as situation demands			
Receive Preliminary Damage Survey Reports from EOC			
ALL DIVISIONS / OFFICES			
Confirm safety status of assigned personnel.			
Coordinate all activities through EOC.			
Prepare list of available personnel. Provide EOC a copy.			
Provide EOC with daily updates for inclusion in SITREPS.			
Provide support personnel, as required.			
EMERGENCY MANAGEMENT DIVISION			
Upon direction of the District Commander, coordinate RFO establishment.			
Request assistance through South Atlantic Division (CESAD-EM) for additional personnel to support the disaster as the situation warrants.			
Dispatch preliminary damage survey teams to ascertain effects and extent of damages.			
Place response personnel on standby.			
Place personnel for FEMA support on standby.			
Overfly area for preliminary damage data for SITREPs, if required.			
Submit SITREPs.			
Task other District elements to accomplish all assigned emergency missions.			
Conduct staff briefing as soon as possible.			
Issue public notice for Corps assistance, if needed based on storm damage.			
Contact affected State and local Emergency Management Agencies.			
Approve all work orders and complete reports for emergency work, including issuance and acceptance of requests from other Districts or agencies.			
Request personnel assistance as required.			
Prepare list of available response personnel. Provide EOC a copy.			
In conjunction with HR & IR establish tours of duty, schedules, pay entitlements, personnel guidelines/procedures. Prepare memo stating policies and forward to respective offices.			
Create work item, resource plan and funding accounts for all missions/activities.			
Prepare travel orders and labor PR&C's. Notify timekeepers of labor charge code.			
Initiate request for additional funds when necessary.			
Reconcile bills to cost ledger, run financial cost reports for back up, review, certify and mail bills to respective organizations.			
Follow up of bill payments.			
Monitor financial accounts and close when physically and fiscally complete			
ENGINEERING DIVISION			
Dispatch emergency flood disaster teams to applicable river basins to ascertain effects and extent of damages.			
Contract for aerial mapping of damage areas, if required.			
OPERATIONS DIVISION			
Assess damage to plant.			
Mobilize survey boats (DOWNS and OSSABAW). Survey Savannah Harbor, Brunswick Harbor and AIWW in that priority order and as necessary.			
In cooperation with other elements, send crews to field to inspect damage.			
Return land plant to assigned locations.			
PLANNING DIVISION			

PHASE IV: Recovery (After L+12)

Determine status and availability of personnel from Planning Division that could be called to support EOC activities prior to, during or after the storm event.		
Provide technical assistance to State local officials upon request.		
Field reconnaissance teams are dispatched to determine the extent and severity of flooding and collect engineering data. They will provide information as appropriate to the EOC for SITREPs.		
CONTRACTING DIVISION		
Ensure personnel are available for preparing contracts.		
RESOURCE MANAGEMENT OFFICE		
Provide financial advice to EM, assistance to damage assessment or emergency teams and other involved personnel.		
Provide financial status reports, detailing funds authorized, committed, obligated, expensed, unobligated and available.		
Load any changes in mission funding, increasing programs, creating customer orders, work items, etc.		
EM/RM review mission billing and possible closeouts.		
RM accountant will validate that bills are accurate. Perform any cost transfers as requested. Research any discrepancies in cost, credit billing and unbilled cost. Work with UFC in resolving financial matters relative to FEMA issues.		
Prepare list of available personnel. Provide EOC a copy.		
Provide support personnel, as required.		
Provide the EOC with daily updates for inclusion in SITREPS.		
Seek additional RM resources as required.		
Review checklist, Appendix Q, EP 37-1-6 for closeout instructions.		
CIVILIAN PERSONNEL ADVISORY CENTER		
On a continuing basis advise and assist managers in identifying and filling duty assignments and tracking of personnel. Advise and assist with all personnel issues.		
Accomplish and/or oversee all personnel processes contained in Appendix D, CESAS Plan 500-1-15		
Maintain personnel portion of ENGLINK database.		
Assist in reporting on personnel issues, including providing information for daily SITREPS.		
Assist in management of deployment tours to avoid Exempt employees earning an entitlement to FLSA overtime pay – 29 days rule and to insure staffing is maintained at a level acceptable to meet mission requirements.		
ACE-IT		
Contact all ACE-IT employees to assure their safety and relay information concerning reporting back to work.		
EERT Team will be activated to support the RFO. All requests for the purchase or acquisition of information management supplies or equipment must be coordinated through and approved by the Mission Manager and ACE-IT office.		
Dispatch ACE-IT photographer and videographer to accompany CCO representatives on preliminary damage survey teams as required. CCO will require selected photographs and/or video clips within 12 hours of arrival in survey area.		
Provide copies of all photographs and videos to EM, CCO, and CESAD-EM.		
LOGISTICS DELIVERY POINT (LDP) & ULA		
Confirm safety status of all assigned personnel and report to SAS EOC, SAD RLL and ULAC Emergency Operations.		
ICW GSA Facility Managers, inspect Juliette Gordon Low Federal Bldg interior and exterior to ascertain damage and determine status of emergency power and life support systems. Report status to SAS EOC, SAD RLL, and ULAC Emergency Operations.		
Inspect GOV vehicle fleet to determine serviceability and return fleet to basement of Juliette Gordon Low Federal Bldg as soon as practical and safe. Report Status of fleet to EOC, ULAC Emergency Management, and GSA.		

PHASE IV: Recovery (After L+12)

ICW SAS EOC, determine if original request for logistics personnel augmentation is sufficient to support Reception, Staging, Onward Movement and Integration (RSO&I) of incoming Emergency Response team members. Request additional Logistics personnel augmentation, if required, from ULAC Emergency Operations (POC is Mr. Bradley Williams)		
Recall SAS LDP personnel to work as soon as it is safe and prudent to do so.		
Provide SAS EOC a list of SAS LDP and ULAC-assigned augmentees available to perform logistics support missions in SAS EOC AOR		
Provide supply, transportation, and facility management support to SAS EOC as required.		
Provide lodging, equipment and other RSOI-related support to incoming disaster relief personnel.		
Provide daily status reports to SAS EOC, RLL, and/or ULAC Emergency Operations as required.		
Continue to provide logistics support to recovery effort until relieved of that duty by proper authority.		
Coordinate all action with SAS EOC and ULAC Emergency Operations.		
PROGRAMS AND PROJECT MANAGEMENT DIVISION		
Check damage to PM facilities and equipment.		
Contact all PM employees to assure their safety and relay instructions concerning reporting back to work.		
Provide employees to assist with investigative teams.		
Request TDY assistance as required to accomplish assigned work activities.		
Inspect and document post-storm conditions of all ongoing projects and study areas.		
Provide technical and personnel support as required.		
SAFETY AND OCCUPATIONAL HEALTH OFFICE		
Check all Corps offices and motor pool for damages and safety hazards.		
Contact all SO personnel to assure their safety and to relay instructions concerning reporting back to work.		
Contact area or field offices to determine extent of damage and evaluate possible safety hazards considered to be dangerous to life or health.		
Brief disaster teams on safety and health considerations.		
Maintain communication with EOC.		
Coordinate with EOC to obtain TDY assistance if required. Dispatch personnel to field office when advised by EOC.		
Inform all personnel they should be equipped with hard hats, safety shoes, rubber electrical gloves, eye protections, first aid kits and bottle water.		
Staff emergency offices, as appropriate, recommend safety equipment and instructions on safety requirements for all contracts awarded.		
Brief incoming TDY employees on safety and health matters and ensure all field personnel are properly equipped with personal protective equipment.		
Review Accident Prevention Plans and Activity Hazard Analyses for acceptance.		
Attend where possible all pre-construction conferences and brief contractors on requirements of EM 385-1-1 and other special safety and health considerations and review submittals to assure contractor compliance.		
Initiate a plan to conduct safety surveys for ongoing contracts. Prepare safety survey reports. Stop work where necessary when an imminent dangerous situation exists.		
Investigate and report to Commander, EOC, and CESAD-SO any work-related accidents involving Corps personnel, contractor personnel, or members of the general public. If accident involves TDY personnel, a report shall also be provided to the employee's home duty station.		
Perform other Safety and Occupational Health duties necessary to accomplish assigned Corps mission.		
OFFICE OF SECURITY AND LAW ENFORCEMENT		

PHASE IV: Recovery (After L+12)

Coordinate with District field offices and project facilities for any security breaches. Ensure immediate measures are taken to secure Government properties.		
Ensure operational security of redeployment location (District HQ)		
OFFICE OF COUNSEL		
Render legal advice and assistance to Commander and all components of the District.		
Coordinate with EOC to request additional TDY personnel as necessary to accomplish assigned missions.		
Ensure all emergency contracts meet all legal requirements.		
Provide legal assistance necessary to respond to contractor claims.		
REGULATORY DIVISION		
Complete any duty stations reassignments to allow work to proceed		
Establish team of agencies representatives for reviewing emergency permit applications		
Issue Public Notice allowing repair of existing structures		
Implement plan for redeployment of Regulatory staff		
CONSTRUCTION DIVISION		
Prepare damage surveys to Government property and compile reports from other elements.		
Furnish equipment and personnel and supportive emergency repair and restoration of Government property.		
Administer, supervise, and inspect contracts and work performed by contractors in support of the emergency.		
CONSTRUCTION DIVISION – FIELD OFFICES		
Coordinate all activities through CD and/or EOC.		
Make necessary inspections of structures and facilities.		
Support damage survey teams as required.		
Initiate "windshield surveys" as directed.		
Establish contact with CD or EOC as soon as possible if communications are interrupted.		
REAL ESTATE DIVISION		
Furnish personnel as required for emergency teams.		
Be prepared for priority acquisition of any real estate necessary for support of District emergency activities.		
Ensure leased space is operable and repairs are completed ASAP for minimal impact to customers.		
REAL ESTATE FIELD OFFICES		
Support right-of-entry teams as required.		
Establish contact with District as soon as possible if communications are interrupted.		
CORPORATE COMMUNICATIONS OFFICE		
Dispatch CCO representative to accompany preliminary damage survey teams as required.		
Keep EM and DE informed of CCO matters including media requests and presence.		
Prepare and coordinate media advisories and news and video releases as required. Dispatch through national media database (Vocus) to local, regional, national outlets as appropriate.		
Prepare and disseminate command information to employees as needed.		
Stand by to take other CCO action as required.		
Continue to monitor newspapers and broadcasts through national media database (Vocus); update electronic newspaper clipping file for staff routing .		
Maintain contact with South Atlantic Division and Charleston and Jacksonville Districts PA/CCO.		
Update/maintain social medial sites as needed to communicate with staff and the public.		
Escort media to District recovery efforts, as appropriate.		
Dispatch CCO representative(s) to Recovery Field Office, as directed. (Orders required.)		
INTERNAL REVIEW OFFICE		

PHASE IV: Recovery (After L+12)

Attend staff briefings.		
Review emergency acquisition procedures of materials and supplies (i.e., credit cards, purchase orders, etc.)		
Review financial procedures for costing labor, travel, per diem, vehicle rentals, overtime, reporting of time and attendance, etc		
Execute emergency recovery operations audit plan for vulnerable areas identified.		
Coordinate activities with IR National Emergency Team		
Ensure coordination with AAA, GOA, DODIG, etc.		
Ensure follow up on significant actions.		
EQUAL EMPLOYMENT OPPORTUNITY		
NONE		

<u>PHASE V: Closeout (On Order)</u>		
	Suspense	Completed
COMMANDER		
Add Tasks Here		
ALL DIVISIONS / OFFICES		
Add Tasks Here		
EMERGENCY MANAGEMENT DIVISION		
Add Tasks Here		
ENGINEERING DIVISION		
Add Tasks Here		
OPERATIONS DIVISION		
Add Tasks Here		
PLANNING DIVISION		
Add Tasks Here		
CONTRACTING DIVISION		
Add Tasks Here		
RESOURCE MANAGEMENT OFFICE		
Work with EM to close out MIPRs as in EP 37-1-6		
CIVILIAN PERSONNEL ADVISORY CENTER		
Add Tasks Here		
ACE-IT		
Develop and submit AAR		
Ensure SURGE requests are closed out		
LOGISTICS DELIVERY POINT (LDP) & ULA		
Add Tasks Here		
PROGRAMS AND PROJECT MANAGEMENT DIVISION		
Add Tasks Here		
SAFETY AND OCCUPATIONAL HEALTH OFFICE		
Add Tasks Here		
OFFICE OF SECURITY AND LAW ENFORCEMENT		
Add Tasks Here		
OFFICE OF COUNSEL		
Add Tasks Here		
REGULATORY DIVISION		
Add Tasks Here		
CONSTRUCTION DIVISION		
Add Tasks Here		
CONSTRUCTION DIVISION – FIELD OFFICES		
Add Tasks Here		
REAL ESTATE DIVISION		
Add Tasks Here		
REAL ESTATE FIELD OFFICES		
Add Tasks Here		
CORPORATE COMMUNICATIONS OFFICE		
Review actions and prepare afteraction review of CCO activities.		
Reconstitute CCO at SAS Hq or alternate site, as directed by Commander or authorized representative.		
Provide 'reach-back' support to Recovery Field Office as appropriate.		
Return to 'Normal Operations' phase.		
INTERNAL REVIEW OFFICE		
Follow up on corrective actions taken		
Coordinate external audit reports and issues		
Finalize IR Disaster Report and Lessons Learned		
EQUAL EMPLOYMENT OPPORTUNITY		
Add Tasks Here		

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

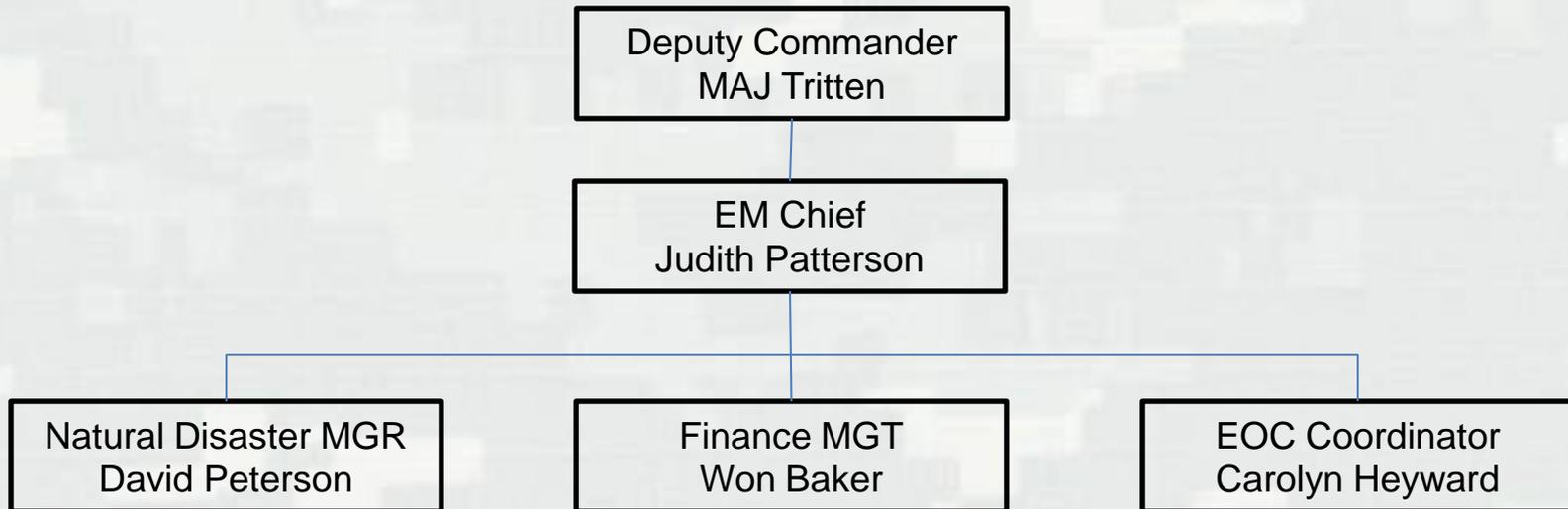
- a. Communication between the District Office, and Site Offices, all major items of floating plant, and such other stations as the Chief of Operations may determine to be necessary, will be maintained 24 hours per day during Phases II and III of the Hurricane Plan.
- b. Close contact, to the extent 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.

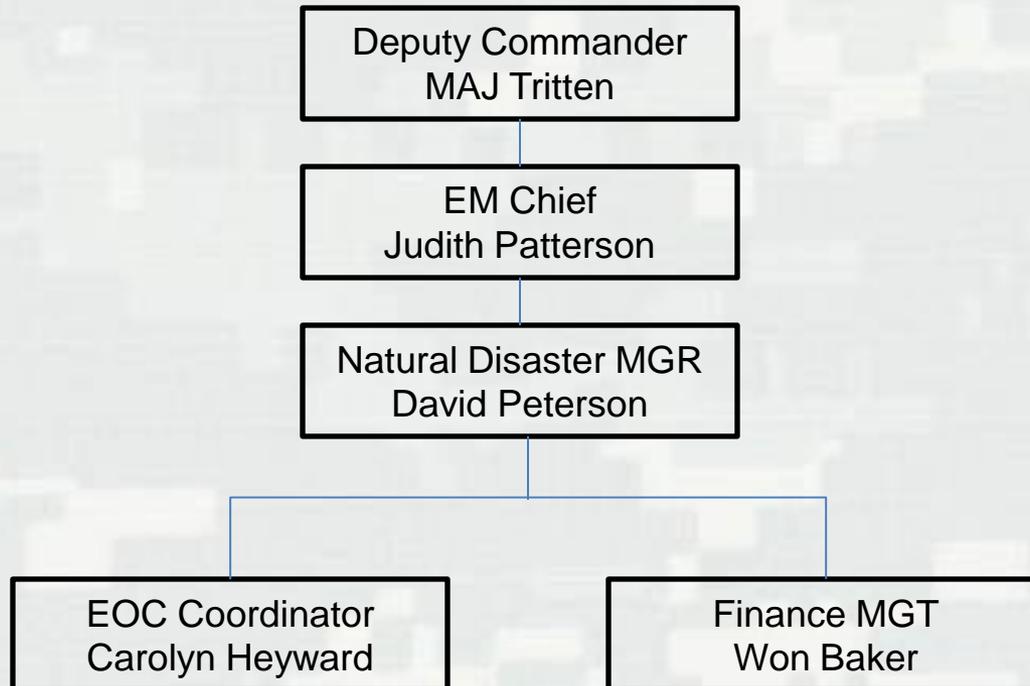
EOC Personnel (by Phase)

Phase 0: Normal Operations (>L-120)



EOC Personnel (by Phase)

Phase I: Activation (L-120 to L-72)



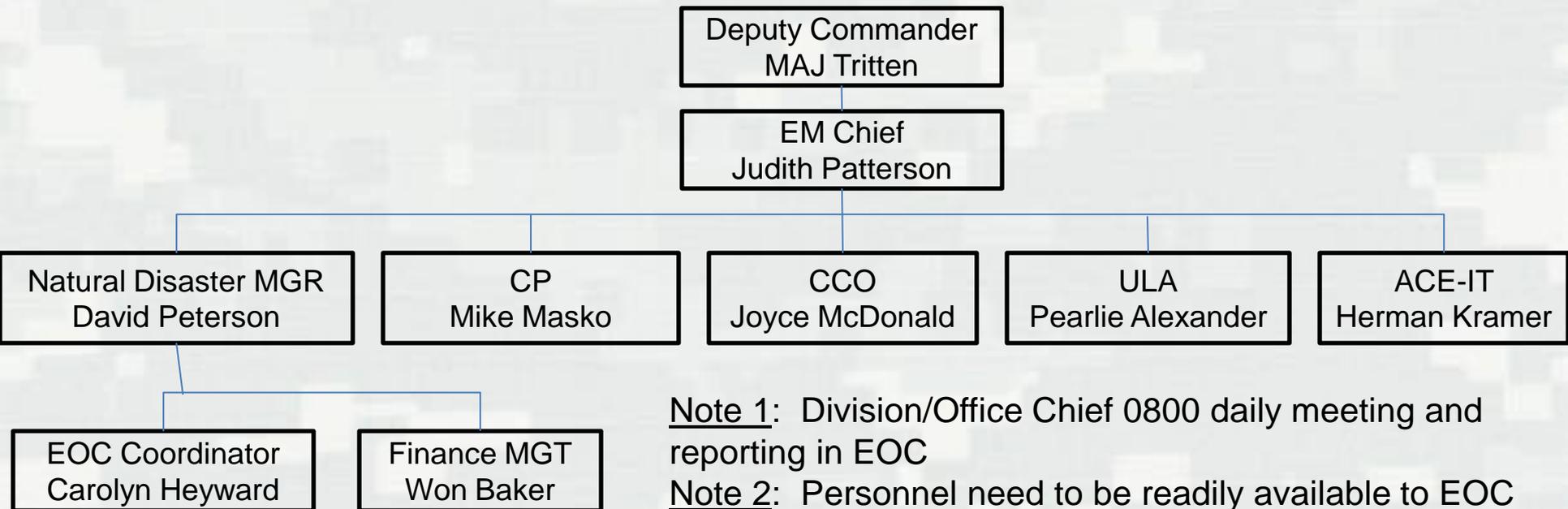
Note 1: No change in personnel.

Note 2: Begin Division/Office Chief daily meetings and reports at 0800 in EOC



EOC Personnel (by Phase)

Phase II (a&b): Deployment (L-72 to L)



Note 1: Division/Office Chief 0800 daily meeting and reporting in EOC

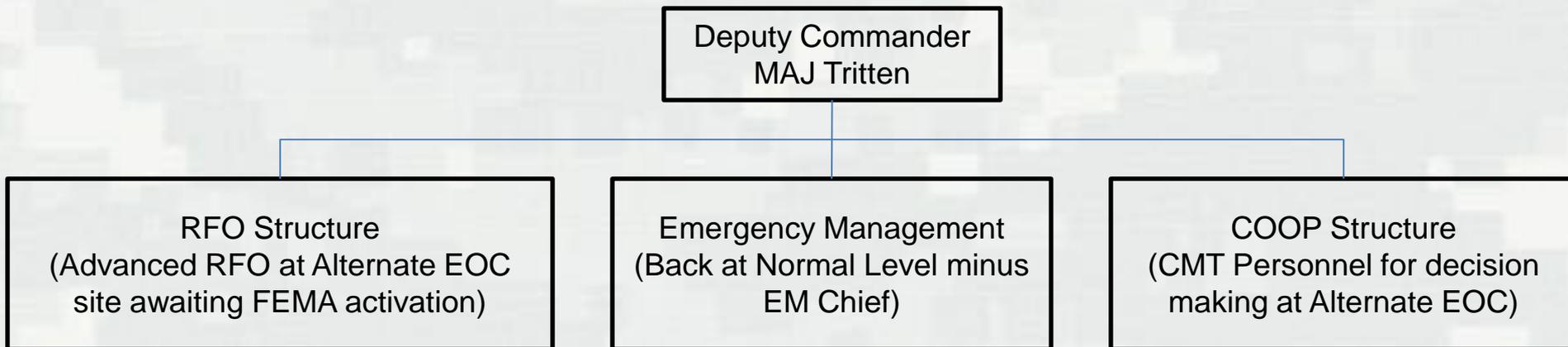
Note 2: Personnel need to be readily available to EOC

Note 3: Personnel should be ready to receive evacuation order from Chatham County. In this case, selected personnel will move to the Alternate EOC site at Thurmond Dam.



EOC Personnel (by Phase)

Phase III: Execution (Response)(L to L+12)

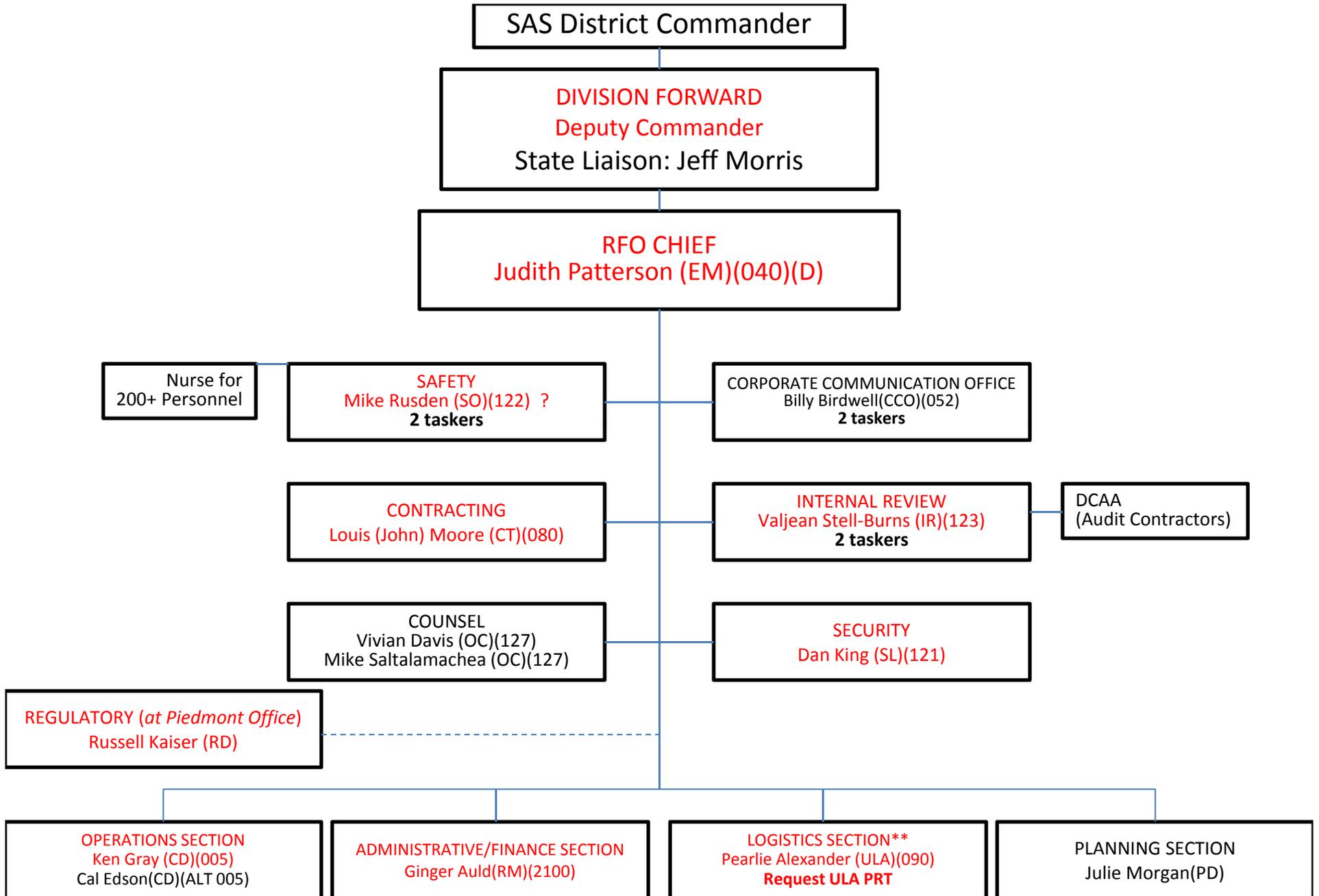


Note 1: Alternate EOC Site personnel include personnel decided upon during the daily Chief meetings in the prior phases. Should FEMA activate/fund the RFO, they must be prepared to move to a RFO site.

Note 2: The EM Division Chief is acting as the RFO Chief should the FEMA authorize a RFO. EM is now back at the Normal Operations with the Natural Disaster MGR as the acting Chief.

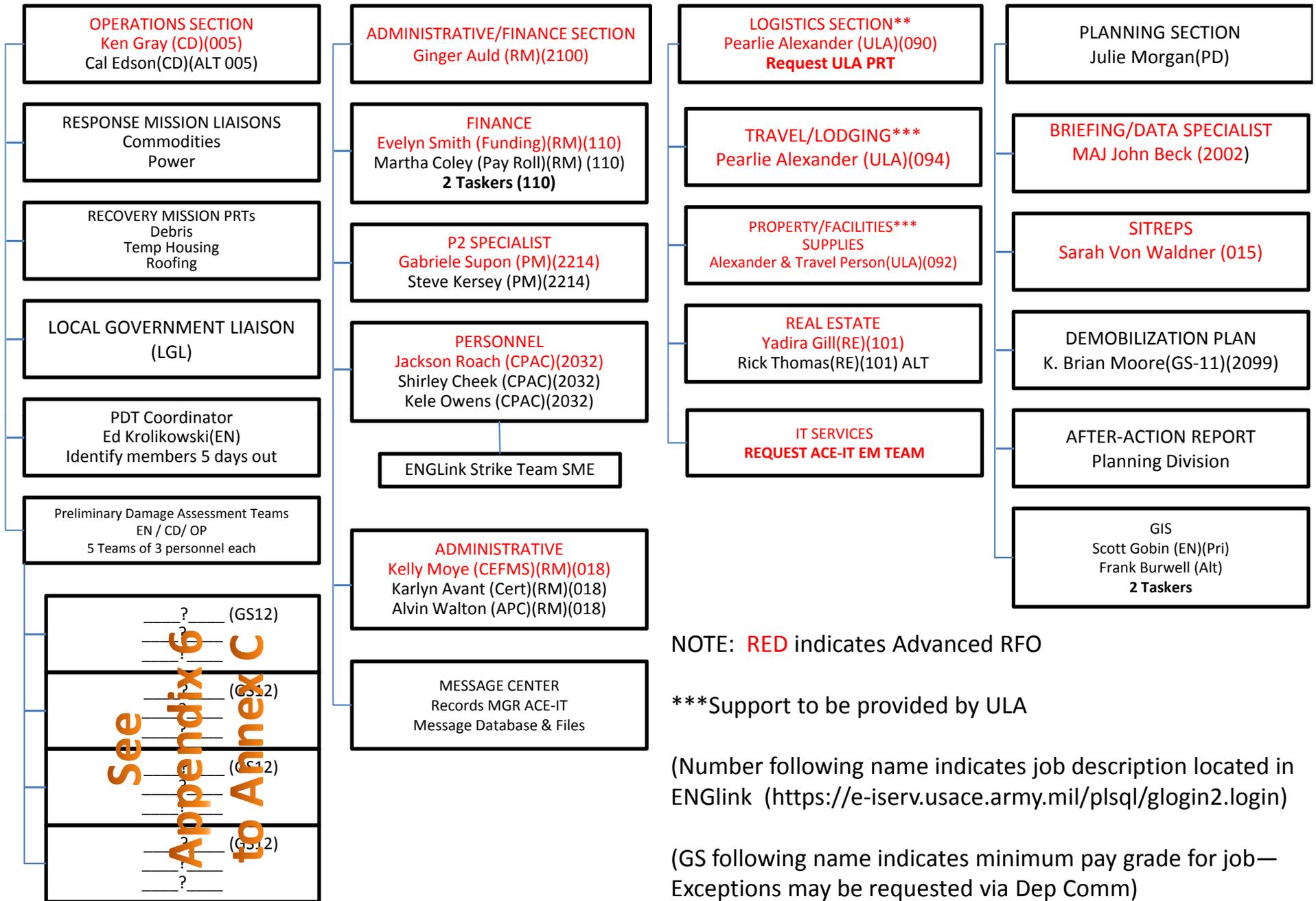
Note 3: The CMT is conducting COOP while recommending to the Commander when to move back to SAS HQ. In the event the SAS HQ is damaged for more than 3-5 days, the CMT recommends alternate COOP location and COAs.





31 October 2011

Appendix 5 (RFO Manning Diagram) to Annex C (Operations) to CESAS Plan 500-1-9



31 October 2011

Appendix 5 (RFO Manning Diagram) to Annex C (Operations) to CESAS Plan 500-1-9

Preliminary Damage Assessment Team Members

Team	Name	Office	Work Phone Number	Home Phone Number	Cell Phone Number
#1	Boyd "Scott" Batton	CD-BER	706-626-2112	None	706-304-5352
	Elliott Taylor	CD-BRB	910-396-1211	910-814-3145	910-633-8700
	Zsolt Haverland	EN-GH	912-652-5815	912-598-1047	912-657-6669
#2	Karl Van Stavoren	CD-BR	910-396-1211 Ext. 245	910-484-4855	910-303-9985
	Everrett Mappin	CD-PSM	910-432-0422	910-944-4222	910-432-4932
	Lucia Newberry	EN-GS	912-652-5588	NA	912-247-1791
#3	Ray Pudelski	CD-BE	706-626-3220	706-569-6084	706-575-4007
	Jeff Johnson	CD-BE	706-545-9838	706-663-7911	706-575-2811 678-863-0387
	Forpu Njikam	EN-GS	912-652-5206	NA	912-373-4501
#4	Jamie Measmer	CD-BF	910-432-0598	919-607-1490	910-723-6509
	Brian Mock	CD-STH	912-652-6127	912-748-5085	912-220-6087 912-344-0701
	Kevin Haborak	EN-GH	912-652-6083	912-323-2956	912-428-7911
#5	Dale Bowen	OP-H (Hartwell)	706-856-0348	706-988-2401	706-717-0963
	Billy Hilton	OP-H (Hartwell)	706-856-0361	864-226-0994	864-933-0362
	Frank Burwell	EN-GH	912-652-5552	NA	843-696-6923
#6	David Jones	OP-R (Russell)	706-213-3465	706-540-4762	202-431-8589
	Ken Crawford	OP-R (Russell)	706-213-3418	None	912-441-0843
	Bart Smith	EN-DG	912-652-5521	912-754-1957	812-856-3289
#7	Tony Hackle	OP-T (Thurmond)	864-333-1165	706-737-2814	None
	David Hatfield	OP-T (Thurmond)	864-333-1129	706-541-3695	803-640-8501
	Neil Mckenzie	EN-DG	912-652-5695	912-598-0147	912-441-3639



Project Inspections

- The designated PDA teams would assess the damage at the following ICW projects:
 - Augusta Levee
 - Macon Levee
 - Oates Creek
 - Peacock Creek
 - Dunn Branch
 - Harmon Canal
 - Tybee Island
- Operations Division personnel would assess the damage at:
 - Thurmond Project
 - Hartwell Project
 - Russell Project
- Construction Division personnel would assess the damage at all ongoing construction projects at all military installations within the path of the storm.



Crisis Management Team

Commander

Crisis Management Team

- Deputy Commander
- Chief, Emergency Management Division
- Deputy District Engineer, Programs & Project Management
- Chief of Staff
- Chief, Engineering Division
- Chief, Operations Division
- Chief, Planning Division
- Chief, Construction Division
- Chief, Real Estate Division
- Chief, Contracting Division
- Chief, CPAC
- Chief, Resource Management Office
- Chief, Security & Law Enforcement Office
- Chief, Safety & Occupational Health Office
- Chief, Internal Review Office
- Chief, Information Technology Office
- Chief, Corporate Communications Office
- Chief, ULA (Savannah District)
- Chief, Office of Counsel
- Chief, Regulatory

Appendix 8 (Decision Execution Synch Matrix by Phase) to Annex C (Operations) to CESAS Plan 500-1-9

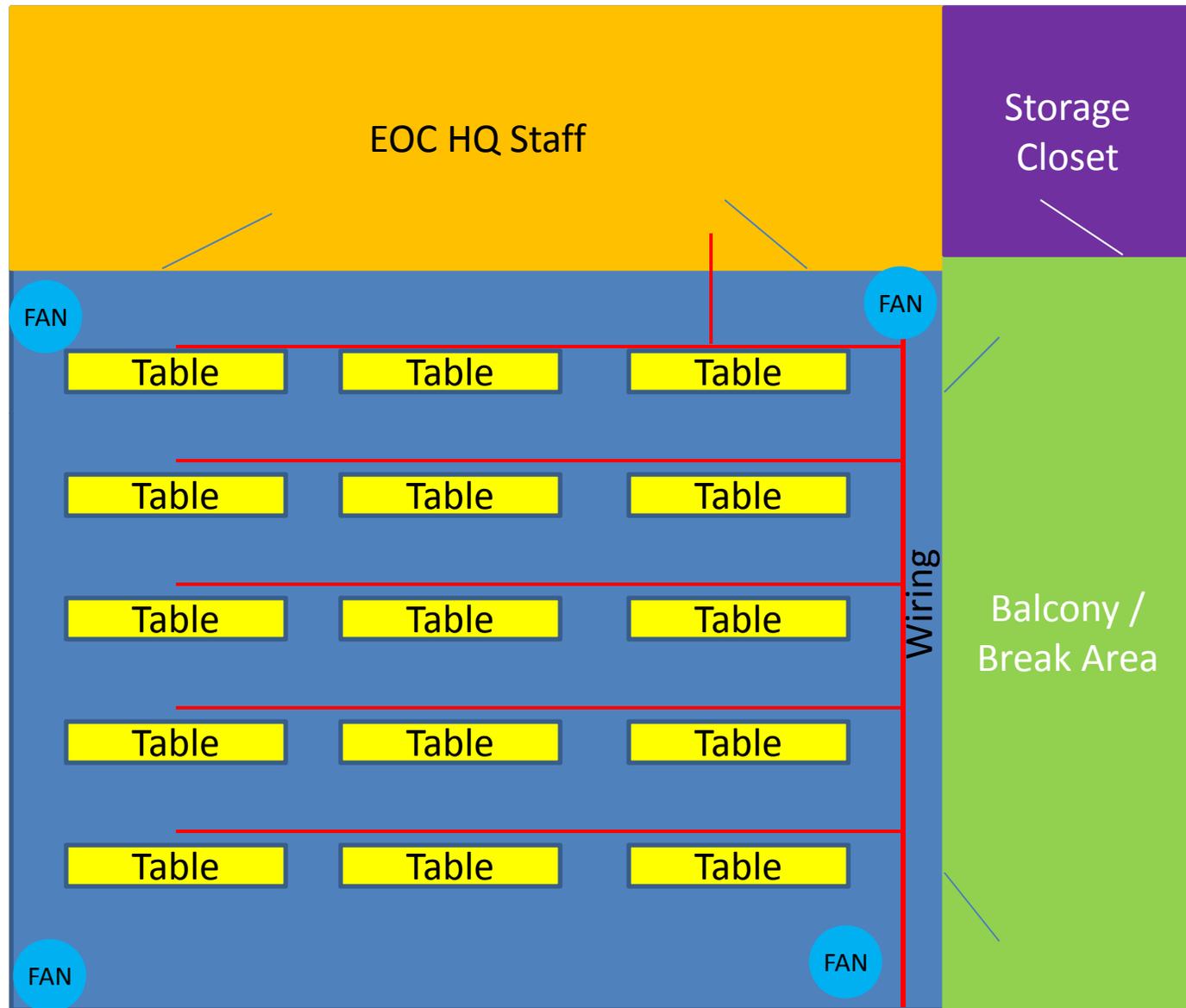
FEMA Operational Phase	USACE Levels of Activation	USACE Operational Phase	Phase Goals	Key Decisions
Phase 1a – Watch (>L-168)	Level IV – Normal Operations	Normal Operations (>L-120)	Early Landfall Prediction	
Phase 1b - Elevated Threat (L-168 – L-120)				
	Level III – Monitoring	Phase I – Activation (L-120 – L-72)	Activate C4I Alert Teams	<ul style="list-style-type: none"> o Request Code 210 funding o Activate Staff and EOCs o Implement Battle Rhythm o Request prediction models o Notify personnel who will be tasked from other districts o Initial SITREP
Phase 1c - Credible Threat (L-120 – L)	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"> o Request Support Personnel, as required o Dismiss Non-Essential Staff o Reserve Lodging/Vehicles for TDY Support Personnel o Secure Vessels and Projects o Receive & Execute Pre-Declaration Missions
		IIb – Deployment (L-48 – L)	Deploy Response Teams Forward	<ul style="list-style-type: none"> o In-process Initial Response Cadre o ISB Established and Staffed o Execute Post-Dec Mas
Phase 2 - Incident Response (L – L+12)	Level I – Full activation	Phase III – Execution (L – L+12)	Rapid Needs Assessment	<ul style="list-style-type: none"> o Deploy PDA teams o Over-fly AO (Commander & designated personnel) o Contact Customers
Phase 3 - Post-Incident (After L+12)	Level I – Full Activation Or possibly Level II – Partial Activation	Phase IV – Recovery (After L+12)	Swift Provisions of Life Sustaining Goods and Services	<ul style="list-style-type: none"> o Validate State's Response Needs (Water/Ice/Power)
Phase 3 - Post-Incident	Level III – Monitoring Or possibly Level IV – Normal Operations	Phase V - Closeout		<ul style="list-style-type: none"> o Physical and fiscal completion of all missions

-Printers and Copiers can be placed in the EOC HQ Staff room or spread in between the tables.

-Phones can be distributed based on where people sit and availability

-Allows to maximize space while maintaining order

-CMT and CMD Staff will be located on 3rd Floor



Appendix 9 (Alternate EOC Layout at Thurmond Dam) to Annex C (Operations) to CESAS Plan 500-1-9

Alternate Courses of Action

- COA 1: Tropical Storm or Hurricane hits Savannah and/or GA not requiring SAS HQ to evacuate
 - COA 1a: RFO is not established
 - COA 1b: RFO is established
- COA 2: Tropical Storm or Hurricane hits Savannah and/or GA requiring SAS HQ to evacuate and the establishment of the ALT EOC with NO extensive damage to SAS HQ (3-5 days)
 - COA 2a: RFO is not established
 - COA 2b: RFO is established ★
- COA 3: Tropical Storm or Hurricane hits Savannah and/or GA requiring SAS HQ to evacuate and the establishment of the ALT EOC with extensive damage to SAS HQ requiring COOP site to be established (longer than 3-5 days)
 - ~~COA 3a: RFO is not established (unlikely)~~
 - COA 3b: RFO is established
- COA 4: Natural or Man-made disaster affects Mobile District
 - ~~COA 4a: CST is ordered by SAD to assist Mobile District (unlikely)~~
 - COA 4b: Full RFO is ordered by SAD to assist Mobile District



Concept of Operations

For each COA



- **COA 1a: Tropical Storm or Hurricane hits Savannah and/or GA not requiring SAS HQ to evacuate. RFO is not established.**
- Phase 1 – Activation (L-120 – L-72)
 - [EOC staffing](#) only includes EM Personnel
 - Daily Reporting from Division/Offices (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees
- Phase II (a&b) – Deployment (L-72 – L)
 - [EOC staffing](#) includes additional individuals from different Divisions/Offices; however, they may continue to work in respective offices and maintain communication with EOC
 - Daily Reporting from Division/Offices (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees
- Phase III – Execution (L – L+12)
 - Daily reporting from Division/Offices (including daily 0800 for Chiefs)
 - EOC staffing same as Phase II due to RFO not being stood up and SAS HQ not evacuating. Divisions may be tasked by EOC to conduct PL 84-99 missions.
 - Normal Routine for all other SAS employees
- Phase IV – Recovery (After L+12)
 - Same as Phase III
- Phase V – Closeout
 - EOC staffing same as Phase I
 - Normal Routine for all other SAS employees



- **COA 1b: Tropical Storm or Hurricane hits Savannah and/or GA not requiring SAS HQ to evacuate. RFO is established.**

- Phase 1 – Activation (L-120 – L-72)
 - [EOC staffing](#) only includes EM Personnel
 - Daily Reporting from Division/Offices (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees

- Phase II (a&b) – Deployment (L-72 – L)
 - [EOC staffing](#) includes additional individuals from different Divisions/Offices; however, they may continue to work in respective offices and maintain communication with EOC
 - Daily Reporting from Division/Offices (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees

- Phase III – Execution (L – L+12)
 - Daily reporting from Division/Offices (including daily 0800 for Chiefs)
 - [RFO](#) is established by FEMA directive and possible move to disaster area
 - EOC staffing is similar to Phase II in SAS HQ
 - Normal Routine for all other SAS employees

- Phase IV – Recovery (After L+12)
 - Same as Phase III (RFO may or may not move to disaster area)

- Phase V – Closeout
 - EOC staffing same as Phase I
 - RFO finishes all assigned missions
 - Normal Routine for all other SAS employees



- **COA 2a: Tropical Storm or Hurricane hits Savannah and/or GA requiring SAS HQ to evacuate and the establishment of the ALT EOC with NO extensive damage to SAS HQ (3-5 days). RFO is not established.**
- Phase 1 – Activation (L-120 – L-72)
 - [EOC staffing](#) only includes EM Personnel
 - Daily Reporting from Division/Offices (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees
- Phase II (a&b) – Deployment (L-72 – L)
 - [EOC staffing](#) includes additional individuals from different Divisions/Offices; however, they may continue to work in respective offices and maintain communication with EOC
 - Daily Reporting from Division/Offices (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees. Admin leave for personnel not in EOC, RFO, or CMT once evacuation order is given and admin leave is granted by Commander.
 - SAS employees report accountability to hotline within 24 hrs of evacuation notification
 - Upon receiving evacuation order, EOC, RFO, and CMT move to Thurmond Dam and establish Alternate EOC site (Although RFO is not established, we do not know it at this time)
- Phase III – Execution (L – L+12)
 - EOC staffing includes EM, RFO, and CMT working at Thurmond Dam in Alternate EOC
- Phase IV – Recovery (After L+12)
 - EOC staffing same as Phase III
 - Alternate EOC will notify employees when they must report back to SAS HQ for work
- Phase V – Closeout
 - EOC staffing same as Phase I
 - Normal Routine for all other SAS employees



- **COA 2b: Tropical Storm or Hurricane hits Savannah and/or GA requiring SAS HQ to evacuate and the establishment of the ALT EOC with NO extensive damage to SAS HQ (3-5 days). RFO is established.**
- Phase 1 – Activation (L-120 – L-72)
 - [EOC staffing](#) only includes EM Personnel
 - Daily Reporting from Division/Offices (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees
- Phase II (a&b) – Deployment (L-72 – L)
 - [EOC staffing](#) includes additional individuals from different Divisions/Offices; however, they may continue to work in respective offices and maintain communication with EOC
 - Daily Reporting from Division/Offices (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees. Admin leave for personnel not in EOC, RFO, or CMT once evacuation order is given and admin leave is granted by Commander.
 - SAS employees report accountability to hotline within 24 hrs of evacuation notification
 - Upon receiving evacuation order, EOC, RFO, and CMT move to Thurmond Dam and establish Alternate EOC site
- Phase III – Execution (L – L+12)
 - [RFO](#) is established by FEMA directive and possible move to disaster area
 - EOC staffing is similar to Phase II minus RFO personnel. CMT and EM personnel continue to conduct COOP and EOC activities, look forward to next storm, and decide when to move back into SAS HQ.
- Phase IV – Recovery (After L+12)
 - EOC staffing same as Phase III (RFO may or may not move to disaster area)
 - Alternate EOC will notify employees when they must report back to SAS HQ for work
- Phase V – Closeout
 - EOC staffing same as Phase I
 - Normal Routine for all other SAS employees



- COA 3a: Tropical Storm or Hurricane makes landfall at Savannah and/or GA requiring SAS HQ to evacuate and the establishment of the ALT EOC with extensive damage to SAS HQ requiring COOP site to be established (longer than 3-5 days). RFO is not established. (VERY UNLIKELY COA)
- Concept of Operation not discussed due to COA not being very likely.



- COA 3b: Tropical Storm or Hurricane hits Savannah and/or GA requiring SAS HQ to evacuate and the establishment of the ALT EOC with extensive damage to SAS HQ requiring COOP site to be established (longer than 3-5 days). RFO is established
- Phase 1 – Activation (L-120 – L-72)
 - EOC staffing only includes EM Personnel
 - Daily Reporting from Division/Offices (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees
- Phase II (a&b) – Deployment (L-72 – L)
 - EOC staffing includes additional individuals from different Divisions/Offices; however, they may continue to work in respective offices and maintain communication with EOC prior to evacuation order
 - Daily Reporting from Division/Offices prior to evacuation order (including daily 0800 for Chiefs)
 - Normal Routine for all other SAS employees. Admin leave for personnel not in EOC, RFO, or CMT once evacuation order is given and admin leave is granted by Commander.
 - SAS employees report accountability to hotline within 24 hrs of evacuation notification
 - Upon receiving evacuation order, EOC, RFO, and CMT move to Thurmond Dam and establish Alternate EOC site
- Phase III – Execution (L – L+12)
 - RFO is established by FEMA directive and begin move to disaster area
 - EOC staffing is similar to Phase II minus RFO personnel. CMT and EM personnel continue to conduct COOP and EOC activities, look forward to next storm, and decide where to move due to damage of SAS HQ.
 - Daily reporting from Division/Offices located at the Alternate EOC
- Phase IV – Recovery (After L+12)
 - RFO completes move to disaster area
 - EOC and CMT at dam decide on COOP site and notify all other SAS employees on where and when to report to work
 - When SAS HQ is repaired, move all employees minus RFO back to HQ or suitable alternative
- Phase V – Closeout
 - EOC staffing same as Phase I
 - Normal Routine for all other SAS employees



- COA 4a: Natural or Man-made disaster affects Mobile District and CST from SAS is ordered by SAD to assist Mobile District (VERY UNLIKELY COA)
- Concept of Operation not discussed due to COA not being very likely.
 - SAM would either need SAS' full RFO or would be able to conduct their own response and recovery operations.



- COA 4b: Natural or Man-made disaster affects Mobile District and Full RFO from SAS is ordered by SAD to assist Mobile District. Assume no disaster in GA.
- Phase 1 – Activation (L-120 – L-72)
 - EOC staffing at normal operations
 - No reporting requirements Division/Offices due to no disaster in GA
 - Normal Routine for all SAS employees
- Phase II (a&b) – Deployment (L-72 – L)
 - EM staffing at normal operations. Other offices may be notified to assist with preparing RFO for deployment
 - EM notifies RFO of potential disaster to the Mobile District
 - RFO personnel prepare to deploy to conduct Response and Recovery for SAM
 - Normal Routine for all other SAS employees.
- Phase III – Execution(L – L+12)
 - [RFO](#) is established by FEMA directive.
 - RFO personnel move to SAM AO to conduct response and recovery missions. Depending on orders from SAD, the RFO may move during Phase II of the operation IOT stage to provide quick response. Division/Offices have limited reporting to EM about the status of RFO personnel.
 - EM staffing still at normal operations.
 - Normal Routine for all other SAS employees
- Phase IV – Recovery (After L+12)
 - EM is monitoring and support RFO in SAM along with watching for next storm with normal operations staffing
 - RFO personnel are conducting response and recovery operations.
 - Normal Routine for all other SAS employees
- Phase V – Closeout
 - EM staffing is at normal operations
 - RFO personnel are wrapping up recovery operations and redeploying back to SAS
 - Normal Routine for all other SAS employees



SAS Hurricane Plan Points of Contact			
COMMAND GROUP	Office	Phone	
Jeffrey Hall, COL	Commander	912-652-5226	Jeffrey.M.Hall@usace.army.mil
Cynthia H. Hanks	Executive Secretary	912-652-5227	Cynthia.H.Hanks@usace.army.mil
Terry G. Peters	Chief of Staff	912-652-6262	Terry.G.Peters@usace.army.mil
Brian Tritten, MAJ	Deputy Commander	912-652-5225	Brian.Tritten@usace.army.mil
EMERGENCY MANAGEMENT DIVISION			
Judith K. Patterson	CESAS-EM	912-652-5431	Judith.K.Patterson@usace.army.mil
David H. Peterson	CESAS-EM	912-652-5431	David.H.Peterson@usace.army.mil
ENGINEERING DIVISION			
Gordon L. Simmons	CESAS-EN-E	912-652-5229	Gordon.L.simmons@usace.army.mil
OPERATIONS DIVISION			
Tony H. Bivens			Tony.H.Bivens@usace.army.mil
Stanley F. Clark	CESAS-OP-N	912-652-5058	Stanley.F.Clark@usace.army.mil
Walter Lanier	CESAS-OP-N	912-652-5058	Walter.E.Lanier@usace.army.mil
Peggy A. O'Bryan	CESAS-OP	912-652-5041	Peggy.A.O'bryan@usace.army.mil
PLANNING DIVISION			
Bill Bailey			Bill.H.Bailey@usace.army.mil
Jeff Morris		912-652-5008	Jeffrey.S.Morris@usace.army.mil
CONTRACTING DIVISION			
John Moore	CESAS-CT	912-652-5291	Louis.J.Moore@usace.army.mil
RESOURCE MANAGEMENT OFFICE			
Brenda E. Ponder	CESAS-RM-F	912-652-5864	Brenda.E.Ponder@usace.army.mil
CIVILIAN PERSONNEL ADVISORY CENTER			
Lee Ann Hammett	CESAS-CP	912-652-5003	Leeann.Hammett@us.army.mil
ACE-IT			
Juliett Jenkins	CEIT-ISS-IS	912-652-5947	Juliet.F.Jenkins@usace.army.mil
Len S. Day	CEIT-ISS-IS	912-652-6041	Len.S.Day@usace.army.mil
LOGISTICS DELIVERY POINT (LDP) & ULA			
Pearlie M. Alexander	CELA-SAS	912-652-5776	Pearlie.M.alexander@usace.army.mil
PROGRAMS AND PROJECT MANAGEMENT DIVISION			
Mike Sydow	CESAS-PM-H	912-652-5625	Michael.W.Sydow@usace.army.mil
SAFETY AND OCCUPATIONAL HEALTH OFFICE			
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OFFICE OF SECURITY AND LAW ENFORCEMENT			
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OFFICE OF COUNSEL			
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David E. Crosby (Alternate)	CESAS-RD-M	912-652-5968	David.E.Crosby@usace.army.mil
CONSTRUCTION DIVISION (Inc. Field Offices)			
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REAL ESTATE DIVISION (Inc. Field Offices)			
Cynthia (Cindy) B. Turner	CESAS-RE-T	912-652-5914	Cynthia.B.Turner@usace.army.mil
CORPORATE COMMUNICATIONS OFFICE			
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Billy E. Birdwell (Alternate)	CESAS-CCO	912-652-5014	Billy.E.Birdwell@usace.army.mil
INTERNAL REVIEW OFFICE			
Valjean Stell-Burns	CESAS-IR	912-652-5305	Valjean.Stellburns@usace.army.mil
Donna Harding (Alternate)	CESAS-IR	912-652-5493	Donna.C.harding@usace.army.mil
EQUAL EMPLOYMENT OPPORTUNITY			
Sonyia M. Smallwood	CESAS-EE	912-652-5949	Sonyia.M.Smallwood@usace.army.mil
SMALL BUSINESS OFFICE			
Leila Hollis	CESAS-SB	912-652-5340	Leilie.Hollis@usace.army.mil
FRG POC (Additional Duty Assignment)			
Paula Hanna	CESAS-RM	912-652-5365	Paula.J.Hanna@usace.army.mil

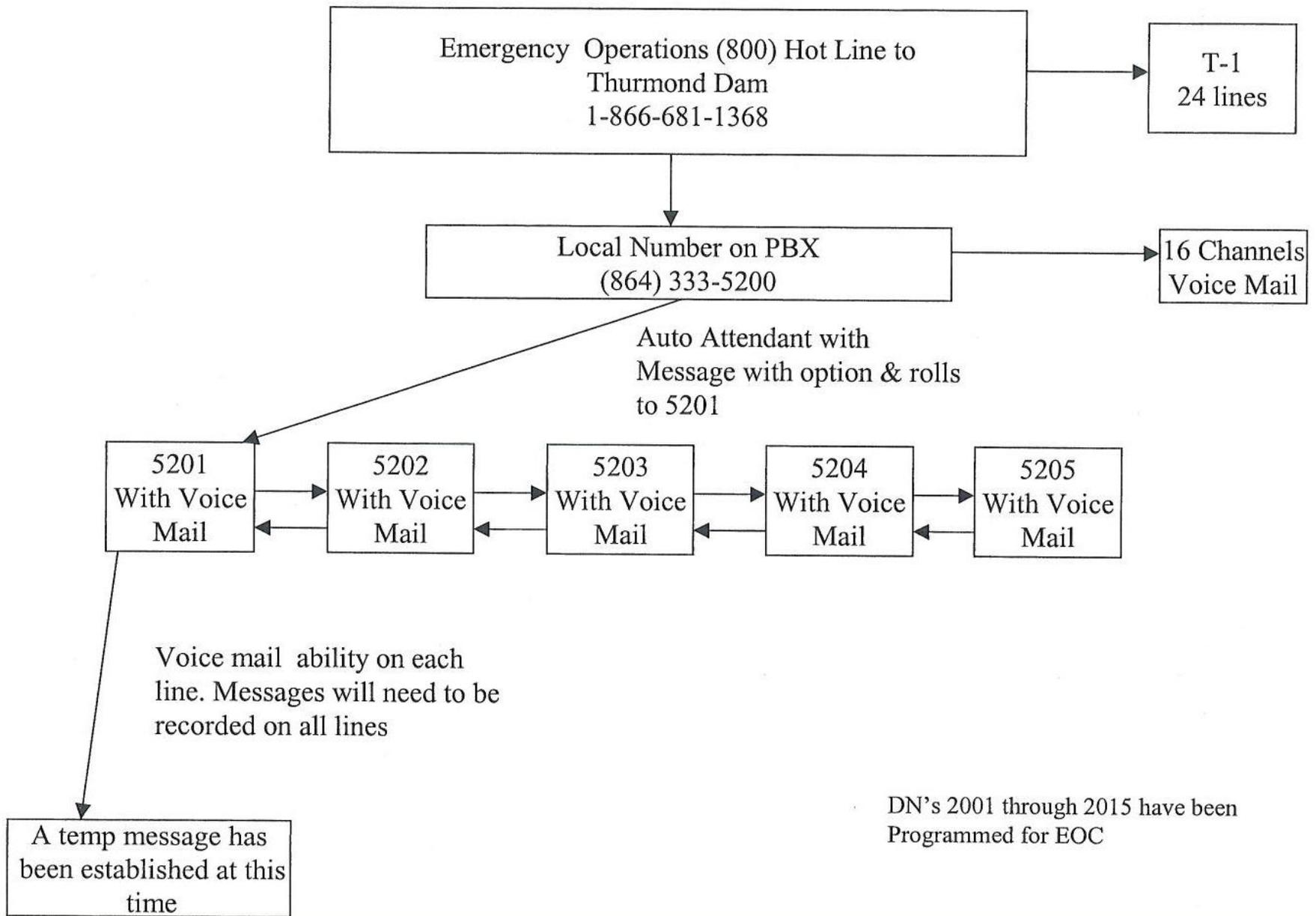
CESAS Hurricane Response Battle Rhythm (with Higher Headquarters Actions)

Time	SAS (EDT)	SAD (EDT)	Higher/Adjacent
0000			
0100			
0200			
0300			
0400			
0500			
0600		Shift Change Brief	USACE Mission Models Delivered
0700		Team Leaders Call	
0800	Commander's Update Brief (Division/Office Chiefs)		
0900		TF Commanders Update Brief	
1000		SAD Regional Commander's Conference Call and Update Brief	
1100			
1200		EXSUM Published	FEMA Conference Call (VTC)
1300			
1400			USACE Conference Call with Supported Divisions/Supporting Elements
1500			
1600		GIS and other Imagery Products provided by GIS PRT	
1700			
1800		Shift Change Brief	
1900			
2000			
2100	SITREP due to SAD via ENGLink (as of time 1800)		
2200			
2300		SITREPs due to USACE (released by Division) as of time 1800	

Accountability Procedures for Evacuation

- The following flow chart is for the Emergency Operations Hot Line at Thurmond Dam.
- The main number will keep rolling between 5 phone lines. If one line is busy it will go to the next number.
- Employees located in the Savannah District Office, Hunter and Fort Stewart Field Offices will call 1-866-681-1368 NLT 24 hours after dismissal/closure giving name, organization, phone number of current location and leave request, as appropriate for accountability.
- The phones will be answered by Thurmond Lake personnel (Operations Division) until CPAC arrives to man the phones and take information to account for employees. CPAC will take latest ALPHA roster to check off the names of the evacuated employees that were located at the Savannah District Office, Hunter and Fort Stewart Field Offices.





**APPENDIX 2 (SAS Evacuation Plan) to Annex E (Protection) to CESAS Plan 500-1-9
(Savannah District Hurricane Plan)**

SAS Evacuation Plan

1. General.

- a. Purpose. The purpose of this appendix is to provide guidance and direction on executing a building closure and evacuation of the Savannah District Headquarters Building in the event of a natural or man-made disaster.
- b. Scope. This appendix is focused on the USACE, Savannah District Headquarters located at the JGL Federal Building at address 100 W. Oglethorpe Avenue, Savannah, Georgia.
- c. Overview. This appendix is intended to address building closure and security and law enforcement related actions only and is not intended to be a comprehensive guide for all required actions.
- d. References.
 - (1) Savannah District Hurricane Plan, CESAS 500-1-9 (Base Plan)
 - (2) Appendix E (Evacuation) to CESAS Plan 500-1-13 (Savannah District Hurricane Notification, Evacuation and Recall Procedures), 25 June 2008.
 - (3) Appendix 3 (Barrier and Closure Plan) to Annex B (Physical Security) to OPORD 2010-08 (Force Protection Plan), 20 June 2010.
 - (4) Appendix 4 (Natural Disaster Procedures) to Annex B (Physical Security) to OPORD 2010-08 (Force Protection Plan), 20 June 2010.

2. Planning Actions.

- a. Prior to a natural disaster incident or emergency:
 - (1) Review emergency notification procedures for events that require building closure and/or relocation of personnel, vehicles, equipment and/or materials.
 - (2) Plan and rehearse the closure/evacuation, including integrating additional support personnel, an appropriate evacuation timeline, and primary and alternate routes of travel.
 - (3) Identify and prepare a prioritized list of minimum essential equipment that needs to be relocated in the event time constraints prevent a complete relocation.
 - (4) Prepare contingency plans for power outages that may render the alarm system and security lighting inoperable, including: staffing the facility on a continuous basis or contracting for additional security guard services (See Appendix 6 (Security Guard Contingency) to OPORD 2010-08 (Force Protection Plan).
- b. Upon notification of an impending or natural disaster:
 - (1) Identify all government vehicles and equipment which could be used to support emergency incident management.

**APPENDIX 2 (SAS Evacuation Plan) to Annex E (Protection) to CESAS Plan 500-1-9
(Savannah District Hurricane Plan)**

- (2) Finalize plans for moving government equipment or property, as required, including: designating and prioritizing items to be moved, and identifying support personnel to assist with the closure and/or evacuation.
- (3) Prepare for storage all government property not required to conduct emergency operations.
- (4) Secure the location to be vacated. This includes, but is not limited to, securing doors and high theft items, reinforcing fences and/or doors, and building perimeters.
- (5) Ensure that government equipment at the relocation site is not left unsecured and unattended. Based on the incident, contract guard services may be obtained if necessary, and if available.
- (6) Advise local law enforcement of existing agency status and that emergency procedures have been initiated. Include notification of the evacuation and relocation of the contingency facility. Request frequent close patrol of both the evacuated and the relocation areas, if available.
- (7) During the emergency, continually emphasize the importance of increased security awareness. Promptly report stolen property to local law enforcement authorities and to the District Security Officer.
- (8) Contact the District Security Manager of suspicious persons or activity in or around the facility. Note descriptions and as many details of the person and their vehicle as possible.
- (9) Advise authorities of any conditions that may endanger the public safety.

c. Post incident recovery:

- (1) Inventory equipment as soon as possible following the emergency. Report any losses or other shortages to both resource management and the District Security Officer.
- (2) Remind personnel of the continued importance of securing government property.

3. Responsibilities.

a. Federal Protective Services (FPS)/Guard Force:

- (1) Provide contingency support to the District Security Manager.
- (2) Continue duties until officially relieved.

b. Safety Office (SO):

- (1) Assist with safe evacuation of all personnel.
- (2) Coordinate for medical support, as needed.

**APPENDIX 2 (SAS Evacuation Plan) to Annex E (Protection) to CESAS Plan 500-1-9
(Savannah District Hurricane Plan)**

c. Security and Law Enforcement:

- (1) Coordinate for additional closure/evacuation support personnel (quad monitors), as needed.
- (2) Conduct a building security inventory prior to final closure and departure.
- (3) OPCON security support to the EOC for advance relocation, and/or RFO for on-going recovery support.
- (4) Upon building closure, the District Security Manager will relocate, as needed based on incident/event conditions.

d. USACE Logistics Agency (ULA):

- (1) Pre-position plastic bags to issue for coverage and protection of IT assets.
- (2) Develop and provide a list of government vehicles available to assist in building closure, protection, and/or evacuation of personnel and property.
- (3) Coordinate and maintain communication with General Services Administration (GSA) on facility closure actions.

4. Coordinating Instructions. None.

5. Command and Control. See CESAS Plan 500-1-9 (base plan).

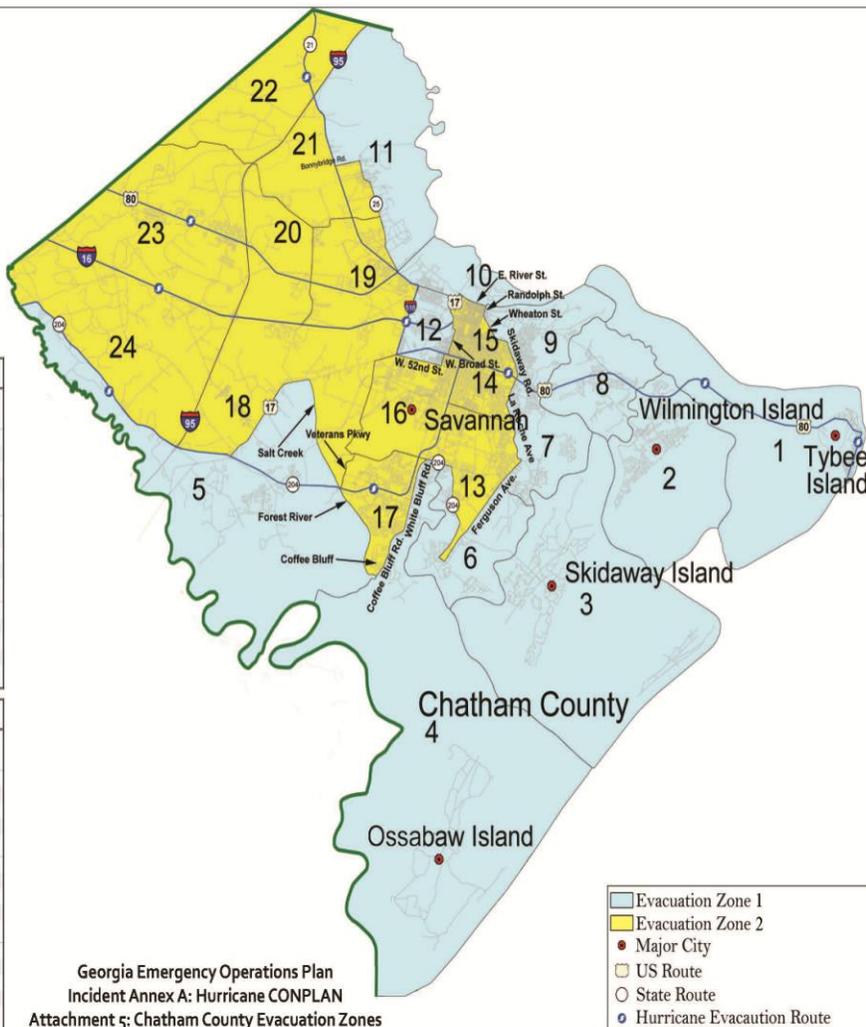
Chatham County - Hurricane Evacuation Zones

Clearance Times (hours) with South Carolina Traffic I-16 Normal Operation

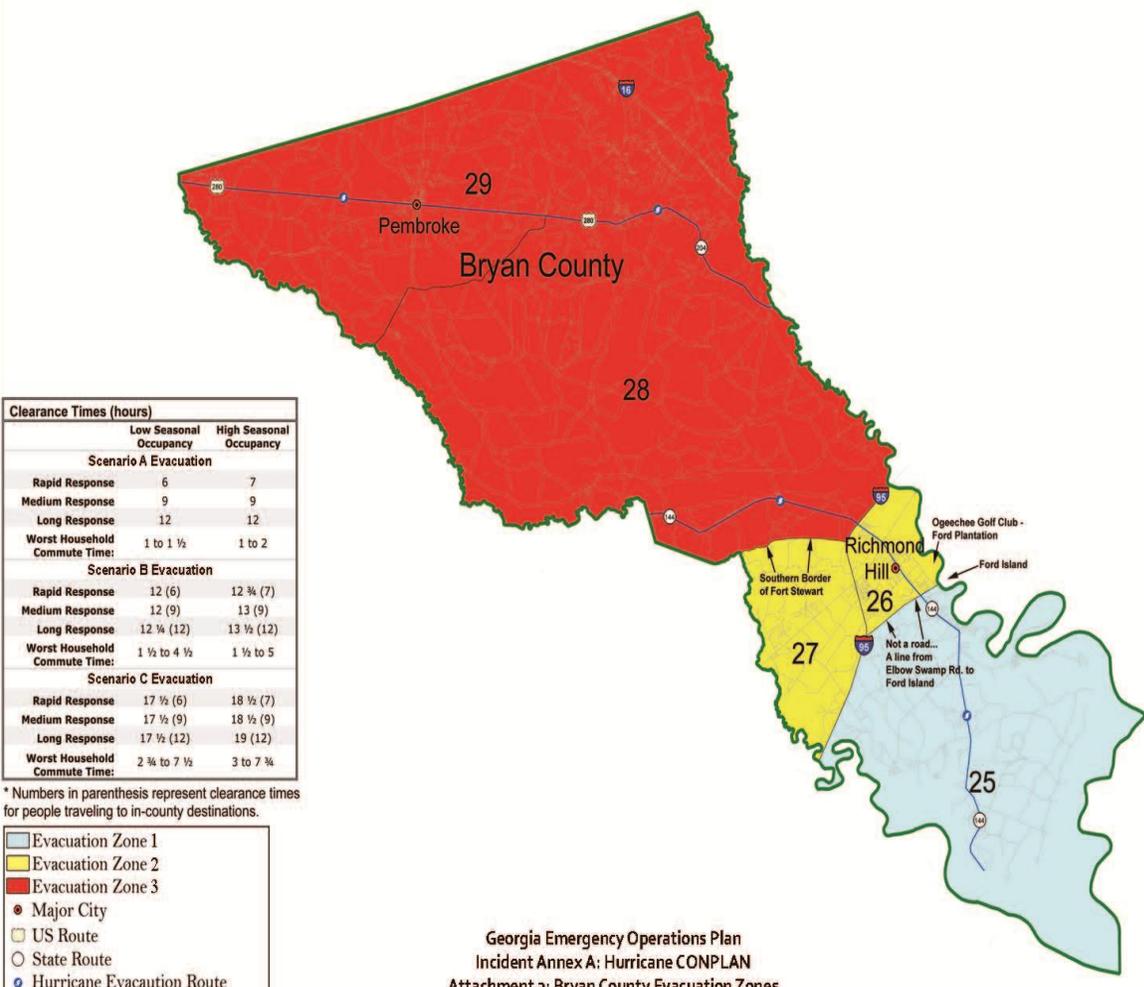
	Low Seasonal Occupancy		High Seasonal Occupancy	
	Light Background	Heavy Background	Light Background	Heavy Background
Scenario A Evacuation				
Rapid Response	11 ¼	11 ½	14 ¼	14 ½
Medium Response	11 ½	11 ¾	14 ½	15
Long Response	12	12 ¼	14 ¾	15 ¼
Worst Household Commute Time:	1 ¼ to 4		2 to 5 ½	
Scenario B Evacuation				
Rapid Response	26 ¼	27	30 ¼	30 ½
Medium Response	26 ¼	27 ¼	30 ¼	30 ¾
Long Response	27	27 ½	30 ½	31 ¼
Worst Household Commute Time:	4 ¼ to 12		5 ½ to 13 ½	
Scenario C Evacuation				
Rapid Response	31 ¼	31 ¾	35	35 ¼
Medium Response	31 ¼	31 ¾	35	35 ½
Long Response	31 ¼	31 ¾	35 ¼	36
Worst Household Commute Time:	5 ¾ to 14 ¼		6 ½ to 16	

Clearance Times (hours) with South Carolina Traffic and I-16 Reverse Lane

	Low Seasonal Occupancy		High Seasonal Occupancy	
	Light Background	Heavy Background	Light Background	Heavy Background
Scenario A Evacuation				
Rapid Response	7 ¼	7 ½	9	9 ¼
Medium Response	9	9	9	9 ¼
Long Response	12	12	12	12 ½
Worst Household Commute Time:	1 to 2		1 to 3	
Scenario B Evacuation				
Rapid Response	16 ½	16 ¾	18 ½	18 ¾
Medium Response	16 ½	16 ¾	18 ½	19
Long Response	16 ¾	17	18 ¾	19 ¼
Worst Household Commute Time:	2 ½ to 6 ¾		3 to 7 ¾	
Scenario C Evacuation				
Rapid Response	19 ¼	19 ¾	21 ½	21 ¾
Medium Response	19 ¼	19 ¾	21 ½	21 ¾
Long Response	19 ¼	19 ½	21 ¾	22
Worst Household Commute Time:	3 to 8 ¾		3 ½ to 9 ¾	



Bryan County - Hurricane Evacuation Zones



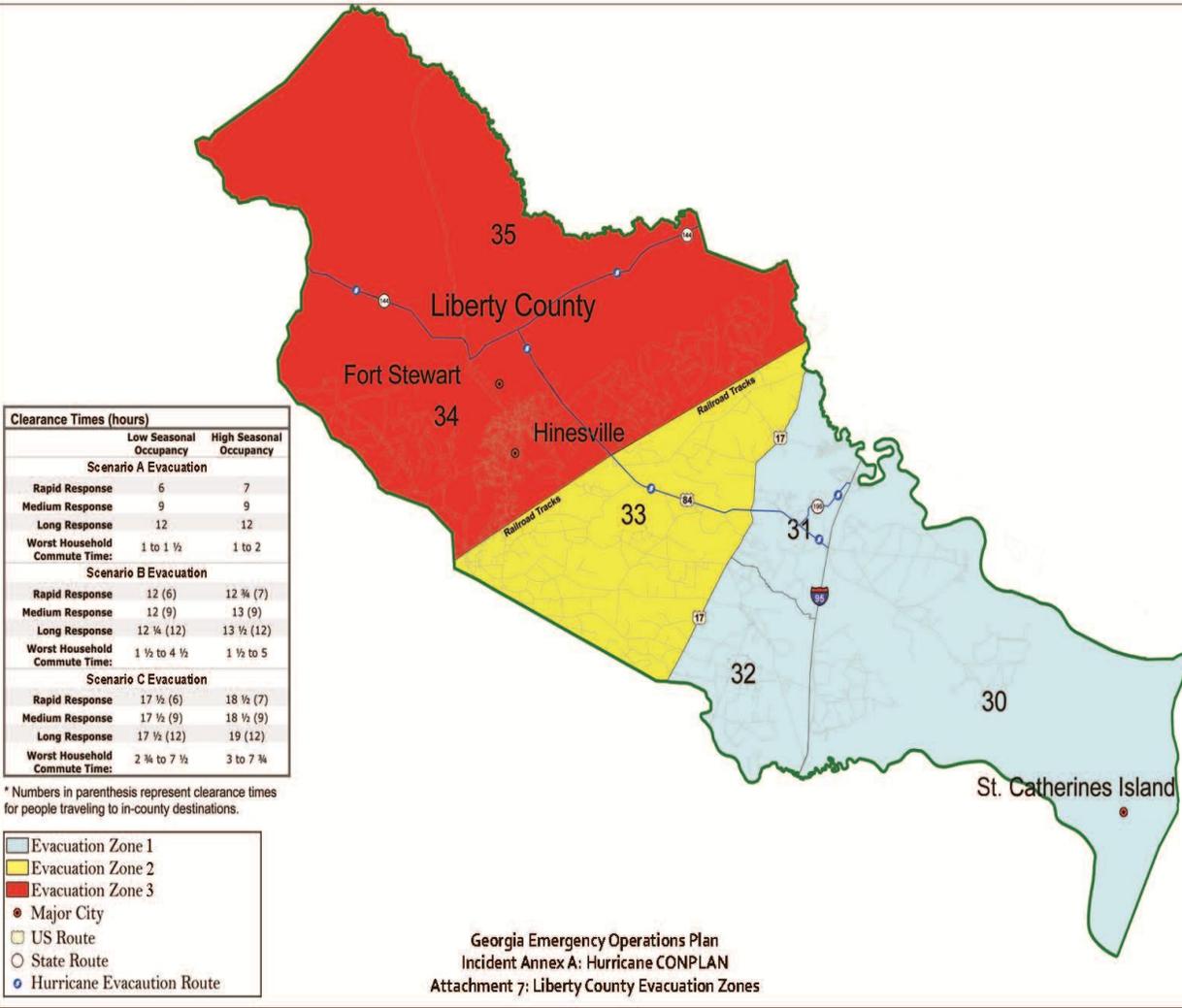
Clearance Times (hours)		
	Low Seasonal Occupancy	High Seasonal Occupancy
Scenario A Evacuation		
Rapid Response	6	7
Medium Response	9	9
Long Response	12	12
Worst Household Commute Time:	1 to 1 ½	1 to 2
Scenario B Evacuation		
Rapid Response	12 (6)	12 ¾ (7)
Medium Response	12 (9)	13 (9)
Long Response	12 ¼ (12)	13 ½ (12)
Worst Household Commute Time:	1 ½ to 4 ½	1 ½ to 5
Scenario C Evacuation		
Rapid Response	17 ½ (6)	18 ½ (7)
Medium Response	17 ½ (9)	18 ½ (9)
Long Response	17 ½ (12)	19 (12)
Worst Household Commute Time:	2 ¾ to 7 ½	3 to 7 ¾

* Numbers in parenthesis represent clearance times for people traveling to in-county destinations.

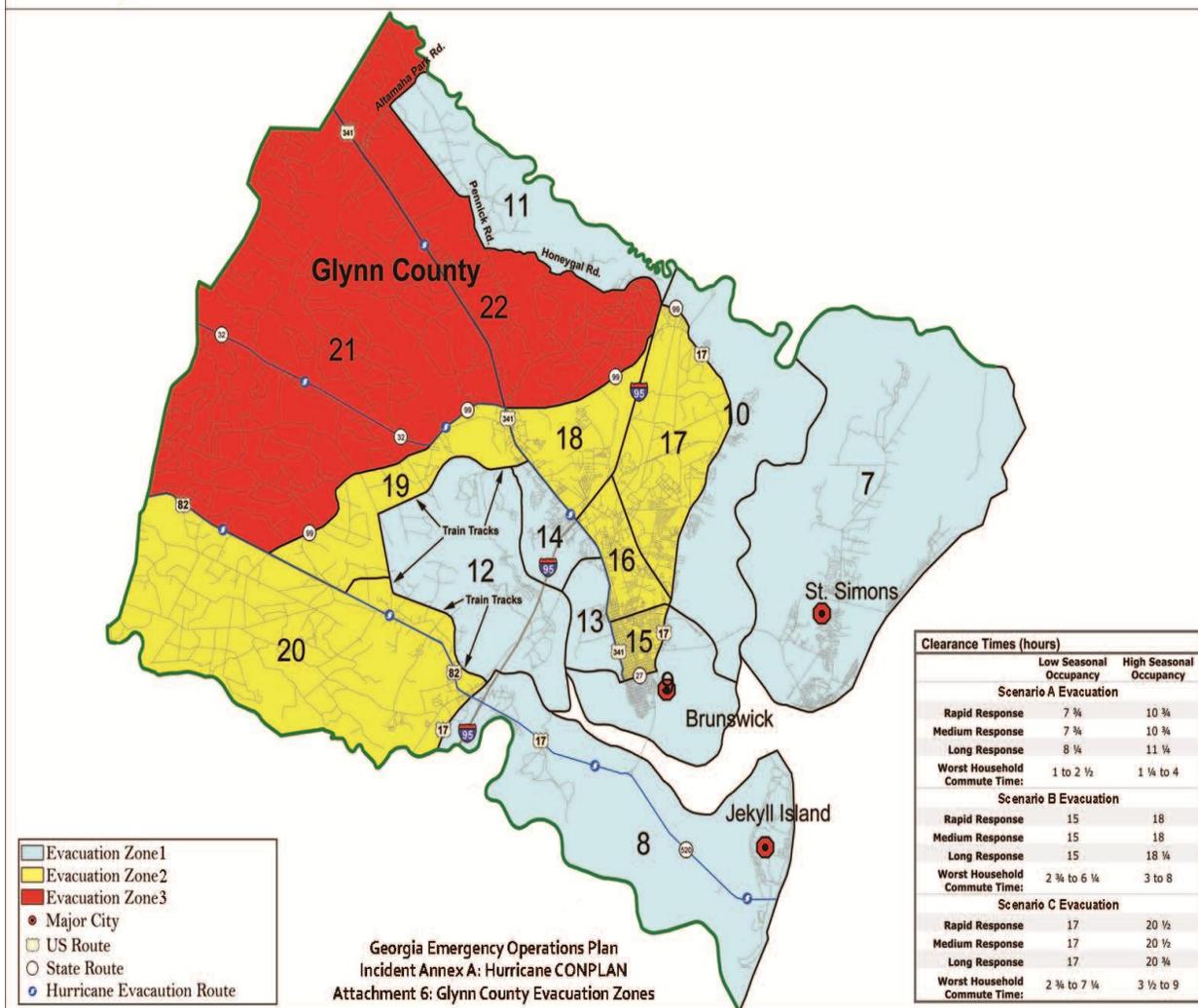
- Evacuation Zone 1
- Evacuation Zone 2
- Evacuation Zone 3
- Major City
- US Route
- State Route
- Hurricane Evacuation Route

Georgia Emergency Operations Plan
 Incident Annex A: Hurricane CONPLAN
 Attachment 3: Bryan County Evacuation Zones

Liberty County - Hurricane Evacuation Zones



Glynn County - Hurricane Evacuation Zones



ULA Support

1. General.

- a. Purpose. This annex prescribes the actions to be taken by ULA in preparation for and response to a hurricane impacting the Savannah District.
- b. Overview. ULA responsibilities are at the RFO, EFOs, and staging areas. Additionally, providing rooms and subsistence for all TDY personnel, responsible for providing transportation, and responsible for administrative organization to run staging operations and providing supplies at the RFO and EFOs. The USACE National Logistics Emergency Response Team (LERT) provides logistics support for organizational support, staging operations, transportation management (traffic), and Deployable Tactical Operations System (DTOS) support.

2. Mission Support.

- a. Organizational Support. The LERT provides support to all USACE personnel deployed in support of emergency operations, such as: temporary lodging (hotels), vehicle fleet/motor pool (rental cars, leased administrative vehicles, special purpose vehicles, government vehicles and equipment maintenance), and all personnel equipment such as phones GPS devices, and other accountable property, special purpose equipment, rain gear, office and field support supplies, and Emergency Management clothing such as Corps Logs shirts. Logistics will coordinate with Safety Office to ensure availability of safety related gear such as reflective vests, hard hats, etc.
- b. Staging Operations. The LERT provides staging operation support to Planning and Response Teams (PRTs) mission requirements, including receiving, accountability, issue, disposal, delivery and transfer of mission equipment and materials. These staging area functions are part of the FEMA Mobilization Center and are an extension of the JFO and are utilized by numerous federal agencies.
- c. Transportation Management. The LERT coordinates, tracks, and controls movement of all commodities and equipment controlled by PRTs. All transportation movements are coordinated with Staging Operations Team Leader and the LERT Team Leader.
- d. DTOS Support. The LERT provides support to the DTOS which provide support to the RFO such as: Office furniture, administrative supplies and equipment, office trailers, and Emergency C2 vehicles.

3. Execution.

- a. Phase I - Planning.
 - (1) Establish a listing including numbers and types of supplies/equipment for personnel needs and materiel requirements for activation of the RFO.

- (2) Maintain an up-to-date listing of available equipment and supplies throughout the district.
- (3) Develop a listing of commercial sources where the supplies/equipment identified in paragraph 3.a.1. may be obtained.
- (4) Develop a plan for temporary manual property accountability.
- (5) Investigate the availability of all types of transportation and pre-arrange to make them available to the RFO.
- (6) Develop a listing of possible lodging sites in Brunswick, Savannah and surrounding area.
- (7) Review existing TDA for logistic support and coordinate personnel requirements with LERT.

b. Phase II - Pre-Landfall (H-3 to H+0).

- (1) Request LERT support.
- (2) Review Response TDA in coordination with LERT.
- (3) Instruct Logistics personnel on emergency situation and give specific tasks.
- (4) Ensure continuous property accountability.
- (5) Determine availability of lodging and transportation in Brunswick, Savannah and surrounding area.
- (6) Provide lodging for personnel.
- (7) Coordinate administrative support for staging operation areas for ice, water, and generators with LERT.
- (8) Determine availability of two DTOS units for the RFO.

c. Phase III - Initial Response (H+1 to H+29).

- (1) Responsible for confirmation of lodging and transportation reservations for personnel deployed to Brunswick, Savannah and surrounding areas.
- (2) Responsible for subsistence of TDY personnel if not available from commercial sources.

Appendix 1 (ULA Support) to Annex F (Sustainment) to CESAS Plan 500-1-9

(3) Responsible for coordination of administrative organization to run staging operations and providing supplies to RFO and EFOs.

(4) Request two DTOS units be positioned to support the RFO and EFO.

d. Phase IV - Full Response (H+30 to H+59).

(1) Evaluate lodging/subsistence requirements as commercial capabilities are re-constituted.

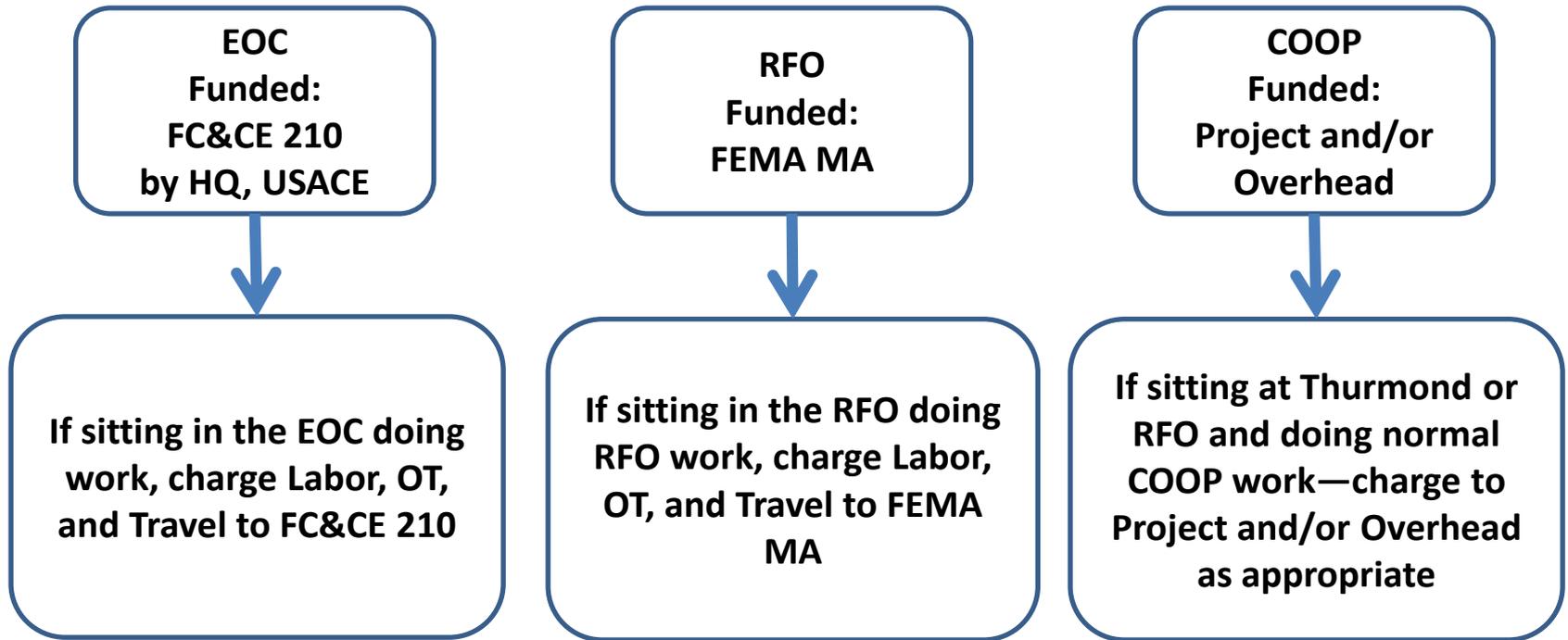
(2) Continuation of Phase III activities.

e. Phase V – Closeout

(1) Terminate contracts

EMERGENCY OPERATIONS FUNDING GUIDANCE

How to Charge During Hurricane Season
(EOC is Activated)



Notes:

1. FC&CE – Flood Control and Coastal Emergencies (FCCE) (Public Law 84-99)
2. EOC – Emergency Operations Center (USACE Funded)
3. RFO – Recovery Field Office (FEMA Funded)
4. FEMA MA – FEMA Mission Assignment
5. EOC Activities – Planning Meetings, Briefings, Work in support of FEMA Mission
6. DO NOT USE THE REVOLVING FUND FOR EOC NOR FEMA MISSIONS

See detailed Direct Charge Matrix attached (Excerpt from EP 37-1-6)

October 30, 2000

DIRECT CHARGE MATRIX

The matrix below provides guidance for charges of Corps employees performing duties **in support of a FEMA mission** issued under the Stafford Act. *(This does not include back filling deployed or reassigned personnel):*

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General Expense - HQ USACE (96X3124) (Includes Civil Funded Military)	Home Organization			
	(A) UOC* Permanent & Temporary Assigned Personnel <i>(Example: Headquarters RM (Resource Management) employee working in the UOC full-time as supplemental staffing.)</i>	96X3124	96X3125, CCS 210	N/A
	(B) Other <i>(Example: HQ RM employee working from desk in RM performing incidental support.)</i>	96X3124	96X3125, CCS 210	N/A
	(C) TDY to Supported Division/District EOC <i>(Example: HQ HR employee is deployed to South Atlantic Division EOC as supplemental staffing.)</i>	96X3124	96X3125, CCS 210	96X3125, CCS 210
(D) TDY to RRCC, ERT-A, JFO, RFO, or Disaster Site <i>(Note: Straight time for supervision and oversight visits will be charged to 96X3124 and are not chargeable to FEMA.) (Example: HQ RM employee on TDY to RFO.)</i>	96X3124	FEMA Mission	FEMA Mission	

*UOC – U.S. Army Corps of Engineers Headquarters Emergency Operations Center

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General Expense – Divisions (96X3124) (Includes Civil Funded Military)	Home Organization (E) EOC Permanent & Temporarily Assigned Personnel <i>(Example: RM employee working in the EOC full-time as supplemental staffing.)</i>	96X3124	96X3125, CCS 210	N/A
	(F) Other <i>(Example: HQ RM employee working from desk in RM performing incidental support.)</i>	96X3124	96X3125, CCS 210	N/A
	(G) TDY to Supported Division/District EOC <i>(Example: Great Lakes and Ohio River Division HR employee deployed to South Atlantic Division EOC)</i>	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(H) TDY to RRCC, ERT-A, JFO, RFO, or Disaster <i>(If charge is to FEMA Mission, supervision and oversight is not included.) (Example: North Atlantic Division Information Management (IM) employee deployed to RFO in San Juan, Puerto Rico.)</i>	96X3124	FEMA Mission	FEMA Mission
General Expense Labs (96X3124) (Includes Civil Funded Military)	(I) TDY to Supported Division/District EOC <i>(Example: HR employee is deployed to Jacksonville District EOC.)</i>	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(J) TDY to RRCC, ERT-A, JFO, RFO, or Disaster <i>(Example: IM employee is deployed to RFO in San Juan, Puerto Rico.)</i>	96X3124	FEMA Mission	FEMA Mission

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Operations & Maintenance, Army (21*2020)	(K) Home Organization HQ's USACE <i>(Example: Real Estate Specialist assisting with an Emergency Event)</i>	21*2020	96X3125, CCS 210	N/A
	(K1) Home Organization Division/District OMA Funded Personnel	21*2020	96X3125, CCS 210	N/A
	(L) TDY to Supported Division/District EOC <i>(Example: HR employee is deployed to Jacksonville District EOC.)</i>	21*2020	96X3125, CCS 210	96X3125, CCS 210
	(M) TDY to RRCC, ERT-A, JFO, RFO, or Disaster Site <i>(Example: Real Estate Specialist is deployed to RFO in San Juan, Puerto Rico.)</i>	21*2020	FEMA Mission	FEMA Mission

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General & Administrative (96X4902) -Revolving Fund-	(N) Home			
	District Office	96X4902	FEMA Mission	N/A
<i>(Example: District Budget Officer loads funds from RM.)</i> Note: Straight-time for employees assigned to and performing G&A functions of Counsel Equal Employment Opportunity, Safety and Occupational Health, and Contracting will be in accordance with ER 37-2-10, Chapter 24, paragraph 24-2d, 2g, 2h, and 2l and will exclude the cost of supervising and directing the contracting activities.				
	(O) Home District Areas of Responsibility	96X4902	FEMA Mission	FEMA Mission
<i>(Example: Non-PRT Jacksonville District Logistics Management employee TDY to disaster site in San Juan, Puerto Rico. Includes any G&A field office employee.)</i> NOTE: Straight-time for PRT members may be charged to a FEMA mission only under the following exceptions reflected below as (O1) and (O2):				
	(O1) <u>EXCEPTION 1</u>	FEMA Mission	FEMA Mission	FEMA Mission
NOTE: PRT member is deployed with TDY orders in accordance with applicable PRT rotation policy to perform PRT duties under a FEMA mission. <i>(Example: Jacksonville District Logistics Management employee is deployed to San Juan, Puerto Rico, as a member of the Emergency Power PRT.)</i>				
	(O2) <u>EXCEPTION 2</u>	FEMA Mission	FEMA Mission	N/A
NOTE: PRT member is assigned full-time in accordance with applicable PRT rotation policy to perform PRT duties under a FEMA mission to a disaster/emergency response site within the same geographical location as the PRT member's home office of assignment. <i>(Example: Deputy Chief of Staff for Resource Management assigns Wilmington District Resource Management PRT member to RFO which is co-located with the Wilmington District home office.)</i>				

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General & Administrative (96X4902) (Cont'd)	(P) Home District – EOC	96X4902	96X3125, CCS 210	N/A
	<i>(Example: Resource Management secretary is assigned full-time to the EOC.)</i>			
	(Q) TDY from Supporting District to Supported District EOC	96X3125, CCS 210	96X3125, CCS 210	96X3125, CCS 210
<i>(Example: Los Angeles District Logistics Management employee is deployed to Jacksonville District EOC.)</i>				
Project/Reimbursable Funded Employees	(R) TDY to RRCC, ERT-A, JFO, RFO, or Disaster Site	FEMA Mission	FEMA Mission	FEMA Mission
	<i>(Example: Los Angeles District Logistics Management employee is deployed to RFO in San Juan, Puerto Rico.)</i>			
	<i>(Note: Straight-time charges for Supported District employees TDY to RFO/Disaster Site located within the District's area of responsibility will be in accordance with (O) and (O1) above.)</i>			
Project/Reimbursable Funded Employees	(S) HQ USACE, Supported Division/ District EOC	96X3125, CCS 210	96X3125, CCS 210	96X3125, CCS 210
	<i>(Example: San Francisco District Project Manager is deployed to Wilmington District EOC.)</i>			
Project/Reimbursable Funded Employees	(T) TDY to RRCC, ERT-A, JFO, RFO, or Disaster Site	FEMA Mission	FEMA Mission	FEMA Mission
	<i>(Example: Savannah District Engineer is deployed to disaster site.)</i>			

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Military-Funded Military Member	(U) Supported Division/ District EOC	Defense Approp Act	N/A	96X3125, CCS 210
	<i>(Example: Mobile District-PM Captain is pulled off of Redstone Arsenal project and is assigned to the EOC.)</i>			
	(V) TDY RRCC, ERT-A, JFO, RFO, or Disaster Site	Defense Approp Act	N/A	FEMA Mission
	<i>(Example: Mobile District-EN Captain is pulled off of Redstone Arsenal project and is deployed to RFO in Virgin Islands, Puerto Rico.)</i>			
Civil-Funded Military Member	(W) Supported Division/ District EOC	96X3125, CCS 210	N/A	96X3125, CCS 210
	<i>(Example: Jacksonville District Project Manager is pulled off of Central & Southern Florida Ecosystem Restoration Project and is assigned to South Atlantic Division EOC.)</i>			
	(X) TDY to RRCC, ERT-A, JFO, RFO, or Disaster Site	FEMA Mission	N/A	FEMA Mission
	<i>(Example: Jacksonville District Project Manager is pulled off of Central & Southern Florida Ecosystem Restoration Project and is assigned to RFO.)</i>			

(Includes Civil-Funded Military Members assigned to G&A organizations, i.e., Acting Deputy Resource Management Officer (Major).)

REGULAR CHARGE	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Reservists on Active Duty	(Y) TDY to HQ USACE Supported Division/District EOC <i>(Example: Individual Mobilization Augmentee activated and deployed to Jacksonville District EOC.)</i>	96X3125, CCS 210	N/A	96X3125, CCS 210
	(Z) TDY to RRCC, ERT-A, JFO, RFO, Disaster Site <i>(Example: Individual Mobilization Augmentee activated and deployed to Disaster Site.)</i>	FEMA Mission funds	N/A	FEMA Mission

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.

Appendix 3 (Real Estate Support) to Annex F (Sustainment) to CESAS Plan 500-1-9

- (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

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 hardware 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.

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 CECI 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 CECI 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 CECI 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.

Division/Office: _____

Date/Time: _____

Current Operations

Personnel/Logistics

Future Operations

Issues/Concerns:

Division/Office: _____

Date/Time: _____

Current Operations

Future Operations

Personnel/Logistics

Issues/Concerns



Division Name Issues/Concerns