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 PREPAREDNESS, EVACUATION, AND ACCOUNTABILITY PROCEDURES

CESAS Plan 500-1-13

29 May 2013

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HURRICANE PREPAREDNESS, EVACUATION, AND ACCOUNTABILITY PROCEDURES

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SAVANNAH DISTRICT HURRICANE PREPAREDNESS, EVACUATION, AND ACCOUNTABILITY PROCEDURES

1. Purpose. The purpose of this plan is to provide hurricane preparedness information and guidance to Savannah District personnel to enable them to be better prepared in the event of a severe weather threat.

2. Applicability. This plan is applicable to all employees of the US Army Corps of Engineers assigned to the Savannah District.

3. References.

a. ER 500-1-1, Civil Emergency Management Program, 30 September 2001.

b. EP 500-1-1, Civil Emergency Management Program – Procedures, 30 September 2001.

c. CESAD Operations Plan 2012-01, Response to All Hazards Events, 5 March 2012.

d. CESAS Plan 500-1-9, Savannah District Hurricane Plan, 11 August 2011.

4. Notification of Hurricane and Preparedness Activities.

a. Local Hurricane Information Sources. Local governments maintain emergency communication and warning systems and provide uniform public information and direction for their jurisdiction during an emergency. Radio stations, television stations, and social media are the primary outlets for the release of information and notification to allow for storm preparation and evacuation if necessary.

b. National Oceanic and Atmospheric Administration (NOAA).

(1) The National Weather Service (NWS) is a part of NOAA tasked with providing weather forecasts and warnings to the public. Under the NWS is the National Hurricane Center (NHC). They specifically monitor and inform the public regarding tropical cyclone activity.

(a) The NHC website (http://www.nhc.noaa.gov/) is a reference for tropical cyclone activity and forecast predictions. The website indicates a tropical cyclone's current position, projected track, wind speeds, and where warnings and watches are advised. Tropical cyclone advisories are issued at 6-hour intervals (at 0500, 1100, 1700, and 2300). Each message gives the storm's name, center of the eye's position, intensity, and forecast movement of the hurricane.

(b) The following NHC website guides you in learning about different products the NHC offers and how to receive alerts from the NHC on different electronic devices you may have. http://www.nhc.noaa.gov/aboutnhcprod.shtml

(c) Refer to Appendix A (Tropical Cyclone Characteristics) for information regarding hurricanes. Appendix H (Explanation of Terms) aids in understanding terms and definitions.

(2) NOAA also provides continuous radio broadcasts of the latest weather information directly from NWS offices. Weather messages are repeated every 4 to 6 minutes and are routinely revised every 1 to 3 hours or more frequently as needed. Special weather radios operate on NOAA frequencies; additionally, many radios offer the weather band as an added feature. NOAA weather radio operates between the 162.400-162.550 MHz frequencies in the coastal Georgia/South Carolina area.

c. Savannah District Personnel Reporting Procedures.

(1) Non-Duty Hours. If hazardous weather conditions or other emergency situations which affect the opening of the District office develop during non-working hours, employees in the Savannah area should listen to area radio and television stations for instructions on reporting to work. Unless otherwise notified, all employees are expected to report to work as usual.

(2) Duty Hours. Any required dismissal during normal working hours will be announced through supervisory channels.

d. Status of Savannah District Employees (Dismissal/Admin Leave/Liberal Leave). The Commander will authorize group dismissals or closures only when conditions are severe or where normal agency operations are significantly interrupted. Employees should not assume that excused absences will be granted in all situations since a liberal annual leave policy may be more appropriate in some instances.

e. Specific Actions. See Appendix B (Preparing for Hurricane Season), Appendix C (Hurricane Watch Actions), and Appendix D (Hurricane Warning Actions) for information regarding pre-evacuation recommended actions.

5. Evacuation. County Emergency Management officials provide information regarding evacuation. The Savannah District Emergency Management Division works closely with local county Emergency Management officials in order to advise the Commander on the necessity and timing of an evacuation order. Once an evacuation order is given, employees should follow the directions of county Emergency Management officials for evacuation routes and shelter information. See Appendix E (Evacuation) for specific actions. Do not return home until given the "all clear" by local authorities. When returning home follow the guidance set forth in Appendix F (Reentry Procedures) to help ensure your personal safety.

6. Accountability and Recall Procedures.

a. Dismissal. Instructions for reporting to work are provided on a recorded message. You

may obtain this recorded message by dialing **(912) 652-5280** or **(800) 543-6891**. These telephone numbers are activated only during an emergency situation.

b. Accountability. All employees must call the Emergency Operations (Toll Free) Hot Line at **(866) 681-1368** not later than 24 hours following administrative dismissal or office closure due to a natural disaster. The purpose of this contact is to provide an accounting for each District employee, attain recall information, and to facilitate leave requests if needed based upon the disaster. Additionally, return to duty instructions may be provided as needed. During the call in, employees should be prepared to provide the following information:

(1) Name and Assigned Organization (i.e. Construction Division, Engineering, etc.)

(2) Location and contact phone number during closure period.

(3) Leave request (if appropriate).

c. Recall. Employees are responsible for obtaining return to duty information. This is accomplished by checking recorded messages as set forth in Paragraphs 6a and 6b and/or checking District social media sites (see Appendix G – Social Media).

d. Absence Without Leave. It is the individual employee's responsibility to check in with the District. Failure to check in will result in the employee's absence being charged as Absence Without Leave (AWOL). (The existence of legitimate, management approved extenuating circumstances may result in the AWOL being changed to Approved Leave after the fact.)

7. Point of Contact. Refer questions and comments regarding this plan or hurricane preparedness information in general to the Savannah District Emergency Management Division at SAS.CESAS-EOC@usace.army.mil or (912) 652-5431.

JEFFREY M. HALL
Colonel, EN
Commanding

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APPENDIX A

Tropical Cyclone Characteristics

1. General.

a. Tropical cyclones consist of Tropical Depressions, Tropical Storms, and Hurricanes. Hurricanes are tropical cyclones in which winds reach constant speeds of 74 miles per hour (MPH) or greater.

b. The hurricane season in the North Atlantic region (consisting of the Atlantic Ocean, Caribbean Sea, and Gulf of Mexico) runs annually from June 1st – November 30th.

c. Understanding the science and characteristics of tropical cyclones is important in order to comprehend the devastating effects that they inflict on our social structure. The loss of life and economic impacts can be tremendous, but much can be done to mitigate these effects (especially the loss of life.) The National Hurricane Center (part of the National Weather Service) provides forecast information, tools, and public outreach & education at www.nhc.noaa.gov.

2. Hurricane Categories. The National Weather Service categorizes hurricanes by intensity on the Saffir/Simpson Hurricane Scale which indicates the relative strength of a hurricane. Category 1 is a minimum hurricane; category 5 is the worst case. The way storm surge, wind, and other factors combine determines the hurricane's destructive power. The criteria for each category are shown below. This can be used to give an estimate of the potential property damage and flooding expected along the coast with a hurricane.

Saffir/Simpson Hurricane Scale

Cat	Central Pressure (Millibars)	Central Pressure (Inches of Mercury)	Winds (MPH)	Surge (Feet)
1	980+	28.94+	74-95	4-5
2	965-979	28.50-28.93	96-110	6-8
3	945-964	27.91-28.49	111-130	9-12
4	920-944	27.17-27.90	131-155	13-18
5	less 920	less 27.17	155+	18+

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APPENDIX B

Preparing for Hurricane Season

1. General. When planning for hurricane season, remember the priorities during an emergency are (1) Life Safety and (2) Preservation of Property. The three most important things you can do to prepare are: (1) have a plan to ensure you and your family will be safe, (2) have insurance for your personal property, (3) secure and protect important documents.

2. Important Preparation Information.

a. Refer to FEMA's www.ready.gov website. It is the best tool to help prepare you and your family for emergencies. Ready Army (http://www.acsim.army.mil/readyarmy/index.htm) is a website devoted to helping Army families prepare for emergencies.

b. Be familiar with hurricane evacuation routes and have a plan for where you and/or your family intend to take shelter (with family, friends, at a hotel, emergency shelter, etc…)

c. Listen for Emergency Alert System (EAS) announcements from county Emergency Management officials concerning evacuation instructions, routes, and the location of shelters.

d. Know the meaning of the severe weather and hurricane information released by the National Weather Service. Reference Appendix A (Hurricane Characteristics) and Appendix I (Explanation of Terms).

e. Review local Emergency Management Agency's hurricane response plan. Contact the Emergency Management Division if you need assistance locating county plans.

f. Ensure your homeowner's/renter's insurance coverage is appropriate for the potential hazards in your area. Your regular insurance does not cover flood damage! Even if you are not in a flood zone, you should still consider purchasing flood insurance. Go to Floodsmart.gov for information. Flood insurance takes one month after you purchase it to go into effect.

3. Have a Family Emergency Preparedness Plan.

a. Know safety procedures and evacuation plans and review and test them often.

b. Establish a contact number that everyone knows in case you are separated. A relative in another geographic region is a good point of contact for everyone to call and check-in.

c. Have a clear understanding where the family will gather or meet if evacuation is directed. Know where each family member may be reached if away from home (i.e. school, work, day care). Leave informative notes if direct communication is not possible.

4. Emergency Supply Kit. Assemble an Emergency Supply Kit and store it in a convenient location known to all family members. Federal and State governments urge that citizens be able to support themselves for up to 72 hours before they should expect emergency aid. Emergency Supply Kits should be able to sustain you and your family for up to 3-days. The following items are recommended:

a. Food and water (at least a 3 day supply of non-perishable food and a minimum of 1 gallon of water per person per day).

b. Cooking/eating utensils, including a manual can opener. Multi-tools work great.

c. Sanitation and hygiene items (moist towelettes and toilet paper).

d. Matches (in a waterproof container).

e. Portable, battery-powered radio (and extra batteries).

f. Flashlights (and extra batteries).

g. Charging cables and car chargers for electronics and mobile devices.

h. Whistle.

i. Extra clothing.

j. Items for infants, such as formula, diapers, bottles and pacifiers.

k. First Aid Kit and manual.

l. Photocopies of important documents, homeowner's information, proof of insurance, credit, and identification cards.

m. Cash and coins (for vending machines and when credit cards are not able to be used).

n. Special needs items (prescription medications, eyeglasses, contact lens solutions, hearing aid batteries, other items to meet your family's needs, etc…)

o. Maps.

(1) Georgia maps may be obtained free of charge from the Georgia Department of Transportation by calling 770-986-1436.

(2) South Carolina maps may be obtained free of charge from the South Carolina Department of Transportation by calling 803-737-1628.

(3) Keep Global Positioning System map programs updated.

5. Preparing Your Home.

a. Your best form of protection/preparedness is to have homeowner's/rental insurance. Remember flood insurance must be purchased separately, go to www.Floodsmart.gov.

b. Houses.

(1) Trim back dead or weak branches from trees.

(2) Plan for securing outdoor objects that cannot be brought inside.

(3) Permanent shutters are the best option. A lower cost approach is to put up plywood panels. Use at least ½ inch plywood cut to fit each window.

(4) Inventory and photograph or videotape personal property for insurance purposes and store the records in a waterproof place such as a safe deposit box.

(5) Review insurance policies and ensure they cover both wind and water damage. Flood insurance takes approximately 60 days to become effective, plan ahead.

(6) Secure all awnings over doors and windows.

c. Mobile Homes. Ensure mobile home's tiedown system meets or exceeds local and/or State codes.

6. Additional Information. More information for storm preparation can be found at www.ready.gov or visit the Emergency Management Division at District Headquarters. Planning is more important than the plan, sitting down with your family and discussing how you would respond to emergencies can make a big difference.

APPENDIX C

Hurricane Watch Actions

1. A hurricane watch is issued when there is a threat of hurricane conditions within 36 hours. When a hurricane watch is issued, a specific area and period of time for danger is included. Check often for official bulletins on the Emergency Broadcast System (EBS) weather radio, local radio, and/or local television stations or weather stations.

2. Immediately take the following actions:

a. Stay tuned to local stations for the latest weather information. Monitor radio, TV, NOAA weather radios for information on storm progression.

b. Prepare yourself, family members, and pets for a possible evacuation.

c. If you are evacuating with a friend, family, or neighbor, contact them to review your plans and confirm your arrangements.

d. If you are using a privately owned vehicle for evacuation, be sure it is fueled, fluids are at appropriate levels, tires are at proper inflation (including the spare tire).

e. Gather your emergency supplies, placing them in your car or near the front door if you are riding with someone else.

f. Secure or store away all objects on your lawn or patio that could be carried by the wind. Lawn furniture, garbage cans, garden tools, toys, signs and a number of other harmless items can become deadly missiles in hurricane winds. Cover windows with plywood if possible, do not use tape to cover windows.

g. Place important documents in a waterproof container or in your safe deposit box.

h. Backup valuable computer files onto discs; take them with you, or store them in a waterproof container or in your safe deposit box. Seal the computer in plastic yard-leaf bags and place them as high off the floor and in as wind-resistant a space as practical.

i. Check supplies of prescription medicine and currency of prescriptions.

j. Turn refrigerator and freezer to coldest settings.

APPENDIX D

Hurricane Warning Actions

1. A hurricane warning is issued when a hurricane is expected to strike within 24 hours. A hurricane warning will probably also include an assessment of flood dangers in coastal and inland areas, small craft warnings, gale warnings and recommended emergency procedures.

2. When a hurricane warning is issued you should:

a. Listen to a radio or television for official instructions.

b. Prepare yourself and family members to evacuate if ordered.

c. Keep pets inside and accessible in case you need to prepare them for an evacuation. Ensure you have a means to transport them (e.g. pet carrier), food and water for them and a litter pan if necessary.

d. If in a mobile home, check tie downs and prepare to evacuate.

e. Store valuables and personal papers in a waterproof container.

f. Keep a supply of flashlights and extra batteries handy.

g. If power is lost, turn off major appliances to reduce power surge when electricity is restored.

h. Avoid open flames, such as candles and kerosene lamps, as a source of light.

3. Even if you have emergency supplies, don't make the mistake of trying to ride out a hurricane at home. Evacuate if local authorities tell you to do so, especially if you live on an island or can see the marsh. Leave early before the roads become flooded and you cannot get out.

APPENDIX E

Evacuation

1. When a hurricane threatens to strike, county Emergency Management officials will provide information regarding evacuation.

2. Local radio and television stations will announce areas to be evacuated and information on which Emergency Shelters are open and staffed. EVACUATE IF ADVISED TO DO SO.

3. The following guidance applies:

a. Act immediately. Do not take the chance of becoming marooned.

b. Bring non-perishable foodstuffs and prepare a meal and snack for family because it may be some time before food or beverages are available. Bring coins for vending machines.

c. Take important legal documents with you, store valuables on shelves or on the second floor if possible in case of flooding.

d. Turn off all utilities upon departure and lock your home securely.

e. Leave early, travel with care, and follow recommended routes. Stay away from low lying areas. Avoid obstructions, wires, and trees. Keep the radio on and listen for additional instructions and bulletins. Social Media sites are valuable sources to receive messages from Emergency Management offices.

f. Mass transportation pickup points and schedules will be broadcast on television and radio. A minimal number of buses will be available. If transportation is to be provided by friends or neighbors, contact those individuals and confirm transportation arrangements.

4. Local governments and the State work in coordination with Non-Governmental Organizations (i.e. American Red Cross, Salvation Army, Church groups, etc) to provide Emergency Shelters and feeding for evacuees.

a. If evacuating to a Shelter take the following items:

(1) Emergency Supply Kit items listed in Appendix B

(2) Identification to prove residency or ownership in order to gain reentry

(3) Cash, coins, or travelers checks

(4) Snacks / Juice / Drinks

(5) Entertainment (books, cards, quiet toys for children)

(6) Clothing

(7) Pillow / Blanket / Sleeping Bag

(8) Personal care items, toilet paper, feminine hygiene products, baby wipes, and diapers

(9) Special Needs for Young, Elderly, or Handicapped Individuals

b. Upon arrival at a Shelter, individuals will be registered and briefed on the Shelter's rules and procedures. While using the shelter, each person has an obligation to help keep the building clean and sanitary. If possible, volunteer to assist the Shelter Staff. Communications with Shelters will be maintained via law enforcement officials patrolling the area or assigned to Shelter Sites as well as updated news media as long as the stations maintain power. Stay calm and anticipate behavioral changes especially in children.

(1) Weapons, alcohol, and illegal drugs are strictly prohibited within a Shelter. Possession of these items can lead to confiscation by law enforcement personnel and arrest.

(2) Pets are not allowed in Shelters. The only animals allowed in Shelters are service animals (e.g. seeing-eye dogs). Plan ahead and identify if there are Special Shelters that accommodate animals.

c. Remember that the Shelter will not have all the comforts of home. Be prepared to make the best of the situation.

5. Remain indoors during the hurricane. If the calm center passes directly overhead, there will be a lull in the wind lasting from a few minutes to an hour or more. Do not go outside unless emergency repairs are absolutely necessary. Remember, at the other side of the eye the winds rise rapidly to hurricane force and come from the opposite direction of the leading edge. Electricity, water, gas, and telephone services may be interrupted. Stay calm and listen to the radio for the "all clear" announcement.

APPENDIX F

Reentry Procedures

Continue to monitor radio and television bulletins for updated information. The county Emergency Management officials and local law enforcement agencies will control access into affected areas. To avoid post-hurricane problems, you should adhere to the following instructions.

a. Return home only after authorities advise that it is safe to do so.

b. Inspect the outside of your home and surrounding area before attempting to enter. If you are unsure of the stability of the structure, DO NOT ENTER.

c. Notify local officials immediately if you see broken or dangling electric power lines or broken sewer, water, and gas lines.

d. Enter your home with caution.

e. Use telephone only for emergency calls.

f. Stay tuned to local radio for information.

g. Open windows and doors to ventilate and dry your home.

h. Beware of snakes, insects and animals driven to higher ground by flood water.

i. Drive only if absolutely necessary and avoid flooded roads and washed-out bridges.

j. Ensure all electrical outlets and appliances are dry and free of water before using them.

k. Do not drink water from the faucet until officially notified that it is safe from contamination. Use your emergency supply of water or boil tap water before drinking it.

l. Without electricity, food in your refrigerator could spoil in a few hours. Don't eat it. Food in a freezer could partially thaw but would be safe to eat for several days. Food should not be refrozen once it begins to thaw.

m. Take photographs/video of damage for insurance purposes.

n. Check on your neighbors, especially those who are elderly or disabled.

APPENDIX G

Social Media

1. Social Media is the general term for Internet-based communication platforms like Facebook, Twitter, Flickr and You-Tube.

a. A 2013 study from the Pew Research Center indicates that approximately 67% of adults in the United States are using social media. That statistic is up from just slightly over 50% in 2011. The demographic breakdown is nearly uniform across the board…in other words, social media is reaching people from every socio-economic background. (See the report at http://pewinternet.org/Commentary/2012/March/Pew-Internet-Social-Networking-full-detail.aspx.)

b. In 2012 during Superstorm Sandy, Emergency Managers and the public relied on communicating important warnings and messages via Social Media when other forms of communication failed. Some 911 dispatches were even being coordinated through Twitter.

2. The Savannah District's Corporate Communications Office (CCO) maintains and manages Social Media sites to communicate with the public regarding news and public announcements.

a. The following Social Media sites are managed by the Savannah District:

(1) Twitter at: http://www.twitter.com/savannahcorps

(2) Facebook at: http://www.facebook.com/savannahcorps

(3) YouTube at: http://www.youtube.com/savannahcorps

(4) Flickr at: http://www.flickr.com/photos/savannahcorps

b. Savannah District personnel are encouraged to "follow" these sites to enable them to stay informed of news and events that affect the Savannah District and its employees.

c. DTM 09-026, Directive-Type Memorandum- Responsible and Effective Use of Internet-based Capabilities, 25 February 2010 outlines the Army's policy on social media. Official information that is generally not available to the public and which would not be released under Freedom of Information Act will not be posted to a social media site.

3. Communication devices run on electricity! Make sure you have a spare battery or charging cables for your mobile devices.

4. The point of contact for Social Media inquiries is Tracy Robillard at (912) 652-5450 or tracy.k.robillard@usace.army.mil.

APPENDIX H

Explanation of Terms

The National Oceanic and Atmospheric Administration (NOAA) transmits early storm communiqués called weather bulletins. The National Hurricane Center (NHC) located in Corral Gables, FL, along with National Weather Service (NWS) Branch Offices, gathers all Atlantic tropical weather disturbance data. Terms to know:

Advisory. A method for disseminating storm and hurricane data to the public every 6 hours.

Intermediate Advisory. A method of updating regular advisory information every 2 to 3 hours as necessary.

Special Advisory. Warning given any time there is a significant change in weather conditions or change in warnings.

Small Craft Advisory. Sustained (exceeding 2 hours) weather and/or sea conditions either present or forecast that are potentially hazardous to small boats. Hazardous conditions may include winds of 20 to 38 MPH (18 to 33 knots) and/or dangerous wave conditions.

Tropical Disturbance. A moving area of thunderstorms in the tropics.

Tropical Depression. An area of low pressure with a counterclockwise circulation of clouds and winds up to 38 MPH.

Tropical Storm. Counterclockwise circulation of clouds and winds from 39 to 73 MPH.

Hurricane. Counterclockwise circulation of clouds and winds 74 MPH or greater.

Hurricane Watch. There is a probability of a hurricane striking the area.

Hurricane Warning. A hurricane is expected to strike the area within 24 hours.

Storm Surge. An abnormal rise of the sea along a shore as the result, primarily of the winds of a storm.

Tornado Watch. Tornadoes and severe thunderstorms are possible in the area.

Tornado Warning. Tornado detected in the area. TAKE SHELTER IMMEDIATELY.

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APPENDIX I

Distribution

Activity	Number of Copies
CDR, USAED South Atlantic, ATTN: CESAD-DDR-E	4
CDR, USAED Charleston, ATTN: CESAC-EM	2
CDR, USAED Wilmington, ATTN: CESAW-EM	2
CDR, USAED Mobile, ATTN: CESAM-EM	2
CDR, USAED Jacksonville, ATTN: CESAJ-CO-E	2
FEMA, Region IV, 3003 Chamblee-Tucker Rd, Atlanta, GA 30341	1
GEMA, P.O. Box 18055, Atlanta, GA 30316-0055	1
SCEMD, 2779 Fish Hatchery Road, West Columbia, SC 29172	1

Internal

Distribution F	
CEIT-PMO-IA	5
CESAS-EM	250