

SAVANNAH DISTRICT HURRICANE PLAN

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HURRICANE PLAN

1. Purpose. This plan provides information and guidance and establishes staff responsibilities before, during, and after a hurricane strikes within the District's civil works boundaries.
2. Applicability. This plan is applicable to all District office staff and field element chiefs.
3. References.
 - a. AR 500-60, Disaster Relief, 1 Aug 81.
 - b. ER 11-1-320, Civil Works Emergency Management Activities, 1 Oct 98.
 - c. ER 500-1-1, Natural Disaster Procedures, 11 Mar 91.
 - d. ER 690-1-321, Civilian Personnel Staffing for Emergency Operations, 25 Nov 74.
 - e. CESAD Supplements A & B to ER 500-1-1, 1 Mar 79.
 - f. CESAS Plan 500-1-1, Natural Disaster Procedures, 1 May 96.
 - g. CESAS Plan 500-1-3, Natural Disaster Notification Plan, 1 Feb 00.
 - h. Federal Response Plan with revisions (for Public Law 93-288, as amended), Apr 99.
4. General. The Savannah District is bordered on the east by the Atlantic Ocean and is subject to damage from coastal storms.
 - a. Hurricane. The most severe coastal storm is the hurricane, a counterclockwise circulation of clouds and winds 74 MPH or greater. Its strength is rated on a scale from 1 to 5, with the larger numbers being the most severe. (See Appendix A.) A hurricane can cause extensive damage as a result of winds,

This plan supersedes DR 500-1-9, dated 1 Aug 97.

flooding, and tide. Damage will vary depending on the size of the storm, the tide conditions, and the location of landfall. Tornadoes are sometimes spawned within a hurricane. Appendix A contains definitions of terms used by the National Weather Service.

b. Other Governmental Responsibilities. Response to floods and coastal storm emergencies is the responsibility of local and State governments. Flood or coastal storm emergency operations may be undertaken by the U.S. Army Corps of Engineers to supplement local and State efforts only upon receipt of appropriate requests and local assurances.

c. Readiness 2000. Readiness 2000 (R2K) is a Federal initiative that organizes and manages resources through a national strategy and aligns the Readiness community into corporate USACE team that shares planning responsibilities and response capabilities. The five elements of R2K include:

Threat/history-based resource allocation

Planning and Response Teams (PRTs)

Deployable Tactical Operations Systems (DTOS)

Centralized training, exercise and evaluation and corrective action mission - USACE Readiness Support Center (RSC); and

Response support templates and national database.

d. Advance Contracting Initiative. The Advance Contracting Initiative (ACI) is a strategy aimed at streamlining the contracting process during a disaster response. USACE has been developing the ACI for more than three years and it was used during Hurricane Georges and Hurricane Floyd.

(1) ACI contracts reduce the cost of soliciting contracts by limiting the number of requests, and by requiring three-year contract periods rather than annual solicitations. Moreover, ACI contracts allow awards to be made without obligation of funds and standardize contracts USACE-wide, which enables immediate effectiveness of PRTs.

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ACI contracts also enhance the ability of small businesses concerned with competing for these contracts. Also, ACI contracts allow for accessing multiple vendors. Currently, ACI contracts support the acquisition and distribution of commodities such as ice, water, temporary roofing, power, and debris.

(2) ACI: Ice and Water Contracts

For fiscal year 2000, USACE has contracts in place for acquisition and distribution of water and ice. Tasks can be applied to the Indefinite Delivery, Indefinite Quantity (IDIQ) contracts. With the IDIQ option, the requirements are negotiated, the best value source selection must be given, and \$100,000 is awarded for meeting requirements. An increased money value will be issued for contracts with the IDIQ option. A preposition for using the requirements is needed and the IDIQ option is used for larger missions. The single solicitation will be awarded by a lead soliciting District and will be based on one-year ordering period with two-year options. Task orders are established by the impacted MSC. 200 assignments:

CESAW - Water
CESAC - Ice

(3) ACI: Temporary Power, Roofing and Debris Management Contracts. The single solicitation for power, roofing, and debris is negotiated, must contain a best value source selection, and must have requirements contracts with the IDIQ option of one-year base ordering period with two additional one-year options. The single solicitation will cover MVD, NAD, SAD, SWD, and possibly POD. Multiple contracts will be awarded and each MSC will identify geographic areas for which contracts will be awarded. The contracts will provide for primary performance in specific geographic locations and will further provide for task orders anywhere within MSC's AOR. 2000 assignments:

CESAJ - Temporary Roofing
CESAS - Power
CESAM - Debris

c. Phases.

(1) Hurricane Phase 0 - Pre-hurricane season.

(2) Hurricane Phase I - A hurricane is in a position which could produce hurricane force winds in the area in the next 72 hours.

(3) Hurricane Phase II - A hurricane is in a position which could produce hurricane force winds in the area in the next 48 hours.

(4) Hurricane Phase III - Hurricane force winds could strike the area in the next 24 hours.

(5) Hurricane Phase IV - Hurricane force winds are expected to strike the area in the next 12 hours. All elements are advised to seek shelter and remain there until the threat has passed.

(6) Hurricane Phase V - Hurricane force winds are striking the area.

5. Implementation. This plan will be implemented upon direction of the Commander or his authorized representative, or by direction of the Division Commander.

6. Mission. Preceding and during flood and coastal emergencies, Savannah District will prepare for and conduct operations to preserve Federally owned and maintained flood control works and other facilities operated by the Corps of Engineers; furnish appropriate technical assistance to State and local authorities; and furnish direct assistance either by supply of needed materials or equipment or by undertaking Federal flood fighting and rescue operations appropriate under statutory authorities of the Chief of Engineers as prescribed in ER 500-1-1 and AR 500-60.

7.

Execution.

a. Concept of Operations. Phase I consists of normal day-to-day operation and checking and updating the Hurricane Plan. Phase II consists of planning, checking, and beginning of preparations to protect personnel and property and reviewing plans and checklists. Phase III consists of final preparations for storm protection. Upon execution of Phase IV, all personnel who have not relocated will move to a shelter or protected area. Final preparations for storm protection must have been completed. Damage assessment missions will be assigned.

b. Tasks.

(1) Commander. Responsibilities of the Commander are described in Chapter 2, ER 500-1-1. Many of these responsibilities are delegated to lower echelons as described. The Commander will perform

the following duties as required during flood and coastal emergencies.

(a) Generally supervise and review all emergency activities of the District.

(b) Make final decisions on all questions of policy.

(c) Decide when District resources are to be committed for emergency operations and rescue work.

(d) Request assistance from the Division Commander in the event it is necessary to obtain additional equipment, personnel, and/or supplies.

(e) Submit to higher authority recommendations for authorization of emergency projects.

(f) Assign special or unusual emergency activities.

(g) Locate in vicinity of EOC during Phase IV.

(h) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 1)

(2) Deputy Commander.

(a) Act for the Commander in his absence.

(b) Keep the Commander advised of staff execution of emergency operations.

(c) Clear the release of information of a controversial nature.

(d) Keep the Commander informed on the state of the emergency and progress of operations.

(3) Chief, Emergency Management Division.

(a) Coordinate emergency planning and other advance preparation requirements.

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(b) Monitor and supervise appropriate education and training programs.

(c) Act as interim Controller of the Emergency Operations Center (EOC) until the full complement of the CMT is activated.

(d) Order implementation of this plan.

(e) Serve as Operations Officer for the Commander to ensure all emergency operations are properly coordinated and executed.

(f) Direct activities of the EOC.

(g) Authorize all work orders and completion reports for emergency work, including the issuance and acceptance of all Military Interdepartmental Purchase Requests (DD Form 448) for work for other Districts and agencies.

(h) Request assistance through the South Atlantic Division (CESAD-ET-CR) for additional personnel to support the disaster as the situation warrants.

(i) Keep the Hurricane Plan and all reference CESAS Plans up-to-date.

(j) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 2)

(k) Serves as a member of CMT.

(l) Develop Emergency Power and Temporary Housing Planning Response Teams.

(m) Develop staffing for Emergency Response and Recovery Office.

(4) Chief, Office of Security and Law Enforcement.

(a) Review and implement, as required, all security requirements for District emergency activities.

(b) Supply representative for CMT when requested.

(c) Provide written information, as appropriate for Situation Reports daily. Sample formats for daily reports are contained in

Appendix B.

(d) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 18)

(5) Chief, Engineering Division.

(a) Maintain liaison with National Weather Service, U.S. Geological Survey, non-Federal hydroelectric projects, and others to ensure exchange of data and flood information.

(b) Ensure that proper flood storage space is maintained in the U.S. Army Corps of Engineers projects and in non-Federal projects where the flood storage space has been specified in the license.

(c) Provide engineering support staff for the Emergency Response and Recovery Office(ERRO), as required.

(d) Furnish technical assistance to State and local governments when requested by the CMT.

(e) Investigate and report on flood potential when requested by the CMT or whenever deemed necessary.

(f) Keep survey parties advised of possible disaster conditions.

(g) Prepare engineering plans, maps, and estimates of costs as required for the preparation of emergency work and rehabilitation studies.

(h) Investigate damaged flood control works.

(i) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 3)

(j) Supply representative for CMT when requested.

(k) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(6) Chief, Construction Division.

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(a) Ensure that field forces are properly informed of flood forecast and impending severe weather conditions.

(b) Furnish personnel for preliminary damage assessment teams.

(c) Maintain a list, including location, of Government-owned equipment, e.g., sedans, trucks, earth-moving equipment, pumps, and radios, which could be used in emergency situations.

(d) Provide construction support staff for the ERRO, as required.

(e) Supply representative for CMT when requested.

(f) Furnish equipment and personnel for supportive emergency repair and restoration activities.

(g) Administer, supervise, and inspect contracts and work performed by contractors in support of disaster recovery.

(h) Prepare a checklist of emergency actions by phases. (See Appendix C, Tabs 4 and 13)

(i) Provide written information for Situation Reports daily. Samples for daily reports are contained in Appendix B.

(7) Chief, Operations Division.

(a) Inspect non-Federal flood control works and inform local interests of any weakness in their protection systems. (See Appendix XX, ER 10-1-3, and paragraph 3-9, ER 500-1-1.)

(b) Inspect Federal flood control works and shore or hurricane protection works for safety and proper operation and act to correct any deficiencies (see Chapter 5, ER 500-1-1, and Appendix XX, ER 10-1-3).

(c) Maintain a list of Government floating and land plant located in the Savannah District.

(d) Take steps necessary to protect all District floating and land plant and facilities.

(e) Utilize Government plant and personnel in case of an emergency when it is not possible to obtain advance authority.

(f) Inspect navigation channels and markers and remove unreasonable obstructions to navigation using contractors as required. Coordinate with the U.S. Coast Guard and report condition of markers.

(g) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 5)

(h) Supply representative for CMT when requested.

(i) Provide support staff for the ERRO, as required.

(j) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(8) Chief, Real Estate Division.

(a) Organize and maintain real estate teams for field support to secure the necessary assurances, hold harmless agreements, right of entry, and resolutions from local entities, obtain the required rights-of-entry, acquire and subsequently dispose of any real estate interests needed to accomplish the mission. Monitor and coordinate all real estate requirements and activities.

(b) Maintain a list, including location, of Government-owned equipment, e.g., sedans, trucks, earth-moving equipment, pumps, and radios, which could be used in support of disaster recovery.

(c) Provide real estate support staff for the ERRO, as required.

(d) Be prepared to give priority to the acquisition of any real estate interests which may be necessary in support of the District's emergency disaster activities.

(e) Prepare a checklist of emergency actions by phases. (See Appendix C, Tabs 6 and 14)

(f) Supply representative for CMT when requested.

(g) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(9) Chief, Planning Division.

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(a) Organize, train, and maintain a report preparation unit for the EOC/ERRO. This unit will be responsible for assembling all data and for preparing reports during and after an emergency.

(b) Supply a report unit for the ERRO if required.

(c) Conduct reconnaissance investigations to determine the extent and severity of flooding and to collect engineering data. Provide emergency reports.

(d) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 7)

(e) Supply representative for CMT when requested.

(f) Provide support staff for the ERRO, as required.

(g) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(10) Chief, Contracting Division.

(a) Maintain and update, annually, list of contractors and vendors for construction, services and supplies who have responded to sources sought synopses or by other means have indicated a desire to undertake emergency work within the District.

(b) Be prepared to implement emergency contracting procedures and request through the Division additional contracting authority for disaster operations. Ensure that a sufficient number of contracting officers with adequate warrants are available to support disaster operations.

(c) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 8)

(d) Supply representative for the CMT when requested.

(e) Provide service contract wage rates.

(f) Provide support staff for the ERRO, as required.

(g) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(11) Chief, Resource Management Office.

(a) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 9)

(b) Assist the Commander in maintaining balance and efficiency in the execution of the disaster emergency plan by directing activities relating to disbursements, cost accounting, budgeting, management, and manpower. Assure that funds are available for normal preparation in advance of natural disasters. During disasters, expedite travel advance checks and ensure that other financial resources are readily available during Phase III in anticipation of Phase IV during which time only designated personnel have a need for funds.

(c) Supply representative for the CMT when requested.

(d) Provide support staff for the ERRO, as required.

(e) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(12) Personnel Officer.

(a) Assist EM, as requested, in obtaining personnel needed for disaster operations within the District, i.e., establishing ERRO, disaster operations necessitated by GAP legislation or FEMA assigned missions.

(b) Assist District managers in obtaining additional personnel needed for expanded normal District mission functions.

(c) Hire additional temporary personnel by 30-day appointment in accordance with the provisions of ER 690-1-321

when requested.

(d) Assist and advise any field office on any matters of personnel action within the District.

(e) Provide such personnel services as may be required.

(f) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 10)

(g) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(h) Supply representative for the CMT, when requested.

(13) Office of Counsel.

(a) Render legal advice and assistance to the Commander and all components of the District.

(b) Supply representative for the CMT, when requested.

(c) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 19)

(14) Chief, Information Management Office.

(a) Supply representative for the CMT when requested.

(b) Provide for all information technology services required.

(c) Provide for all administrative support services.

(d) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 11)

(e) Provide additional representative to the CMT when required.

(f) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(15) Chief, Public Affairs Office. (See Chapter 13, ER 500-1-1.)

(a) Arrange for photographic and video coverage of the disaster area.

(b) Assure the collection and recording of newsworthy information in connection with the emergency and U.S. Army Corps of Engineers activities.

(c) Assemble and screen information; check for authenticity; provide maps of action areas.

(d) Ensure that EM and CESAD-ET-CR are provided copies of all photographs and videos.

(e) Be prepared to support the Federal Response Plan.

(f) Provide information to news media representatives regarding Corps involvement and activities and provide other assistance to media representatives as required. If needed, provide facilities for representatives of news services (desk space, telephones, guide services, etc.) removed from the EOC or field office.

(g) Recommend and train personnel for emergency public affairs units to be located at ERRO.

(h) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 12.)

(i) Supply representative for the CMT when requested.

(j) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(16) Chief, Safety and Occupational Health Office.

(a) Render staff assistance to operating officials on safety matters for protection of the life and health of employees engaged in emergency disaster activities.

(b) Coordinate safety activities throughout the disaster area.

(c) In the event of a disaster/emergency of such magnitude as to require activation of ERRO under the emergency organization, assign a qualified safety representative to advise and assist in the administration of the safety program.

(d) Supply representative for the CMT when requested.

(e) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 17)

(f) Provide a safety briefing to all personnel engaged in emergency operations.

(g) Provide written information for Situation Reports daily.

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Sample formats for daily reports are contained in Appendix B.

(17) Chief, Logistics Management Office.

(a) Arrange for transportation and lodging of personnel and materials as necessary.

(b) Issue emergency supplies and equipment and provide property accountability.

(c) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 15)

(d) Supply representative for the CMT when requested.

(e) Maintain information on rates, schedules, and capabilities of available transportation systems, secure reservations, expedite authorization of travel orders, and issue transportation requests.

(f) Arrange for sheltering of dependents of personnel working in and assigned to the EOC.

(g) Provide support staff for the ERRO, as required.

(h) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(18) Chief, Programs and Project Management Division.

(a) Inspect and document conditions of all ongoing projects and/or study areas prior to and following storm event.

(b) Furnish technical assistance to State and local governments when requested by the CMT.

(c) Provide support staff for the ERRO, as required.

(d) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 16)

(e) Provide written information for Situation Reports daily. Sample formats for daily reports are contained in Appendix B.

(f) Supply representative for CMT when requested.

(19) Internal Review Office.

(a) Provide audit and audit liaison support and assistance to the commander and all components of the district.

(b) Supply representative for the CMT, when requested.

(c) Prepare a checklist of emergency actions by phases (see Appendix C, Tab 20)

(20) Other District Elements. Other elements of the District will operate in the normal manner unless otherwise directed.

8. Administration and Logistics.

a. Administration. Normal administration policies of the District will be followed during an emergency except that all actions and directions in support of the emergency will be directed by the CMT.

b. Logistics. This plan will not be used as authority for the requisition of supplies or equipment unless directed by the CMT. Normal supplies and equipment will be used in support of the emergency and replaced or added to as the situation warrants.

9. Command and Signal.

a. Command.

(1) The CMT will direct all actions required by the emergency.

(2) The Commander has delegated to the Chief, Emergency Management Division, the authority to determine the execution time of each phase.

(3) Notification procedures will be as outlined in CESAS Plan 500-1-3, Natural Disaster Notification Plan.

(4) All reports will be coordinated through the EOC and the Chief, Emergency Management Division, or his assistant and will be released by the Commander or his authorized assistant.

(5) First alternate District EOC, if required, will be will be

APPENDIX A

Terms and Definitions Used By The
National Weather Service

Advisory -- A method for disseminating hurricane and storm data to the public every 6 hours. Small craft warnings are released as necessary.

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

Special Advisory -- Warning given anytime there is a significant change in weather conditions or change in warnings.

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

Tropical Depression -- An area of low pressure, rotary circulation of clouds and winds to 38 MPH.

Tropical Storm -- Counterclockwise circulation of clouds and winds 39-73 MPH. This storm is assigned a name.

Gale Warning -- Wind speed of 39-54 MPH expected.

Hurricane -- When a tropical storm reaches winds of 74 mph or more, it is classified as a hurricane.

Hurricane Watch -- A hurricane may threaten the area identified.

Hurricane Warning -- A hurricane is expected to strike your area within 24 hours or less.

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

Tornado Warning -- Tornado detected in the area identified.
TAKE SHELTER.

Storm Surge -- A rise in sea level above normal tidal heights, wind-driven waves, and strong unpredictable currents sometimes covering 50 miles; caused by strong winds associated with hurricanes and tropical

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storms.

A hurricane strength is described by the Saffir-Simpson Hurricane Scale, as follows.

CATEGORY ONE: Winds of 74-95 miles per hour.

CATEGORY TWO: Winds of 96-110 miles per hour.

CATEGORY THREE: Winds of 111-130 miles per hour.

CATEGORY FOUR: Winds of 131-155 miles per hour.

CATEGORY FIVE: Winds greater than 155 miles per hour.

APPENDIX B

Daily Reporting Format
Hand-Carry to EOC NLT 0800 Daily

Office Symbol _____ Period Covered

Ongoing Operations (projects, missions):

Command's Support Services (personnel, communications, electronic operation,
logistics, public affairs, security, safety):

Command and Control (Commander's assessment, liaison officers):

Actions for Next Reporting Period:

Prepared by:
Released by (division chief):
Submit electronically/attach hard copy of reports, e.g., engineering, contract,
mission, and personnel data.

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APPENDIX C

Checklist of Emergency Actions

<u>Element</u>	<u>Page</u>	<u>Tab</u>
Civilian Personnel Advisory Center	C-10-1	10
Construction Division	C-4-1	4
Construction Field Offices	C-13-1	13
Contracting Division	C-8-1	8
District Engineer	C-1-1	1
Emergency Management Division	C-2-1	2
Engineering Division	C-3-1	3
Information Management Office	C-11-1	11
Internal Review Office	C-20-1	20
Logistics Management Office	C-15-1	15
Office of Counsel	C-19-1	19
Office of Security & Law Enforcement	C-18-1	18
Operations Division	C-5-1	5
Planning Division	C-7-1	7
Programs & Project Management Div	C-16-1	16
Public Affairs Office	C-12-1	12
Real Estate Division	C-6-1	6
Real Estate Field Offices	C-14-1	14
Resource Management Office	C-9-1	9

