



US Army Corps
of Engineers
Savannah District

US 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

3 Aug 06

SAVANNAH DISTRICT HURRICANE PLAN

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SAVANNAH DISTRICT 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. ER 11-1-320, Civil Works Emergency Management Activities, 1 Oct 98
 - b. ER 500-1-1, Civil Emergency Management Program, 30 Sep 01.
 - c. EP 500-1-1, Civil Emergency Management Program – Procedures, 30 Sep 01.
 - d. ER 690-1-321, Civilian Personnel Staffing for Emergency Operations, 30 Nov 93.
 - e. CESAS Plan 500-1-1, Natural Disaster Procedures, 1 May 96.
 - f. CESAS Plan 500-1-3, Natural Disaster Notification Plan, 6 Jan 04.
 - g. National Response Plan, Dec 04.
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, 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 (USACE) to supplement local and State efforts only upon receipt of appropriate requests and local assurances.

This plan supersedes CESAS Plan 500-1-9, dated 1 Jun 00.

- c. Phases.

(1) Watch – Yellow Alert (Phase 0). Starting 1 June SAS will watch for tropical activity.

(2) Activation and Deployment (Pre-Landfall) – Orange Alert (Phase I and II). Key activities start as soon as 120 hours prior to projected landfall with the Division headquarters initiating pre-land activities in close coordination with Federal Emergency Management Regional Response Coordination Center (RRCC). Critical Orange Alert activities for SAS include activating command and control systems, mobilizing response teams and resources, and deploying teams forward.

(3) Execution (Post-Landfall) – Red Alert (Phase III). SAS will execute response missions through organizing, staffing and training a deployable Recovery Field Office (RFO). A hurricane is in a position which could produce hurricane force winds in the area in the next 48 hours.

5. Implementation. This plan will be implemented upon direction of the Commander, 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 U.S. Army 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.

7. Execution.

a. Area of Operations.

(1) National Response Plan: State of Georgia

(2) PL 84-99: Unless otherwise directed by the Division Commander, districts will flood fight based on Civil Works boundaries.

b. Tasks.

(1) Commander. Responsibilities of the Commander are described in Chapter 1, 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 as recommended by the Emergency Manager.
 - (d) Request assistance from the Division Commander, through EM/EOC in the event it is necessary to obtain additional equipment, personnel, and/or supplies.
 - (e) Clear the release of information of a controversial nature, or delegate authority to Deputy District Commander.
 - (f) Submit to higher authority recommendations for authorization of emergency projects.
 - (g) Assign special or unusual emergency activities (i.e., Recovery Field Office Staff, PDA Team).
 - (h) Review, coordinate, and sign reports to higher authority or designate authority to Deputy District Commander or EM.
 - (i) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 1)
- (2) Deputy District Commander.
 - (a) Act for the Commander in his absence.
 - (b) Keep the Commander advised of staff execution of emergency operations.
 - (c) When delegated the authority, 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.
 - (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 Crisis Management Team (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) EM personnel act as interim staff of the Emergency Operations Center (EOC) until the full complement of the EOC is activated.
- (g) Direct activities of the EOC.
- (h) Authorize all work orders and completion reports for emergency work, including the issuance and acceptance of interagency orders for work for other agencies.
- (i) Request assistance through the South Atlantic Division (CESAD-EM) for additional personnel to support the disaster as the situation warrants.
- (j) Coordinate with higher headquarters, other Corps divisions and districts, and local, state and other federal agencies, as appropriate.
- (k) Ensure all volunteers have government credit cards, medical screenings and appropriate immunizations before deployment.
- (l) Keep the Hurricane Plan and all reference CESAS Plans up-to-date.
- (m) Prepare a checklist of emergency actions by phases. (See appendix C, Tab 2)
- (n) Serves as a member of CMT.
- (o) Develop Emergency Power Planning and Response Teams.
- (p) Develop staffing for Recovery Field Office (RFO).
- (q) Keep all supplies assigned to the EOC for use or issue completely stocked, in working condition and, as appropriate, fit for consumption.
- (4) Chief, Office of Security and Law Enforcement.
 - (a) Review and implement, as required, all security requirements for District emergency activities.
 - (b) Provide security briefing to all emergency responders.

- (c) Supply representative for CMT when requested.
- (d) Provide written information, as appropriate for Situation Reports daily. Sample formats for daily reports are contained in appendix B.
- (e) Prepare a checklist of emergency actions by phases. (See appendix C, Tab 19)
- (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 USACE projects and in non-Federal projects where the flood storage space has been specified in the license.
 - (c) Provide engineering support staff for the RFO 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.
 - (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) Provide construction support staff for the RFO as required.
 - (d) Supply representative for CMT when requested.
 - (e) Furnish equipment and personnel for supportive emergency repair and restoration activities.
 - (f) Administer, supervise, and inspect contracts and work performed by contractors in support of disaster recovery.
 - (g) Prepare a checklist of emergency actions by phases. (See appendix C, Tabs 4 and 5)
 - (h) 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.
 - (b) Inspect Federal flood control works and shore or hurricane protection works for safety and proper operation and act to correct any deficiencies.
 - (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 Coordinate with the U.S. Coast Guard and report condition of markers.
 - (g) Coordinate with the U.S. Coast Guard (USCG) and report condition of channels in accordance with the Memorandum Of Understanding (MOU) dated April 2000.
 - (h) Supply representative for CMT when requested.
 - (i) Provide support staff for the RFO as required.

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

(k) Prepare checklist of emergency actions by phases. (See Appendix C, Tabs 6 and 7).

(8) Chief, Real Estate Division.

(a) Organize and maintain real estate teams for field support to secure the necessary rights-of-entry, and leasehold interests in support of the emergency power, debris and temporary housing PRT's, review real estate interests provided by state and local governments to assure adequacy for award of federal contracts, acquire necessary leasehold or other interests for RFO, and acquire and subsequently dispose of any real estate interests needed to accomplish the mission. Monitor and coordinate all real estate requirements and activities.

(b) Provide real estate support staff for the RFO, as required.

(c) 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.

(d) Prepare a checklist of emergency actions by phases. (See Appendix C, Tabs 8 and 9)

(e) Supply representative for CMT when requested.

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

(9) Chief, Savannah Unit, Mobile/Savannah Regional Planning Center

(a) Organize, train, and maintain a report preparation unit for the EOC/RFO. 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 RFO 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 10)

(e) Supply representative for CMT when requested.

(f) Provide support staff for the RFO 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, a 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 11)

(d) Initiate contact with ACI contractor for temporary power, water and ice and be prepared to mobilize advance contractor team.

(e) Supply representative for the CMT when requested.

(f) Provide service contract wage rates.

(g) Provide support staff for the RFO as required.

(h) 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 12)

(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 RFO 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 Emergency Management Division (EM), as requested, in obtaining personnel needed for disaster operations within the District, i.e., establishing RFO, disaster operations necessitated by GAP legislation or Federal Emergency Management Agency (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 13)

(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 20)

(14) Chief, Information Management Office.

(a) Supply representative for the CMT when requested.

- (b) Provide for all required information technology services.
 - (c) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 14)
 - (d) Coordinate and approve the purchase or acquisition of information management supplies and equipment.
 - (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.
- (a) Advise the Commander on public affairs and legislative impacts and issues.
 - (b) Arrange for photographic and video coverage of the disaster area.
 - (c) Assure the collection and recording of newsworthy information in connection with the emergency and USACE activities.
 - (d) Assemble and screen information; check for authenticity.
 - (e) Ensure that EM and CESAD-EM are provided copies of all photographs and videos.
 - (f) Be prepared to support the National Response Plan.
 - (g) Provide information to news media representatives regarding USACE 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.
 - (h) Recommend and train personnel for emergency public affairs units to be located at RFO.
 - (i) Prepare a checklist of emergency actions by phases. (See Appendix C, Tab 15)
 - (j) Supply representative for the CMT when requested.
 - (k) 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 RFO 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 18)

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

(g) Provide written information for Situation Reports daily. 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 16)

(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 RFO 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 RFO as required.

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

(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 21)

(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.

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(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.

(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 the J. Strom Thurmond Powerplant. Appendix E contains specific details on the alternate EOC.

b. Signal. Normal channels.



MARK S. HELD
Colonel, EN
Commanding

7 Appendices

- App A - Terms and Definitions
- App B - Situation Report
- App C - Checklist of Emergency
Actions
- App D - Recovery Field Office
- App E - Alternate EOC
- App F - Operation Phase Matrix
- App G - Distribution

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.

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.

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.

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 storms.

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

Tornado Warning -- Tornado detected in the area identified.

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

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

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

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.

APPENDIX C

Checklist of Emergency Actions

<u>Element</u>	<u>Page</u>	<u>Tab</u>
Commander	C-1-1	1
Civilian Personnel Advisory Center	C-13-1	13
Construction Division	C-4-1	4
Construction Field Offices	C-5-1	5
Contracting Division	C-11-1	11
Emergency Management Division	C-2-1	2
Engineering Division	C-3-1	3
Information Management Office	C-14-1	14
Internal Review Office	C-21-1	21
Logistics Management Office	C-16-1	16
Office of Counsel	C-20-1	20
Office of Security & Law Enforcement	C-19-1	19
Operations Division	C-6-1	6
Operations Division Floating Plan	C-7-1	7
Programs & Project Management Div	C-17-1	17
Public Affairs Office	C-15-1	15

Real Estate Division	C-8-1	8
Real Estate Field Offices	C-9-1	9
Resource Management Office	C-12-1	12
Safety & Occupational Health Office	C-18-1	18
Savannah Unit, Mobile/Savannah Regional Planning Center	C-10-1	10

APPENDIX C
TAB 1

Hurricane Action Checklist - Commander

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide provide update to CESAS-EM NLT 1 May yearly. _____

2. Phase I (72 hours before landfall).
 - a. Review plans relevant to emergency response. _____
 - b. Evaluate potential impact on ongoing missions. _____
 - c. Increase surveillance and awareness of weather conditions. _____
 - d. Remind staff of specific reporting requirements. _____

3. Phase II (48 hours before landfall).
 - a. Activate EOC _____
 - b. Contact adjacent Commanders. _____
 - c. Attend key staff briefings. _____
 - d. Apprise Division Engineer of District readiness status and/or requirements. _____

- e. Direct actions to protect government materials or equipment subject to storm damage. _____
- f. Remind staff of specific reporting requirements. _____
- 4. Phase III (24 hours before landfall).
 - a. Release non-essential personnel or when evacuation is directed by County Emergency Management Agency. (Administrative Leave). _____
 - b. Issue order to personnel to turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____
 - c. Evaluate EOC requirements. _____
 - d. Apprise CESAD Commander of District's response posture. _____
- 5. Phase IV (12 hours before landfall).
 - a. Notify staff of any change in guidance. _____
 - b. Remind staff of specific reporting requirements. _____
 - c. Remind staff to ensure non-essential personnel seek shelter. _____
- 6. Phase V (Hurricane force winds are striking the Georgia coast.).
 - a. Support EOC operations as required. _____

7. Recovery operations.

- a. Communicate support from CESAD as required. _____
- b. Attend daily staff meetings. _____
- c. Solicit "First Impressions" input from staff. _____
- d. Determine need for establishing Recovery Field Office. _____
- e. Assess damage to plant and resume operations in District Office (or alternate headquarters, if required). _____
- f. Release personnel from duty as situation demands. _____
- g. Receive Preliminary Damage Survey Reports from EOC. _____

APPENDIX C
TAB 2

Hurricane Action Checklist - Emergency Management Division

Action
DTG & Initials

1. Phase 0 (Pre-Hurricane Season).
 - a. Review and update CESAS Plan 500-1-9. _____
 - b. Update list of key EOC personnel. _____
 - c. Make coordination visits to FEMA,
Georgia Emergency Management Agency
(GEMA) and EM Officials in coastal counties. _____
 - d. Update and distribute Hurricane
Awareness Plan prior to the
beginning of the hurricane season. _____
2. Phase I (72 hours before landfall).
 - a. Notify staff of phase change. _____
 - b. Normal day-to-day operations. _____
 - c. Review Hurricane Plan. _____
 - d. Initiate a log of EOC activities. _____
 - e. Prepare and distribute weather
advisories to all District staff. _____
 - f. Check EOC and field equipment. _____

g. Request POC with telephone numbers from each division and office. _____

h. Support CESAD-EM personnel requirements for the National Response Plan. _____

3. Phase II (48 hours before landfall).

a. Notify staff of phase change and need to protect government material and equipment subject to storm damage. _____

b. Notify CMT, Alert teams and EOC personnel to be on standby for work assignments. _____

c. Contact CD for available personnel for damage survey. _____

d. Request that Government Services Administration (GSA) conduct operational test on emergency generator. _____

e. Request that GSA check fuel supply for emergency generator and Uninterruptable Power Supply (UPS). _____

f. Check radio equipment and place portable batteries on charge. _____

g. Request full time radio operator _____

h. Check video tape equipment and place batteries on charge. _____

i. Verify communications connectivity between Savannah District EOC and _____

relevant county Emergency
Management Directors.

- j. Submit initial storm potential report.
(See sample, Appendix B.) _____
- k. Activate the EOC on direction from
Commander or authorized representative. _____
- l. Verify communications connectivity between
South Atlantic Division, Charleston and
Jacksonville Districts. _____
- m. Establish contact with GEMA. _____
- n. Contact Thurmond Powerplant for possible
relocation of EOC. _____
- o. Establish contact with National
Weather Service. _____
- p. Conduct staff briefing. _____
- q. When EOC is activated, request funds
from CESAD for EOC operations. Create
work item and resource plan. _____
- r. Determine vehicle and aircraft
requirements for EOC and alert teams
and provide to LM. _____
- s. Determine expendable supplies needed in
EOC and submit list to CESAS-LM. _____
- t. Prepare and distribute weather
advisories to all District staff. _____

- u. Request Pay Cap and Fair Labor Standards Act (FLSA)(exempt/nonexempt)waiver. _____

- 4. Phase III (24 hours before landfall).
 - a. Notify staff of phase change. _____
 - b. Activate the EOC to full staff. _____
 - c. Establish contact with FEMA. _____
 - d. By telephone brief and pre-position preliminary damage assessment teams. _____
 - e. 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. _____
 - f. Continuation of "h" and "i", Phase II. _____
 - g. Conduct staff briefing (include statement about space for emergency personnel family members). _____
 - h. Prepare and distribute weather advisories to all District staff. _____
 - i. Activate CMT as required. _____
 - j. Assign Corps liaison personnel to State and local EOC's. Provide State and local EOC's with names of personnel _____
 - k. Request personnel to write and provide situation reports (SITREPs) to EOC _____

and maintain a 24-hour log.

- 1. Submit SITREPs. _____

- m. In conjunction with RM, prepare Customer Order when funds are received from CESAD. _____

- 5. Phase IV (12 hours before landfall).
 - a. Call all essential personnel to EOC. _____
 - b. Notify staff of phase change. _____
 - c. Maintain the EOC in operational state. _____
 - d. Protect employees and equipment as required. _____
 - e. Relocate to alternate EOC if required. _____
 - f. Submit SITREPs. _____
 - g. Reserve aircraft for aerial survey if required. _____
 - h. Alert South Atlantic Division (CESAD-EM) of need for additional personnel to support the disaster as the situation warrants. _____

- 6. Phase V (Hurricane force winds are striking the Georgia coast.).
 - a. Maintain EOC/Alternate EOC in operational state. _____
 - b. Redefine vehicle and aircraft requirements, determine areas to be surveyed, and prepare initial response plan. _____

c. Submit SITREPS. _____

7. Recovery Operations.

a. Upon direction of the District
Commander, coordinate RFO establishment. _____

b. Coordinate with State concerning
implementation of GAP authority. _____

c. Request assistance through South
Atlantic Division (CESAD-EM) for
additional personnel to support the
disaster as the situation warrants. _____

d. Dispatch preliminary damage survey
teams to ascertain effects and extent
of damages. _____

e. Place response personnel on standby. _____

f. Place personnel for FEMA support on
standby. _____

g. Dispatch photographer. _____

h. Overfly area for preliminary damage
data for SITREPs, if required. _____

i. Submit SITREPs. _____

j. Task other District elements to
accomplish all assigned emergency
missions. _____

k. Conduct staff briefing as soon as
possible. _____

- l. Issue public notice for Corps assistance, if needed based on storm damage. _____

- m. Contact affected State and local Emergency Management Agencies. _____

- n. Approve all work orders and complete reports for emergency work, including issuance and acceptance of requests from other Districts or agencies. _____

- o. Request personnel assistance as required. _____

- p. Prepare list of available response personnel. Provide EOC a copy. _____

- q. In conjunction with HR & IR establish tours of duty, schedules, pay entitlements, personnel guidelines/ procedures. Prepare memo stating policies and forward to respective offices. _____

- r. Prepare list of available equipment and its location. Provide EOC a copy. _____

- s. Create work item, resource plan and funding accounts for all missions/ activities. _____

- t. Prepare travel orders and labor PR&C's. Notify timekeepers of labor charge code. _____

- u. Initiate request for additional funds when necessary. _____

v. Reconcile bills to cost ledger, run financial cost reports for back up, review, certify and mail bills to respective organizations.

w. Follow up of bill payments.

x. Monitor financial accounts and close when physically and fiscally complete

APPENDIX C
TAB 3

Hurricane Action Checklist - Engineering Division

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).

- a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
- b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.

2. Phase I (72 hours before landfall).

- a. Normal day-to-day operations.
- b. Review plans relevant to emergency response.
- c. Top off fuel tanks in all pickups and 4X4 sport utility vehicles assigned to EN.
- d. Branch chiefs verify access to laptop computers in case of possible evacuation.

3. Phase II (48 hours before landfall).

- a. Coordinate with representatives of all utilities operating hydropower generation facilities within the Savannah District.

- b. Contact the USGS (Georgia and South Carolina Districts) for exchange of information and flood data. _____

- c. Contact the River Forecasting Center in Atlanta, GA, and Columbia, SC, to exchange District data and resulting RFC river stage predictions. _____

- 3. Phase III (24 hours before landfall).
 - a. Provide representative for CMT if directed. _____

 - b. Release personnel from duty as directed by the Commander or his authorized representative. _____

 - c. For potential category 3 storms, H&H specialist evacuated to Thurmond, as directed. _____

 - d. Upon orders from the Commander, turn off, unplug drape electronic equipment with plastic bags provided by LM. _____

- 4. Phase IV (12 hours before landfall).

Qualified personnel from EN-H will be available to support the staff of Emergency Management Division. Others will be released. _____

- 5. Phase V (Hurricane force winds are striking the Georgia coast.).

Support EOC operations as required. _____

6. Recovery Operations.

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Dispatch emergency flood disaster teams to applicable river basins to ascertain effects and extent of damages. _____
- d. Contract for aerial mapping of damage areas, if required. _____
- e. Furnish support personnel as required. _____
- f. Prepare list of available personnel. Provide EOC a copy. _____
- g. Prepare list of available equipment and its location. Provide EOC a copy. _____
- h. Provide EOC with daily updates for inclusion in SITREPS. _____

APPENDIX C
TAB 4

Hurricane Action Checklist - Construction Division

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____
2. Phase I (72 hours before landfall).
 - a. Normal day-to-day operations. _____
 - b. Review plans relevant to emergency response. _____
3. Phase II (48 hours before landfall).
 - a. Ensure that field forces and contractors are properly informed of flood forecast and impending severe weather conditions. _____
 - b. Ensure that list of construction contractors performing work in Savannah area is current. _____
 - c. Ensure that names of Chief, Construction Division, Alternate Chief, Construction Division, and supporting staff for the telephone numbers and home addresses are current. _____

- e. Ensure that names and location of personnel to EM to perform Preliminary Damage Assessments are current. _____

4. Phase III (24 hours before landfall).

- a. Ensure that field forces are properly informed of flood forecast and impending severe weather conditions. _____
- b. Release personnel from duty as directed by the Commander or by his authorized representative. _____
- c. Review actions required in Phase II. _____
- d. Provide representative for CMT if directed. _____
- e. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____

5. Phase IV (12 hours before landfall).

Essential personnel are on standby for work assignment. Others seek safe shelter. _____

6. Phase V (Hurricane force winds are striking the Georgia coast.).

Support EOC operations as required. _____

7. Recovery Operations.

- a. Confirm safety status of assigned personnel. _____

- b. Coordinate all activities through EOC _____
- c. Furnish support personnel as required. _____
- d. Prepare damage surveys to Government property and compile reports from other elements. _____
- e. Furnish equipment and personnel and supportive emergency repair and restoration of Government property. _____
- f. Administer, supervise, and inspect contracts and work performed by contractors in support of the emergency. _____
- g. Provide EOC with daily updates for inclusion in SITREP. _____

APPENDIX C
TAB 5

Hurricane Action Checklist - Construction Field Offices

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).

Review CESAS Plan 500-1-9.

2. Phase I (72 Hours Before Landfall).

a. Normal day-to-day operations.

b. Review plans relevant to emergency response.

3. Phase II (48 Hours Before Landfall).

a. Inform field office personnel of hurricane watch and impending severe weather conditions after notification has been received.

b. Inform contractors of expected conditions. Provide list of key personnel with home and duty telephone numbers to the CD.

c. Check all Government equipment at the field office which could be used in emergency situations. Ensure they are fueled and in operable condition.

- d. Ensure communications system is working and notify CD of any communication problems. _____
- e. Ensure alert cadre personnel are available for emergency operations. _____
- f. Revise emergency work schedule as required. _____
- g. Issue reporting instructions to be followed in case storm hits. _____

4. Phase III (24 Hours Before Landfall).

- a. Inform field office personnel of imminent severe weather conditions. _____
- b. Inform CD of current local conditions as requested. _____
- c. Implement plans to move persons and equipment as may be required for protection. _____
- d. Maintain liaison with CD and District EOC for current data and forecast. _____
- e. Release personnel from duty as directed by Commander, his authorized representative or installation commander. _____

5. Phase IV (12 Hours Before Landfall).

- a. Essential personnel are on standby for work assignment. Others seek safe shelter. _____

- b. Protect employees and equipment as required. _____
- 6. Phase V (Hurricane force winds are striking the Georgia coast).
Support EOC operations as required. _____
- 7. Recovery Operations.
 - a. Confirm safety status of assigned personnel. _____
 - b. Coordinate all activities through CD and/or EOC. _____
 - c. Make necessary inspections of structures and facilities. _____
 - d. Support damage survey teams as required. _____
 - e. Initiate "windshield surveys" as directed. _____
 - f. Establish contact with CD or EOC as soon as possible if communications are interrupted. _____
 - g. Prepare list of available equipment and its locations. Provide EOC a copy. _____
 - h. Provide support personnel, as required. _____

APPENDIX C
TAB 6

Hurricane Action Checklist - Operations Division

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).

- a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
- b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.

2. Phase I (72 hours before landfall).

- a. Normal day-to-day operations.
- b. Review plans relevant to emergency response.
- c. Review and update OP emergency instructions handout and revise as necessary.
- d. Fuel boats and trucks. Load boats on trailers. Attach property transfer forms, home telephone numbers and cellular telephone list on larger boats.
- e. Notify J. Strom Thurmond of weather forecast and plans. Be prepared to set up alternate EOC is needed.

- f. Reserve rooms at an inland motel for hydrographic survey crew. _____
 - g. Revise emergency work schedule as necessary. _____
 - h. 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) _____
 - i. Check communications equipment _____
 - j. Check and test run all emergency power plants. _____
 - k. Determine dredging contractors' plans for protecting their plant during the storm. _____
 - l. Move EXPLORER to safe haven. Category of storm will determine crewing and location and method of mooring. _____
3. Phase II (48 hours before landfall).
- a. Advise all floating plant working in District including hopper dredges and contractors of weather forecast. _____
 - b. 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. _____

- c. Notify J. Strom Thurmond, Hartwell, and Richard B. Russell Projects of weather forecast. _____
 - d. Load equipment on boats. Move crane and forklift to upper parking lot. _____
 - e. Revise emergency work schedule as required. _____
 - f. Issue pre-prepared instructions to be followed in event storm hits. _____
 - g. Check radio. _____
 - h. Check and test run all emergency power plants. _____
 - i. Dispatch one survey boat and crew to inland location. _____
4. Phase III (24 hours before landfall).
- a. Advise all floating plants to cease operations and to seek safe haven. _____
 - b. Plant in other areas will seek safe haven inland. Crew will tend vessel as required. _____
 - c. Release personnel from duty as directed by the Commander or his authorized representative. _____
 - d. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____

e. Provide representative for CMT if directed. _____

5. Phase IV (12 hours before landfall).

a. Provide OP representative to CMT/EOC. _____

b. Maintain contact with crews. _____

c. Personnel in danger area will seek shelter. _____

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required. _____

7. Recovery Operations.

a. Confirm safety status of assigned personnel. _____

b. Coordinate all activities through EOC. _____

c. Reassemble crews. _____

d. Assess damage to plant. _____

e. Mobilize survey boats (DOWNS and OSSABAW). Survey Savannah Harbor, Brunswick Harbor and AIWW in that Priority order and as necessary. _____

f. In cooperation with other elements, send crews to field to inspect damage. _____

g. Return land plant to assigned locations. _____

h. Provide support personnel, as required.

i. Prepare list of available personnel.
Provide EOC a copy.

j. Prepare list of available equipment and
location. Provide EOC a copy.

k. Provide EOC with daily updates for
inclusion in SITREP.

APPENDIX C
TAB 7

Hurricane Action Checklist - Operations Division
Floating Plant Protective Measures

1. General. At commencement of the hurricane season, plants may be dispersed as follows:
 - a. Coast Guard base, or on any navigation project.
 - (1) Drill boat EXPLORER
 - (2) Survey boat OSASABAW
 - (3) Survey Boat DOWNS
 - (4) Survey Boat GANNETT
 - (5) Small Boats
2. The aforementioned plants will be moved to the following locations for safety in the event a hurricane is predicted:
 - a. All items of plant under 1.a.(1), and any other plant that may be temporarily tied up in Savannah Harbor docking and immediate vicinity, will be moved to safe harbor locations as the situation dictates. Such locations include the Black River, 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 1.a.(5) will remain on trailers at the Engineers Depot).
 - d. Other items will be deployed as follows:
 - (1) Survey boats will remain on trailers at the Engineers Depot.
 - e. During the Hurricane season, contractors, dredges and other construction equipment may be working in locations that may be ascertained from the Operations Division Navigation Management Branch.

f. 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.

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

4. 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. 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 652-5058, and should be used during office hours. Home telephones may be used at other times. 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 the initial response period (defined as 24 hours following landfall), unless otherwise directed. Maximum emphasis will be given to completing windshield surveys and reports.

5. 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 immediately upon receipt of these instructions.

6. After the emergency has passed, the Operations Managers and other supervisory personnel concerned will furnish a report by 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 C, Tab 6. 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.

7. 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.

APPENDIX C
TAB 8

Hurricane Action Checklist - Real Estate Division

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____
2. Phase I (72 hours before landfall).
 - a. Normal day-to-day operations. _____
 - b. Review plans relevant to emergency response. _____
3. Phase II (48 hours before landfall).
 - a. Notify field offices and Forest Resources personnel of present conditions. _____
 - b. Update list of Government-owned vehicles and their location _____
4. Phase III (24 hours before landfall).
 - a. Alert field offices and Forest Resources personnel to present conditions and _____

advise them to take precaution to protect Government property.

- b. Notify person to serve as Chief of Real Estate for RFO. _____
- c. Provide representative for CMT if directed. _____
- d. Release personnel from duty as directed by the Commander or his authorized representative. _____
- e. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____

5. Phase IV (12 hours before landfall).

Essential personnel are on standby for work assignment. Others seek safe shelter. _____

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required. _____

7. Recovery Operations.

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Identify potential RFO sites. _____
- d. Check list of available staff. _____

- e. Check list of available equipment and its location. _____
- f. Check with field offices and Forest Resources personnel for SITREPs. _____
- g. Furnish personnel as required for emergency teams. _____
- h. Be prepared for priority acquisition of any real estate necessary for support of District emergency activities. _____
- i. Prepare list of personnel available for recovery operations. Provide EOC a copy. _____
- j. Prepare list of equipment, and its location, available for recovery operations. Provide EOC a copy. _____
- k. Provide support personnel, as required. _____
- l. Provide EOC with daily updates for inclusion in SITREP. _____

APPENDIX C
TAB 9

Hurricane Plan Checklist - Real Estate Field Offices

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____
2. Phase I (72 Hours Before Landfall).
 - a. Normal day-to-day operations. _____
 - b. Review plans relevant to emergency response. _____
3. Phase II (48 Hours Before Landfall).
 - a. Inform field office personnel of hurricane watch and impending severe weather conditions after notification has been received. _____
 - b. Notify Real Estate point of contact of employees available for possible assignment to support EOC if requested. _____
 - c. Check all Government vehicles under field office control which could be used in emergency situations. Ensure _____

they are fueled and in operable condition.

d. Maintain a list of equipment and available operators should it be needed. _____

e. Make plans for moving any Government equipment or Government property if it becomes necessary. _____

f. Revise emergency work schedule as required. _____

g. Issue instructions to be followed in case storm hits. _____

4. Phase III (24 Hours Before Landfall).

a. Inform personnel of imminent severe weather conditions. _____

b. Inform District of current local conditions as requested. _____

c. Implement plans to move persons and equipment as required for protection. _____

d. Maintain liaison with District for current data and forecast. _____

e. Release personnel from duty as directed by Commander or his authorized representative. _____

5. Phase IV (12 Hours Before Landfall).

- a. Essential personnel are on standby for work assignment. Others seek safe shelter. _____
- b. Protect employees and equipment as required. _____
- 6. Phase V (Hurricane force winds are striking the Georgia Coast.)
Support EOC operations as required. _____
- 7. Recovery Operations.
 - a. Confirm safety status of assigned personnel. _____
 - b. Coordinate all activities through EOC. _____
 - c. Keep EOC informed of current conditions. _____
 - d. Support right-of-entry teams as required. _____
 - e. Establish contact with District as soon as possible if communications are interrupted. _____
 - f. Prepare list of available personnel. Provide EOC a copy. _____
 - g. Prepare list of available equipment and its location. Provide EOC a copy. _____
 - h. Provide support personnel, as required. _____

APPENDIX C
TAB 10

Hurricane Action Checklist - Savannah Unit, Mobile/Savannah
Regional Planning Center

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).

- a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
- b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.

2. Phase I (72 hours before landfall).

- a. Normal day-to-day operations.
- b. Review plans relevant to emergency response.
- c. Top of fuel tanks in all pickups and 4X4 sport utility vehicles assigned to PD.
- d. Hold pre-disaster meeting on expectations of team members; such as on-call responsibility, EOC activities, overtime requirements, technical expertise, travel requirement, credit card requirement, etc.

- 3. Phase II (48 hours before landfall).
 - a. 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. _____
 - b. Economics Team Leader will alert and advise field reconnaissance investigation teams on storm situation. _____
 - c. Provide technical assistance to State local officials upon request. _____
 - d. Notify and advise EOC technical report teams. _____
 - e. Notify EM of number and type of vehicles and supplies needed if Phase IV is initiated. _____
- 4. Phase III (24 hours before landfall).
 - a. Continuation of "a," "b," "c," and "d" of Phase II. _____
 - b. Provide identification for appropriate team members and other critical personnel as needed. _____
 - c. Release non-essential personnel from duty as directed by the Commander or his authorized representative. _____
 - d. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags. _____

5. Phase IV (12 hours before landfall).

a. Continuation of "a," "b," "c," and "d" of Phase II. _____

b. Essential personnel are on standby for work assignment. Others seek safe shelter. _____

c. Team Leaders call and report location and phone numbers to Thurmond Project Office within 24 hours of reaching evacuation point. _____

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required. _____

7. Recovery Operations.

a. Confirm safety status of assigned personnel. _____

b. Coordinate all activities through EOC. _____

c. Continuation of "a" and "c" of Phase II. _____

d. 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. _____

e. EOC technical report teams will be activated and given reporting places and times. _____

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- f. Prepare a list of available personnel.
Provide EOC a copy. _____

- g. Prepare a list of available equipment
and its location. Provide EOC a copy. _____

- h. Provide support personnel, as required. _____

- i. Provide EOC with daily updates for
inclusion in SITREP. _____

APPENDIX C
TAB 11

Hurricane Action Checklist - Contracting Division

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____
2. Phase I (72 hours before landfall).
 - a. Normal day-to-day operations. _____
 - b. Review plans relevant to disaster response. _____
 - c. 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. _____
3. Phase II (48 hours before landfall).
 - a. 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.

b. Review bidders mailing list and potential construction contractors and prepare lists of current architect-engineer indefinite delivery indefinite quantity contracts (including limitations and remaining capacity) which provide for civil works response to natural disasters.

c. Place CT personnel on standby for work assignment.

4. Phase III (24 hours before landfall).

a. Continue personnel on standby for work assignment.

b. Provide representative for CMT if directed.

c. Release personnel from duty as directed by the Commander or his authorized representative.

d. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM.

5. Phase IV (12 hours before landfall).

Ensure essential personnel are on standby for work assignment.

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required.

7. Recovery Operations.

a. Confirm safety status if assigned personnel.

b. Coordinate all activities through EOC.

c. Ensure personnel are available for preparing contracts.

d. Prepare list of available personnel.
Provide EOC a copy.

e. Provide support personnel, as required.

f. Provide EOC with daily updates for inclusion in SITREP.

APPENDIX C
TAB 12

Hurricane Action Checklist - Resource Management Office

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).

- a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
- b. Update RM Disaster Team Listing, ensure primary and alternates are appointed for all duties and telephone numbers are correct. Provide copy of listing to EM. _____
- c. Update RM Disaster Team Members duties as functions or policy and procedures change. _____
- d. Prepare and maintain and alternate plan of action for executing duties in event of power outage and system malfunction. _____
- e. Attend EM/RM training. _____
- f. Review the RM Functional Guide and EM regulations for changes in policy and implement changes. Advise RM Disaster Team Members of current polices and procedures. _____

- g. Hold pre-disaster meeting on expectations of team members; such as on-call responsibility, EOC activities, overtime requirement, technical expertise, travel requirement, credit card requirement, etc. _____

 - h. Send letter to EM advising them to review their CEFMS permissions against permissions required to perform functions during a disaster and request any additional permissions needed. _____

 - i. Contact SAD to advise of additional staffing needs. _____

 - j. Draft letter for supervisors and timekeepers in event of early labor certification requirement due to imminent disaster. _____
2. Phase I (72 hours before landfall).
- a. Normal day-to-day operations. _____

 - b. Review plans relevant to emergency response. _____

 - c. The RM will be the first to be contacted. _____

 - d. RM disaster team meeting held, review Hurricane Plan. Discuss the status of Current situation. _____

 - e. Recheck POC listing, ensure the availability of all team members. _____

Provide updated POC listing to EM.
Check CEFMS permissions.

- f. Discuss any current RM issues that could impact the disaster situation. _____

3. Phase II (48 hours before landfall).

- a. Coordinate with EM on any request for funding or any reprogramming action. _____

- b. Pull the Civil Status of Funds Report or the 3011a Report to review Fund availability. (Appropriations 3125, 3121, 3122, and 3123) _____

- c. 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. _____

- d. Notify EM of fund certifiers. _____

- e. Notify UFC disaster POC of current situation. _____

- f. Send out timekeeping instructions letter. _____

4. Phase III (24 hours before landfall).

- a. RM EOC representative briefs the RM disaster team on current status of disaster. _____

- b. 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. _____

- c. Identify any additional resources from Phase 0. Advise CPAC and EM in determining RM emergency manpower needs. _____

- d. Provide representative for CMT if directed. _____

- e. Release personnel from duty as directed by the Commander or his authorized representative. _____

- f. Ensure proper separation of pre-declaration and post-declaration mission costs. _____

- g. 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. _____

- h. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____

5. Phase IV (12 hours before landfall).

a. RM EOC representative will brief the RM disaster team members on current status of disaster.

b. Prepare financial status report, discuss funds received by different programs, committed, obligated, expensed, unobligated, and available

c. Load any changes in missions funding, increasing programs, creating customer orders, work items, etc.

6. Phase V (Hurricane force winds are striking the Georgia coast).

a. Support EOC operations as required.

b. Assess need for additional resources to perform RM duties. Coordinate with CPAC and EM.

7. Recovery Operations.

a. Confirm safety status of assigned personnel.

b. Coordinate all activities through EOC.

c. Provide financial advice to EM. assistance to damage assessment or emergency teams and other involved personnel.

- d. Provide financial status reports, detailing funds authorized, committed, obligated, expensed, unobligated and available. _____
- e. Load any changes in mission funding, increasing programs, creating customer orders, work items, etc. _____
- f. EM/RM review mission billing and possible closeouts. _____
- g. RM accountant will validate that bills are accurate. Perform any cost transfers as requested. Research nay discrepancies in cost, credit billing and unbilled cost. Work with UFC in resolving financial matters Relative to FEMA issues. _____
- h. Prepare list of available personnel. Provide EOC a copy. _____
- i. Provide support personnel, as required. _____
- k. Provide the EOC with daily updates for inclusion in SITREPS. _____
- l. Seek additional RM resources as required. _____
- m. Review checklist, Appendix Q, EP 37-1-6 for closeout instructions. _____

APPENDIX C
TAB 13

Hurricane Action Checklist - Civilian Personnel Advisory Center

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).

- a. Review SAS Plans. Provide updated information to SASEM by May annually. _____
- b. Review any After-Action Reports for last hurricanes under jurisdiction of SAS or other districts for lessons learned, etc. _____
- c. Update list of CP employees who will participate in emergency operations, i. e. Crisis Action Team, Crisis Mgmt Team, any other EOC assignments, designees for TDY assignment to RFO, etc. _____
- d. Develop, review and update documents for in-processing packets and other documents needed for personnel functions associated with in-processing center and/or RFO, in the event required. _____
- e. Identify/update equipment and supplies needed for in-processing center and/or RFO. Distribute info to CESAD. _____
- f. Remind managers to review duty descriptions contained in ENGLINK. _____

Assist with development/update of duty Descriptions and FLSA determinations, as required.

g. Review ENGLINK system to familiarize on various processes of the Deployment Module. _____

h. Normal day-to-day operations. _____

i. Review to insure all prepositioned materials and equipment are available. _____

2. Phase I (72 hours before landfall).

a. Review plans relevant to emergency response again at H-72 hours. _____

b. 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. _____

c. 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: _____

- (1) Employees are registered in ENGLINK _____
- (2) 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. _____
- (3) Employees with the potential to be Deployed have government sponsored credit cards for travel. _____
- (4) Employees with the potential to be Deployed are physically fit. Employees will be required to undergo a medical screening process and to receive immunizations. _____
- d. Alert LM to potential need for space For in-processing center in SAS headquarters or other designated location depending upon need for RFO. _____
- e. Designate CPAC personnel to be on standby for assignment in 1) EOC and 2) TDY assignments to IPC and/or RFO, if appropriate. _____

- f. Alert HQ through SAD to put HR Contingency Team on notice of potential need to respond. _____
 - g. Alert SAD to request ENGLINK support for potential RFO and SAS EOC. _____
 - h. 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. _____
 - i. Send in-processing packets to distant Deployment location with Logistics member of advance deployment team, if appropriate. Establish with LM 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. _____
 - j. Subsequent to SAD initiating the event in ENGLINK, begin coordination to link involved employees with the event in ENGLINK. _____
3. Phases II and III (48 – 24 hours before landfall).

- a. 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. _____

 - b. 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. _____

 - c. Release CP personnel from duty as directed by the SAS Commander or his authorized representative. _____

 - d. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____
4. Phase IV (12 hours before landfall.).
- a. Maintain standby status for EOC work assignments. _____

b. Staff EOC as required. _____

5. PHASE V (Hurricane force winds are striking the Georgia coast).

a. 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. _____

b. Begin coordination with team to assess the numbers and types of positions that will be needed for response & recovery. _____

c. Coordinate with SAS management to identify all available resources to meet identified staffing needs. _____

d. Coordinate needs which can't be met in SAS with SAD EOC. _____

e. Establish an In-processing Center, as needed. _____

f. In coordination with LM, 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. _____

6. Recovery Operations.

a. 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.

- b. Accomplish and/or oversee all personnel processes contained in Appendix D, CESAS Plan 500-1-15 _____
- c. Maintain personnel portion of ENGLINK database. _____
- d. Assist in reporting on personnel issues, including providing information for daily SITREPS. _____
- e. 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. _____

APPENDIX C
TAB 14

Hurricane Action Checklist - Information Management Office

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).

- a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
- b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.

2. Phase I (72 hours before landfall).

- a. Inventory expendable IM-related supplies and portable equipment required for emergency operations and procure to correct any shortages.
- b. Coordinate with LM to ensure sufficient quantity of 33-gallon plastic bags are on hand.
- c. Review plans relevant to emergency response.

3. Phase II (48 hours before landfall).

- a. Confirm with GSA that CESAS is on the priority list for restoration of telephone service as soon after the emergency as possible.

- b. Obtain assistance from EN to physically inspect all roof antennas at Federal Building. Put IM staff on standby to relocate to an alternate EOC if necessary to support radio communications.
- c. Inspect records holding areas and assess potential for damage based on known or anticipated storm severity.
- d. Issue reminder and written instructions to all District staff on procedures to back-up data files on microcomputers.
- e. Conduct briefing for Emergency Response Team members on radio operations as needed.
- f. Coordinate with LM on the distribution of plastic bags to IM coordinators for covering all ADP equipment throughout the building.
- g. 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 separately identified destination.
- h. EOC IM representative will begin preliminary coordination to implement alternate routing of all Internet access circuits to the alternate EOC location.

4. Phase III (24 hours before landfall).

a. Be prepared to release non-essential employees when deemed necessary by the Commander. Designate one contact person (as alternate to CIM) for IM staff to contact at regular intervals once released. Notify essential IM staff of their responsibilities and release them to make personal preparations so they can return to duty station promptly.

b. Obtain updated checklist of forms and IM-related supplies and equipment needed for EOC operations and make arrangements for delivery to EOC.

c. 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 IM staff regarding preparation for power down of all ADPE in computer room.

d. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags.

5. Phase IV (12 hours before landfall).

- a. Continue uncompleted Phase III activities. _____
- b. Support EOC, including setup for IM-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. _____
- c. Secure and safeguard all equipment. _____
- 6. Phase V (Hurricane force winds are striking the Georgia coast).
Support EOC operations as required. _____
- 7. Recovery operations.
 - a. Confirm safety status of assigned personnel. _____
 - b. Coordinate all activities through EOC _____
 - c. Check damages to IM facilities and equipment. _____
 - d. Contact all IM employees to assure their safety and relay information concerning reporting back to work. _____
 - e. Furnish area RFO with requested IM-related supplies and equipment. All requests for the purchase or acquisition of information management supplies or equipment must be coordinated through and approved by the IM office. _____

- f. Provide mail/messenger service for the EOC or other RFO. _____
- g. Re-establish 24-hour communications capability if necessary. _____
- h. Prepare daily Situation Reports (SITREPs) for all IM-related activities. (See sample format, Appendix B.) _____
- i. Prepare list of available personnel. Provide EOC a copy. _____
- j. Prepare list of available equipment and its location. Provide EOC a copy. _____
- k. Provide support personnel, as required. _____

APPENDIX C
TAB 15

Hurricane Action Checklist - Public Affairs Office

Action
DTG & Initials

1. Phase 0 (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____
2. Phase I (72 Hours Before Landfall).
 - a. Normal day-to-day operation. _____
 - b. Review plans relevant to emergency response. _____
3. Phase II (48 Hours Before Landfall).
 - a. Alert PA personnel, including photographer attached to PA, to be on standby for work assignments. _____
 - b. Assess PA needs/requirements, to include equipment (tape recorders, cameras, video equipment, etc.). _____
 - c. Coordinate/establish contact with EM staff. _____

- d. In coordination with EM, assist in informing District headquarters and field office personnel of emergency situation. _____
- e. Establish contact with South Atlantic Division and Charleston and Jacksonville Districts PAO. _____
- f. In coordination with IM, test toll-free emergency number and prepare message for recording. _____
- g. Dispatch PA representative to alternate EOC with first contingent. _____

4. Phase III (24 Hours Before Landfall).

- a. Upon activation of the EOC, dispatch PA representative as required, with necessary equipment. _____
- b. Monitor newspapers and broadcasts and initiate newspaper clipping file for staff routing. _____
- c. Respond to news queries, as appropriate, concerning anticipated role of District in damage surveys and/or alert status of District personnel. _____
- d. Provide representative for CMT if required. _____
- e. Release personnel from duty as directed by Commander or his authorized representative. _____

f. Protect equipment as required. Upon orders from the Commander, turn off, unplug and drape equipment with plastic bags provided by LM.

5. Phase IV (12 Hours Before Landfall).

a. Essential personnel are on standby for work assignments. Others seek safe shelter.

b. Protect personnel and equipment as required.

c. Activate recorded message for employees as referenced in CESAS Plan 500-1-13.

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required.

7. Recovery Operations.

a. Confirm safety status and location of assigned personnel.

b. Coordinate all activities through EOC.

c. Dispatch PA representative and photographer to accompany preliminary damage survey teams as required.

d. Keep EM and DE informed of PA matters including media requests and presence.

- e. Prepare press advisories and news releases as required. _____
- f. Stand by to take other PA action as required. _____
- g. Continuation of "e," Phase II. _____
- h. Continuation of "b" and "c," Phase III. Escort media to District recovery efforts, as appropriate. _____
- i. Prepare a list of available personnel. Provide EOC a copy. _____
- j. Prepare a list of available equipment and its location. Provide EOC a copy. _____
- k. Provide support personnel, as required. _____
- l. Provide copies of all photographs and videos to EM and CESAD-EM. _____
- m. Provide EOC with daily updates for inclusion in SITREPS. _____

APPENDIX C
TAB 16

Hurricane Action Checklist - Logistics Management Office

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____
2. Phase I (72 Hours Before Landfall).
 - a. Normal day-to-day operations. _____
 - b. Review plans relevant to emergency response. _____
 - c. Inspect the Juliette Gordon Low Federal Building and Motor Pool to determine what protective measures are necessary to prevent wind and water damage. Identify items to be procured (coordinate with GSA). _____
 - d. Procure and install necessary protective materials not later than 48 hours prior to expected arrival of hurricane force winds. (coordinate with GSA). _____

3. Phase II (48 Hours Before Landfall).

a. Buildings.

(1) Notify GSA that the District is on Hurricane Alert and request that they put their emergency procedures into effect for the Juliette Gordon Low Federal Building. Test Emergency Generator and top off fuel tank.

(2) Inspect roof of Juliette Gordon Low Federal Building and remove any debris.

b. Vehicles.

(1) Determine vehicle and aircraft requirements by contacting Emergency Management, Engineering, Real Estate, Construction and Operations Divisions.

(2) Identify and locate sufficient vehicles to meet anticipated requirements.

(3) Make arrangements to obtain vehicles by preparing requisitions for rentals.

c. Office Supplies and Equipment.

(1) Inventory expendable supplies required in emergency operations

as listed by EOC and determine items needed to be purchased.

(2) Identify and procure portable water containers or bottled water needed for shelter areas.

(3) Procure large plastic bags to protect computers/printers

d. Motel/Hotel Accommodations.

Identify and locate sufficient motel/hotel accommodations for EOC personnel should relocation be necessary to the Thurmond Powerplant (approx. 30 rooms will be needed).

e. Dependents.

(1) Contact the EOC to determine number of dependents of EOC staff that are to receive shelter.

(2) Assign shelter space for dependents.

(3) Notify sponsors of space assigned.

(4) Furnish sponsor a checklist of essential items that each family must bring to the shelter for self support.

4. Phase III (24 Hours Before Landfall).

a. Buildings.

(1) Procure emergency rations for the EOC and provide and fill portable water containers or provide bottled water.

(2) Take action to provide maximum protection against wind and water damage in the case of window breakage by relocating office equipment, files, etc., away from windows.

(3) Prepare space in the Juliette Gordon Low Federal Building for family members of personnel working in EOC.(coordinate with GSA for lighting in shelter area, foyer, and motor pool area also for air conditioning in shelter area).

(4) Provide large trash cans and bags in EOC and shelter area.

(5) Provide paper plates, napkins, sugar, salt, pepper, food, coffee, etc. if required.

(6) Provide Port-o-Johns in EOC and shelter area if required.

b. Vehicles.

(1) Obtain additional vehicles and aircraft needed by implementing arrangements made in Phase II.

- (2) Place vehicles in locations specified by EOC. Park vehicles in parking garage for storage during storm or relocate to alternate EOC. _____
- (3) Tag keys to show vehicle tag number and the location of the vehicle. _____
- (4) Furnish vehicle keys, credit cards and trip tickets to EOC. _____
- c. Office Supplies and Equipment.
Deliver to the EOC, supplies, equipment and forms, etc., needed for emergency operations. _____
- d. Personnel.
 - (1) Provide representative for CMT if directed. _____
 - (2) Prior to departing, all employees should disconnect all electrical equipment and office machines not needed by the EOC. Also, all paperwork must be put in desks or files. _____
 - (3) Release personnel from duty as directed by the Commander or his authorized representative. _____
 - (4) Reserve motel/hotel accommodations at alternate EOC for EOC personnel if required. _____

(5) Upon orders from the Commander,
turn off, unplug and drape electronic
equipment with plastic bags provided
by LM.

5. Phase IV (12 Hours Before Landfall).

a. Provide EOC with keys to available
vehicles.

b. Re-inspect all office and storage
space. Take any necessary action.

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required.

7. Recovery Operations.

a. Confirm safety status of assigned
personnel.

b. Coordinate all activities through EOC.

c. Inform EOC of current conditions.

d. Reconnect all electrical equipment
and office machines. Repair any that
are damaged.

e. Contact GSA to repair damages to
Federal Building.

f. Provide supplies and equipment for
emergency field office as required.

- g. Prepare list of available personnel.
Provide EOC a copy. _____
- h. Prepare list of available equipment
and its location. Provide EOC a copy. _____
- i. Provide support personnel, as required. _____
- j. Block hotel rooms in disaster area for
incoming personnel. _____
- k. Provide EOC with daily updates for
inclusion in SITREPS. _____

APPENDIX C
TAB 17

Hurricane Action Checklist - Programs and Project
Management Division

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____
2. Phase I (72 Hours Before Landfall).
 - a. Normal day-to-day operations. _____
 - b. Review plans relevant to emergency response. _____
 - c. Notify Project Management personnel deployed to customer locations of impending storm. _____
3. Phase II (48 Hours Before Landfall).
 - a. Contact customers that may be impacted by storm to determine their needs and offer support. _____
 - b. Inspect and document pre-storm condition of all ongoing projects and study areas. _____

4. Phase III (24 Hours Before Landfall).

- a. Continuation of Phase II activities. _____
- b. Prepare to release non-essential employees when deemed necessary by the Commander or his authorized representative. _____
- c. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____

5. Phase IV (12 Hours Before Landfall).

- a. Continuation of Phase III activities. _____
- b. Staff EOC as required. _____

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required. _____

7. Recovery Operations.

- a. Check damage to PM facilities and equipment. _____
- b. Contact all PM employees to assure their safety and relay instructions concerning reporting back to work. _____
- c. Provide employees to assist with investigative teams. _____

- d. Request TDY assistance as required to accomplish assigned work activities. _____
- e. Inspect and document post-storm conditions of all ongoing projects and study areas. _____
- f. Provide technical and personnel support as required. _____
- g. Prepare daily Situation Reports for all PM activities. (See sample format, Appendix B.) Submit report to EOC. _____
- h. Prepare list of available personnel. Provide EOC a copy. _____
- i. Prepare list of available equipment and its location. Provide EOC a copy. _____
- j. Provide support personnel, as required. _____
- k. Coordinate all activities through EOC. _____

APPENDIX C
TAB 18

Hurricane Action Checklist - Safety and Occupational Health Office

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____
2. Phase I (72 Hours Before Landfall).
 - a. Review plans relevant to emergency response. _____
 - b. Brief staff on safety matters to help ensure protection of the life and health of District employees, both on and off the job. _____
 - c. Establish and maintain contact with CESAD Safety Office. _____
3. Phase II (48 Hours Before Landfall).

Continue with Phase I activities. _____
4. Phase III (24 Hours Before Landfall).

- a. Brief survey teams on requirements for special safety considerations, including fire, flooding, downed electrical lines, gas leaks, hazardous and toxic waste exposures. _____
- b. Be prepared to release non-essential employees when directed by the Commander. _____
- c. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____

5. Phase IV (12 Hours Before Landfall).

- a. Call all essential personnel. _____
- b. Prepare to assist EOC on all safety related matters. _____

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required. _____

7. Recovery Operations - Initial Response.
(all activities to be coordinated through the EOC)

- a. Check all Corps offices and motor pool for damages and safety hazards. _____
- b. Contact all SO personnel to assure their safety and to relay instructions concerning reporting back to work. _____

- c. Contact area or field offices to determine extent of damage and evaluate possible safety hazards considered to be dangerous to life or health. _____
- d. Brief disaster teams on safety and health considerations. _____
- e. Maintain communication with EOC. _____
- f. Coordinate with EOC to obtain TDY assistance if required. Dispatch personnel to field office when advised by EOC. _____
- g. Ensure all personnel are properly equipped for safety purposes. Field personnel should be equipped with hard hats, safety shoes, rubber electrical gloves, eye protections, first aid kits and bottle water. _____
- h. Staff emergency offices, as appropriate, provide safety equipment and instructions on safety requirements for all contracts awarded. _____
- i. Brief incoming TDY employees on safety and health matters and ensure all field personnel are properly equipped with personal protective equipment. _____
- j. Review Accident Prevention Plans and Activity Hazard Analyses for acceptance. _____

- k. 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. _____

- l. Initiate a plan to conduct safety surveys for ongoing contracts. Prepare safety survey reports. Stop work where necessary when an Imminent dangerous situation exists. _____

- m. 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. _____

- n. Prepare daily Situation Reports for all SO-related activities. _____

- o. Perform other Safety and Occupational Health duties necessary to accomplish assigned Corps mission. _____

- p. Provide support personnel, as required. _____

- q. Coordinate all activities through EOC. _____

APPENDIX C
TAB 19

Hurricane Action Checklist - Office of Security and Law Enforcement

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).

- a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
- b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____

2. Phase I (72 Hours Before Landfall).

- a. Normal day-to-day operations. _____
- b. Review plans relevant to emergency response. _____
- c. Establish liaison with Federal, State, and local law enforcement agencies. _____
- d. Review District physical security requirements. _____
- e. Discuss security impact with field offices to ensure adequate protection of personnel and security of Government property. _____

3. Phase II (48 Hours Before Landfall).

a. Continue with Phase I activities
as required. _____

b. Coordinate with field offices, as
appropriate, to ensure that proper
security of Government-owned property
is being accomplished. _____

4. Phase III (24 Hours Before Landfall).

a. Continue with Phase II activities. _____

b. Coordinate security activities at
the EOC. _____

c. Upon orders from the Commander, turn off, unplug
and drape electronic equipment with plastic bags
provided by LM. _____

5. Phase IV (12 Hours Before Landfall).

a. Continue with Phase III activities. _____

b. Coordinate security of Juliette Gordon
Low Federal Building. _____

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required. _____

7. Recovery Operations.

a. Confirm safety status of assigned
personnel. _____

- b. Coordinate all activities through EOC. _____
- c. Coordinate with District field offices and project facilities for any security breaches. Ensure immediate measures are taken to secure Government properties. _____
- d. Provide support personnel, as required. _____
- e. Provide EOC with daily updates for inclusion in SITREPS. _____

APPENDIX C
TAB 20

Hurricane Action Checklist - Office of Counsel

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).

- a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly.
- b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly.

2. Phase I (72 Hours Before Landfall).

- a. Review plans relevant to emergency response.
- b. Maintain contact with EOC to assure that all applicable weather information is transmitted to OC in a timely manner.
- c. Assure EOC that OC personnel are available to support EOC as necessary.

3. Phase II (48 Hours Before Landfall).

- a. Review pertinent emergency statutes and legislation.
- b. Continuation of all Phase I activities.

4. Phase III (24 Hours Before Landfall).

- a. Make OC personnel available to assist EOC staff. _____
- b. Stand by to assist and advise other staff elements as necessary. _____
- c. Provide representative for CMT if directed. _____
- d. Release personnel from duty as directed by the Commander or his authorized representative. _____
- e. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____

5. Phase IV (12 Hours Before Landfall).

Essential personnel on standby for work assignment. Others seek safe shelter. _____

6. Phase V (Hurricane force winds are striking the Georgia coast).

Support EOC operations as required. _____

7. Recovery Operations.

- a. Confirm safety status of assigned personnel. _____
- b. Coordinate all activities through EOC. _____
- c. Check list of available staff. Provide EOC a list of available personnel. _____

- d. Render legal advice and assistance to
Commander and all components of the
District. _____
- e. Coordinate with EOC to request
additional TDY personnel as necessary
to accomplish assigned missions. _____
- f. Ensure all emergency contracts meet
all legal requirements. _____
- g. Provide legal assistance necessary
to respond to contractor claims. _____
- h. Provide support personnel, as required. _____
- i. Provide EOC with daily updates for
inclusion in SITREPS. _____

APPENDIX C
TAB 21

Hurricane Action Checklist - Internal Review Office

Action
DTG & Initials

1. Phase O (Pre-Hurricane Season).
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM NLT 1 May yearly. _____
 - b. Update list of EOC personnel and provide a copy to CESAS-EM NLT 1 May yearly. _____
 - c. Review after-action report from last hurricane relief effort. _____
2. Phase I (72 Hours Before Landfall).
 - a. Review plans relevant to emergency plans. _____
 - b. Normal day-to-day operations. _____
3. Phase II (48 Hours Before Landfall)
 - a. Designate personnel and place on notice for work assignment. _____
 - b. Review applicable emergency statutes and regulations. _____
4. Phase III (24 Hours Before Landfall).

- a. Maintain standby personnel for work assignments. _____
 - b. Release personnel from duty as directed by the Commander or his authorized representative. _____
 - c. Advise staff on potential audit issues. _____
 - d. Upon orders from the Commander, turn off, unplug and drape electronic equipment with plastic bags provided by LM. _____
5. Phase IV (12 Hours Before Landfall).
- a. Confirm personnel on standby for work assignments. _____
 - b. Staff EOC as required. _____
 - c. Non-essential personnel seek shelter _____
6. Phase V (Hurricane force winds are striking the Georgia coast).
- a. Support EOC operations as required. _____
 - b. Notify the IR National Emergency Team Leader _____
7. Recovery Operations.
- a. Confirm safety status of assigned personnel. _____
 - b. Maintain standby personnel for work assignment. _____

- c. Release personnel from duty as directed by the Commander or his authorized representative. _____
- d. Request TDY support, as required, to accomplish assigned missions. _____
- e. Attend staff briefings. _____
- f. Distribute memo of common emergency issues to staff. _____
- g. Review emergency acquisition procedures of materials and supplies (i.e., credit cards, SF 44's, etc.) _____
- h. Review financial procedures for costing labor, travel, per diem, vehicle rentals, overtime, reporting of time and attendance, etc. _____
- i. Execute emergency recovery operations audit plan for vulnerable areas identified. _____
- j. Coordinate activities with IR National Emergency Team _____
- k. Ensure coordination with AAA, GOA, DODIG, etc. _____
- l. Ensure follow up on significant actions. _____
- m. Provide EOC with daily update for inclusion in SITREP. _____
- n. Coordinate all activities through EOC. _____

APPENDIX D

Recovery Field Office

1. Purpose. The Recovery Field Office (RFO) is to conduct emergency operations in order to protect lives, alleviate suffering, and remediate property damage caused by a hurricane or major storm. Mission execution should be in accordance with Disaster Guidebook Mission and Function Guides. Typical FEMA missions include, but are not limited to:

- a. Damage surveys
- b. Debris removal
- c. Emergency power
- d. Temporary roofing
- e. Temporary housing
- f. Water and Ice procurement and distribution
- g. Technical assistance

2. Execution. The size and exact composition of the RFO will depend on the extent of the required recovery effort. The level of staffing by CESAS personnel has been established so that its impact will be minimal to the District's Civil Works and Military functions. The initial RFO staff will require augmentation from other CESAD district personnel and USACE personnel requested through the USACE Operations Center (UOC). Corporate Functional Teams will be utilized as required. Deployable Tactical Operations System (DTOS) facilities will be used during the initial phases of the RFO operation for office space. The CESAD Commander will designate the RFO Commander. The tasks to be performed have been divided into five phases. The tasks identified in the planning phase will be performed annually. The remaining four phases contain tasks to be performed during actual operation.

a. Phase I - Planning. The tasks to be performed during the planning phase are being initiated in conjunction with this operations plan. This operations plan will be reviewed annually prior to 1 June, and the following will be updated accordingly.

(1) Real Estate. CESAS Real Estate Division will annually perform a market availability survey in the Brunswick and Savannah areas to identify available facilities that could serve as the RFO. See Tab 7.

(2) Logistics. Logistics Office will establish a list of supplies/equipment for personnel needs and material requirements, maintain an up-to-date list of available equipment and supplies, develop and maintain a list of commercial sources, develop a plan for temporary manual property accountability, obtain CEFMS permissions to establish appropriate accounts with Property Book Officer (PBO) and maintenance rights, investigate the availability of all types of transportation, develop a list of possible lodging sites in Brunswick, Savannah and surrounding area, review TDA for logistics support, and coordinate personnel requirements with USACE National Logistics Emergency Response Team (LERT). See Tab 8.

(3) Information Management. The Information Management Office will develop lists of required hardware and software, ordering contacts for obtaining required E-SIG hardware and software, required hardware and software to order for LAN\WAN deployment, required equipment to order for radio communications, telephone and facsimile support. The lists will be reviewed and updated annually by technology survey for functional requirements. See Tab 9.

b. Phase II - Pre-Landfall (H-3 to H+0). Phase II will be initiated only upon order of the CESAS Commander. (H designates the day of hurricane landfall in the CESAS Area of Responsibility (AOR)).

(1) Activate CESAS-EOC to serve as initial RFO. Acting upon the order of the Commander, the EOC level will be activated in support of RFO operations. All orders required for pre-deployment of RFO personnel will be issued by the CESAS-EOC. Additionally, the CESAS-EOC will be responsible for originating personnel taskers and responding to personnel taskers as necessary.

(2) Activate Pre-Identified CESAS Personnel to Staff Initial RFO. Upon elevation of the EOC activation level, key CESAS personnel identified in Tab 5 will report to the EOC to support initial RFO operations and execute Pre-Declaration Mission Assignments (MAs) from FEMA.

(3) Execute Pre-Declaration Mission Assignments (MAs) from FEMA.

(a) Activate PRTs. As pre-declaration MAs are received from FEMA, through the Division Forward, CESAS-EOC will accept Requests for Federal Assistance (RFA) from FEMA, via CESAD, and request activation of CESAD PRTs as required. Action Officers for the activated PRTs will deploy to Atlanta, GA, to support the ERT-A. Logistics PRT team members will deploy to staging areas identified by FEMA. The remaining management elements of the PRTs will deploy to Savannah or other designated area.

(b) Activate Pre-Identified Personnel on TDA. Even if the CESAS Commander has essentially dismissed CESAS personnel for evacuation purposes, key CESAS personnel as listed in Tab 5 will remain in Savannah or deploy to the alternate EOC as directed.

(c) Logistics Emergency Response Team. CESAS will request LERT support as outlined in the RFO TDA.

(4) Request Status of Deployable Tactical Operations Center (DTOC) Units. The CESAS Commander will request CESAD to inquire about the availability of the Deployable Tactical Operations System (DTOS). It is anticipated that one or more of the units will be required to serve as an initial RFO location. Other units could be used as EFOs.

c. Phase III - Initial Response (H+1 to H+29). Once the hurricane clears and safety permits, LM will have a helicopter available for the Commander, Emergency Manager and District Photographer to record a preliminary damage assessment of the impacted area. Concurrently, pre-positioned assessment teams outside the impacted area will begin windshield surveys and providing the information to the EOC or Alternate EOC. After being directed by the CESAD Commander or Division Forward Commander, the nucleus of the EOC/RFO will relocate to the impacted area to initiate response activities under post-declaration FEMA mission assignments. CESAS will request a DTOC unit be moved to the impacted area to serve as the initial RFO location. Concurrently, CESAS Real Estate personnel will select a pre-identified facility to serve as the RFO. (See Tab 8 for real estate considerations.) After the final RFO location has been established, the LERT will coordinate through ERT-A with FEMA concerning availability of supplies and equipment FEMA can furnish. IM will begin establishing communication and LAN connections.

(1) Deploy Management Element of RFO.

(2) On or about H+1, the RFO Commander, Emergency Manager, and RE personnel will deploy to disaster site via vehicle to coordinate with the Division Forward Commander, if different from the RFO Commander; establish a location for the DTOC; identify possible facilities for the full RFO; and, if required, secure lodging for initial RFO personnel with assistance from the LERT. (To ensure transportation availability, RFO staff will rent cars if government vehicles are not available).

(3) At H+2 or when adequate facilities and lodging are obtained, the remainder of the key personnel will deploy to the RFO location that has been established.

(4) Execute Post-Declaration NRP Response Missions. Initial mission execution for USACE will focus in the following areas: ice, water and emergency power. The ice, water, and emergency power teams that had been pre-deployed to Savannah under predeclaration MAs will begin executing response missions as a component of the CESAS RFO, as missions are received from FEMA.

(5) Augment RFO Staff. The RFO Commander will determine the need for personnel based on mission assignments and taskers. The staffing of EFOs will be expanded at the discretion of the RFO Commander.

d. Phase IV - Full Response (H+30 to H+59). As soon as possible, but after no longer than approximately 30 days, the RFO should have the full capability to manage FEMA mission assignments. Emergency Field Offices (EFO) will be opened and staffed to execute FEMA missions.

(1) Transfer Remaining RFO Functions. When the RFO Commander determines that the RFO has full capability to support execution of FEMA mission assignments, any RFO functions remaining in the CESAS-EOC will be transferred.

(2) Expand RFO Workforce to Full Capability. The RFO workforce will generally be expanded as outlined in the TDA in Annex A, at the discretion of the RFO Commander.

(3) Execute NRP Missions. The establishment of EFOs for some FEMA mission assignments, including debris removal, temporary housing, and temporary roofing, will be required to fully execute NRP missions. The staffing of EFOs will be expanded as outlined in the TDA in Annex A, at the discretion of the RFO Commander. Mission assignments for ice, water, and emergency power will continue during this phase as long as emergency requirements exist.

e. Phase V - RFO Transfer to CESAS (H+60). The RFO Commander will transfer responsibility of the RFO back to the CESAS-EOC when all missions are completed or essentially closed. The decision to close the RFO will be coordinated with the Division Commander, FEMA and the State.

3. The mission of each division/office follows:

a. Construction Division:

(1) Provides Contracting Officer Representatives and Administrative Contracting Officers.

- (2) Performs construction contract administration and claims management.
 - (3) Performs quality assurance (QA).
 - (4) Performs coordination between the RFO, the customer and the contractor.
- b. Information Management - Provides communications, local area network (LAN) and other automation support - requires close coordination with the EOC.
 - c. Logistics Management - Provides requisition, inventory, storage and distribution of equipment, supplies, transportation assets, and lodging.
 - d. Public Affairs - Provides public information, community and media relations, advises Commander of media issues/concerns. Supports Joint Information Center (JIC) as necessary.
 - e. Safety - Provides guidance on the proper safety measures and precautions involved with recovery activities, including onsite contractor and office safety considerations and accident prevention.
 - f. Security - Provides security briefings and necessary security support for all employees and equipment.
 - g. Counsel - Provides guidance on all legal concerns, excluding Real Estate issues, including contract preparation, environmental law, contractor claims, and liability issues.
 - h. Civilian Personnel Advisory Center - Responsible for FLSA determination and other personnel-related support such as work schedule guidance.
 - i. Resource Management - Responsible for budgetary, funding, and financial management functions including certification of funds.
 - j. Audit - Responsible for ensuring all actions are in accordance with applicable laws, regulations, and guidance.
 - k. Engineering - Provides engineering and design analysis, inspection and guidance; prepares required engineering plans, specifications, maps, and cost estimates.
 - l. Planning - Provides environmental assessment, cultural resources, endangered species, wetland, and HTRW surveys.
 - m. Real Estate -

(1) Coordinates with FEMA for authority to acquire real estate interests in support of missions.

(2) Acquires, manages, and releases real estate interests, such as short-term or long-term acquisitions for office space, warehouse space, ROEs, staging areas, and debris disposal areas, etc.

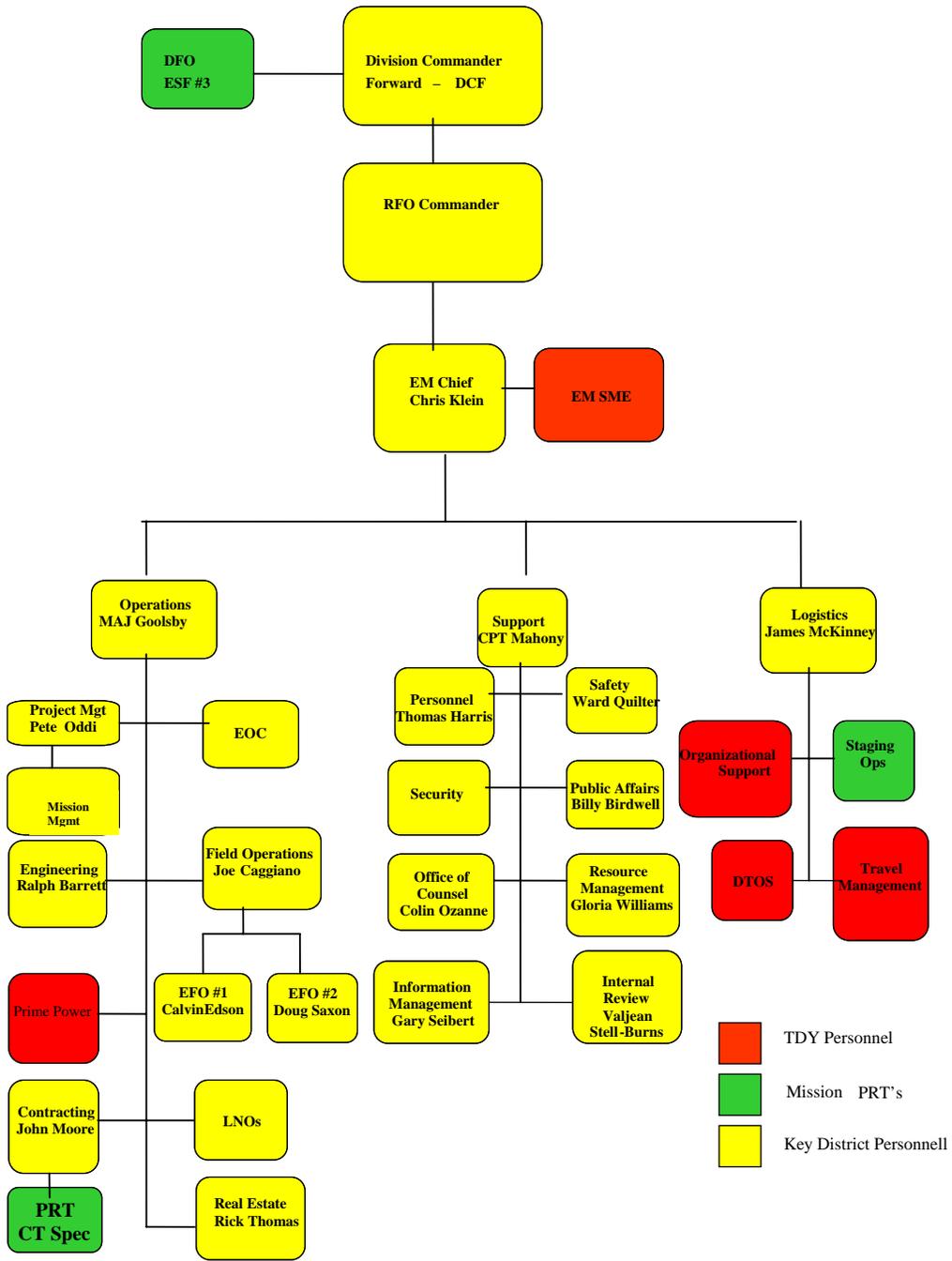
(3) Resolves claims arising from real estate instruments.

(4) Prepares save and hold harmless agreements.

n. Contracting Division - Responsible for all necessary contracting activities required during the emergency response effort. Solicits offers, prepares and awards contracts, and administers supply and support contracts.

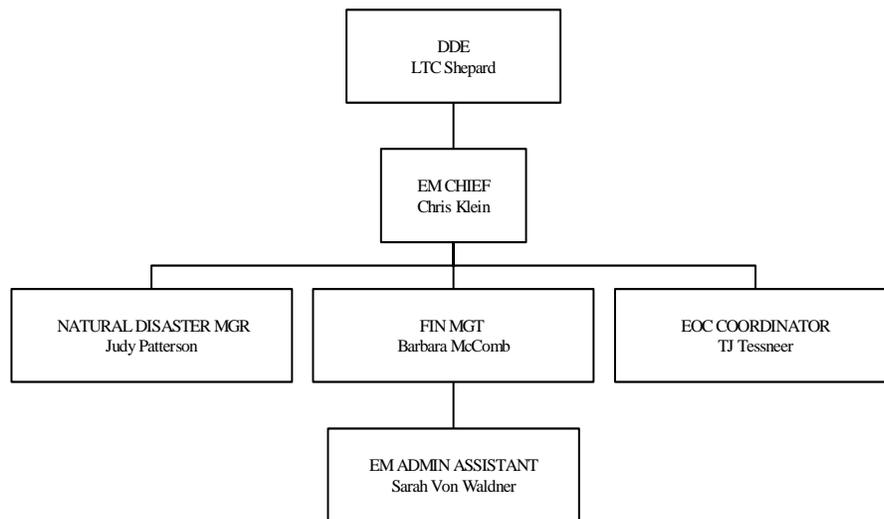
APPENDIX D
 TAB 1

(Task Organization)
 ORGANIZATIONAL CHART RECOVERY FIELD OFFICE (RFO)



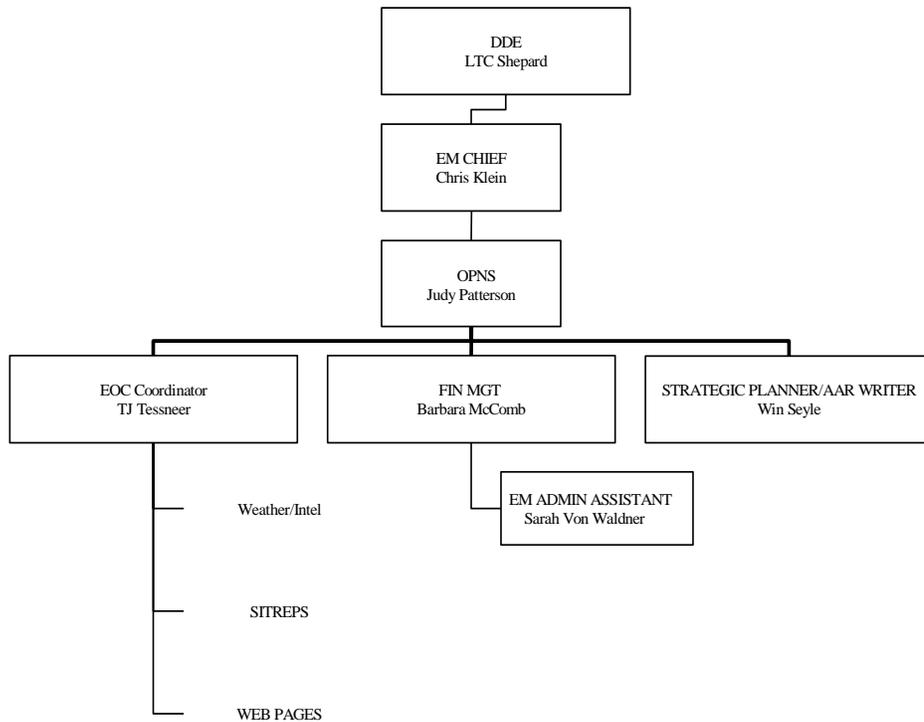
APPENDIX D
TAB 2

EOC Activation
Natural Event EOC Augmentation Level I



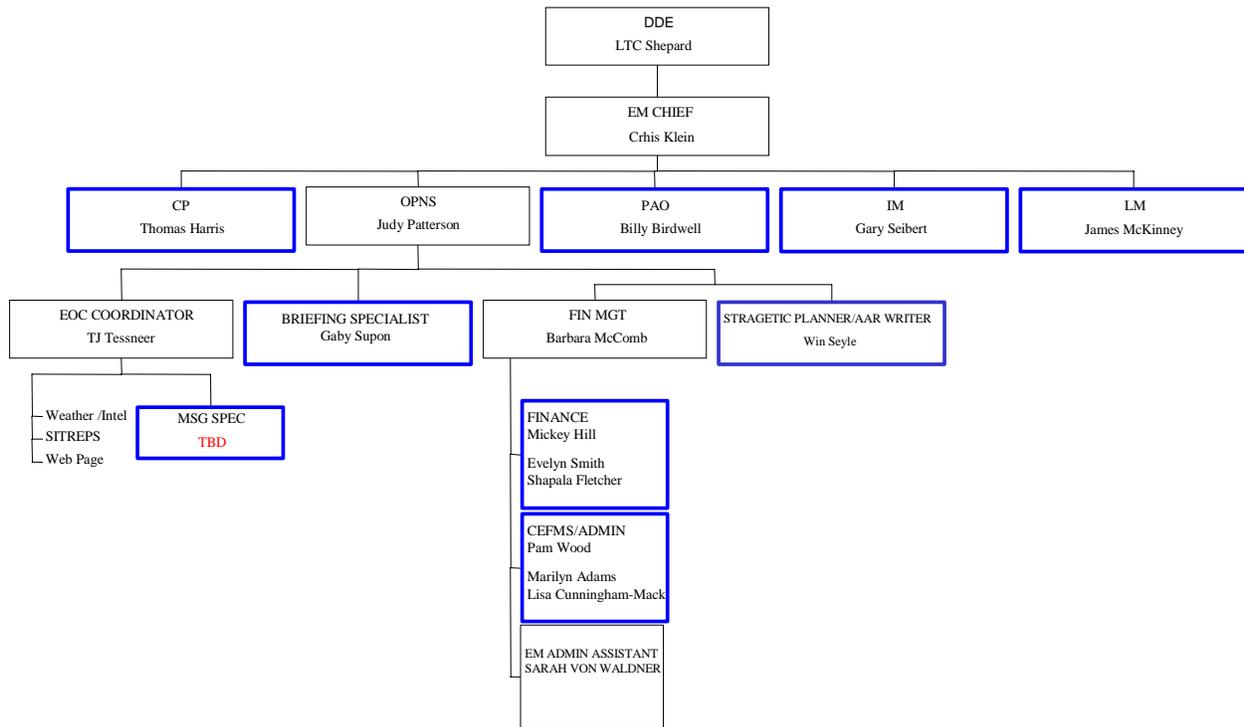
APPENDIX D
TAB 3

EOC Activation
Natural Event EOC Augmentation Level II



APPENDIX D
TAB 4

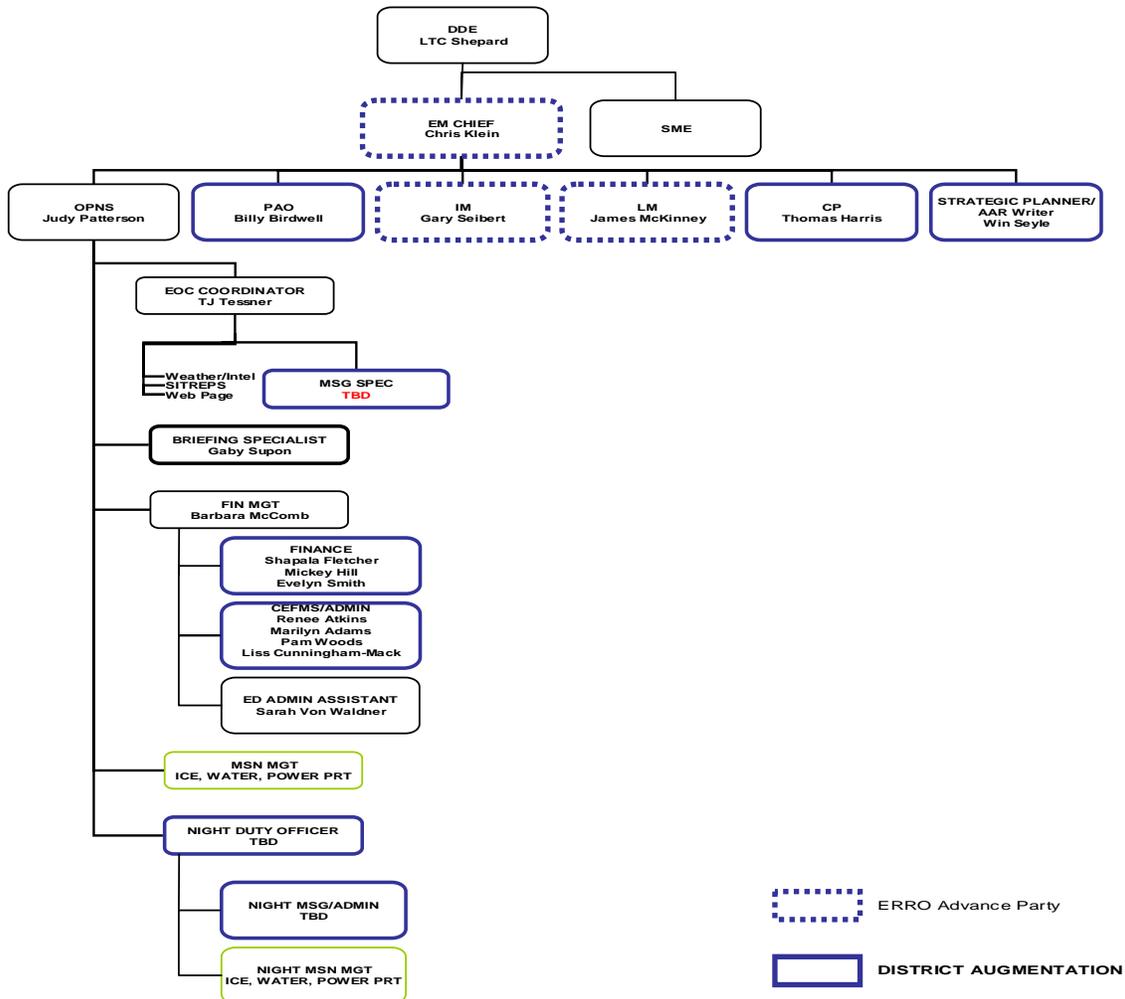
EOC Activation
Natural Event EOC Augmentation Level III



 DISTRICT AUGMENTATION

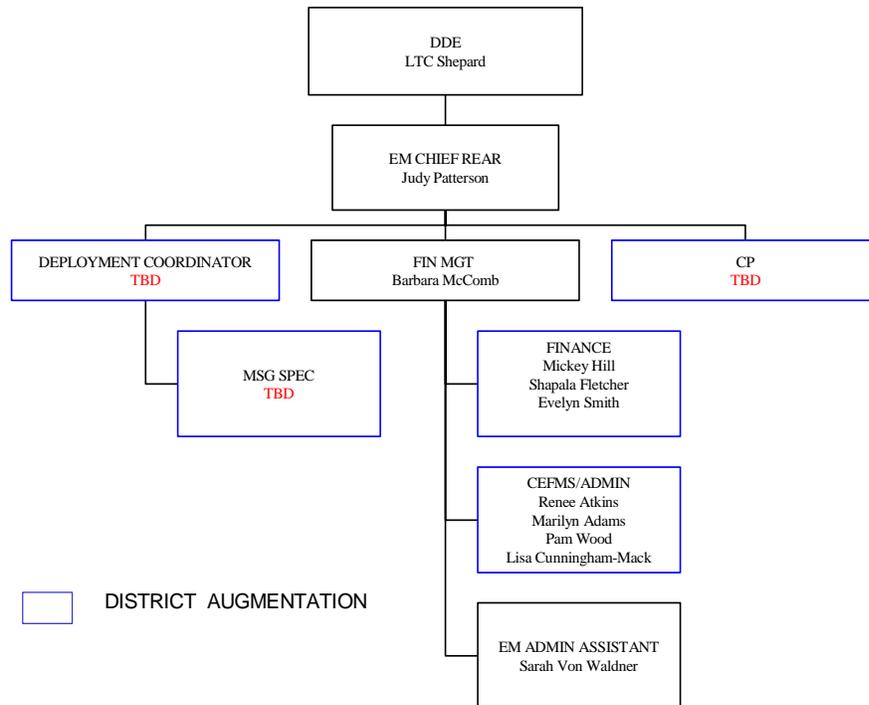
APPENDIX D
 TAB 5

EOC Activation
Natural Event EOC Augmentation Level IV



APPENDIX D
TAB 6

SAS RFO REAR



APPENDIX D
TAB 7

Real Estate

1. Purpose. To prescribe those actions to be executed by Real Estate Division (RE) in preparation for and response to a hurricane impacting Savannah District.

2. General. The RE responsibilities are at the RFO, EFOs, staging areas, disposal areas, and temporary housing sites. It is assumed the Logistics Management Office will be responsible for contracting for any lodging required for TDY personnel except in the case where local lodging is unavailable, then Real Estate will be requested to 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.

3. 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. The information should be coordinated with FEMA and the State so that CESAS will not be competing for the same facility.

(2) Assemble appropriate lease forms and clauses, (i.e., ENG Form 856, Land Lease (unimproved land lease), SF 2B Lease for Real Property (short form), SF 2 Lease for Real Property (long form), mandatory clauses, optional clauses, SF 2A, General Provisions and Sample Supplemental Agreements).

(3) Prepare rights of entry for temporary removal and disposal, staging areas, and other rights-of-way as determined to be necessary to facilitate reconnaissance and clean up of the damaged area and to expedite emergency passage of personnel and equipment.

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

(1) If possible contact General Services Administration (GSA) to request authority to lease general purpose space within the designated urban area as required.

(2) Appraisals are required as a basis for making rental determinations in all leases, except those for a no consideration. If necessary, due to a shortage of Real Estate Appraisal personnel, arrange for contracted appraisal services.

(3) Upon receipt of delegation of authority to lease from GSA, obtain leases for RFO and EFOs as soon as proposed sites have been inspected and approved by IM for communication needs.

(4) In those instances where specific space or land is needed, and competition is therefore not involved, the facts and circumstances will be fully explained, and such explanation will be made a part of the lease file for future reference.

(5) Issue notices of cancellation to tenants of Government-leased land that will be required for RFO and EFOs as soon as proposed sites have been inspected and approved by IM for communication needs.

(6) Prepare complaints for condemnation pursuant to ER 405-1-12, Paragraph 5.27, Page 5-77 where immediate possession is required.

(7) Acquire rights-of-way as directed by RFO Commander (i.e., temporary removal and disposal sites, staging areas). Appraisals will have to be done to establish value.

(8) In support of FEMA missions obtain/identify debris disposal sites.

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

(1) Continue to obtain rights of entry for temporary housing, disposal/staging areas and other right-of-way requirements as required in support of FEMA missions.

(2) Provide Real Estate services to other agencies as required.

(3) Prepare to finalize activities for response close-out.

APPENDIX D
TAB 8

Logistics

1. Purpose. This annex prescribes the actions to be taken by Logistics Management Office (LM) in preparation for and response to a hurricane impacting the Savannah District.

2. General. LM 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) will provide logistics support for organizational support, staging operations, transportation management (traffic), and Deployable Tactical Operations System (DTOS) 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 (accountable property, special purpose equipment, safety supplies and materials, Emergency Management individual clothing).

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 (1) may be obtained.

(4) Develop a plan for temporary manual property accountability.

(5) Obtain CEFMS/APPMS Property Book Officer (PBO) rights.

(6) Establish CEFMS/APPMS FEMA account with PBO and maintenance rights.

(7) Investigate the availability of all types of transportation and pre-arrange to make them available to the RFO.

(8) Develop a listing of possible lodging sites in Brunswick, Savannah and surrounding area.

(9) 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 taskings.

(4) Ensure continuous property accountability by activating PBO rights in CEFMS/APPMS and the FEMA account.

(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.

(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.

APPENDIX D
TAB 9

Information Management

1. Purpose. To define the functions and responsibilities of the Information Management Office (IM) in preparation for and response to a hurricane impacting Savannah District.
2. General. IM 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 DTOS allowing for IM to configure and initiate end-user connections per required existing platforms. IM also will be tasked with deriving required specifications for ordering of required hardware/ software for additional personnel which would be modularly phased-in on arrival. E-SIG cards and software would be installed and configured for target host access allowing CEFMS functionality. Other required software would be configured and installed as would any required data communications hardware/software. Radio communications, telephone and facsimile support would be required and provided with initial onsite equipment and then a phase-in of arriving equipment would satisfy requirements.
3. Execution.
 - a. Phase I – Planning
 - (1) Maintain a list of notebook platforms capable of using the aforementioned software and data communications requirements for transport to the target site for the initial stage.
 - (2) Maintain a list of required hardware/software and ordering contracts for obtaining required E-SIG hardware/software to provide CEFMS access.
 - (3) Maintain a list of required hardware/software to order for LAN\WAN deployment at RFO site to support 200 users. List is to be updated yearly by technology survey for functional requirements.
 - (4) Maintain a list of required equipment to order for radio communications, telephone and facsimile support. List is to be updated yearly by technology survey for functional requirements.
 - (5) Accompany Logistics Management and Real Estate Division personnel to impacted area and provide technical support in the selection of the disaster field office building. IM shall

ensure the building selected has the necessary amount of outside and inside telephone wiring to support the number of telephone, fax and data modems required by disaster personnel.

b. Phase II - Pre-Landfall (H-3 to H+0). Notebook platforms capable of meeting required hardware requirements would be called in and hardware/software configured for functional application requirements for field utilization.

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

(1) Initial configuration according to DTOS data communications requirements of first response platforms would be done for access to CEFMS, SPS, E-mail and INTERNET functions. Any other configurations required for communications and automation support would be configured.

(2) Initial configuration of radio communications, telephone installation and facsimile requirements.

(3) Expedite response equipment orders and delivery.

(4) Establish local telephone service, initiate the proper forms to place all lines on FTS2001 (VON) for long distance, and locate and acquire the number of telephone instruments required for operation of the field office.

(5) If telephone service in the disaster area is out, set up HF/SSB radio links between the EFOs in the disaster area and the RFO for command and control until the telephone service is restored. IM shall provide, install and optimize these links as quickly as possible.

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

(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.

APPENDIX E

Alternate Emergency Operations Center

1. Savannah District has identified an alternate site that will be used as the Alternate Emergency Operations Center depending on the hurricane path and destruction. If the Federal Building is inaccessible during an emergency the Emergency Operations Center would relocate to the J. Storm Thurmond Powerplant.
2. Approximately 25 people will relocate to J. Storm Thurmond. The following is list of divisions/offices and number of personnel that will deploy personnel to the Alternate EOC.

COMMANDER

COL Mark Held

LTC Shepard

INFORMATION MANAGEMENT OFFICE

Rose Mary Cone (Chief, Information Integration and Implementation Branch)

Bob Van Horn/Tanya Mercer

Len Day (SAIC Contractor)

RESOURCE MANAGEMENT OFFICE

Gloria Williams (Chief, Financial Analysis Branch)

Ginger Nesmith (Accountant)

Evelyn Smith (Accountant)

PUBLIC AFFAIRS OFFICE

Billy Birdwell (Public Affairs Officer)

CONSTRUCTION DIVISION

Joe Caggiano (Assistant Chief of Construction Division)

CIVILIAN PERSONNEL ADVISORY CENTER

Deborah Frison (Human Resources Officer)

Thomas Harris (Human Resources Specialist)

ENGINEERING DIVISION

Stan Simpson (Hydraulic Engineer)

LOGISTICS MANAGEMENT OFFICE

Jim McKinney (Chief, Logistics Management Office)

Robert Womack (Traffic Management Specialist)

EMERGENCY MANAGEMENT DIVISION

Chris Klein (Chief, Emergency Management Division)

Judy Patterson (Natural Disaster Manager)

TJ Tessneer (EOC Coordinator)

Barbara McComb (Budget Analyst)

CONTRACTING DIVISION

MAJ Adrian Goolsby (Deputy – Contracting Division)

John Moore (Chief, Contracting Division)

Julie Anderson (Contract Specialist)

OFFICE OF COUNSEL

Colin Ozanne (Attorney)

REAL ESTATE DIVISION

Tommy Hill (Chief, Real Estate Division)

PROJECT MANAGEMENT DIVISION

Pete Oddi (Chief, Project Management Division)

3. Below are responsibilities of each office responsible for the establishment of the Alternate EOC.

a. Emergency Management. The Emergency Manager (EM) will determine if the emergency is such that relocation of the EOC is required. The EM will then make that recommendation to the Commander.

b. Commander. The Commander has pre-designated the J. Strom Thurmond Powerplant as the relocation site for the Savannah District Emergency Operations Center. The Emergency Relocation Site is in a Corps owned project.

c. Logistics Management (LM). LM will work with Contracting, Real Estate, and Emergency Management to activate appropriate government or contract personnel to move all equipment to the new site. LM will be responsible for obtaining lodging for the personnel relocating to Thurmond.

d. Information Management (IM). IM shall provide any and all computer and communications capabilities, including hardware, software, electronic interchange information, supplies, operating instructions, and set-up of equipment. Identify supply sources and exercise existing acquisition capabilities to provide support and supplies through emergency acquisition facilities already in-place within the contracting area.

4. The following are procedures for establishing the Alternate EOC.

a. Concept of Operations. The district EOC may be required to relocate its operations to an alternate location due to a variety of reasons to include the non-availability of the existing EOC. The Crisis Management Team (CMT) will relocate to Thurmond Powerplant to function as the district until such time facilities are available in Savannah.

b. Billeting. Some billeting for the CMT is located at hotels/motels near Augusta, Georgia. LM will be responsible for obtaining billeting.

c. Security. The area has some security, as required, for both the operation and personnel.

d. Facilities. Space has been designated for a permanent Emergency Operations Center at the Thurmond Powerplant. The Commander and Deputy Commander will be located in the 3rd floor conference. The Crisis Action Team will be located in the lobby. Tables will be set up for work space. Phone and power hubs are available to set up phones and have power for equipment. The following are currently on site and are available:

- Emergency Power
- Functioning telephone system
- 24 Port Hub
- 300 feet of 50 pair telephone cable
- 1000 ft CAT5 network cable
- 25 - 50 ft CAT5 patch cords
- 25 - 50 ft telephone cords
- 25 telephone sets
- Satellite phone
- Fax machines and copiers
- T-1 computer line
- Use of SEPA T-1 line
- Local Area Network
- Wide Area Network
- CEFMS
- Cooking facilities with utensils, stove, microwave, refrigerator and freezer.
- Freeze-dried food
- Washer/dryer

APPENDIX F

Operation Phase Matrix

Phase	Time	Goal	Key Decisions
Watch Pre-Phase 0 Yellow Alert	→ H-120	Early Landfall Prediction	
Pre-Landfall	Activation Phase I Orange Alert	H-120 – H-72	Activate C ⁴ I Request Code 200 funding Activate Staff and EOCs Deploy Deputy District Cdr to State EOC Establish ERRO in EOC Establish Battle Rhythm Request prediction models Notify personnel who will be tasked from other districts Send Logistics team to Logistics Staging area Initial SITREP
	Deployment Phase II A Orange Alert	H-72 – H-24	Request Response Teams & Resources Request Mission & Functional PRTs, DTOS and Add'tl Support Dismiss Non-Essential Staff Reserve Lodging/Vehicles for PRTs Secure Vessels and Projects Deploy Liaisons to State EOC & Targeted Counties Receive MAs & Execute Pre-Declaration Missions
	Deployment Phase II B Orange Alert	H-24 – Landfall	Receive Response Teams Forward In-process Initial Response Cadre Mob Center Established and Receiving Agents In-place
Post Landfall	Execution Phase III A Red Alert	Landfall – H+12	Rapid Needs Assessment Deploy PDA teams Over-fly AO (Commander & designated personnel) Contact Customers
	Execution Phase III B Red Alert	After H+12	Swift Provision of Life Sustaining Goods and Services Validate State's Response Needs (Water/Ice/Power)

APPENDIX G

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