

HURRICANE NOTIFICATION, EVACUATION AND RECALL PROCEDURES

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SAVANNAH DISTRICT  
HURRICANE NOTIFICATION, EVACUATION AND RECALL PROCEDURES

1. Purpose. The purpose of this plan is to educate and provide employees with guidance to enable them to be better prepared in the event a hurricane strikes.
2. Applicability. This plan is applicable to all employees of the U.S. Army Corps of Engineers located in the Savannah, GA, area.
3. References.
  - a. ER 500-1-1, 11 Mar 91, Natural Disaster Procedures.
  - b. CESAS Plan 500-1-1, 1 Jun 94, CESAS Natural Disaster Procedures.
  - c. CESAS Plan 500-1-9, 1 Jun 00, Savannah District Hurricane Plan.

4. Notification of Hurricane and to Evacuate.

a. Local/NOAA.

(1) Hurricane Information Sources. Local governments and the county Emergency Management Directors or designated alternates are responsible for maintaining the emergency communication and warning systems. The Emergency Operation Control Group is comprised of local, State, and pre-designated support agency officials which make local response decisions. The County Commission Chairmen and Mayors work with the Emergency Management Directors to provide uniform public information. The Emergency Management Directors are, however, the chief spokespersons during a hurricane and will oversee the release of all emergency public information. Radio and television stations will provide initial releases of information and notification to allow early evacuation if necessary.

(2) The National Oceanic and Atmospheric Administration (NOAA): Provides continuous broadcasts of the latest weather information directly from National Weather Service offices. Taped weather messages are repeated every 4 to 6 minutes and are routinely revised every 1 to 3 hours or more frequently if needed. Special weather radios operate on NOAA frequencies; additionally, many radios offer the weather band as an added feature. NOAA weather radio operates on the following frequencies in the coastal Georgia/South Carolina area:

Beaufort, SC	162.475 MHz
Savannah, GA	162.400 MHz
Waycross, GA	162.475 MHz

Following is a brief list of Emergency Alert Systems (EAS's) in this area. If any of these stations cannot be received, contact the county Emergency Management Office and obtain information regarding the nearest Emergency Alert System (EAS).

WYKZ-FM, Beaufort, SC	98.7 MHz
WSCA-FM, Savannah, GA	94.1 MHz
WXMK-FM, Brunswick, GA	105.9 MHz

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This plan supersedes CESAS Plan 500-1-13, 1 Jun 00.

b. Savannah District.

1 Aug 01

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

(2) Duty Hours. Unless otherwise notified, all employees are expected to report to work as usual. Any required dismissal during normal working hours will be announced through supervisory channels.

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

d. Specific Actions. See Appendices C and D.

5. Evacuation. County Emergency Management officials will provide information regarding evacuation. They have established shelters within the local coastal counties for individuals to use when a county does not require total evacuation. When an entire county must be evacuated, host cities have been designated to receive these individuals. Employees should follow the directions of county Emergency Management officials. See Appendix E for specific actions.

6. All Clear and Recall Procedures.

a. Dismissal. If possible, instructions for reporting to work will be placed on a recorded message. You may obtain this recorded message by dialing 912-652-5280 or 1-800-543-6891. These telephone numbers are activated only during an emergency situation.

b. Recall. All employees must call the designated office listed below not later than 24 hours following administrative dismissal or office closure due to natural disaster. The purpose of this contact is to provide an accounting for each District employee, to facilitate leave requests if needed based upon the disaster and, to facilitate return to duty instructions, as needed. **FAILURE TO CALL IN WILL RESULT IN THE EMPLOYEE'S ABSENCE BEING CHARGED AS ABSENCE WITHOUT LEAVE (AWOL). THE EXISTENCE OF LEGITIMATE, MANAGEMENT APPROVED EXTENUATING CIRCUMSTANCES MAY RESULT IN AWOL BEING CHANGED TO APPROVED LEAVE AFTER THE FACT.** Employees are responsible for checking media sites and recorded messages set forth in paragraphs above to obtain return to duty information, as well. During the call in, employees should be prepared to provide the following information: name, organization, phone number during closure period, and leave request if appropriate.

<u>Organization</u>	<u>Primary Site</u>	<u>Alternate Site</u>
OP	J. Strom Thurmond Project Office 1-800-533-3478, Ext 1165 864-333-1165 864-333-1100, Ext 1165	Hartwell Project Office 1-888-893-0678, Ext 365 706-856-0365 706-856-0300, Ext 365
PD, CT, OC, PA, CP, DB	Richard B. Russell Project Office 1-800-944-7207 706-213-3465	J. Strom Thurmond Project Office 1-800-533-3478, Ext 1165 864-333-1165 864-333-1100, Ext 1165

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RE, LM, IR, SL, VT	Hartwell Project Office 1-888-893-0678, Ext 365 706-856-0365 706-856-0300, Ext 365	West Georgia Area Office 706-545-3138/3139
IM, RM, DE, EE,	North Carolina Area Office 910-396-1211 Ext 105/109	Richard B. Russell Project Office 1-800-944-7207 706-213-3465
EN	West Georgia Area Office 706-545-3138/3139	North Carolina Area Office 910-396-1211 Ext 105/109
CD, PM, SO	Robins AFB Area Office 478-926-0298/0290	Fort Jackson Resident Office 803-751-3124, Ext 11/12 803-751-3125/3126

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ROGER A. GERBER  
COL, EN  
Commanding

DISTRIBUTION: See Appendix K