

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. Evaluate EOC requirements. _____
 - c. 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 Emergency Recovery 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.