

APPENDIX C
TAB 10

Hurricane Action Checklist

CIVILIAN PERSONNEL ADVISORY 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. Also review pre-positioned tools for accomplishment of CP/HR responsibilities associated with recovery operations. Cause all responsible CP representatives to refresh themselves on pertinent issues outlined in following paragraphs.
3. PHASE II (48 hours before landfall)
 - a. Alert Division/Office chiefs to begin planning for possibility of:
 - (1) Employees being called upon to perform duties associated with recovery operations, i.e. those employees trained or otherwise qualified to perform the the duties of the duty descriptions

contained in the Function Guides and who are normally assigned to work in the FLSA status appropriate for the work described in the duty descriptions.

(2) Remote possibility of requiring emergency hires from the local labor market. If potential needs are identified, alert the Georgia Department of Labor.

- b. After coordination with CESAS-EM, advise the Commander on excused leave associated with emergency dismissal needs. Involve PA as needed should radio and television announcements be anticipated outside of duty hours.
- c. Update telephone numbers on emergency dismissal policy. _____
- d. Reissue the emergency dismissal policy contained in CESAS Hurricane Awareness Plan 500-1-13. Request Division/Office chiefs to communicate to their employees the specific contact points for them to call 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. _____
- e. Alert HQ to put the HR Contingency Team on notice of potential need to respond. _____
- f. Alert the CP/EOC assignee to make arrangements to report to the EOC during a hurricane. _____

4. PHASE II and/or III (Depending upon the speed with which estimates

and assessment in Phase I are completed - 48/72 hours to landfall.)

- a. Assist managers in informing SAS employees of pay implications of work associated with the recovery operations, i.e., FLSA/overtime payment expectations.
- b. If SAS managers anticipate TDY staffing assistance, coordinate with CESAS-EM to review procedures for requesting TDY assistance, i.e. staff requirements beyond SAS resources with SAD EOC
- c. Begin a compilation of TDY needs by duty description category.
- d. Should anticipated labor/staffing needs indicate detail and/or TDY assets won't meet mission needs, work with CT to make use of private sector temporaries.
- e. Review in-processing procedures. _____
- f. Provide representative for EOC if directed. _____
- g. Release personnel from duty as directed by the Commander or his authorized representative. _____

5. PHASE IV (12 hours to landfall)

Continue to maintain contact with appropriate organization and agencies.

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. Verify with EOC original estimate of needs and make any necessary revisions.
- d. In coordination with EOC(s) request TDY assistance through SAD EOC from other Districts within the Division if sufficient numbers cannot be obtained within the District as directed by the CMT. _____
- e. Obtain HQUSACE authority to circulate our needs Corps-wide if necessary.
- 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.
- i. Provide EOC with daily updates for inclusion in SITREPS. _____
- j. Support recovery operations by in-processing all employees deployed in support of the disaster.