APPENDIX C
TAB 11

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 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.

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. Make available any portable radios and other communication equipment for emergency use. Verify that an adequate property accountability system is in place for all IM equipment.

f. Furnish area ERRO 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.

g. Provide mail/messenger service for the EOC or other ERRO.

h. Re-establish 24-hour communications capability if necessary.

i. Prepare daily Situation Reports (SITREPs) for all IM-related activities. (See sample format, Appendix B.)

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

k. Prepare list of available equipment and its location. Provide EOC a

copy.

l. Provide support personnel, as required.