

APPENDIX C
TAB 12

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.

4. PHASE III (24 Hours Before Landfall)

- a. Upon activation of the EOC, assign PA representative as required.
- 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.

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 par. 4 c. of CESAS
Plan 500-1-13.

- d. Contact all field offices listed in
par. 4d of CESAS Plan 500-1-13 and
provide information and guidance to
pass to employees reporting to these
locations.

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. Dispatch PA representative and photo-
grapher 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.
- i. Prepare a list of available personnel.
Provide EOC a copy.

CESAS Plan 500-1-9

App C, Tab 12

1 Jun 00

- 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-ET-CR.

- m. Provide EOC with daily updates for inclusion in SITREPS. _____