

APPENDIX C
TAB 13

Hurricane Action Checklist

CONSTRUCTION FIELD OFFICES

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review CESAS Plan 500-1-9 and provide update to CESAS-EM 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.
3. PHASE II (48 Hours Before Landfall)
 - a. Inform field office personnel of hurricane watch and impending severe weather conditions after notification has been received.
 - b. Inform contractors of expected conditions.
 - c. Check all Government equipment at the field office which could be used in emergency situations. Ensure they are fueled and in operable condition.

- d. Maintain a list of equipment and available operators should it be needed.
- e. Make plans for moving any Government equipment or Government property if it becomes necessary.
- f. Ensure communications system is working and notify EOC of any communication problems.
- g. Ensure alert cadre personnel are available for emergency operations.
- h. Revise emergency work schedule as required.
- i. Issue instructions to be followed in case storm hits.

4. PHASE III (24 Hours Before Landfall)

- a. Inform field office personnel of imminent severe weather conditions.
- b. Inform EOC of current local conditions as requested.
- c. Maintain radio contact with personnel engaged in emergency operations.
- d. Implement plans to move persons and equipment as may be required for protection.
- e. Maintain liaison with District EOC for current data and forecast.
- f. 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 assignment. Others seek safe shelter.
- b. Protect employees and equipment as required.

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. Make necessary inspections of structures and facilities.
- d. Support damage survey teams as required.
- e. Initiate "windshield surveys" as directed.
- f. Establish contact with EOC as soon as possible if communications are interrupted.
- g. Prepare list of available personnel. Provide EOC a copy.
- h. Prepare list of available equipment

CESAS Plan 500-1-9
App C, Tab 13
1 Jun 00

and its locations. Provide EOC a copy.

- i. Provide support personnel, as required.