

APPENDIX C
TAB 14

Hurricane Plan Checklist

REAL ESTATE FIELD OFFICES

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.
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. Notify Real Estate point of contact of employees available for possible assignment to support EOC if requested.
 - c. Check all Government vehicles under field office control 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. Revise emergency work schedule as required.
 - g. Issue instructions to be followed in case storm hits.
4. PHASE III (24 Hours Before Landfall)
- a. Inform personnel of imminent severe weather conditions.
 - b. Inform District of current local conditions as requested.
 - c. Implement plans to move persons and equipment as required for protection.
 - d. Maintain liaison with District for current data and forecast.
 - 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 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. Keep EOC informed of current conditions.
- d. Support right-of-entry teams as required.
- e. Establish contact with District as soon as possible if communications are interrupted.
- 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.