

APPENDIX C
TAB 15

Hurricane Action Checklist

LOGISTICS 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. Normal day-to-day operations.
 - b. Review plans relevant to emergency response.
 - c. Inspect the Juliette Gordon Lowe Federal Building and Motor Pool to determine what protective measures are necessary to prevent wind and water damage. Identify items to be procured (coordinate with GSA).
 - d. Procure and install necessary protective materials not later than 48 hours prior to expected arrival of hurricane force winds. (coordinate with GSA).

3. PHASE II (48 Hours Before Landfall)

a. Buildings.

- (1) Notify GSA that the District is on Hurricane Alert and request that they put their emergency procedures into effect for the Juliette Gordon Lowe Federal Building. Test Emergency Generator and top off fuel tank.
- (2) Inspect roof of Juliette Gordon Lowe Federal Building and remove any debris.

b. Vehicles.

- (1) Determine vehicle and aircraft requirements by contacting Emergency Management, Engineering, Real Estate, Construction and Operations Divisions.
- (2) Identify and locate sufficient vehicles to meet anticipated requirements.
- (3) Make arrangements to obtain vehicles by preparing requisitions for rentals.

c. Office Supplies and Equipment.

- (1) Inventory expendable supplies required in emergency operations as listed by EOC and determine items needed to be purchased.
- (2) Identify and procure portable

water containers or bottled water
needed for shelter areas.

- (3) Procure large plastic bags to protect computers/printers

d. Motel/Hotel Accommodations.

Identify and locate sufficient motel/hotel accommodations for EOC personnel should relocation be necessary to the Thurmond Powerplant (approx. 30 rooms will be needed).

e. Dependents.

- (1) Contact the EOC to determine number of dependents of EOC staff that are to receive shelter.
- (2) Assign shelter space for dependents.
- (3) Notify sponsors of space assigned.
- (4) Furnish sponsor a checklist of essential items that each family must bring to the shelter for self support.

4. PHASE III (24 Hours Before Landfall)

a. Buildings.

- (1) Procure emergency rations for the EOC and provide and fill portable water containers or provide bottled water.
- (2) Take action to provide maximum protection against wind and water damage in the case of window

breakage by relocating office equipment, files, etc., away from windows.

- (3) Prepare space in the Juliette Gordon Lowe Federal Building for family members of personnel working in EOC. (coordinate with GSA for lighting in shelter area, foyer, and motor pool area also for air conditioning in shelter area).
- (4) Provide large trash cans and bags in EOC and shelter area.
- (5) Provide paper plates, napkins, sugar, salt, pepper, food, coffee, etc. if required.
- (6) Provide Port-o-Johns in EOC and shelter area if required.

b. Vehicles.

- (1) Obtain additional vehicles and aircraft needed by implementing arrangements made in Phase II.
- (2) Place vehicles in locations specified by EOC. Park vehicles in parking garage for storage during storm or relocate to alternate EOC.
- (3) Tag keys to show vehicle tag number and the location of the vehicle.
- (4) Furnish vehicle keys, credit cards

and trip tickets to EOC.

c. Office Supplies and Equipment.

Deliver to the EOC, supplies,
equipment and forms, etc., needed for
emergency operations.

d. Personnel.

(1) Provide representative for CMT
if directed.

(2) Prior to departing, all employees
should disconnect all electrical
equipment and office machines not
needed by the EOC. Also, all
paperwork must be put in desks or
files.

(3) Release personnel from duty as
directed by the Commander or his
authorized representative.

(4) Reserve motel/hotel accommodations
at alternate EOC for EOC personnel
if required.

5. PHASE IV (12 Hours Before Landfall)

a. Provide EOC with keys to available
vehicles.

b. Re-inspect all office and storage
space. Take any necessary action.

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. Inform EOC of current conditions.
- d. Reconnect all electrical equipment and office machines. Repair any that are damaged.
- e. Contact GSA to repair damages to Federal Building.
- f. Provide supplies and equipment for emergency field office as required.
- g. Prepare list of available personnel. Provide EOC a copy.
- h. Prepare list of available equipment and its location. Provide EOC a copy.
- i. Provide support personnel, as required.
- j. Block hotel rooms in disaster area for incoming personnel.
- k. Provide EOC with daily updates for inclusion in SITREPS. _____