

APPENDIX C
TAB 16

Hurricane Action Checklist

PROGRAMS AND PROJECT
MANAGEMENT DIVISION

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. Notify Project Management personnel deployed to customer locations of impending storm. _____
3. PHASE II (48 Hours Before Landfall)
 - a. Contact customers that may be impacted by storm to determine their needs and offer support.

CESAS Plan 500-1-9
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- a. Continuation of Phase II activities.
- b. Prepare to release non-essential employees when deemed necessary by the Commander or his authorized representative.

5. PHASE IV (12 Hours Before Landfall)

- a. Continuation of Phase III activities.
- b. Staff EOC as required.

6. PHASE V (Hurricane force winds are striking the Georgia Coast.)

Support EOC operations as required.

7. RECOVERY OPERATIONS.

- a. Check damage to PM facilities and equipment.
- b. Contact all PM employees to assure their safety and relay instructions concerning reporting back to work.
- c. Provide employees to assist with investigative teams.
- d. Request TDY assistance as required to accomplish assigned work activities.
- e. Inspect and document post-storm conditions of all ongoing projects and

all PM activities. (See sample format,
Appendix B.) Submit report to EOC.

- h. Prepare list of available personnel.
Provide EOC a copy.
- i. Prepare list of available equipment
and its location. Provide EOC a copy.
- j. Provide support personnel, as required.
- k. Coordinate all activities through EOC. _____