

APPENDIX C
TAB 19

Hurricane Action Checklist

OFFICE OF COUNSEL

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. Review plans relevant to emergency response. _____
 - b. Maintain contact with EOC to assure that all applicable weather information is transmitted to OC in a timely manner.
 - c. Assure EOC that OC personnel are available to support EOC as necessary.
3. PHASE II (48 Hours Before Landfall)
 - a. Review pertinent emergency statutes and legislation.
 - b. Continuation of all Phase I activities.
4. PHASE III (24 Hours Before Landfall)

- a. Make OC personnel available to assist EOC staff.
- b. Stand by to assist and advise other staff elements as necessary.
- c. Provide representative for CMT if directed.
- d. Release personnel from duty as directed by the Commander or his authorized representative.

5. PHASE IV (12 Hours Before Landfall)

Essential personnel on standby for work assignment. Others seek safe shelter.

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. Check list of available staff. Provide EOC a list of available personnel.
- d. Render legal advice and assistance to Commander and all components of the District.
- e. Coordinate with EOC to request additional TDY personnel as necessary to accomplish assigned missions.

- f. Ensure all emergency contracts meet all legal requirements.
 - g. Provide legal assistance necessary to respond to contractor claims.
 - h. Provide support personnel, as required.
 - i. Provide EOC with daily updates for inclusion in SITREPS.
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