

APPENDIX C
TAB 2

Hurricane Action Checklist

EMERGENCY MANAGEMENT DIVISION

Action
DTG & Initials

1. PHASE O (Pre-Hurricane Season)
 - a. Review and update CESAS Plan 500-1-9.
 - b. Update list of key EOC personnel.
 - d. Make coordination visits to FEMA, Georgia Emergency Management Agency (GEMA) and EM Officials in coastal counties.
 - e. Update and distribute Hurricane Awareness Plan prior to the beginning of the hurricane season.
 - f. Update notebooks for each coastal county with all pertinent information.

2. PHASE I (72 hours before landfall)
 - a. Notify staff of phase change.
 - b. Normal day-to-day operations.
 - c. Review Hurricane Plan.

- d. Initiate a log of EOC activities. _____
 - e. Prepare and distribute weather advisories to all District staff.
 - f. Check EOC and field equipment.
 - g. Request POC with telephone numbers from each division and office.
 - h. Support CESAD-ET-CR personnel requirements for the Federal Response Plan.
3. PHASE II (48 hours before landfall)
- a. Notify staff of phase change and need to protect government material and equipment subject to storm damage.
 - b. Notify CMT, Alert teams and EOC personnel to be on standby for work assignments.
 - c. Contact CD for available personnel for damage survey.
 - d. Request that Government Services Administration (GSA) conduct operational test on emergency generator.
 - e. Request that GSA check fuel supply for emergency generator.
 - f. Check radio equipment and place portable batteries on charge. Request full time radio operator.
 - g. Check video tape equipment and place batteries on charge.

- h. Check communications with coastal county Emergency Management Directors.
- i. Submit initial storm potential report. (See sample, Appendix B.)
- j. Activate the EOC on direction from Commander or authorized representative.
- k. Establish communication with South Atlantic Division and Charleston and Jacksonville Districts.
- l. Establish contact with GEMA.
- m. Contact Thurmond Powerplant for possible relocation of EOC.
- n. Establish contact with National Weather Service.
- o. Conduct staff briefing.
- p. When EOC is activated, request funds from CESAD for EOC operations. Create work item and resource plan.
- q. Determine vehicle and aircraft requirements for EOC and alert teams and provide to LM.
- r. Determine expendable supplies needed in EOC and submit list to CESAS-LM.
- s. Prepare and distribute weather advisories to all District staff.
- t. Request Pay Cap and Fair Labor Standards

Act (FLSA)(exempt/nonexempt)waiver.

4. PHASE III (24 hours before landfall)
 - a. Notify staff of phase change.
 - b. Activate the EOC to full staff.
 - c. Establish contact with FEMA.
 - d. By telephone brief and pre-position preliminary damage assessment teams.
 - e. In conjunction with the Chief, Civilian Personnel Advisory Center, recommend to the Commander when employees should be dismissed based on coordination with County Emergency Management Agency.
 - f. Continuation of "h" and "i", Phase II.
 - g. Conduct staff briefing (include statement about space for emergency personnel family members).
 - h. Prepare and distribute weather advisories to all District staff.
 - i. Activate CMT as required.
 - j. Assign Corps liaison personnel to State and local EOC's. Provide State and local EOC's with names of personnel
 - k. Request personnel to write and provide situation reports (SITREPs) to EOC and maintain a 24-hour log.
 - l. Submit SITREPs.
 - m. In conjunction with RM, prepare Customer Order when funds are received from CESAD.

5. PHASE IV (12 hours before landfall)
 - a. Call all essential personnel to EOC.
 - b. Notify staff of phase change.
 - c. Maintain the EOC in operational state.
 - d. Protect employees and equipment as required.
 - e. Relocate to alternate EOC if required.
 - f. Submit SITREPs.
 - g. Reserve aircraft for aerial survey if required.
 - h. Alert South Atlantic Division (CESAD-ET-CR) of need for additional personnel to support the disaster as the situation warrants.

6. PHASE V (Hurricane force winds are striking the Georgia coast.)
 - a. Maintain EOC/Alternate EOC in operational state.
 - b. Redefine vehicle and aircraft requirements, determine areas to be surveyed, and prepare initial response plan.
 - c. Submit SITREPS. _____

7. RECOVERY OPERATIONS
 - a. Upon direction of the District Commander, coordinate ERRO establishment. _____

- b. Coordinate with State concerning implementation of GAP authority.
- c. Request assistance through South Atlantic Division (CESAD-ET-CR) for additional personnel to support the disaster as the situation warrants.
- d. Dispatch preliminary damage survey teams to ascertain effects and extent of damages.
- e. Place response personnel on standby.
- f. Place personnel for FEMA support on standby.
- g. Dispatch photographer.
- h. Overfly area for preliminary damage data for SITREPs, if required.
- i. Submit SITREPs.
- j. Task other District elements to accomplish all assigned emergency missions.
- k. Conduct staff briefing as soon as possible.
- l. Issue public notice for Corps assistance, if needed based on storm damage.
- m. Contact affected State and local Emergency Management Agencies.
- n. Approve all work orders and complete reports for emergency work, including issuance and acceptance of requests

from other Districts or agencies.

- o. Request personnel assistance as required.
- p. Prepare list of available response personnel. Provide EOC a copy.
- q. In conjunction with HR & IR establish tours of duty, schedules, pay entitlements, personnel guidelines/ procedures. Prepare memo stating polices and forward to respective offices.
- r. Prepare list of available equipment and its location. Provide EOC a copy.
- s. Contact field offices listed in CESAS Plan 500-1-13 in para 4.d dated 1 June 2000 and obtain information on all employees that have reported in.
- t. Create work item, resource plan and funding accounts for all missions/ activities.
- u. Prepare travel orders and labor PR&C's. Notify timekeepers of labor charge code.
- v. Initiate request for additional funds when necessary.
- w. Reconcile bills to cost ledger, run financial cost reports for back up, review, certify and mail bills to respective organizations.
- x. Follow up of bill payments.
- y. Monitor financial accounts and close when physically and fiscally complete

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