

APPENDIX C
TAB 5

Hurricane Action Checklist

OPERATIONS DIVISION

Action
DTG & Initials

1. PHASE 0 (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. Review and update OP emergency instructions handout and revise as necessary. _____
 - d. Fuel boats and trucks. Load boats on trailers. Attach property transfer forms, home telephone numbers and cellular telephone list on larger boats. _____
 - e. Notify J. Strom Thurmond, Hartwell and Richard B. Russell Projects of weather Forecast and plans. Discuss their role as POC for District Employees and review _____

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procedures for receiving calls and relaying messages.

f. Reserve rooms at an inland motel for hydrographic survey crew. _____

g. Revise emergency work schedule as necessary. _____

h. Issue pre-prepared instructions to be followed in event storm hits. (Distribute handout to all team members in District Office. Send info copies to field offices) _____

i. Check communications equipment _____

j. Check and test run all emergency power plants. _____

k. Determine dredging contractors' plans for protecting their plant during the storm. _____

l. Move EXPLORER to safe haven. Category of storm will determine crewing and location and method of mooring. _____

3. PHASE II (48 hours before landfall)

a. Advise all floating plant working in District including hopper dredges and contractors of weather forecast.

b. Advise superintendents of Augusta and Macon Levees to be prepared to install stop logs and/or sandbag closures as appropriate if heavy rains cause flooding.

c. Notify J. Strom Thurmond, Hartwell, and Richard B. Russell Projects of weather

forecast.

- d. Load equipment on boats. Move crane and forklift to upper parking lot.
 - e. Revise emergency work schedule as required.
 - f. Issue pre-prepared instructions to be followed in event storm hits.
 - g. Check radio.
 - h. Check and test run all emergency power plants.
 - i. Dispatch one survey boat and crew to inland location.
4. PHASE III (24 hours before landfall)
- a. Advise all floating plants to cease operations and to seek safe haven.
 - b. Plant in other areas will seek safe haven inland. Crew will tend vessel as required.
 - c. Release personnel from duty as directed by the Commander or his authorized representative.
 - d. Provide representative for CMT if directed.
5. PHASE IV (12 hours before landfall) Standby Watch
- a. Provide OP representative to CMT/EOC.

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- b. Maintain contact with crews.

- c. Personnel in danger area will seek 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. Reassemble crews.

- d. Assess damage to plant.

- e. Mobilize survey boats (DOWNS and OSSABAW). Survey Savannah Harbor, Brunswick Harbor and AIWW in that Priority order and as necessary.

- f. In cooperation with other elements, send crews to field to inspect damage.

- g. Return land plant to assigned locations.

- h. Provide support personnel, as required.

- i. Prepare list of available personnel. Provide EOC a copy.

- j. Prepare list of available equipment and location. Provide EOC a copy.

- k. Provide EOC with daily updates for inclusion in SITREP. _____