



US Army Corps
of Engineers
Savannah District

U.S. Army Engineer District, Savannah
Corps of Engineers
Savannah District

Emergency Employment of Army And Other Resources

**SAVANNAH DISTRICT
NATURAL DISASTER
NOTIFICATION PLAN**

CESAS Plan 500-1-3

02 OCT 2008

SAVANNAH DISTRICT NATURAL
DISASTER NOTIFICATION PLAN

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NATURAL DISASTER NOTIFICATION PLAN

1. Purpose. This regulation provides information and guidance and establishes procedures and responsibilities for rapidly disseminating emergency messages about conditions that would affect the safety and operations of the Savannah District (CESAS).

2. Applicability. This regulation is applicable to all District office staff, field chiefs, District office tenants and Regional Office Staffs (Mobile and Wilmington Districts).

3. References.

a. ER 500-1-1, Civil Emergency Management Program, 30 Sep 01.

b. CESAS Plan 500-1-1, CESAS Natural Disaster Procedures, 1 Jun 94.

c. CESAS Plan 500-1-9, CESAS Hurricane Plan, 3 Aug 06.

4. Situation. Emergency conditions requiring immediate notification of the CESAS staff may range from natural disasters to oil/hazardous material spills. The message may transmit a disaster condition or the execution of a plan or phase of a plan. "I have an emergency message" automatically activates this plan.

5. Notification and Responsibilities.

a. Notification.

(1) Personnel listed on the Action Flow Chart for Emergency Messages (Appendix A) will be notified of the emergency message and/or condition. Persons identified by an asterisk (*) on the flow chart will be responsible for the notification of the others in the direction of the flow line. In the event that one of the employees in the chain is absent, the alternate person in that chain will be notified of the message. In the event the absent person was identified with an asterisk, the alternate will be notified and will assume the function of the absent person and notify the others in that flow line. When report back is required, only the person or alternate acting at the top of the line will report. The report back will be the date and time the last person in the line was notified.

(2) Messages will remain short. This plan is intended to inform the staff and field element chiefs of emergency conditions or the execution of a plan or phase of a plan. Appendix B is a sample work sheet for providing and recording messages. A typical message format is: "This is (Name), (Office), I have an emergency message. (Message Text). Report back (is) (is not) required." A typical message from the Hurricane Plan could be: "Execute Phase (Number) of CESAS Hurricane Plan."

(3) Test exercises will be conducted periodically to evaluate communications and notification procedures. The message text will be, "This is a communication test."

This plan supersedes CESAS Plan 500-1-3, dated 10 Apr 06.

(4) All times will be given in Eastern Standard or Eastern Daylight Time.

b. Responsibilities.

(1) Commander (delegated to Chief, Emergency Management Division).

(a) Notify person on the flow chart of emergency message in accordance with this plan.

(b) Provide names of one principal and two alternate emergency contacts with duty and non-duty telephone numbers to the Chief, Emergency Management Office, South Atlantic Division (CESAD-EM).

(c) Inform the Chief, Emergency Management Office, South Atlantic Division (CESAD-EM), promptly (by telephone or by the best means available) of all emergencies and/or changed emergency conditions.

(d) Update notification roster annually or more often as necessary.

(2) District Staff.

(a) Keep copies of the Natural Disaster Notification Plan readily available at home and office at all times.

(b) Have a working knowledge of this Natural Disaster Notification Plan to adequately respond to an emergency notification.

(c) Assure that all essential subordinate employees are conversant with this Natural Disaster Notification Plan.

(d) Assure that subordinate staff are notified of the situation/condition and that appropriate action is taken.



EDWARD J. KERTIS
Colonel, EN
Commanding

3 Appendices

App A - Action Flow Chart
for Emergency Messages

App B - CESAS Emergency
Notification Plan Work
Sheet for Messages

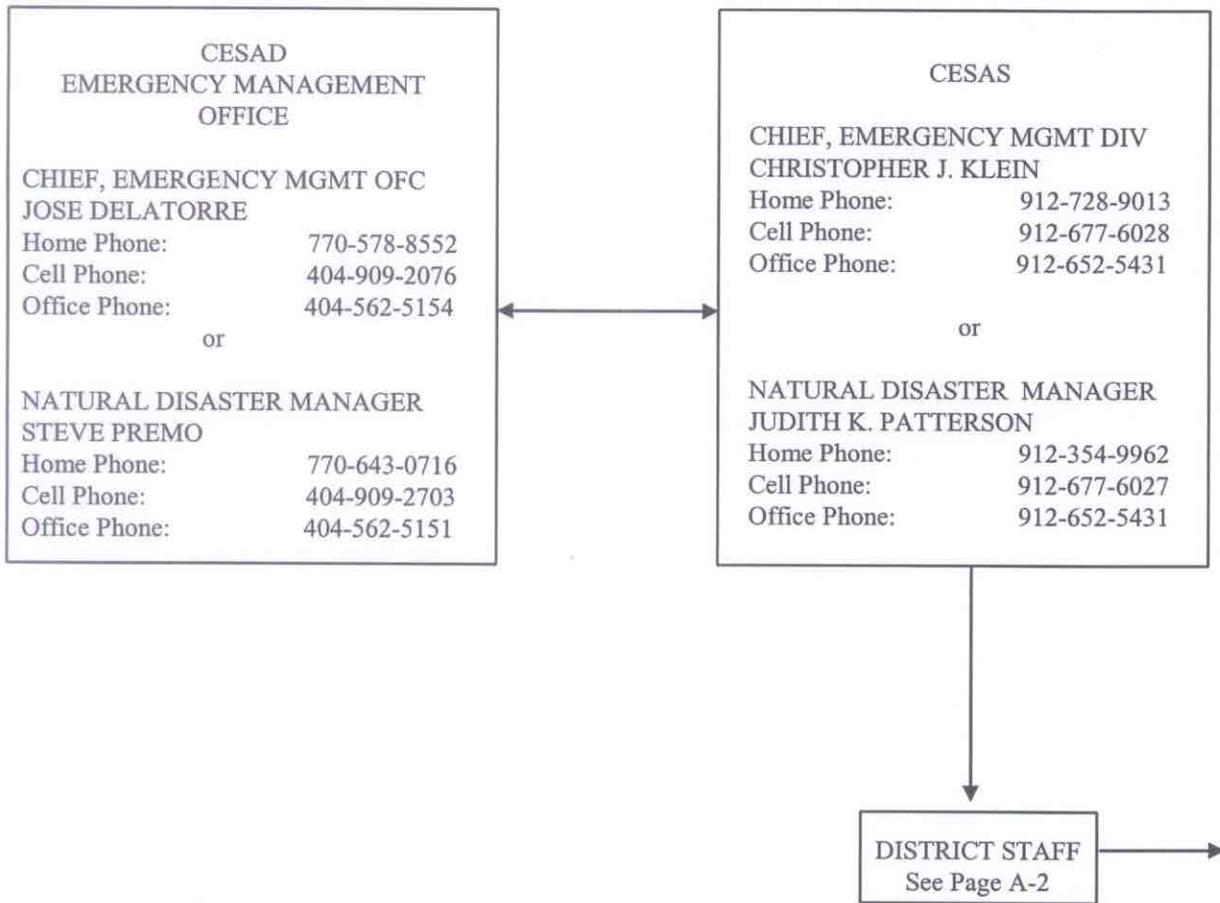
App C - Distribution

DISTRIBUTION: See Appendix C

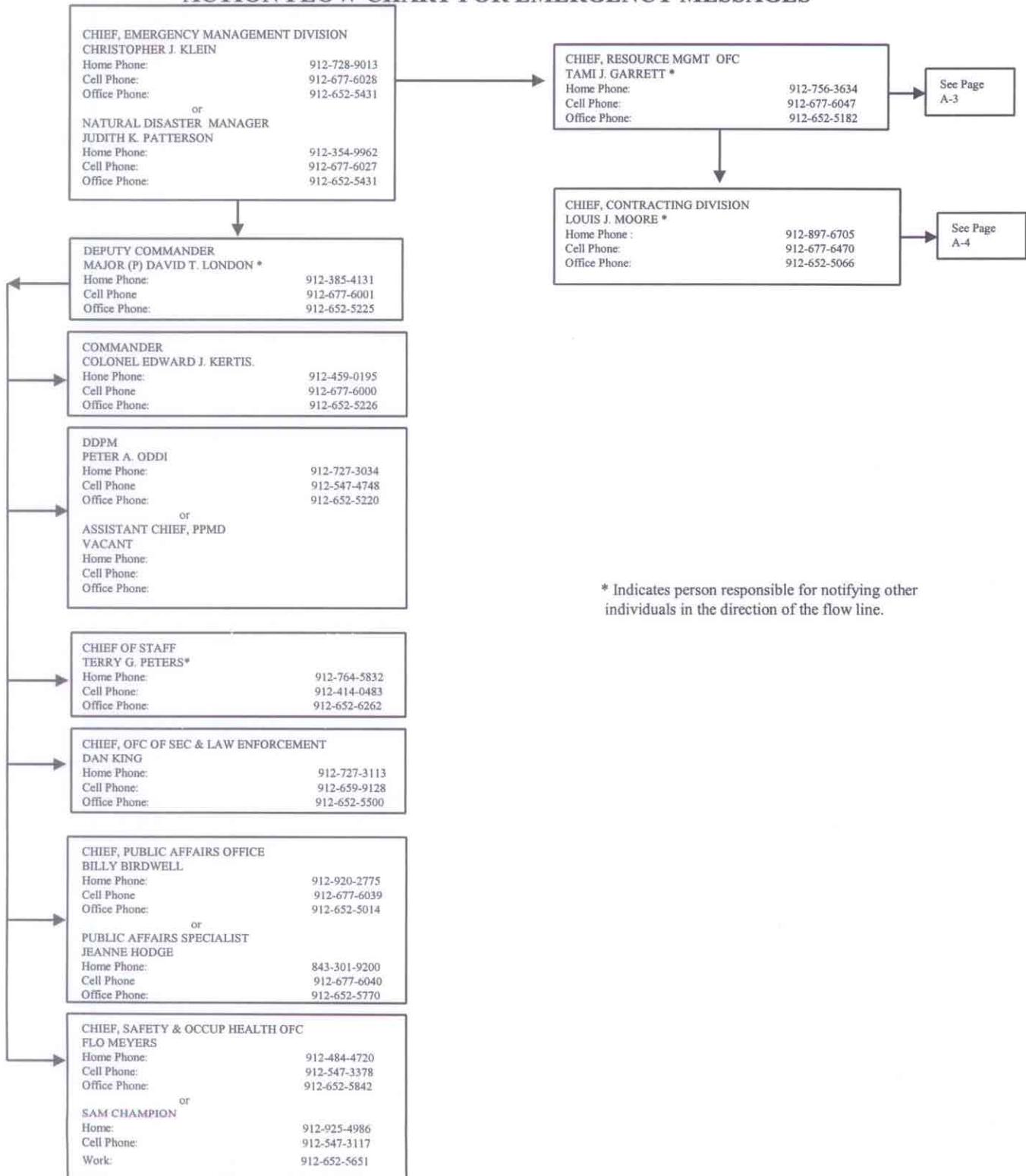
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APPENDIX A

ACTION FLOW CHART FOR EMERGENCY MESSAGES

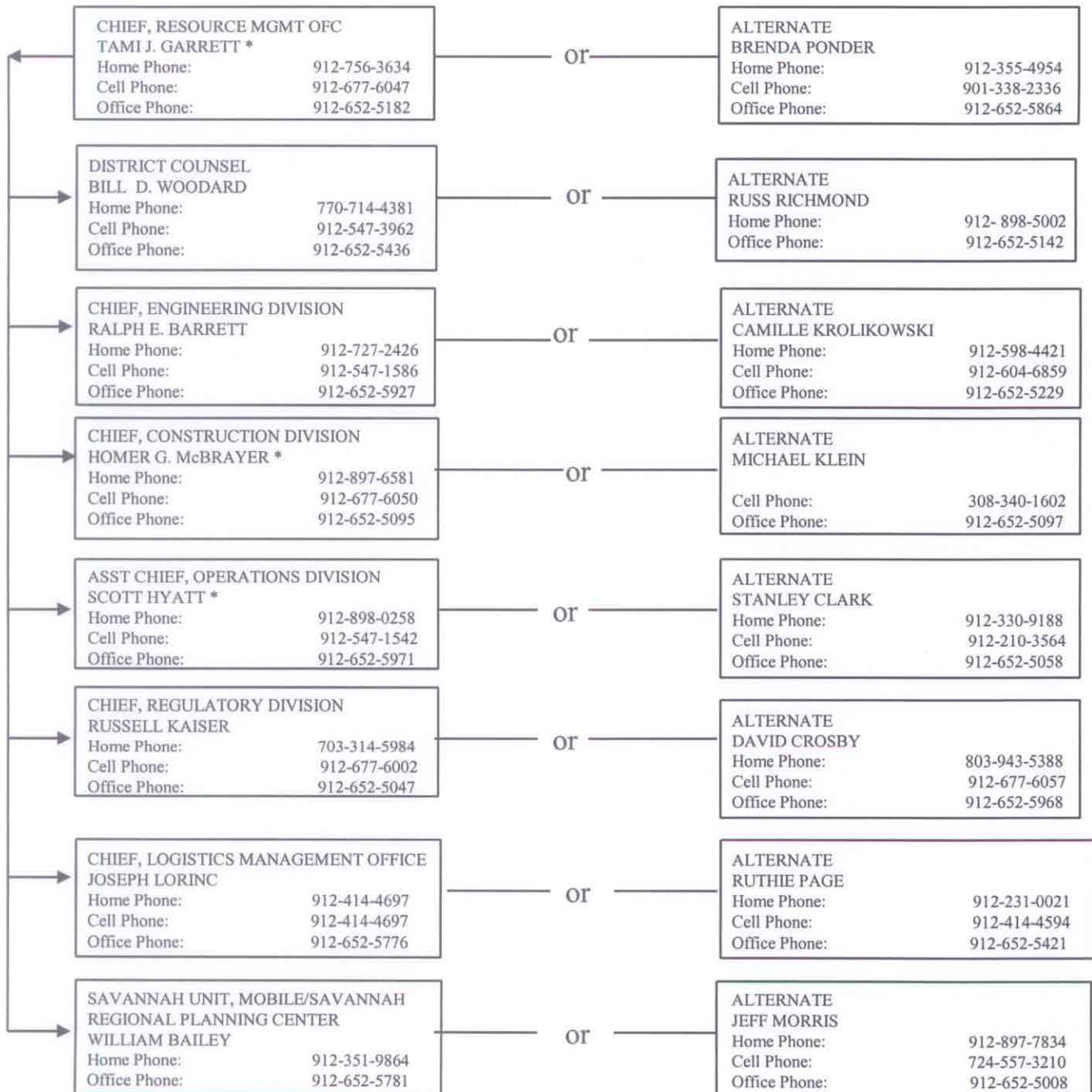


ACTION FLOW CHART FOR EMERGENCY MESSAGES

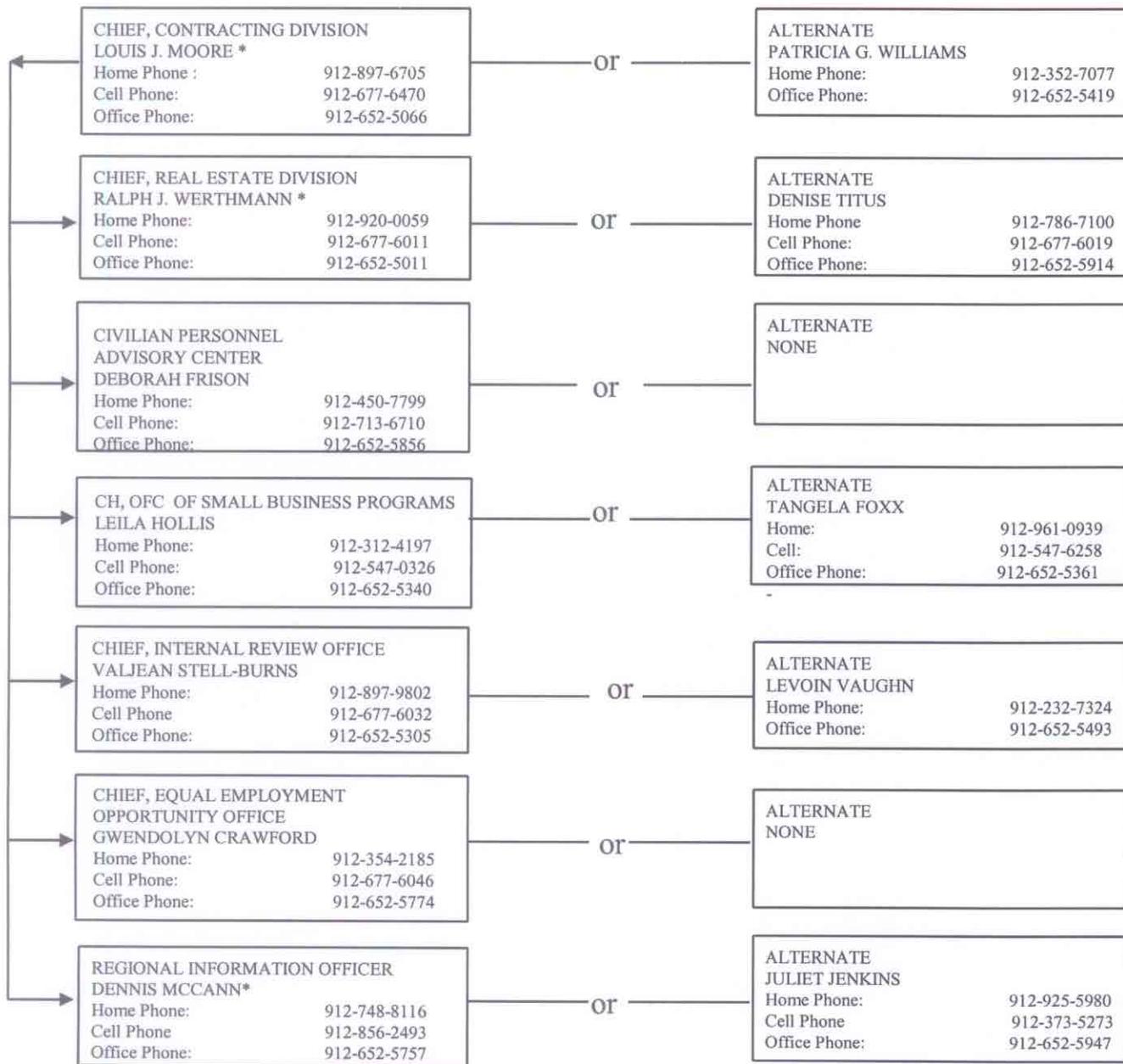


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ACTION FLOW CHART FOR EMERGENCY MESSAGES



ACTION FLOW CHART FOR EMERGENCY MESSAGES



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APPENDIX B

CESAS Emergency Notification Plan

Work Sheet for Messages

RECEIVING MESSAGES:

Message Received From: _____
(Name/Organization)

Time Message Received: _____
(Date/Time)

Message: _____

Effective: _____
(Date/Time if Required)

Report (is) (is not) required.

DELIVERING MESSAGES:

Time Message Delivered: _____
(Name/Organization)

This is _____
(Name/Organization)

I have an emergency message.

Message: _____

Effective: _____
(Date/Time if Required)

Given To: _____
(Name and Organization)

Report (is) (is not) required.

APPENDIX C

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Distribution

<u>Activity</u>	<u>Number of Copies</u>
CDR South Atlantic Division, ATTN: CESAD-EM	4
CDR USAED CHARLESTON, ATTN: CESAC-EM	2
CDR USAED JACKSONVILLE: ATTN: CESAJ-CO-E	2
CDR USAED MOBILE, ATTN: CESAM-EM	2
CDR USAED WILMINGTON, ATTN: CESAW-EM	2
FEMA, Region IV, 3003 Chamblee-Tucker Rd, Atlanta, GA 30341	1
GEMA, P.O. Box 18055, Atlanta, GA 30316-0055	1
SCEMD, 2779 Fish Hatchery Road, West Columbia, SC 29172	1

Internal

Distribution A & D	
CESAS-IM-PR	5
CESAS-EM	25
Each Named Individual	2