

# **US Army Corps of Engineers**

**Jacksonville District**

## **Emergency Operations**

### **Standard Operating Procedures**

9 September 2002

MEMORANDUM FOR All District Employees

SUBJECT: Jacksonville District, Emergency Operations Center,  
(EOC) Standard Operating Procedures (SOP)

1. Purpose. The intent of this SOP is to establish uniform guidance to ensure efficient, timely, and consistent response to natural disasters, national emergencies, and military contingencies. The SOP reflects procedures that are consistent with current regulatory guidance, higher authority emergency response plans, and the corporate knowledge of all the District elements. The SOP will continue to evolve, reflecting lessons learned from experience and other improvements.

2. Action. Take the time to study this SOP and the AARs from previous emergency responses. The success of the District's emergency efforts depends on the commitment and teamwork of all District employees.

3. Implementation. Effective immediately, use the procedures prescribed in this SOP during emergency operations. I encourage all District employees to make recommendations or suggestions through your organization's chain of command to the Readiness Branch.

JAMES G. MAY  
Colonel, Corps of Engineers  
District Commander



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### List of Acronyms

AAA	Army Audit Agency
AAR	After Action Report
AO	Action Officer
AOR	Area of Responsibility
AR	Army Regulation
CAT	Crisis Action Team
CEAP	Corps of Engineers Automated Plan
CEM	Civil Emergency Management
CEFMS	Corps of Engineers Financial Management System
CESAD	South Atlantic Division
CESAJ	U.S. Army Corps of Engineers, Jacksonville District
CESAJR	Jacksonville District Regulation
CID	Criminal Investigation Division
CMT	Crisis Management Team
CO	Con-Ops Division
COA	Courses of Action
CO-E	Con-Ops Division, Readiness Branch
CONUS	Continental United States
COOP	Continuity of Operations Plan
CP	Civilian Personnel Advisory Center
CT	Contracting Division
DBA	Davis-Bacon Act
DCCV	District Command & Control Vehicle
DDE	Deputy District Engineer
DE	District Engineer
DFO	Disaster Field Office
DOD	Department of Defense
DOT	Department of Transportation
DP	Program and Project Management Division
DTOC	Deployable Tactical Operations Center
DTOS	Deployable Tactical Operations System
EFO	Emergency Field Office
EM	Emergency Manager
EN	Engineering Division
ENGLink	Name of software system for emergency operations information management (not an acronym)
EOC	Emergency Operations Center
ER	Engineering Regulation
ERRO	Emergency Response and Recovery Office
ERT	Emergency Response Team
ESF	Emergency Support Function

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**List of Acronyms (Continued)**

FAX	Facsimile
FCW	Flood Control Works
FDEM	Florida Department of Emergency Management
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FOB	Federal Office Building
FRP	Federal Response Plan
GBL	Government Bill of Lading
GIS	Geographical Information System
GPS	Global Positioning System
GSA	General Services Administration
HIV	Human Immunodeficiency Virus
HQ	Headquarters
HQUSACE	Headquarters US Army Corps of Engineers
IAW	In Accordance With
ID	Identification
IHMT	Interagency Hazard Mitigation Team
IM	Information Management Division
IMA	Individual Mobilization Augmentee
INSUM	Intelligence Summary
INTEL	Intelligence Officer
IT	Information Technology
LAN	Local Area Network
LM	Logistics Management
LNO	Liaison Officer
MCC	Movement Coordination Center
MIPR	Military Interdepartmental Purchase Request
MME	Movement Coordination Center
MRE	Meals Ready to Eat
NHC	National Hurricane Center
NLT	No Later Than
NOAA	National Oceanographic & Atmospheric Administration
NTP	Notice to Proceed
NWS	National Weather Service
OC	Office of Counsel
OPLAN	Operations Plan
OPERATIONS	Operations Officer
OPORD	Operations Orders

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**List of Acronyms (Continued)**

OCONUS	Overseas CONUS
PA	Public Affairs Office
PDA	Preliminary Damage Assessment
PL	Public Law
PM	Security Officer
POA	Plan of Action
POC	Point of Contact
PMCS	Preventive Maintenance Checks & Services
PPE	Personal Protection Equipment
PRCD	Puerto Rico Civil Defense
PRT	Planning and Response Team
PSMA	Pre-Scripted Mission Assignment
QA	Quality Assurance
RE	Real Estate Division
RECON	Reconnaissance
RFA	Request for Assistance
ROE	Right of Entry
RM	Resource Management Division
SAD	South Atlantic Division
SAJ	Jacksonville District
SAM	Mobile District
SAS	Savannah District
SAJEOC	Jacksonville District, Emergency Operations Center
SATCOM	Satellite Communication
SCA	Service Contract Act
SME	Subject Matter Experts
STBY	Standby
STU	Secured Telephone Unit
SITREP	Situation Report
SO	Safety and Occupational Health Office
SOP	Standard Operating Procedure
SPOTREP	Spot Report
TBD	To Be Determined
TDY	Temporary Duty
UPASS	User Password
USACE	United States Army Corps of Engineers
USGS	United States Geological Survey
UTC	Coordinated Universal Time

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**List of Acronyms (Continued)**

VCR	Video Cassette Recorder
VITEMA	Virgin Island Territory Emergency Management Agency
VTC	Video Teleconference

## **Emergency Operations Standard Operating Procedures**

### **Chapter 1 Introduction**

**1-1. Purpose.** This SOP delineates the mission, chain of command, policy, requirements, and procedures for the activation and operation of the U.S. Army Corps of Engineers, Jacksonville District, (CESAJ) Emergency Operations Center (EOC). It provides guidance and establishes staff responsibilities prior to, during, and after hurricane landfall within the CESAJ Area of Responsibility (AOR). This SOP can be applied to a multitude of emergencies, but the primary focus is hurricane and tropical storm emergency response.

**1-2. Applicability.** This SOP applies to all District elements.

**1-3. References:**

a. Army Regulation (AR) 500-60, Emergency Employment of Army and Other Resources, Disaster Relief, dated 1 August 1981.

b. Engineering Regulation (ER) 11-1-320, Civil Works Emergency Management Activities, dated 1 October 1998.

c. ER 500-1-1, Civil Emergency Management Program, dated 30 September 2001.

d. ER 690-1-321, Civilian Personnel Staffing for Emergencies, dated 25 November 1974.

e. CESAJ Disaster Response Primer, dated July 1994.

f. Jacksonville District Regulation (CESAJR) Plan 500-1-2, Emergency Communications Plan, as amended.

h. CESAJR 690-1-34, Civilian Personnel Administrative Dismissal, dated 1 January 1996.

i. Federal Response Plan (FRP), April 1999, 9230-PL.

j. Public Law (PL) 84-99, Flood and Coastal Storm Emergencies Act, as amended.

k. Public Law 93-288, Disaster Relief Act of 1974.

l. Public Law 99-662, Water Resources Development Act of 1986, Section 917.

m. Readiness 2000 Initiative.

n. Advance Contracting Initiative.

o. Headquarters, SAD, OPLAN 01-01 (Operation Neptune Response), dated 21 June 2001.

p. 29 CFR 1910 Code of Federal Regulations, Occupational Safety and Health Standards.

q. AR 525-13 Military Operations, Antiterrorism Force Protection (AT/FP).

r. AR 190-40 Military Police, Serious Incident Report.

s. Department of the Army (DA) Pamphlet 690-47, Civilian Employment Deployment Guide.

t. Occupant Emergency Plan (OEP) for FOB

u. Continuity of Operations Plan (CESAJ COOP)

**1-4. Requirements.** The US Army Corps of Engineers (USACE), Jacksonville District establishes and maintains a readiness management organization, to include personnel, space, and facilities, necessary to manage the Civil Emergency Management (CEM) Program. Establishes and maintains operational plans and procedures to respond to emergencies and disasters within delegated authorities and areas of responsibility. Ensures personnel are prepared to respond to emergencies and disasters. Establishes and maintains an EOC and appropriate response and support rosters. Establishes, trains, and maintains a Crisis Management Team (CMT) and Crisis Action Team (CAT). Conducts training and exercises. Establishes and maintains liaison with appropriate officials from military, Federal, state, local and charitable agencies.

**1-5. Communications.** The EOC, once activated, is the focal point for all communications regarding District emergency response. The District Emergency Manager (EM) and key members of the EOC staff are responsible for coordinating and reporting emergency activities.

**1-6. Mission.** Respond to all flood and coastal emergencies within applicable provisions of PL 84-99. On order, provide public works and engineering support to the Federal Emergency Management Agency (FEMA). Conduct emergency operations to protect lives, alleviate suffering, and remediate property damage. Staff and train a temporary roofing Planning and Response Team (PRT). Provide cadre personnel to national teams; Emergency Support Function, Public Works and Engineering (ESF #3 teams), functional PRTs (CP, RM and LM), Urban Search and Rescue, and the Deployable Tactical Operations System (DTOS).

**a. PL 84-99, Flood Control and Coastal Emergencies.** The authority to provide emergency response and disaster assistance. Authorizes disaster preparedness, advance measures, emergency operations (disaster response and post flood response), rehabilitation of flood control works (FCW) threatened or destroyed by flood, protection or repair of federally authorized shore protection works threatened or destroyed by coastal storm, provision of emergency water due to drought or contaminated sources, emergency dredging, and flood related rescue operations.

**b. PL 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.** Authorizes FEMA to direct the Corps to use its available personnel, supplies, facilities, and other resources to provide assistance in the event of a major disaster or emergency declaration by the President. Under the Federal Response Plan (FRP), The Department of Defense (DOD) is responsible for Emergency Support Function (ESF) #3, Public Works and Engineering. USACE is the designated operating agent for DOD in executing ESF #3 activities. Public Works and Engineering support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency power, emergency repair of wastewater and solid waste facilities, and real estate support. Some of the activities within the scope of ESF #3 include:

- (1) Clear debris;
- (2) Construct Emergency access routes, including damaged streets, roads, bridges, ports, waterways, airfields, and other facilities;
- (3) Restore critical public services and facilities, including supply of adequate amounts of potable water, temporary restoration of water supply systems, and the provision of water for firefighting;
- (4) Demolish or stabilize damaged structures and facilities;
- (5) Provide technical assistance and damage assessment, including structural inspection.

**c. Section 917 of Public Law 99-662**, Water Resources Development Act of 1986. This Act provides USACE authority for emergency response assistance for up to 10 days following an emergency and before the Presidential Declaration. (This is often referred to as the 10-day rule). Activities are limited to actions to save lives and protect improved property (public facilities/services and residential or commercial developments).

**d. AR 500-60**, Emergency Employment of Army and Other Resources, Disaster Relief. Authorizes commanders to provide emergency assistance when required by imminently serious disasters or emergencies. Limited to actions necessary to save human life, prevent immediate human suffering, or lessen major property damage or destruction.

**e. Area of Responsibility.** The SAJ Area of Responsibility (AOR) for Civil Works consists of part of the peninsular portion of the State of Florida, a small part of the State of Georgia, the Commonwealth of Puerto Rico, and the Territory of the U. S. Virgin Islands (See Appendix J, AOR). These geographical areas are vulnerable to flooding, wind and other damage associated with tropical storms and hurricanes.

**f. AOR Agreement.** An agreement between Jacksonville District (SAJ), Savannah District (SAS), and Mobile District (SAM) for counties adjacent to their respective District boundaries authorizes each district to respond to emergencies in counties in their respective states. SAJ is responsible for disaster relief and emergency assistance (Stafford Act) in all Florida counties within the Jacksonville, Savannah, and Mobile jurisdiction. SAS is responsible for Georgia counties. (Refer to Appendix J, AOR.) SAS and Mobile District (SAM) are responsible for responding to Emergency Response and Recovery Office (ERRO) requirements in Puerto Rico and the U.S. Virgin Islands (USVI), respectively.

## **1-7. Emergency Response Operations.**

**a. Emergency Operations Center (EOC).** The EOC is a dedicated facility that is activated and staffed during any natural disaster, national emergency, or military contingency operation impacting District territory, assets, or personnel. The EOC is the communications center and directs, coordinates, monitors and reports disaster response activities. The EOC is activated by the DE. The Division establishes an Emergency Response and Recovery Office (ERRO) in the vicinity of the impacted area to execute FEMA assigned missions following a major disaster. The EOC maintains command and control functions to include executing all missions, reporting, and coordinating emergency management activities until the ERRO is established and fully mission capable. The ERRO assumes command and control upon becoming operational and EOC functions move forward to the ERRO.

**b. Emergency Response and Recovery Office (ERRO).** Under the FRP, FEMA tasks ESF #3 missions through the Division Commander. The Division Commander designates a lead district to establish the forward command and control element (ERRO) to execute recovery missions. The ERRO locates in the impacted area near the FEMA Disaster Field Office (DFO). ERRO staffing includes support staff (IM, CP, PA, SO, PM, LM, RE and CT) and technical support and operations (See Figure 3.7, Typical ERRO Organization Chart).

**c. Planning and Response Team (PRT).** A PRT is a trained cadre of responders familiar with the planning and data required to execute assigned emergency missions. The Readiness Support Center of South Pacific Division trains PRTs. SAJ provides the SAD Temporary Roofing PRT. The mission ranges from providing technical assistance to local governments, to installing plastic sheeting on damaged roofs and repairing the roof structure. FEMA arranges for procurement and shipment of the plastic and furring strips to pre-designated staging areas. The Corps accepts the material at staging areas and manages disbursement to organizations involved in the mission. In addition to Corps contractors, other organizations such as the National Guard, volunteer groups and local government contractors may be

involved. The Corps is responsible for managing all interests involved in execution of the Temporary Roofing mission. Proper real estate instruments must be in place prior to entering private property. Fifty percent of the roof must be intact to qualify for FEMA assistance.

**1-8. EOC Responsibilities.** Upon activation, designated personnel staff the EOC positions identified in paragraph 2.5. The actual assignment of personnel is situationally dependent (nature of the emergency, extent of damage, location, missions, resources, weather and available time). Once assigned to the EOC, the employee answers to the District EM. The EOC functions as a coordinated team, responsible to:

**a. Monitor.** Collect and synthesize status reports from field teams, field offices, and other agencies. Track costs with emergency obligation authorities.

**b. Analyze.** Analyze data, models and other information to provide Courses of Action (COA) to District Commander.

**c. Advise.** Advise the District Commander, the Crisis Management Team (CMT), and appropriate staff members of all significant developments.

**d. Coordinate.** Liaison with USACE, FEMA, and other Federal, state, and local agencies. Submit required reports and initiate requests to higher authority.

**1-9. EOC Staff Responsibilities.** At the discretion of the District EM, EOC staff may work in the EOC or may remain at their primary work locations and provide remote support to the EOC.

**a. Crisis Management Team (CMT).** The primary staff becomes the CMT when activated by the Commander. It is augmented by support staff as needed. The CMT Chief is the DE or DDE. The CMT includes the Chief of the following functional organizations: CP; DP; EN; CO; PD; OC; PA; CT; CO-E; IM; LM; and RM.

**b. Crisis Action Team (CAT).** Upon activation, each CMT member appoints a knowledgeable and experienced representative to serve on the CAT. The CAT is in direct support of the CMT and must be able to anticipate and resolve technical problems and make decisions. The CAT Chief is the District EM. The CAT works out the details of obtaining initial project assessments and provides fact-based recommendations to the CMT for decisions.

**c. District Emergency Manager.** Serves as principal advisor to the DE for emergency operations. Coordinates with SAD and the FL State EOC for latest changes in their activation levels. Directs the development and execution of all emergency contingency plans and emergency activities within the District. These include national emergencies (civil and military mobilizations, natural and technological disasters, civil disturbances and terrorist activities where Federal assistance is directed by the President). Accomplishes effective working relationships and program interface with the FEMA, U.S. Coast Guard, other Corps Districts and Divisions, and state and local agencies to ensure a totally responsive emergency management operation.

**d. Operations Officer.** Oversees daily EOC operations. Ensures SOPs and checklists are followed, insures accurate and timely SITREPs and Commander's Assessments. Coordinates with ESF #3 Team Leader for FEMA assigned missions. Coordinates and directs all EOC briefings. Reviews and approves all reports. Directs Preliminary Damage Assessment (PDA) Teams in the field. Coordinates landing and pick-up locations for helicopter support.

**e. Strategic Planner.** Assists Operations Officer by looking 72 hrs out to ensure resources are in place to accomplish assigned missions. Develops Closeout Plan.

- f. Intelligence Officer (INTEL)/Weather Specialist.** Analyzes current and forecasted weather patterns and operations. Uses Hurricane Models and software to estimate potential damage from storm. Tracks water flow in all canals in the South Florida Water Management system.
- g. Night Duty Officer.** Operations Officer counterpart on the night shift. Tracks arriving commodities (ice, water, etc.). Prepares the Commander's morning briefing. Oversees night shift personnel and assigns tasks.
- h. SITREP Writer.** Coordinates with the Mission Managers, CAT members and Operations Officer to obtain the latest information. Prepares all outgoing SITREPs. Updates EM web pages.
- i. Briefing Specialist.** Prepares and updates all briefings (Commander's Daily briefing, VIP briefings, etc.) under the direction of the Operations Officer.
- j. Florida State EOC Liaison Officer (LNO).** Represents SAJ to Florida State EOC. Attends all Florida EOC briefings and meetings and reports back to the Operations Officer.
- k. Preliminary Damage Assessment (PDA) Team Leader.** Conducts daily Safety Briefing for PDA Teams. Maintains personnel accountability of the PDA Teams. Assigns daily tasks/missions to PDA Teams. Reports PDA information to Operations Officer.
- l. Preliminary Damage Assessment (PDA) Flight Team.** Conducts aerial reconnaissance (RECON) of impacted area. Takes video and photographs of impacted area. Reports damage to PDA Team Leader.
- m. Preliminary Damage Assessment (PDA) Ground Team.** Conducts detailed ground inspection of damaged area based on info received from Flight Team. Takes video and photographs of impacted area. Reports damage to PDA Team Leader.
- n. Tasker Specialist.** Initiates taskers in tasker program and maintains action suspense listing. Monitors progress, coordinates resource requirements and keeps Operations Officer informed on status and suspense dates.
- o. Administrative (Admin) Specialist.** Verifies status of Augmentation Personnel. Updates the Emergency Notification Cards/Lists. Verifies quantities and issues high visibility items (Red Shirts, EM Hats, etc.). Prepares travel orders. Maintains and operates copiers, computers, and facsimile (FAX) machines. Performs word processing, filing, travel coordination, briefing preparations and other administrative tasks as required.
- p. Message Specialist.** Initiates and maintains the EOC message log (Reference Appendix D) for all incoming and outgoing messages. Manages message routing procedures.
- q. Corps of Engineers Financial Management System (CEFMS) Specialist.** Tracks Disaster/FEMA mission funding. Sets up work items. Puts emergency funds into CEFMS. Prepares Military Interdepartmental Purchase Requests (MIPRs) and other Government orders. Conducts fiscal closeout of all assigned missions.

**r. Logistics Specialist.** Procures and provides required transportation. Provides supplies and equipment for field and EOC operations. Coordinates movement. Monitors and prepares daily status reports of equipment and supplies on-hand, their availability, estimated arrival, deployment, and return dates. Assists Designated District Unit Card Holder in acquiring hotel rooms and rental cars.

**s. Civilian Personnel Officer.** Coordinates personnel requirements with the EOC. Serves as the Reception Center coordinator. Prepares personnel status report for the daily briefs. Maintains alpha listing of District personnel for emergency assignment by name and job title. Maintains emergency Point of Contact (POC) information (address and phone number). Recruits and appoints additional personnel to meet emergency requirements, using the ENGLink Deployment Module.

**t. Resource Management Coordinator.** Establishes procedures to insure that the Commander's monetary limits, as prescribed in ER 500-1-1 and ER 11-1-320 are not exceeded. Initiates work orders. Provides contract expenditure and cost accounting information. Prepares daily status reports of funds expected, obligated, and expended.

**u. Public Affairs Coordinator.** Monitors local news programs to identify problem areas. Acts as the District's media contact. Contacts and coordinates with news personnel and coordinates photographic/video requirements. Acts as spokesperson for dissemination of news to District employees, including contacts with area media outlets informing employees about status of arrivals and departures at Corps office locations.

**v. Security Coordinator.** Prepares and provides security briefings for disaster response personnel. Verifies security clearances. Monitors and prepares daily incident reports.

**w. Safety Coordinator.** Prepares and provides safety briefings for disaster response personnel. Monitors safety program issues during emergency operations, to include safety oversight of contractor operations. Monitors and prepares daily incident reports.

## Emergency Operations Standard Operating Procedures

### Chapter 2 Disaster Response

**2-1. Emergency Assistance.** USACE provides emergency assistance under PL84-99 to save lives and protect improved properties. Emergency assistance is provided only to supplement state and local efforts. The District is required to issue a Declaration of Emergency to implement emergency operations and request funding prior to activating or providing assistance. The District executes disaster response and recovery missions issued under the FRP for any major disaster or emergency that overwhelms the capabilities of state and local governments.

a. Disaster response under the FRP is a Division fight with a lead District designated to command and staff the Division forward ERRO. The ERRO Commander may serve as the Division Forward Commander.

b. The ESF #3 cell at the FEMA Regional Operations Center and Disaster Field Office, under the direction of HQUSACE, coordinates with the Division Forward Commander. The ESF #3 team leader provides an immediate conduit from USACE to FEMA.

c. Phase Implementation. (See EOC activation flow processes shown in Figures 2-1 and 2-2).

**(1) Pre-hurricane season.** Review and update SOPs and OPLAN incorporating recommendations from AARs. Update emergency management personnel assignments and train new team members. Update alert rosters, contact lists and alert information. Review scopes of work, solicitations, and execution plans for emergency power, temporary roofing, debris removal and temporary housing.

**(2) 1200 miles out/3 days before landfall.** Prepare emergency declaration (Reference EP 500-1-1, Figure 4-1) to activate the EOC, Level I, and the CMT. Notify EOC staff, field office personnel, Prime Power, PRT members (Division may place PRT members on call). Secure all exposed material and equipment that can be secured without interfering with normal operations. Complete the plans and checklists, reviews, and changes. Update lists of supplies and materials. Set up EOC status boards and continue to track storm.

**(3) 1000 miles out/2.5 days before landfall.** EOC to activation Level II, request Code 210 funding, and issue emergency declaration. Verify availability of the Deployable Tactical Operations Center (DTOC) and PRTs (SAD and other districts). Place the EOC staff and field office personnel on alert. Prepare to execute pre-declaration FEMA pre-scripted mission assignments (PSMA).

**(4) 900 miles out.** Verify availability of funds and monitor activities at the state EOC. Accept FEMA requests for assistance (RFA) and launch PRT management personnel. Execute emergency contracts.

**(5) 600 miles out/48 hours before landfall.** Direct actions to protect Government material and equipment subject to storm damage and alert all emergency response staff elements. Activate the EOC to Level III as the command center for all emergency activities. Launch Florida LNO to Tallahassee and request functional PRT support. This phase may be implemented District-wide or restricted to the boundaries of specific area (if the City of Jacksonville is located within the high probability landfall zone).

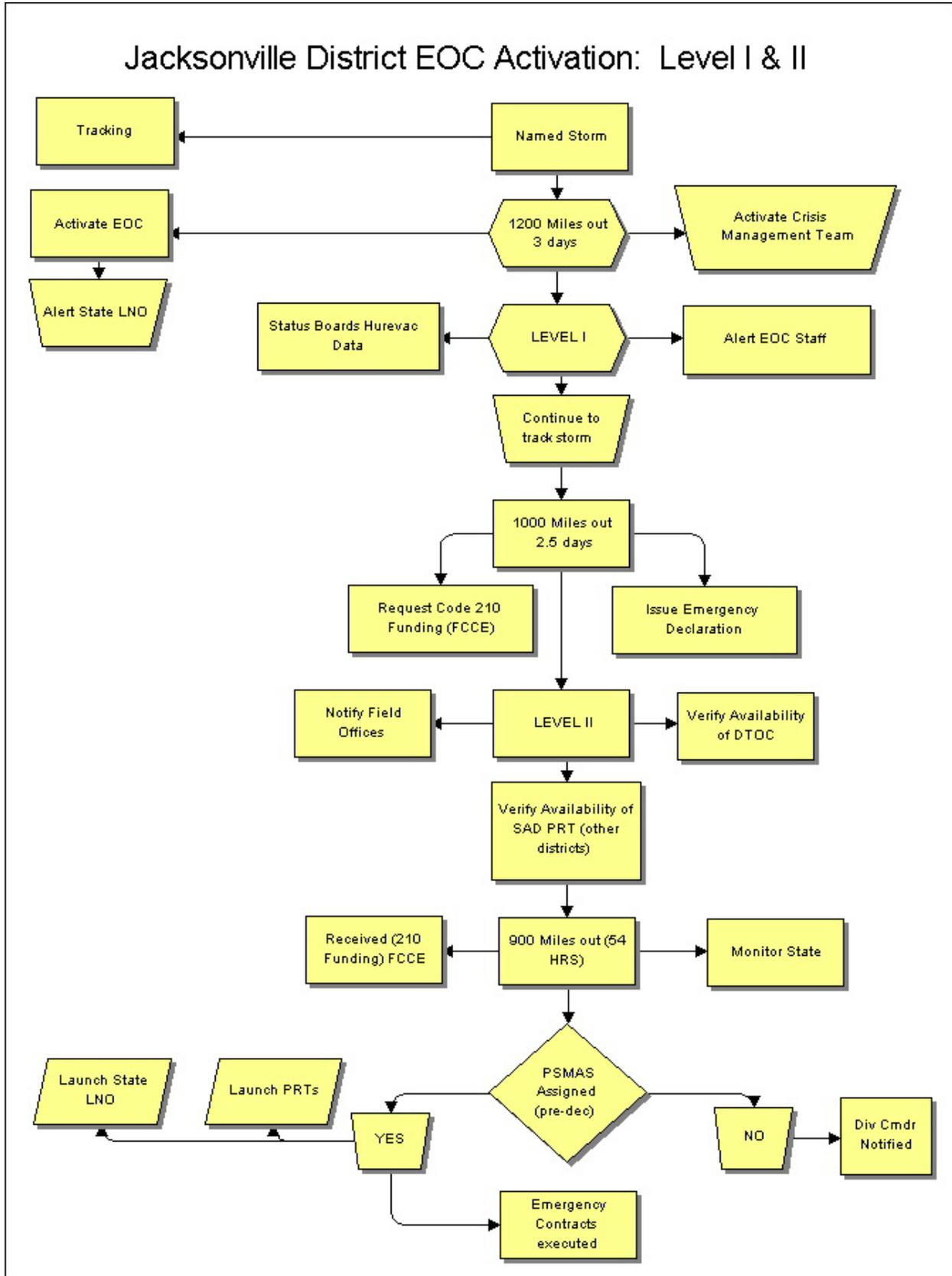


Figure 2-1 EOC Activation (Level I & II)

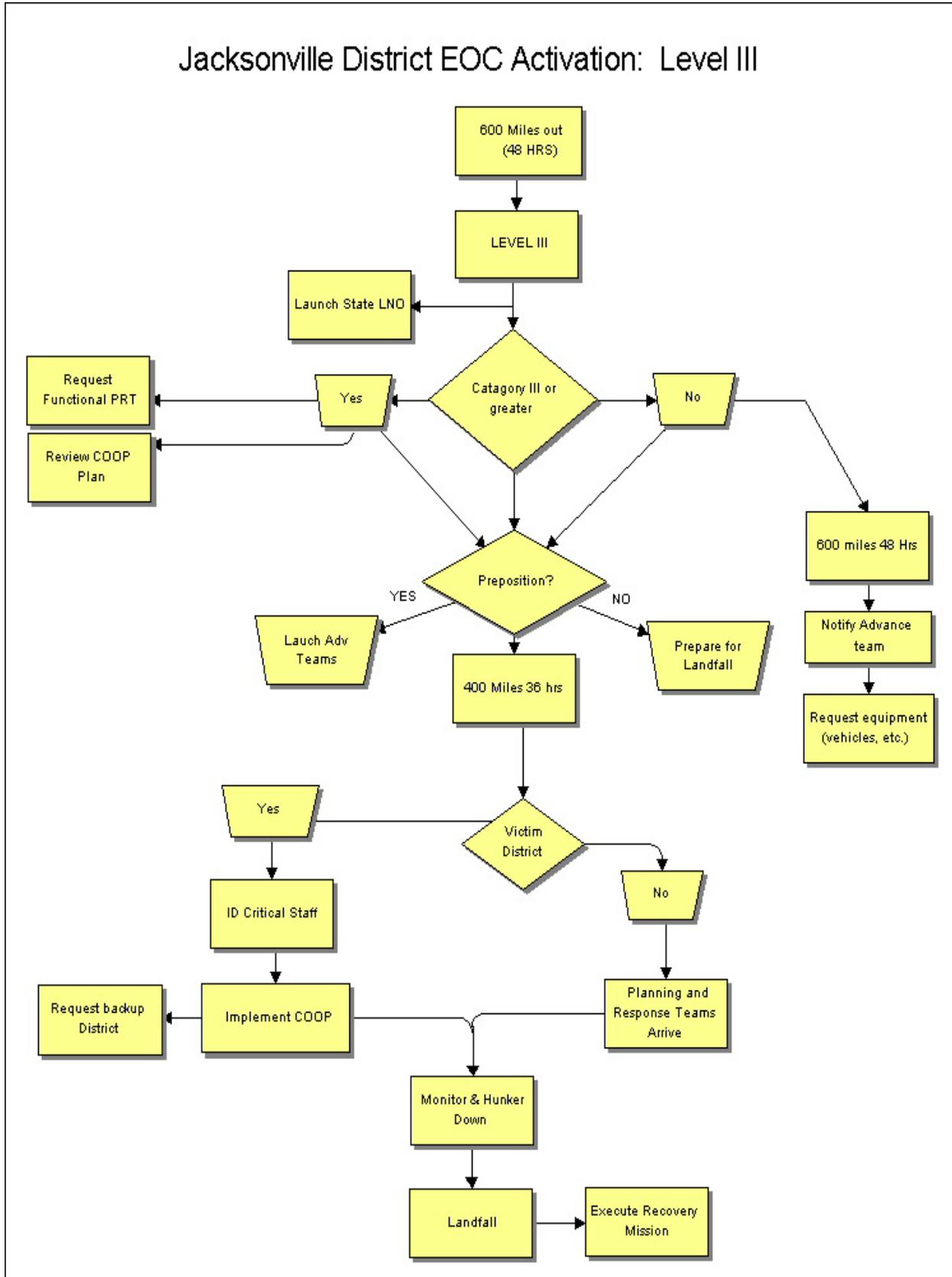


Figure 2-2 EOC Activation (Level III)

(a) Alert advance team members and/or RECON team. Issue equipment (See Appendix E, Advance Team Equipment List).

(b) Some lesser events may require the deployment of a small, less comprehensive contingency of functional expertise providing the District with an initial assessment of event damages within the first 24 hours post-event. RECON teams deploy to assess specific problems identified during preliminary damage assessments. RECON teams consist of staff members from PD, EN, CO, with EOC representation. If the RECON team reports greater damages than expected, or if the expected event warrants, the advance team may also be assembled. RECON teams are not generally pre-positioned. Pre-positioning advance team for larger events is described below.

(c) Once storm warnings have been posted by the NWS, the District Commander will decide whether or not to pre-position the advance team close to the expected landfall location. The advance team is responsible for damage assessment and for determining the need for, size and location of an ERRO. The advance team establishes liaison with local officials, forward elements of the state and FEMA.

(d) Advance team members include the following (See paragraph 3.5, ERRO Advance Team Organization Chart):

**(i) Advance Team Commander.** Coordinates response efforts with state and local officials, directs response personnel in emergency recovery operations.

**(ii) Operations Officer (Forward).** Oversees emergency operations at the site and maintains personnel accountability. Provides the advance team Commander required information.

**(iii) Information Management (IM).** Establishes and maintains communication links (satellite, AM radio, electronic mail, etc.) between field personnel and the SAJEOC. Provides technical assistance on electronic, communications, and computer equipment.

**(iv) Logistics Management (LM).** Coordinates with RE for staging and operations areas; prepares for the receipt, storage and/or deployment of equipment and supplies, and making transportation and lodging plans. LM liaison with the Department of Transportation (DOT) and with the Movement Coordination Center (MCC).

**(v) Contracting (CT).** Solicits offers, prepares and awards contracts, and administers supply and service contracts.

**(vi) Real Estate (RE).** Coordinates with local and Federal officials; assists local entities in drafting emergency resolutions; determines real estate and personnel; identifies preliminary facility, staging and operations requirements and locations; determines the local entities' ability to provide and/or acquire real estate interests; and makes recommendations to the advance team commander.

**(6) Jacksonville in the high impact zone of a hurricane - 400 miles out/24 hours before landfall.** Execute Continuity of Operations Plan (COOP). Identify and acquire alternate headquarter facilities. Key personnel (See Appendix K, Key Personnel Guidance) report to the alternate headquarters site. Staff elements develop employee post-event accountability procedures within their Divisions. Notify staff elements which radio and TV stations to monitor for reporting instructions. Implement administrative dismissal procedures IAW CESAJR-690-1-34, Civilian Personnel Administrative Dismissal. Prepare the District Command and Control Vehicle (DCCV) to relocate. Request DTOC and support elements. Protect government materials and equipment. Notify all field personnel and contractors

of the impending storm. Release personnel in the path of the storm as directed by the DE. Rush to completion storm protection measures. Hunker down until landfall and continue to monitor the storm.

**(7) 200 miles out/12 hours before landfall.** Forward deployed personnel and other employees in the storm path move to a shelter or protected area. At this point final preparations for storm protection must be complete.

**(8) Landfall.** District elements support EOC activities as practicable.

**(9) Employee recall.** If the District office building is impacted the commander will direct recall procedures as soon as possible after the storm clears. District activities relocate to the designated alternate headquarters.

**(10) Emergency response and recovery.** As conditions permit, the advance party begins damage assessment and reports information to the EOC. The commander decides whether or not to establish an ERRO based on damage reports and FEMA mission assignments. ERRO personnel (see figure 3-5, Typical ERRO Organization) begin moving forward as soon as facilities become available.

**2-2. Activation.** The District Commander activates the EOC to manage emergency activities (See Section 2-4 of this SOP for definition of Activation Levels). Activation Level determines the EOC operating policies and the number of personnel required.

**a. Command.** Upon activation, the DDE oversees EOC activities (See Chapter 3 for the EOC Organization chart).

**b. Function.** The EOC expedites staff actions in data collection, situation analysis, management, and decision making. The EOC is the central POC, liaison hub, admin headquarters, and emergency communications control immediately prior to and during the disaster and recovery period.

**c. Location.** The primary EOC facility is Room 331, 3<sup>rd</sup> Floor, Charles E. Bennett Federal Building, 400 West Bay Street, Jacksonville, Florida 32202.

**d. Notification.** Notify EOC personnel telephonically and via e-mail upon activation.

**e. EOC Personnel.** All activated persons assigned to EOC duty.

**2-3. EOC Activation Procedures.** Successful activation requires coordinated efforts of key personnel and offices. Complete the following tasks to ensure timely and efficient activation:

**a. Arrival.** All activated personnel report to the EOC for an initial briefing, and then to their duty stations.

**b. EOC Office Set-Up.** The Operations Officer, Logistics Coordinator and Information Management Coordinator obtain and organize the required workstations in the IM Training room and other conference rooms in the building.

**c. EOC Access.** Once activated, the EOC is secured with access restrictions clearly displayed.

**d. Building Management.** The Logistics Coordinator meets with General Services Administration (GSA) to ensure that the EOC has the required heating/air conditioning. Security Coordinator meets with the Guard Force to ensure guards are on station during nights and weekends during the EOC activation.

**e. Briefing Displays.** The Operations Officer ensures required Information Technology (IT) equipment and software for the Operations Summary display is operational. The minimum display requirements are listed in Appendix C.

**f. Supplies.** The Admin Specialist organizes all necessary forms and office supplies in a central location within the EOC.

**g. Message Logs.** The Message Specialist maintains the EOC Message Log in a central location in the EOC.

**2-4. Activation Level.** The activation level dictates the duty positions required. Duty positions for each activation level are listed in paragraph 2.5. EOCs are activated commensurate with mission requirements.

**a. Level I Activation (Figure 3-1).** The SAJEOC automatically activates to Level I when there is a possibility of flooding, or a tropical storm within 1200 miles of the SAJ AOR. Hurricane force winds could strike within 3 days. The EOC activates for a General Security Alert Announcement or a nonspecific or tangible threat to SAJ facilities or structures. EOC conducts operations during normal duty hours (0700- 1530 hrs) at Level I. During this level, the LNOs deploy to the State of Florida EOC in Tallahassee.

**b. Level II Activation (Figure 3-2).** The SAJEOC proceeds to Level II when there is a high probability of flooding, or a tropical storm within 1000 miles of the SAJ AOR. Hurricane force winds could strike within 60 hours. The EOC activates to Level II for specific or tangible threats to SAJ facilities or structures. EOC conducts extended hours of operation (0600- 1800 hrs) at Level II.

**c. Level III Activation (Figure 3-3).** The SAJEOC proceeds to Level III when there is ongoing flooding, or a tropical storm within 600 miles of the SAJ AOR. Hurricane force winds could strike within 48 hours. Or, if the Jacksonville District office is targeted within the high impact zone of a hurricane (Hurricane force winds could strike within 48 hours.) The EOC may also be activated to Level III if an attack is imminent to SAJ facilities or structures. EOC conducts 24 hour operations at Level III.

## **2-5. Duty Personnel.**

**a. EOC Positions.** Pre-designated District personnel report to the EOC. The following table identifies the duty position of personnel assigned to the EOC by activation level. Operations may require some EOC positions or activities to move forward early (with the advance team to the reception center) prior to the ERRO being established. The CMT or functional chiefs identify and fill critical positions that develop during the transition.

<b>EOC STAFF POSITIONS</b>		
<b>Level I</b>	<b>Level II</b>	<b>Level III</b>
Deputy District Engineer	Deputy District Engineer	Deputy District Engineer
District EM (Chief, CO-E)	District EM	District EM
Operations Officer	Operations Officer	Operations Officer
Disaster EM (Full Time GS-12)	Disaster EM	Disaster EM
EM (Full Time GS-11)	EM	EM
EM Specialist (Admin)	EM Specialist (Admin)	EM Specialist (Admin)
	Intel/Weather	Intel/Weather
	SITREP Writer	SITREP Writer
	Briefing Specialist	Briefing Specialist
	Florida LNO	Florida LNO
	Message Specialist	Message Specialist
	Admin Support	Admin Support
	Budget Analyst	Budget Analyst
	CEFMS Clerk	CEFMS Clerk
	Civilian Personnel Officer	Civilian Personnel Officer
	Public Affairs Officer	Public Affairs Officer
	IM Manager	IM Manager
	LM Manager	LM Manager
		Strategic Planner
		Night Duty Officer
		EM Night Operations Officer
		Tasker Officer
		Night Message Specialist/Admin
		Admin Support
		CEFMS Clerk

**Table 2-1 EOC Staff Positions**

**b. Reception Center Positions (Figure 3-4).** Pre-designated District personnel report to the Reception Center location. The following table identifies the number and duty position of personnel assigned to the Reception Center. The reception center is located near the disaster area to facilitate rapid personnel deployments.

<b>RECEPTION CENTER</b>		
<b>Logistics Management</b>	<b>Civilian Personnel</b>	<b>Other Staff</b>
Shuttle Coordinator	Reception Center Coordinator	CO-E Representative
Rental Car Clerk	ENGLink Deployment	SO Representative
Housing Clerk	Personnel Clerk	IM Representative
Drivers		OC Representative
Transportation Clerk		RM Representative

**Table 2-2 Reception Center Positions**

**c. ERRO Positions (Figures 3-5 and 3-7).** Pre-designated District personnel report to the ERRO. The following table identifies the number and duty position of personnel assigned to the ERRO Advance Party and Typical ERRO respectively. Teams are determined based on damage severity.

<b>ERRO Advance Team</b>	<b>Typical ERRO</b>
Advance Team Commander	Division Forward Commander
RE Representative	ERRO Commander
IM Representative	Emergency Manager
Operations Representative	Special Staff
LM Representative	Operations
CO Representative	Field Operations
CT Representative	Support
PDA Team Leader	LM Representative
Flight Team	EOC Representative
Ground Team	Reception Center
Housing Clerk	RE Representative
Rental Car Clerk	EN Representative
Area Engineer	LNOs
	Mission Management
	CT Representative
	OC Representative
	PM Representative
	SO Representative
	Org. & Tech. Support
	CP, DTOS, EFOs, PA, RM, etc.
	Subject Matter Experts (SMEs)

**Table 2-3 ERRO Positions**

**d. Temporary Roofing PRT Positions (Figure 3-6).** Pre-designated District personnel report to the Temporary Roofing PRT Team. The Action Office works out of the DFO and the remainder of other management positions work out of the ERRO.

<b>TEMPORARY ROOFING PRT</b>	
<b>Management Positions</b>	<b>Support Positions</b>
ESF #3 AO	CT Specialist
Mission Manager	Resident Engineer
Mission Specialist	Quality Assurance (QA) Team Leader
	RE Specialist
	Database Manager
	Material Control Technician
	Material Control Technician (Night)

**Table 2-4 Temporary Roofing PRT Positions**

## 2-6. Reports.

**a. Purpose.** EP 500-1-1 contains reporting requirements to include format and frequency. Timely and accurate reports allow Commanders at all levels to direct and execute missions. The Commander and CMT coordinate activities with state and other agencies regarding emergency assistance based on information provided in reports. The EOC immediately reports all emergency situations with the potential for USACE involvement or which may result in media coverage to higher headquarters by the fastest means available. The EOC follows up with an ENGLink report.

**b. SITREP.** The SITREP is a multipurpose, narrative report submitted up the chain of command. It keeps the State, FEMA, and other government agencies informed. The EOC prepares all SITREPs, SPOTREPs, Commander's Assessments, and mission data via ENGLINK. The frequency and submission deadlines for SITREPs and SPOTREPs are IAW the published OPORD for a particular disaster or other emergency operation. A sample SITREP is shown in Appendix I, page I-7.

## 2-7. Briefings.

**a. Daily Status Brief.** The District EM opens, leads, and closes the briefing. The OPORD for the emergency operation identifies the briefing time. This briefing is held in the 9<sup>th</sup> Floor Main Conference Room. The Commander's daily briefing sample format is in Appendix B.

**b. Briefing Sequence.** Briefing order follows:

**(1) Situation:**

District EM- Opening Remarks  
Hydrologist- Weather Canal/ Project Status

**(2) Operations:**

Operations Officer- (PDA, County Declaration Status, and Daily Operations)  
Future Operations  
Action Officers (AO)- MSN Status

**(3) Staff:**

Logistics  
Resource Management  
Contracting  
Real Estate  
Human Resources  
Safety

**(4) Questions:**

**(5) Commander's Comments:**

**(6) End Briefing:**

**c. Change of Shift.** The EOC staff briefs the next shift 30 minutes prior to the end of each shift in the same format as the Daily Status Brief. This briefing, conducted in the EOC, provides personnel a situational awareness of the current and developing activities. This informal briefing requires 30 minutes. The Operations Officer will open, lead, and close briefings.

**2-8. Emergency Procedures.** The EOC staff reacts to emergency situations occurring during activation. Emergencies threatening the SAJ Headquarters Building (fires, power loss, bomb threat, etc.) require the EOC staff follow the established procedures in the Occupant Emergency Plan for the Federal Office Building (FOB). This plan is on the District's Intranet home page.

**2-9. Deployment.** CO-E, with support from CP, has the lead for all deployment activities. Designated District personnel assist with the deployment of all personnel. The District EM designates a deployment official with the following responsibilities:

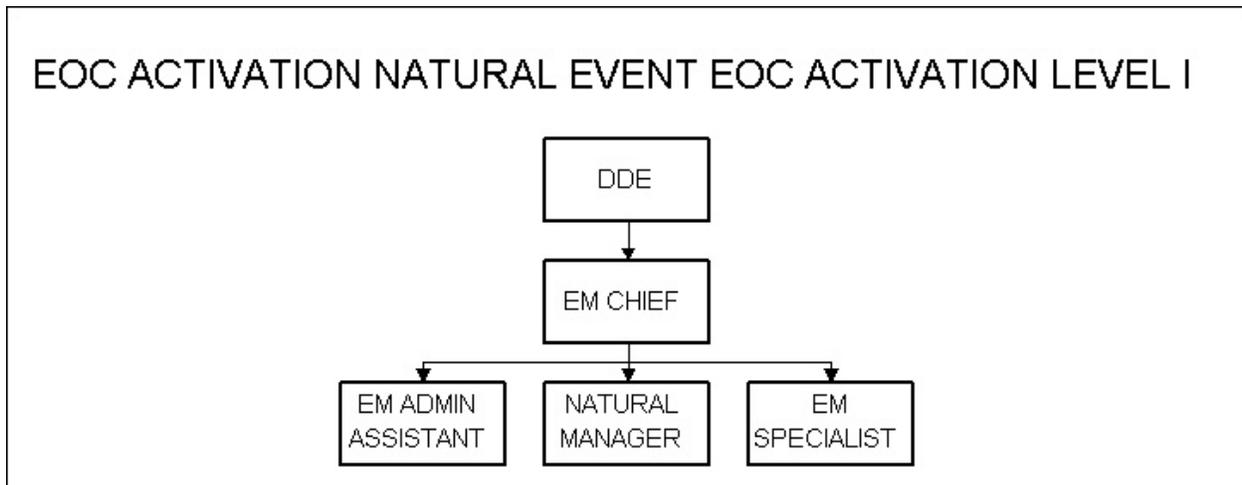
**a. Review.** EOC admin personnel and CP review the deploying person's status using the Deployment Checklist in Appendix E, page E-5. The deployment official maintains a Deployment Packet with copies of the deploying person's records and completed checklist.

**b. Assignment.** Verifies duty assignment, equipment, and clothing issue to deploying personnel prior to travel to their duty location.

**Emergency Operations  
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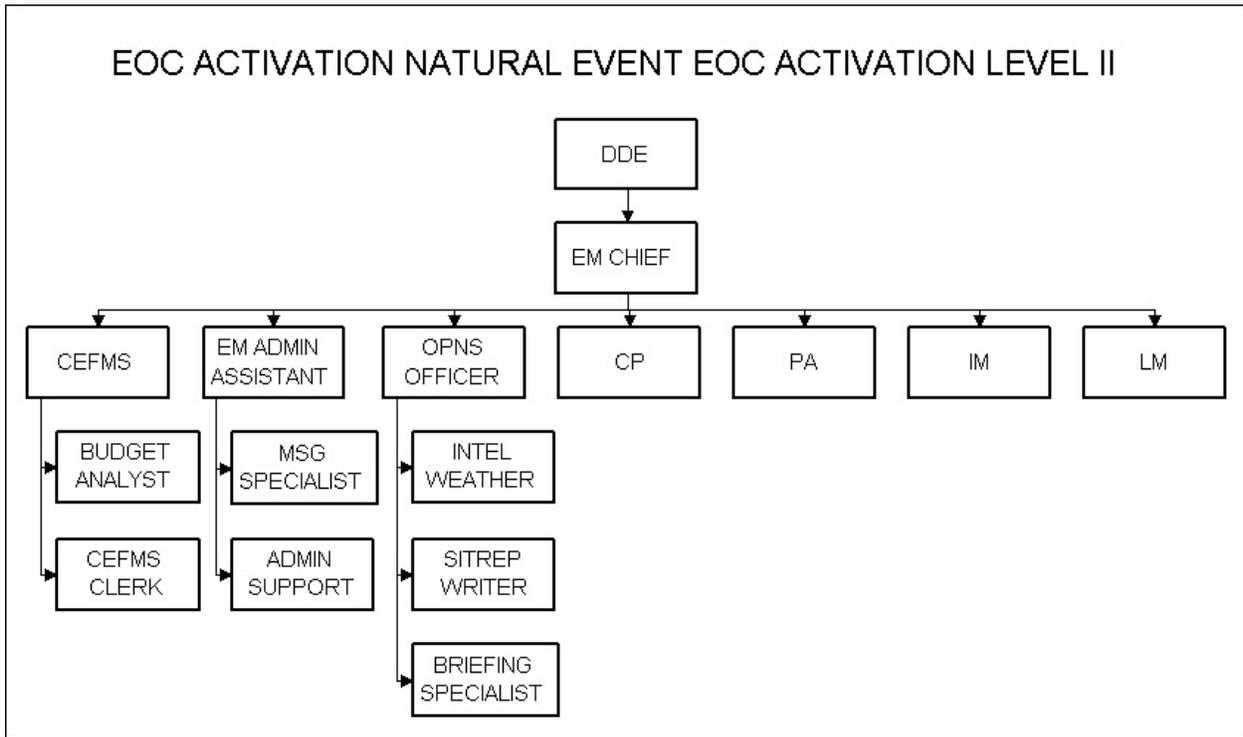
**Chapter 3  
EOC Organization**

**3.1. EOC Activation Level I:** This is the organizational chart for a Level I activation.



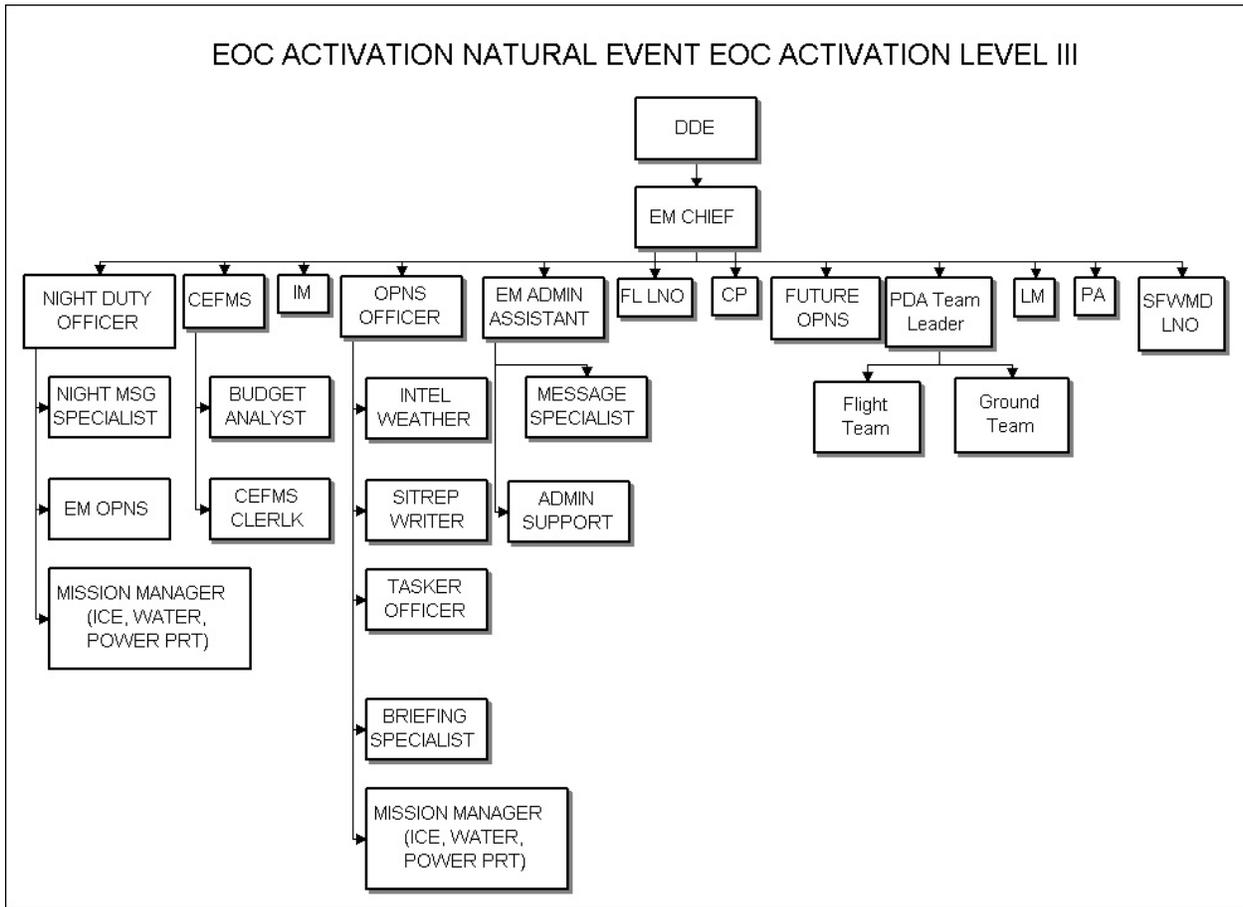
**Figure 3-1**

**3.2. EOC Activation Level II:** This is the organizational chart for a Level II activation.



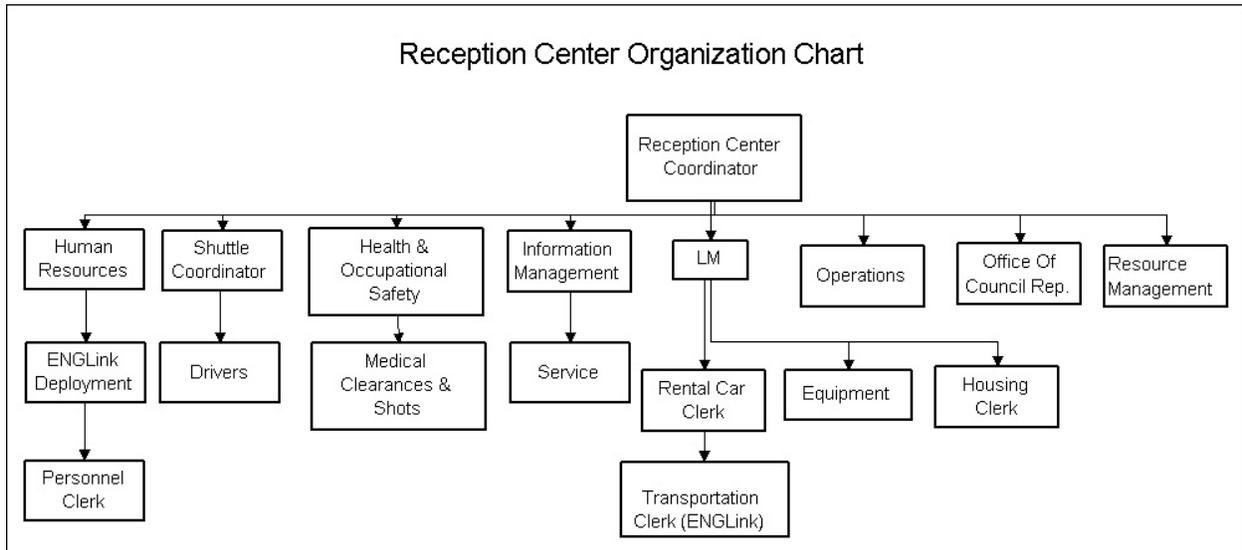
**Figure 3-2**

**3.3. EOC Activation Level III:** This is the organizational chart for a Level III activation.



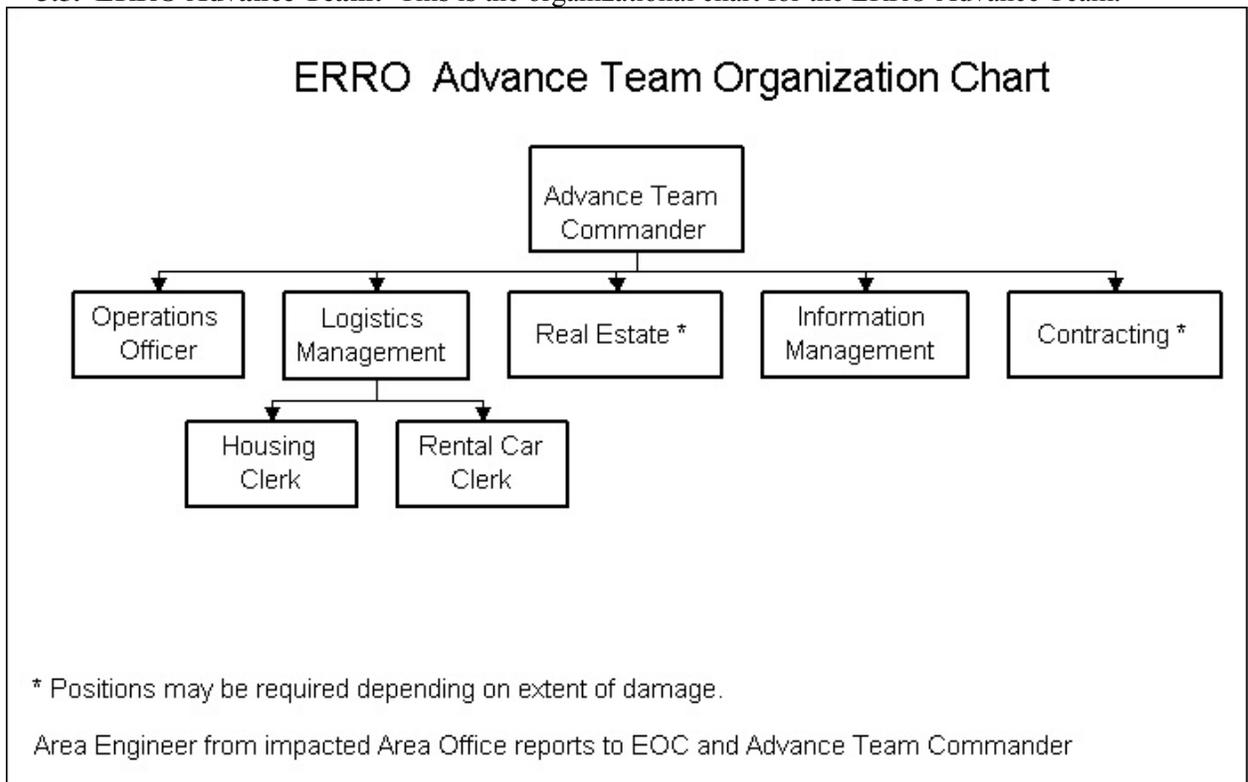
**Figure 3-3**

**3.4. EOC Activation for Reception Center:** This is the organizational chart for Reception Center. Personnel will typically deploy after landfall D+2 to D+30.



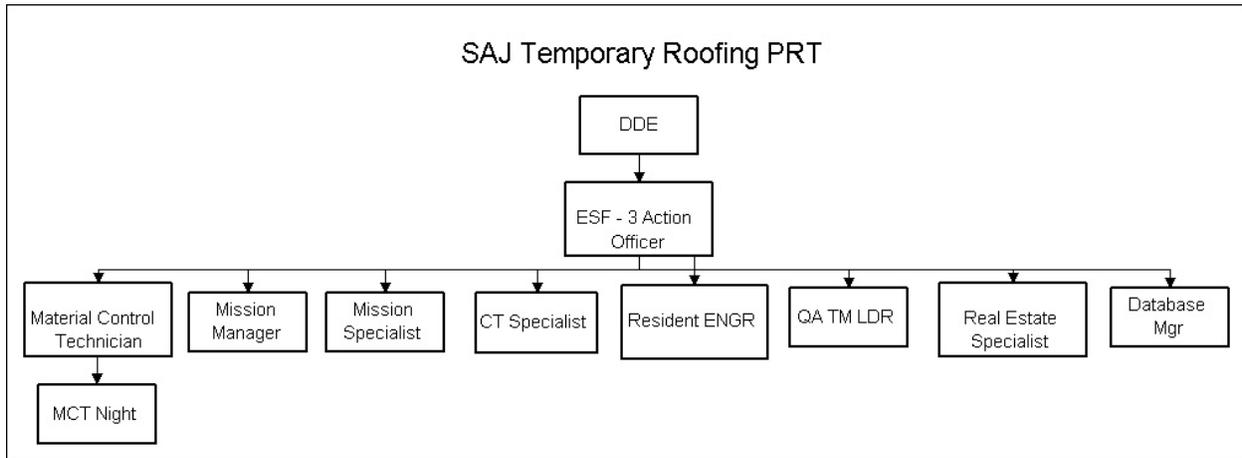
**Figure 3-4**

**3.5. ERRO Advance Team:** This is the organizational chart for the ERRO Advance Team.



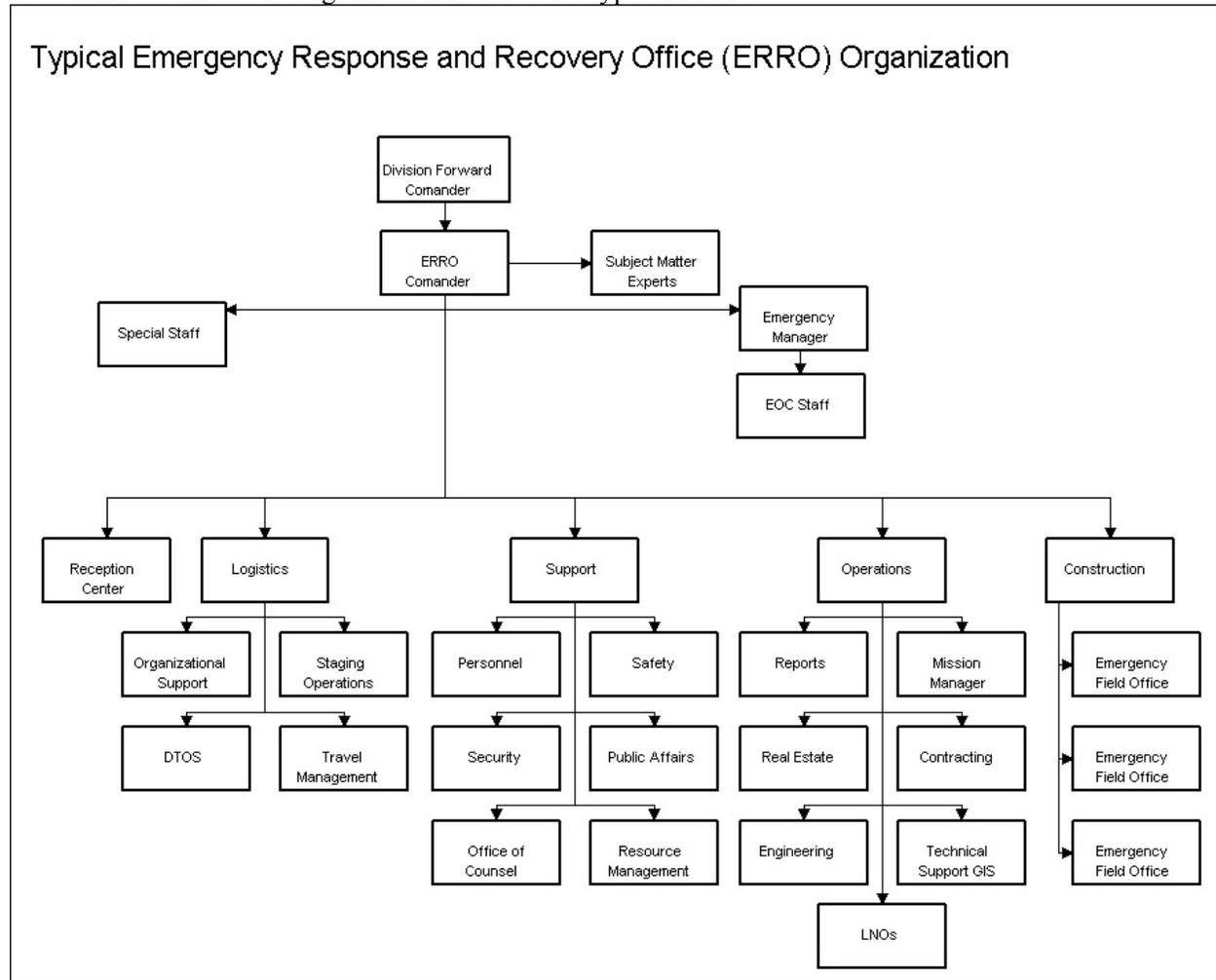
**Figure 3-5**

**3.6. Temporary Roofing PRT:** This is the organizational chart for the Temporary Roofing PRT.



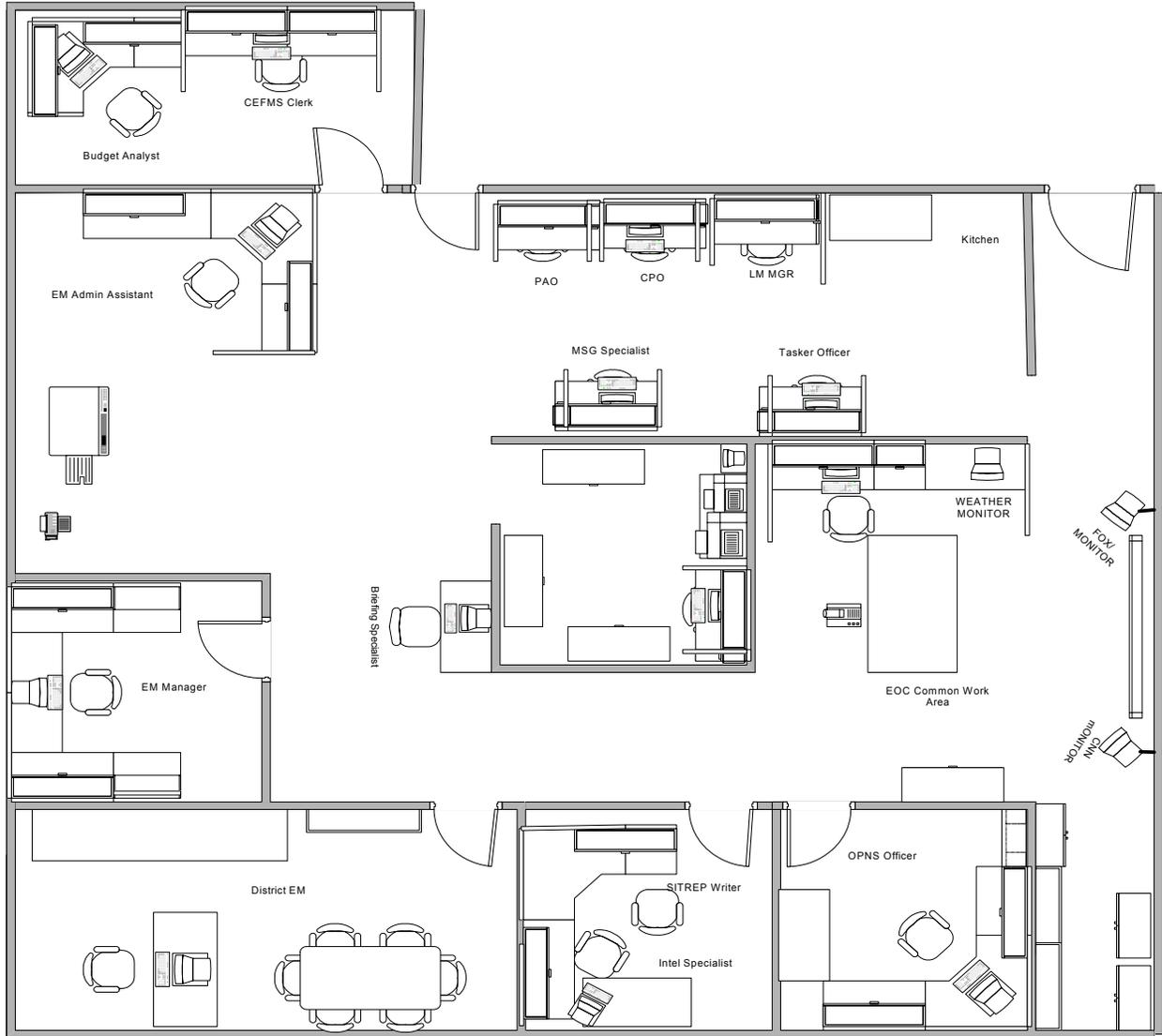
**Figure 3-6**

**3.7. ERRO:** This is the organizational chart for a typical ERRO.



**Figure 3-7**

**3.8. EOC Layout:** This is the layout of the EOC when activated. Briefings are conducted in the Executive conference room and mission activities carried out in the IM training room.



**Figure 3-8 EOC Layout (Room 331)**

## **Emergency Operations Standard Operating Procedures**

### **Chapter 4 ERRO Operations**

**4.1. In-Processing.** District CP and LM personnel conduct reception station duties for all activated (incoming) personnel. Reception Center personnel present a welcome packet for incoming personnel detailing the EOC location, lodging assignment, available transportation, food locations, and areas of interest. The EOC CP CAT team member oversees all In-Processing activities.

**a. Arrival.** Reception Center personnel meet incoming personnel at the point of entry (airport, train, etc.) and escort them to the EOC. Traveler's organization makes travel arrangements and provides itinerary prior to their departure.

**b. Briefings.** Reception Center personnel and designated CAT members brief all activated (incoming) personnel. The briefing consists of the past and current situation, as well as safety issues prior to duty assignments.

**c. Checklist.** Reception Center personnel verify personnel pay, medical, family care, insurance, lodging assignments, transportation needs, emergency POC, and identification (ID) requirements using the In-processing Checklist located in Appendix E, page E-5.

**d. Review.** CP maintains a personnel file on all incoming personnel with a copy of their completed checklist. They address any areas of concern prior to personnel deploying to their duty assignment.

**e. Assignment.** Reception Center personnel escort incoming personnel to their supervisor for assignment and duty location. Reception Center personnel coordinate transportation to their lodging assignments. The supervisor, in coordination with LM, issues equipment and clothing for field personnel.

**4.2. Out-Processing.** CP Office has the lead for all out-processing activities. Designated District personnel assist with the out-processing of all personnel. The CP CAT team member designates an out-processing coordinator whose responsibilities include:

**a. Out-Processing Coordinator.** CP directs the activities of all assigned out-processing duty personnel and designates both, an out-processing coordinator and a travel coordinator.

**b. Review.** Ensures that out-going personnel clear their lodging, return all issued equipment, return all ID/access badges, have return travel arrangements, and know the procedures for completing and submitting their travel voucher. Out-processing duty personnel use the Out-processing Checklist, located in Appendix E, page E-7.

**c. Travel Coordinator.** Coordinates all travel arrangements for out-going personnel.

**4.3. Authorization.** During EOC Activation, the District EM recommends the need for additional personnel required from outside District resources. The DE authorizes all staffing requests. The District EM recommends duty assignments, functions, tour lengths, reporting dates/times, and reporting locations for incoming personnel.

**4.4. Funding.** FEMA provides direct funding to USACE Divisions. Divisions designate a lead District, who provide funds via MIPR to supporting Districts for disaster relief operations and missions.

**a. Civilian Personnel.** SAJ sends a MIPR to each USACE District EOC that provides personnel. This MIPR covers all pay and allowances, travel, and per diem expenses for all personnel assigned to each specific mission. A separate MIPR funds each mission.

**b. Amendments.** Budget personnel prepare MIPR amendments to increase funding required for additional personnel being mobilized and/or extended, in support of each specific mission.

**4.5. Personnel Requests.** Request personnel via the ENGLink Deployment Module.

**4.6. Deployment.** The deployment of District personnel is accomplished using the ENGLink Deployment Module. For information on the Deployment Module, see the ENGLink Home Page.

**a. Checklist.** The District EM reviews the Deployment Checklist, located in Appendix E, page E-8, with each person, prior to his or her release for travel. They review the following key areas:

**(1) Personnel Records.** All personnel have their Travel Order, valid Passport (if required) and appropriate immunization records. All personnel have DOD civilian ID card (not the same as building key card/photo), licenses (as required by job conditions), and copies of professional certifications (if required).

**(2) Financial.** All personnel enroll in the Direct Deposit program prior to deployment. Prior to travel, the deploying District provides support for issuance of Government credit cards. Personnel can enroll or change their FEGLI coverage prior to travel.

**(3) Medical.** Personnel deploy with sufficient amounts of prescription medication, eyeglasses, a copy of their prescriptions, and Medical Warning Tags as needed. Requesting EOC provides Human Immunodeficiency Virus (HIV) testing and immunizations requirements. Pregnant personal obtain necessary medical clearances. Sending EOC assists the SO with the coordination of immunization and physical exam appointments prior to travel.

**(4) Family Care.** The District notifies the deploying person's family on their housing and transportation situation, prior to deployment. The deploying individual is responsible for notifying family members of their family financial, insurance, health, dental and medical situation. The deploying individual is also responsible for making family members aware of their family financial obligations and payment due dates. A Family Care Checklist is located in Appendix E, page E-9.

**(5) Legal.** Deploying personnel review and update Powers of Attorney and Last Will and Testaments prior to travel.

**(6) Emergency POC.** Deploying personnel provide their family with an Emergency POC. Requesting EOC provides valid forwarding address and communication POC for contacting deploying personnel. Both EOCs maintain Emergency POC and Next of Kin notification lists for all deploying personnel. Deploying personnel notify all involved EOCs of any special family circumstances (pregnant wife, selling house, etc.).

**b. Deployment Packet.** The EOC maintains a Deployment Packet for all deploying personnel. As a minimum, the packet includes copies of their Deployment checklist, Travel Order, Emergency POC list, family care checklist, special family circumstances, Next of Kin notification list, overseas country clearances, and travel arrangements. PRT members have Deployment Checklists & Flyaway Kits.

**c. Travel.** Government travel offices process commercial travel requests. Individuals may coordinate their own arrangements upon receipt of their Travel Order. EOC administrative staff assists deploying personnel with travel arrangements. Requesting EOC coordinates with LM to arrange travel between the arrival terminals, lodging facilities, and reporting location.

**d. Rental car.** Rental car authorization must be specifically stated on the Travel Order. The requesting EOC provides authorization and funds, as part of the mission MIPR, to the sending EOC for reimbursement of rental car expenses. EOC admin staff ensures rental car authorization statement is on the travel order.

**e. Uniforms:**

**(1) Civilian Personnel.** Incoming civilian personnel bring their own personal field clothing (work boots, wet and cold weather gear, etc.). A packing list in Appendix E, page E-22 lists recommended clothing. Requesting EOC provides safety gear (hard hats, safety glasses, insect repellent, USACE visibility items, etc.) as needed.

**4.7. ESF #3 Mission Distribution**

<b>Mission</b>	<b>Lead Division</b>	<b>Districts</b>
Ice	Southwestern Division (Dallas, Texas)	Albuquerque Charleston Detroit Galveston Norfolk Rock Island Seattle
Water	North Atlantic Division (Brooklyn, New York)	Chicago New England Wilmington Vicksburg Little Rock Kansas City San Francisco
Emergency Power	Great Lakes & Ohio Division (Cincinnati, Ohio)	Honolulu Los Angeles Memphis Philadelphia Pittsburgh Savannah Tulsa Walla Walla

Debris Removal	Mississippi Valley Division (Vicksburg, Mississippi)	Baltimore Fort Worth Louisville Mobile New Orleans Portland Sacramento
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**Mission**

**Lead Division**

**Districts**

Temporary Housing	South Atlantic Division (Atlanta, Georgia)	Huntington New York Omaha Savannah St Paul
Emergency Access	South Pacific Division (San Francisco, California)	Los Angeles
Temporary Roofing	Northwestern Division (Portland, Oregon)	Jacksonville Nashville Omaha St. Louis
Structural Safety Assessment	South Pacific Division (San Francisco, California)	Alaska Buffalo Sacramento Seattle

**Emergency Operations  
Standard Operating Procedures**

**Chapter 5  
Staff Procedures**

**5.1. District Engineer.**

**Pre-Hurricane Season**

- Review SAJ Plans. Provide updated information to CO-E no later than (NLT) 1 May of each year. \_\_\_\_\_
- Ensure staff reviews After Action Reports from previous hurricanes. \_\_\_\_\_
- Develop parameters for FOB, EOC and warehouse in the event facilities are not accessible post-event. \_\_\_\_\_

**LEVEL II (96 Hours Before Landfall)**

- Normal Operations.

**LEVEL II (72 Hours Before Landfall)**

- Contact DDE for Antilles. \_\_\_\_\_
- Review plans relevant to emergency response. \_\_\_\_\_
- Evaluate potential impact on ongoing mission(s). \_\_\_\_\_
- Increase surveillance and awareness of weather conditions. \_\_\_\_\_
- Activate EOC. \_\_\_\_\_
- Remind staff of specific reporting requirements. \_\_\_\_\_
- Remind staff to report all safety and security related incidents. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Activate EOC. \_\_\_\_\_
- Contact adjacent DEs. \_\_\_\_\_
- Attend key staff briefings. \_\_\_\_\_
- Apprise Division Engineer of District readiness status and/or requirements. \_\_\_\_\_

- Remind staff to report all safety and security related incidents. \_\_\_\_\_
- Make decision on repositioning advance team. \_\_\_\_\_
- Direct actions to protect government materials or equipment subject to storm damage. \_\_\_\_\_
- Remind staff of specific reporting requirements. \_\_\_\_\_

**LEVEL III (District Office within High Impact Zone of Storm)**

- Direct establishment of alternate headquarters. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Release non-essential personnel (Administrative Leave). \_\_\_\_\_
- Evaluate EOC personnel requirements. \_\_\_\_\_
- Approve emergency staffing assignments of key SAJ personnel required to execute the response mission. \_\_\_\_\_
- Apprise SAD Commander of District's response posture. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Notify staff of any change in guidance. \_\_\_\_\_
- Remind staff of your specific reporting requirements. \_\_\_\_\_
- Remind staff to report all safety and security related incidents. \_\_\_\_\_
- Remind staff to ensure non-essential personnel seek shelter. \_\_\_\_\_

**LEVEL III (Landfall)**

- Remind staff to ensure non-essential personnel seek shelter. \_\_\_\_\_
- Support EOC operations as required. \_\_\_\_\_

**RECOVERY OPERATIONS**

- Communicate support from SAD as required. \_\_\_\_\_
- Attend daily staff briefings. \_\_\_\_\_
- Solicit "First Impressions" input from staff. \_\_\_\_\_

- Ensure development of Response Recovery Transition Plan.\_\_\_\_\_
- Determine need for establishing Emergency Recovery Office.\_\_\_\_\_
- Assess damage to plant and resume operations in District Office (or alternate headquarters, if required).\_\_\_\_\_
- Release personnel from duty as situation demands.\_\_\_\_\_
- Receive Preliminary Damage Survey Reports EOC and Advance Team.\_\_\_\_\_

## **5.2. Construction-Operations Division.**

### **(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year.\_\_\_\_\_
- Review After-Action Reports from last hurricane.\_\_\_\_\_
- Update list of CO personnel and provide copy to CO-E NLT 1 May of each year.\_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training.\_\_\_\_\_

### **LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

### **LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency response.\_\_\_\_\_
- Evaluate potential impact on ongoing mission(s).\_\_\_\_\_
- Routine day-to-day operations.\_\_\_\_\_
- Alert Field Office personnel.\_\_\_\_\_

### **LEVEL III (48 Hours Before Landfall)**

- Staff EOC as required.\_\_\_\_\_
- Designate CO Advance Team personnel and place on standby for EOC work assignment.\_\_\_\_\_
- Inform field forces and contractors of flood forecasts and impending severe weather conditions.\_\_\_\_\_

- Coordinate with LM in identification of Government-owned vehicles and equipment for use in emergency situations; e.g., sedans, trucks, earth-moving equipment, pumps, radios, etc., and their location. Update as necessary. \_\_\_\_\_
- Prepare list of construction contractors active in SAJ AOR. \_\_\_\_\_
- Instruct field forces to protect government material and equipment subject to storm damage. \_\_\_\_\_
- Instruct floating plants and dredges, Corps-owned and contract, to relocate to safe haven if appropriate. \_\_\_\_\_
- Prepare Field Office vehicles and boats for relocation. \_\_\_\_\_

### **LEVEL III (24 Hours Before Landfall)**

- Release personnel in path of storm as directed by the DE or his designated representative. \_\_\_\_\_
- Provide assistance to local government as tasked by the EOC. \_\_\_\_\_
- Identify post-landfall field RECON teams. \_\_\_\_\_
- Review Phase II requirements. \_\_\_\_\_

### **LEVEL III (12 Hours Before Landfall)**

- Maintain contact with field crews, contractors and field offices. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_
- Place essential staff on standby for work assignments. \_\_\_\_\_

### **LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

### **RECOVERY OPERATIONS**

- Re-assemble crews. \_\_\_\_\_
- Assess damage to plant and resume normal operations. \_\_\_\_\_
- Renew contact with field crews, contractors and field offices. \_\_\_\_\_
- Coordinate the dispatch of RECON teams to assess damage. \_\_\_\_\_
- Provide required support personnel. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Provide EOC with a post-landfall list of equipment by location. \_\_\_\_\_

- Determine personnel safety status. \_\_\_\_\_
- Apprise personnel of instructions for reporting to work. \_\_\_\_\_
- Assess damage to CO facilities and equipment. \_\_\_\_\_
- Determine requirements for additional vehicles and equipment. \_\_\_\_\_
- Provide support for EOC, as needed. \_\_\_\_\_
- Request TDY assistance when required to accomplish missions. \_\_\_\_\_
- Inspect Federal projects and initiate emergency repairs. \_\_\_\_\_
- Staff and equip area emergency offices IAW assigned missions and emergency procurement authority. \_\_\_\_\_
- Furnish support personnel for PDAs and RECON. \_\_\_\_\_
- Assess status of ongoing contracts and modify or terminate as required. Notify EOC and DP of actions taken. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Request TDY assistance when required to accomplish mission(s). \_\_\_\_\_
- Prepare to administer all emergency contracts issued under the 10-day rule. \_\_\_\_\_
- Provide technical and personnel support for FEMA assigned missions. \_\_\_\_\_
- Provide administrative and technical support for emergency field offices. \_\_\_\_\_
- Provide equipment support to emergency field offices. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_
- Provide PA input. \_\_\_\_\_
- Provide status on navigation projects. \_\_\_\_\_
- Provide status on Lake Okeechobee and major outlets to include HHD. \_\_\_\_\_

### **5.3. Contracting Division.**

#### **(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Reports from last hurricane. \_\_\_\_\_
- Update list of CT personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_
- Ensure support equipment, e.g., laptop computers, printers, is operational and that all consumables and peripherals are available. \_\_\_\_\_

**LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

**LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency response. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_
- Obtain Letter Contract Authority from SAD. \_\_\_\_\_
- Identify contracts available from other Districts. \_\_\_\_\_
- Obtain all documents necessary for award of contracts and task orders. \_\_\_\_\_
- Ensure RM (funding) and OC (legal review) support available. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Inspect contract materials on hand. \_\_\_\_\_
- Designate CT Advance Team personnel and place on standby for EOC work assignment. Identify additional personnel for possible recovery operations. \_\_\_\_\_
- Ensure all requisitions are appropriately identified as in support of recovery operations. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Maintain standby personnel for work assignments. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Coordinate with EN for NTP on aerial photo contract, if required. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for work assignments. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Ensure laptop computer batteries are charged. \_\_\_\_\_
- Coordinate with EN regarding contracts for aerial mapping. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_

**LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

### **RECOVERY OPERATIONS**

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Ensure personnel are available for contract preparation. \_\_\_\_\_
- Provide EOC with a confirmed list of supply and service contractors. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Provide support personnel, as required. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Provide support for EOC, as needed. \_\_\_\_\_
- Request TDY support, as required, to accomplish mission. \_\_\_\_\_
- Review, process, and award all contracts necessary for mission. \_\_\_\_\_
- Coordinate with EN for NTP on aerial photo contract. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

#### **5.4. Programs & Project Management.**

##### **(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Reports from last hurricane. \_\_\_\_\_
- Update list of DP personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_
- Review PRT and alternates. Update if necessary. \_\_\_\_\_

##### **LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

##### **LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency response. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_
- Inform field forces, sponsors, and contractors of flood forecasts and impending severe weather conditions. \_\_\_\_\_
- Evaluate potential impact of storm on ongoing missions and projects. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Designate personnel and place on standby for work assignment. \_\_\_\_\_
- Inspect and document pre-storm condition of all ongoing projects and study areas. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Alert Missions Managers to report to EOC after storm landfall. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Re-confirm personnel on standby for work assignments. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_

**LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

**RECOVERY OPERATIONS**

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Coordinate repair/recovery operations with sponsor. \_\_\_\_\_
- Assess damage to DP facilities and equipment. \_\_\_\_\_
- Assess post-storm status of all ongoing projects and study areas. \_\_\_\_\_
- Maintain standby personnel for work assignment. \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_

- Provide support for EOC, as needed. \_\_\_\_\_
- Request TDY support, as required, to accomplish mission. \_\_\_\_\_
- Coordinate State request for assistance under the 10-day rule with EOC. \_\_\_\_\_
- Notify all affected District elements of actions taken and project status. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

### 5.5. Readiness Branch/EOC.

#### (Pre-Hurricane Season)

- Review and update SAJ Plans, NLT 15 June of each year. \_\_\_\_\_
- Review After Action Report from last hurricane. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_
- Schedule District Personnel for Preliminary Damage Assessment and GPS training. \_\_\_\_\_
- Coordinate visits with FEMA, Florida Department of Emergency Management (FDEM) and EM officials in coastal counties. \_\_\_\_\_
- Participate in hurricane exercises with FDEM and Duval County. \_\_\_\_\_
- Coordinate with LM and IM on supplies and equipment, e.g., computer systems, printers, cellular phones, consumable items, etc., which will be needed during a disaster. \_\_\_\_\_
- Inventory CO-E supplies. Purchase items needed. \_\_\_\_\_
- Coordinate with CP/IM on input of Personnel Data Sheets database to record names, addresses, phone numbers, and other pertinent data of TDY/IMA personnel. \_\_\_\_\_
- Update list of key EOC and IMA personnel (phone and FAX numbers). \_\_\_\_\_
- Update list of all appropriate government agencies key Personnel POC (phone and FAX numbers). \_\_\_\_\_
- Update database of response, recovery and field investigation training and experience of SAJ personnel. \_\_\_\_\_
- Establish file name protocol for saving electronic documents, i.e., memorandums and SITREPs. \_\_\_\_\_
- Review team lists and alternates. Update if necessary. \_\_\_\_\_
- Coordinate with IM, re: which databases they have already and where they are located. \_\_\_\_\_

#### LEVEL I (96 Hours Before Landfall)

- Track hurricane and provide updated reports to the DE and all Staff Chiefs.

### **LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency response. \_\_\_\_\_
- Notify staff of change in Level. \_\_\_\_\_
- Activate the EOC upon direction of the DE or his designated representative. \_\_\_\_\_
- Direct implementation of Hurricane Plan. \_\_\_\_\_
- Place EOC personnel on standby for work assignments. \_\_\_\_\_
- Receive storm condition updates from Engineering Division, Water Management & Meteorology Section (EN-HW), National Weather Service (NWS) and National Hurricane Center (NHC). \_\_\_\_\_
- Alert Field Office personnel of storm situation. \_\_\_\_\_
- Prepare and distribute weather advisories to all District staff. \_\_\_\_\_
- Coordinate communications with State, Commonwealth, Territorial, and local emergency preparedness agencies. \_\_\_\_\_
- Establish communications with SAD and SAD Districts. Transmit initial SITREPs intra-District and to SAD and HQUSACE. \_\_\_\_\_
- Estimate vehicle and airplane requirements for EOC, PDAs and RECON. \_\_\_\_\_
- Prepare the DCCV and identify vehicle operators. \_\_\_\_\_
- Coordinate relocation plans with RE. \_\_\_\_\_
- Inspect EOC and field equipment. \_\_\_\_\_
- Initiate a log of EOC activities. \_\_\_\_\_
- Provide orientation for TDY/IMA personnel and include them in the TDY/IMA database. \_\_\_\_\_
- Make computer backups of key documents. \_\_\_\_\_
- Place team members on standby. \_\_\_\_\_

### **LEVEL III (48 Hours Before Landfall)**

- Notify staff of change in Level and need to protect Government material and equipment subject to storm damage. \_\_\_\_\_
- Alert EOC personnel and place on standby for work assignment. \_\_\_\_\_
- Advise of possibility of extended work hours. \_\_\_\_\_
- Notify and alert Advance Team members. \_\_\_\_\_
- Review and update damage survey personnel list. \_\_\_\_\_

- Upon EOC activation, set up work item for emergency response. \_\_\_\_\_
- Coordinate with RM funding disaster mission through CEFMS. \_\_\_\_\_
- Determine vehicle and aircraft requirements and submit to LM. \_\_\_\_\_
- Coordinate procurement of Advance Team equipment with IM and LM. \_\_\_\_\_
- Identify and submit list required expendable supplies to LM (i.e., MREs, water, shirts, etc.). Order from appropriate sources. \_\_\_\_\_
- Conduct staff briefings. \_\_\_\_\_
- Transmit SITREPs intra-District and to SAD and HQUSACE. \_\_\_\_\_
- Continue to coordinate communications with State, Commonwealth, VITEMA, and local emergency preparedness agencies. \_\_\_\_\_
- Request GSA to conduct test of FOB emergency generator. \_\_\_\_\_
- Conduct radio operational check. \_\_\_\_\_
- Designate a full-time radio operator. \_\_\_\_\_
- Conduct radio communications check with coastal county Emergency Preparedness Directors. \_\_\_\_\_
- Establish communication and POCs with Antilles Office. \_\_\_\_\_
- Establish liaison with U. S. Coast Guard, San Juan, PR. \_\_\_\_\_
- Make computer backups of key documents. \_\_\_\_\_
- Create CEFMS work items as needed. \_\_\_\_\_

### **LEVEL III (District Office within High Impact Zone of Storm)**

- Coordinate establishment of alternate headquarters with RE. \_\_\_\_\_

### **LEVEL III (24 Hours Before Landfall)**

- Notify staff of change in Level. \_\_\_\_\_
- Increase EOC personnel to full staff. \_\_\_\_\_
- Coordinate the pre-positioning of Advance Team with District Engineer. \_\_\_\_\_
- Coordinate with LM on transportation of team members (via plane or DCCV and chase vehicles). Brief Advance Team members on possible mission assignment and storm event status. \_\_\_\_\_
- Dispatch Corps Representative to the State EOC. \_\_\_\_\_
- Coordinate with RE to relocate DCCV, if necessary. \_\_\_\_\_
- Assign personnel to write SITREPs and maintain 24-hour log. \_\_\_\_\_
- Transmit SITREPs intra-District and to SAD and HQUSACE. \_\_\_\_\_
- Conduct staff briefings. \_\_\_\_\_

- Request SAD activate Prime Power Battalion. \_\_\_\_\_
- Request LM provide additional parking. \_\_\_\_\_
- Requisition high capacity copier from LM. \_\_\_\_\_
- Initiate contact with FEMA. \_\_\_\_\_
- Assign SAJ liaison(s) to FDEM. Assign liaisons to other EOCs and ESF#3 cells as needed. \_\_\_\_\_
- Make computer backups of key documents. \_\_\_\_\_
- Coordinate all other advance preparation requirements. \_\_\_\_\_

### **LEVEL III (12 Hours Before Landfall)**

- Notify staff of change in Level. \_\_\_\_\_
- Direct essential personnel to report to the EOC. Non-essential personnel seek shelter. \_\_\_\_\_
- Provide protection for EOC personnel and equipment. \_\_\_\_\_
- Relocate to alternate EOC if warranted. \_\_\_\_\_
- Transmit SITREPs intra-District and to SAD and HQUSACE. \_\_\_\_\_
- Reserve aircraft for aerial survey. \_\_\_\_\_
- Advise SAD of additional IMA/personnel requirements. \_\_\_\_\_
- Continue coordination with FEMA and other EM agencies. \_\_\_\_\_
- Make computer backups of key documents. \_\_\_\_\_

### **LEVEL III (Landfall)**

- Maintain EOC operational readiness. \_\_\_\_\_
- Place response personnel on standby. \_\_\_\_\_
- Place personnel for FEMA support on standby. \_\_\_\_\_
- Re-assess aircraft and vehicle requirements. \_\_\_\_\_
- Identify areas to be surveyed. \_\_\_\_\_
- Transmit SITREPs intra-District and to SAD and HQUSACE. \_\_\_\_\_
- Continue coordination with FEMA and other EM agencies. \_\_\_\_\_
- Make computer backups of key documents. \_\_\_\_\_

### **RECOVERY OPERATIONS**

- Determine personnel safety status. \_\_\_\_\_
- Deploy Advance Team/PRT members to storm landfall site. Maintain constant communication with Team. Receive preliminary damage reports from Team. \_\_\_\_\_
- Dispatch additional Preliminary Damage Assessment teams, as needed. \_\_\_\_\_
- Identify personnel requirements and submit requests to SAD. \_\_\_\_\_
- Request IMAs from HQ for response assistance, if needed \_\_\_\_\_
- Ensure that TDY/IMA database is updated with all arriving personnel. \_\_\_\_\_
- Task other District elements to accomplish assigned Emergency missions. \_\_\_\_\_
- Request additional TDY assistance as required. \_\_\_\_\_
- Maintain list of available response personnel. \_\_\_\_\_
- Maintain list of available equipment by location. \_\_\_\_\_
- Conduct daily staff briefings. \_\_\_\_\_
- Transmit SITREPs intra-District and to SAD and HQUSACE. \_\_\_\_\_
- Issue Public Notices alerting non-federal interests of 30-day deadline for rehabilitation assistance. \_\_\_\_\_
- Maintain liaison among Emergency Area Offices and State/local EOCs. \_\_\_\_\_
- Solicit First Impressions input from disaster workers. \_\_\_\_\_
- Issue Public Notice for Corps Assistance, if required based on storm damage. \_\_\_\_\_
- Receive information from DP regarding actions taken and the post-storm status of ongoing projects. \_\_\_\_\_
- Upon direction of the DE, coordinate ERRO establishment. \_\_\_\_\_
- Develop Response Recovery Transition Plan. \_\_\_\_\_
- Collate pertinent data and prepare After Action Report. \_\_\_\_\_
- Maintain confirmed list of supply and service contractors. \_\_\_\_\_
- Coordinate implementation of the 10-day rule with FDEM. \_\_\_\_\_
- EOC will be responsible for PL 84-99 (USACE) and FEMA billings in a timely manner. \_\_\_\_\_
- EOC will issue Public Notices for PL 84-99 Assistance. \_\_\_\_\_
- Provide PA input. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_
- Physical and financial closeout of missions. \_\_\_\_\_
- Transmit final SITREPs to SAD and HQUSACE. \_\_\_\_\_

## 5.6. Engineering Division

### (Pre-Hurricane Season)

- Review SAJ Plan. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Update list of EN personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_
- Provide 4-hour orientation training for personnel who may be involved in future hurricane disaster recovery efforts. \_\_\_\_\_
- EN-HW continues operations. \_\_\_\_\_

### LEVEL I (96 Hours Before Landfall)

- Normal Operations.

### LEVEL II (72 Hours Before Landfall)

- Review plans relevant to emergency response. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_
- Inform field forces and contractors of flood forecasts and impending severe weather conditions. \_\_\_\_\_
- Evaluate potential impact on mission and projects. \_\_\_\_\_
- Prepare to provide engineering guidance and other technical assistance to local and state agencies and Puerto Rico, and the U. S. Virgin Islands. \_\_\_\_\_
- EN-HW advises EOC on current and forecasted weather conditions. \_\_\_\_\_
- Maintain liaison with NWS, USGS and others to ensure exchange of data and flood information. \_\_\_\_\_

### LEVEL III (48 Hours Before Landfall)

- Designate personnel and place on standby for EOC work assignment. \_\_\_\_\_
- Inspect and document pre-storm condition of all ongoing projects and study areas. \_\_\_\_\_
- Inform field RECON teams and contractors of flood forecasts and impending severe weather conditions. \_\_\_\_\_
- Identify and make available personnel and survey equipment as requested. \_\_\_\_\_

- EN-HW continues to monitor storm conditions. Keep EOC updated. \_\_\_\_\_
- Coordinate with State Water Management Districts, Field Offices and EOC. \_\_\_\_\_

### **LEVEL III (24 Hours Before Landfall)**

- Maintain standby personnel for EOC work assignments. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Notify Missions Managers to report to EOC after storm landfall. \_\_\_\_\_
- Determine team number and composition; advise EOC. \_\_\_\_\_
- Brief emergency flood disaster teams regarding information required from field investigations. Apprise of problem areas. \_\_\_\_\_
- Determine impact of personnel reassignments on current projects. \_\_\_\_\_
- Direct mission managers to report to EOC. \_\_\_\_\_
- Equip field assessment disaster teams with computers and peripherals, cellular phones with data transmission capabilities, flashlights, maps, and cameras, and appropriate protective clothing and equipment. \_\_\_\_\_
- EN-HW initiates final gate changes at Federal projects. Coordinate with State Water Management districts and local EM officials, if appropriate. \_\_\_\_\_
- Coordinate with CT for NTP on aerial photo contract, if required. \_\_\_\_\_

### **LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for EOC work assignments. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Coordinate with CT regarding contracts for aerial mapping. \_\_\_\_\_
- EN-HW monitors storm. Coordinate with State Water Management Districts, Field Offices and EOC. \_\_\_\_\_

### **LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_
- Notify all EN staff on Plan of Action (POA) for EN involvement in assessment and recovery. \_\_\_\_\_

## RECOVERY OPERATIONS

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Assess damage to river basins. \_\_\_\_\_
- Assess damage to EN facilities and equipment. \_\_\_\_\_
- Maintain standby personnel for work assignment. \_\_\_\_\_
- Load applicable GIS files and place GIS computer onsite ASAP. \_\_\_\_\_
- Integrate GIS with construction activities. \_\_\_\_\_
- Develop organizational structure for EN field activities. \_\_\_\_\_
- EN-D responsibility to assign field office manager. \_\_\_\_\_
- Provide PA input. \_\_\_\_\_
- Provide EOC with a list of equipment by location. \_\_\_\_\_
- Coordinate with CT for NTP on aerial photo contract. Perform required aerial mapping of damaged areas. \_\_\_\_\_
- EN-H coordinate information exchange with USGS, FEMA, and other Corps Districts. \_\_\_\_\_
- Dispatch teams to determine high water marks. (Coordinate with WES, USGS, and other agencies to avoid duplication.) \_\_\_\_\_
- Prepare technical portions of emergency contracts under the 10-day rule. \_\_\_\_\_
- Coordinate real estate requirements, i.e., staging areas, access points, building space, debris collection/disposal sites, etc., with RE. \_\_\_\_\_
- Initiate damage surveys of affected federally authorized flood control and/or coastal projects. \_\_\_\_\_
- Initiate damage surveys of affected Federal navigation channels. \_\_\_\_\_
- Provide technical and personnel support to EOC for FEMA assigned missions. \_\_\_\_\_
- Prepare engineering plans and estimates of costs as required for the preparation of emergency work and rehabilitation studies. \_\_\_\_\_
- Identify personnel to assist on Interagency Hazard Mitigation Team (IHMT). \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Provide personnel for rehabilitation reports. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Provide support for EOC, as needed. \_\_\_\_\_
- Request TDY and A/E contract support, as required, to accomplish mission. \_\_\_\_\_

- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

## **5.7. Civilian Personnel.**

### **(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Update list of CP personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_
- Develop/review information packet regarding tours, differentials, travel pay, salary caps, etc. \_\_\_\_\_
- Determine/update ID equipment and supplies. \_\_\_\_\_
- Work with EOC to develop Job description/Classification for Disaster Personnel not covered under Functional Mission Guides. \_\_\_\_\_

### **LEVEL I (96 Hours Before Landfall)**

### **LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency response. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_
- Evaluate potential impact on mission. \_\_\_\_\_
- Ensure information packet is current. \_\_\_\_\_
- Coordinate with IM for toll-free phone line for Family Service Center upon direction from DE. \_\_\_\_\_
- Coordinate with IM for Personnel database. \_\_\_\_\_

### **LEVEL III (48 Hours Before Landfall)**

- Designate TDY personnel and place on standby for EOC work assignment. \_\_\_\_\_
- Distribute information packet throughout District via LAN. \_\_\_\_\_
- Establish procedures and manning rosters for FSC 24-hour coverage.  
(CP staff will be initial source of personnel.) \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- ❑ Maintain standby personnel for EOC work assignments. \_\_\_\_\_
- ❑ Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- ❑ Confirm personnel on standby for EOC work assignments. \_\_\_\_\_
- ❑ Staff EOC as required. \_\_\_\_\_
- ❑ Non-essential staff seeks shelter. \_\_\_\_\_

**LEVEL III (Landfall)**

- ❑ Support EOC operations as required. \_\_\_\_\_

**RECOVERY OPERATIONS**

- ❑ Activate FSC. \_\_\_\_\_
- ❑ Confirm safety status of assigned personnel. \_\_\_\_\_
- ❑ Assess damage to CP facilities and equipment. \_\_\_\_\_
- ❑ Maintain standby personnel for work assignment. \_\_\_\_\_
- ❑ Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- ❑ Provide information packet to arriving TDY personnel. \_\_\_\_\_
- ❑ Assist LM and EOC with in-processing TDY personnel; IDs, etc. \_\_\_\_\_
- ❑ Address recovery operations personnel issues. \_\_\_\_\_
- ❑ Provide EOC with a list of available personnel. \_\_\_\_\_
- ❑ Coordinate all activities through EOC. \_\_\_\_\_
- ❑ Provide support for EOC, as needed. \_\_\_\_\_
- ❑ Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- ❑ Report all accidents and injuries to SO promptly. \_\_\_\_\_
- ❑ Report all security incidents to PM promptly. \_\_\_\_\_

## 5.8. Information Management.

### (Pre-Hurricane Season)

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Update list of IM personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_
- Coordinate with EOC on supplies and equipment needed during disaster. \_\_\_\_\_
- Distribute to EOC and Staff Chiefs databases prepared and their location(s). \_\_\_\_\_

### LEVEL I (96 Hours before Landfall)

Normal Operations.

### LEVEL II (72 Hours Before Landfall)

- Review plans relevant to emergency response. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_
- Inventory equipment and expendable supplies. Requisition shortages. \_\_\_\_\_
- Advise staff of availability of PC laptops and peripherals. \_\_\_\_\_
- Determine availability of Satellite Communication (SATCOM) equipment in other Divisions. \_\_\_\_\_
- Maintain film supply. \_\_\_\_\_
- Query District staff for anticipated IM needs. \_\_\_\_\_
- Maintain facsimile service. \_\_\_\_\_
- Coordinate radio call-sign lists with LM; place in vehicles. \_\_\_\_\_
- In coordination with CP, install toll-free family support center line. \_\_\_\_\_

### LEVEL III (48 Hours Before Landfall)

- Designate IM Advance Team personnel and place on standby for EOC work assignment. \_\_\_\_\_
- Inspect and document pre-storm condition of all ongoing activities. \_\_\_\_\_
- Confirm with GSA that SAJ is on priority list for restoration of phone service. \_\_\_\_\_
- Notify EOC of anticipated personnel requirements, especially photographers and communications specialists. \_\_\_\_\_

- Assess potential of damage for records holding areas. \_\_\_\_\_
- Remind District personnel to back-up PC files. \_\_\_\_\_
- Coordinate briefing on GPS/Radio operations for Emergency Response Team (ERT). \_\_\_\_\_
- Coordinate photo requirements with PA. \_\_\_\_\_
- Determine EOC printing and reproduction requirements. \_\_\_\_\_
- Review BPA vendor lists and confirm availability of services. \_\_\_\_\_
- Provide EOC with list of vehicle/portable radios. \_\_\_\_\_
- Coordinate with EOC and verify operation of communications assets in DCCV. \_\_\_\_\_
- Provide GIS information for storm tracking purposes. \_\_\_\_\_
- Assign full-time radio operator. \_\_\_\_\_
- Continue radio Preventive Maintenance Checks & Services (PMCS). \_\_\_\_\_
- Coordinate procurement of Advance Team equipment with LM and the EOC. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Maintain standby personnel for EOC work assignments. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Designate IM POC. \_\_\_\_\_
- Notify essential IM staff of responsibilities. \_\_\_\_\_
- Update checklist of forms, supplies, and equipment for EOC. \_\_\_\_\_
- Coordinate system shutdown with EOC. \_\_\_\_\_
- Remind District staff to provide maximum protection for automation equipment; move away from windows, etc. \_\_\_\_\_
- Issue guidance to IM staff regarding power-down of ADP equipment. \_\_\_\_\_
- Report IM status to Division and apprise them of anticipated needs. \_\_\_\_\_
- Secure controlled items to protect from damage and pilferage. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for EOC work assignments. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Identify requirements for IM support at alternate EOC. \_\_\_\_\_
- Place essential staff on stand-by for restoration of communications. \_\_\_\_\_
- Secure and safeguard IM property. \_\_\_\_\_

- Ensure that postage and postage accounting records are managed. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_

### **LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

### **RECOVERY OPERATIONS**

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Assess damage to IM facilities and equipment. \_\_\_\_\_
- Provide EOC with list of available personnel. \_\_\_\_\_
- Identify persons to assist with investigative teams. \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Provide emergency communication equipment. \_\_\_\_\_
- Maintain property accountability of equipment issued. \_\_\_\_\_
- Coordinate requests for visual information; coordinate with EOC and PA. \_\_\_\_\_
- Supply ERRO with requested IM supplies and equipment. \_\_\_\_\_
- Coordinate all requests for IM supplies/equipment through IM Office. IM approval required. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Provide mail/messenger service for EOC or ERRO. \_\_\_\_\_
- Re-establish 24-hour communications. \_\_\_\_\_
- Dispatch photographers in coordination with EOC/PA. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Provide support for EOC, as needed. \_\_\_\_\_
- Request TDY support, as required, to accomplish mission. \_\_\_\_\_
- Identify persons to assist with investigative teams. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

**5.9. Internal Review.**

**(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Update list of IR personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_

**LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

**LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency plans. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Designate personnel and place on standby for work assignment. \_\_\_\_\_
- Inspect and document pre-storm condition of ongoing projects and study areas. \_\_\_\_\_
- Review applicable emergency statutes and regulations. \_\_\_\_\_
- Advise EOC of additional personnel requirements. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Maintain standby personnel for work assignments. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Advise staff on potential audit issues. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for work assignments. \_\_\_\_\_

- Staff EOC as required. \_\_\_\_\_
- Non-essential personnel seek shelter. \_\_\_\_\_

### **LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

### **RECOVERY OPERATIONS**

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Maintain standby personnel for work assignment. \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Request TDY support, as required, to accomplish mission. \_\_\_\_\_
- Attend staff briefings. \_\_\_\_\_
- Maintain mobile set of applicable regulations. \_\_\_\_\_
- Distribute memo of common emergency issues to staff. \_\_\_\_\_
- Coordinate with Functional Managers regarding scheduled recovery activities with emphasis on: types of contracts (competitive/non-Competitive, sole source, etc.) \_\_\_\_\_
- Review emergency acquisition procedures of materials and supplies, (i.e., credit cards, SF 44s, etc.) \_\_\_\_\_
- Review financial procedures for costing labor, travel, per diem, vehicle rentals, overtime, reporting of time and attendance, etc. \_\_\_\_\_
- Execute audit plan of the vulnerabilities in areas considered for review. \_\_\_\_\_
- Coordinate activities with Division Audit Office. \_\_\_\_\_
- Ensure coordination with Army Audit Agency (AAA), General Accounting Office, DOD Inspector General, etc. \_\_\_\_\_
- Ensure follow-up on significant actions. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

## 5.10. Logistics Management.

### (Pre-Hurricane Season)

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Update list of LM personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_
- Coordinate with the EOC and IM on supplies and equipment which will be needed during a disaster. \_\_\_\_\_
- Conduct PMCS on the DCCV in conjunction with the EOC. \_\_\_\_\_

### (72 Hours Before Landfall)

- Review plans relevant to emergency response. \_\_\_\_\_
- Inspect facilities and determine necessary protective measures. \_\_\_\_\_
- Initiate protective measures NLT 48 hours prior to landfall. \_\_\_\_\_
- Ensure that vulnerable equipment is moved away from windows. \_\_\_\_\_
- Ensure that PMCS on the DCCV have been performed. Identify driver. \_\_\_\_\_
- Place District vehicles and equipment on stand-by. \_\_\_\_\_
- Identify short shelf-life items required. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_

### (48 Hours Before Landfall)

- Designate LM Advance Team personnel and place on standby for EOC work assignment. Identify additional personnel for possible recovery operations. \_\_\_\_\_
- Notify GSA that District is on hurricane alert and request initiation of emergency procedures for the Federal Building. \_\_\_\_\_
- Request GSA conduct operational check of generator and fuel. \_\_\_\_\_
- Coordinate with EN, RE, EOC and CO on vehicle and aircraft requirements. \_\_\_\_\_
- Coordinate with CO in identification of Government-owned vehicles and equipment for use in emergency situations; e.g., sedans, trucks, earth-moving equipment, pumps, radios, etc., and their location. Update as necessary. \_\_\_\_\_
- Maintain list of available Government-owned equipment. \_\_\_\_\_
- Coordinate rental vehicle and equipment availability with vendors. \_\_\_\_\_

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- Conduct PMCS of vehicles and equipment. \_\_\_\_\_
- Maintain sufficient stock of fuel and oil. \_\_\_\_\_
- Identify alternate temporary storage site for vehicles and equipment coordinate with RE. \_\_\_\_\_
- Coordinate procurement of Advance Team equipment with IM and EOC. \_\_\_\_\_
- Coordinate with EOC regarding expendable items required. \_\_\_\_\_
- Review inventory of battery/manually operated office equipment. \_\_\_\_\_
- Identify lodging facilities for TDY personnel. \_\_\_\_\_
- Identify alternate source of battery/manually operated office equipment. \_\_\_\_\_
- Coordinate with DOD on availability of assets. \_\_\_\_\_
- Identify lodging in anticipated area(s) of landfall. \_\_\_\_\_
- Alert travel agency. \_\_\_\_\_
- Coordinate with RE and CT on how to arrange lodging. \_\_\_\_\_
- Inspect and document pre-storm condition of all facilities. \_\_\_\_\_

**(24 Hours Before Landfall)**

- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Ensure that departing employees unplug electrical equipment and place all items in desk drawers. \_\_\_\_\_
- Confirm GSA emergency plan in effect. \_\_\_\_\_
- Protect against window breakage and wind and water damage. \_\_\_\_\_
- Move files and equipment away from windows. \_\_\_\_\_
- Acquire additional equipment, vehicles, and aircraft as needed. \_\_\_\_\_
- Put emergency lights, first aid kits, and fire extinguishers in vehicles. \_\_\_\_\_
- Position vehicles in protected locations (i.e., parking garage). \_\_\_\_\_
- Tag keys and record vehicle tag numbers and locations. \_\_\_\_\_
- Load DCCV and deployment vehicles. \_\_\_\_\_
- Coordinate travel of Advance Team members with EOC. \_\_\_\_\_
- Supply EOC with emergency supplies, equipment, and forms. \_\_\_\_\_
- Pre-position emergency rations and potable water for EOC personnel. \_\_\_\_\_
- Arrange motel accommodations for EOC personnel. \_\_\_\_\_
- Temporarily assign personnel having commercial drivers' license to LM. \_\_\_\_\_

**(12 Hours Before Landfall)**

- Confirm personnel on standby for work assignments. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Re-inspect offices and storage spaces. \_\_\_\_\_
- Provide EOC with list of available vehicles, equipment and supplies. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_
- Contact previously identified lodging facilities in preparation for deployment of TDY personnel. \_\_\_\_\_

**(Landfall)**

- Support EOC operations as required. \_\_\_\_\_
- Submit logistics' status report forms to EOC. \_\_\_\_\_
- Determine requirement for TDY personnel. \_\_\_\_\_

**RECOVERY OPERATIONS**

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Maintain standby personnel for work assignment. \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Provide EOC with a list of available equipment by location. \_\_\_\_\_
- Inform EOC of status. \_\_\_\_\_
- Deploy response team and equipment/supplies (usually within 24 hours) as directed by EOC. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Provide support for EOC, as needed. Replace exhausted supplies. \_\_\_\_\_
- Assess damage to LM facilities and equipment. \_\_\_\_\_
- Assists EOC with in-processing of TDY personnel. \_\_\_\_\_
- Re-connect electrical equipment and initiate needed repairs. \_\_\_\_\_
- Coordinate with GSA for repairs to Federal Building. \_\_\_\_\_
- Re-stock supplies and equipment not needed for emergency operations. \_\_\_\_\_

- Initiate required repairs to warehouse. \_\_\_\_\_
- Return un-needed vehicles. \_\_\_\_\_
- Provide personnel with required vehicles, supplies, and equipment, to include Personal Protective Equipment. \_\_\_\_\_
- Provide personnel with orientation on use of Government credit cards and availability of Automated Teller Machines. \_\_\_\_\_
- Arrange accommodations as required. \_\_\_\_\_
- Process travel orders. \_\_\_\_\_
- Prepare shipments, i.e., locate shipper, prepare Government Bills of Lading (GBLs), and clearance documentation. \_\_\_\_\_
- Receive shipments. \_\_\_\_\_
- Track property and maintain accountability. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_
- Establish a database to confirm hotel reservation on employee's personal credit card. \_\_\_\_\_

#### **5.11. Office of Counsel.**

##### **(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Update list of OC personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review pertinent U. S. emergency statutes and legislation. \_\_\_\_\_
- Review Maritime, Commonwealth and Territorial laws related to emergency management. \_\_\_\_\_
- Prepare applicable "boiler plate" legal documents. \_\_\_\_\_

##### **LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

##### **LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency response. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_
- Anticipate Davis-Bacon Act (DBA) and Service Contract Act (SCA) Wage Determination Request from CT. \_\_\_\_\_
- Ensure that personnel are available to provide legal counsel. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Designate OC personnel and place on standby. \_\_\_\_\_
- Review pertinent emergency statutes and legislation. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Maintain standby OC personnel. \_\_\_\_\_
- Release personnel from duty as directed by DE or designee. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Confirm essential OC personnel on standby. \_\_\_\_\_
- Non-essential personnel seek shelter. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_

**LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

**RECOVERY OPERATIONS**

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Assess damage to OC facilities and equipment. \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Provide EOC with a list of personnel available for support. \_\_\_\_\_
- Render legal assistance to DE and District components. \_\_\_\_\_
- Procure other Corps legal assistance as required. \_\_\_\_\_
- Coordinate with EOC for necessary TDY personnel. \_\_\_\_\_
- Review and modify all emergency contracts to meet legal mandates. \_\_\_\_\_

- Address environmental law concerns arising out of recovery operation. \_\_\_\_\_
- Provide legal assistance in resolving contractor claims. \_\_\_\_\_
- Provide local assurance agreements with State/County authorities to implement Emergency Operation authorities (PL 84-99). \_\_\_\_\_
- Provide EOC with appropriate updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

## **5.12. Public Affairs.**

### **(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Review Disaster Guidebook Function Guides, PA Section. \_\_\_\_\_
- Update list of PA personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Assess PA equipment requirements (photo, audio-visual equipment, etc.). \_\_\_\_\_

### **LEVEL I (96 Hours before Landfall)**

- Normal Operations.

### **LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency response. \_\_\_\_\_
- Assign PA representative to EOC as required. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_

### **LEVEL III (48 Hours Before Landfall)**

- Designate personnel and place on standby for work assignment. \_\_\_\_\_
- Coordinate information exchange with EOC. \_\_\_\_\_
- Assist in keeping SAJ and field personnel informed. \_\_\_\_\_
- Coordinate with SAD PA. \_\_\_\_\_

- Advise District staff which local TV and radio stations will be issuing employee-reporting instructions.\_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Maintain standby personnel for work assignments.\_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative.\_\_\_\_\_
- Respond to media inquiries concerning anticipated role of Corps.\_\_\_\_\_
- Monitor news and establish news clip reading file for staff routing.\_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for work assignments.\_\_\_\_\_
- Staff EOC as required.\_\_\_\_\_
- Non-essential personnel seek safe shelter.\_\_\_\_\_
- Secure equipment.\_\_\_\_\_

**LEVEL III (Landfall)**

- Support EOC operations as required.\_\_\_\_\_

**RECOVERY OPERATIONS**

- Confirm safety status of assigned personnel.\_\_\_\_\_
- Maintain standby personnel for work assignment.\_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative.\_\_\_\_\_
- Provide EOC with a list of available personnel.\_\_\_\_\_
- Request TDY support, as required, to accomplish mission.\_\_\_\_\_
- Provide support for EOC, as needed.\_\_\_\_\_
- Assess damage to PA facilities and equipment.\_\_\_\_\_
- Inform EOC and DE of PA status.\_\_\_\_\_
- Prepare press advisories and news releases. Assemble and screen information; check for authenticity.\_\_\_\_\_
- Assure the collection and recording of newsworthy information.\_\_\_\_\_
- Coordinate pertinent activities through EOC.\_\_\_\_\_

- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

### **LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for work assignments. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Re-inspect offices and storage spaces. \_\_\_\_\_
- Provide EOC with list of available vehicles, equipment and supplies. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_
- Contact previously identified lodging facilities in preparation for deployment of TDY personnel. \_\_\_\_\_

### **LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_
- Submit logistics' status report forms to EOC. \_\_\_\_\_
- Determine requirement for TDY personnel. \_\_\_\_\_

### **RECOVERY OPERATIONS**

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Maintain standby personnel for work assignment. \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Provide EOC with a list of available equipment by location. \_\_\_\_\_
- Inform EOC of status. \_\_\_\_\_
- Deploy response team and equipment/supplies (usually within 24 hours) as directed by EOC. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Provide support for EOC, as needed. Replace exhausted supplies. \_\_\_\_\_
- Assess damage to LM facilities and equipment. \_\_\_\_\_
- Assists EOC with in-processing of TDY personnel. \_\_\_\_\_
- Re-connect electrical equipment and initiate needed repairs. \_\_\_\_\_
- Coordinate with GSA for repairs to FOB. \_\_\_\_\_

- Re-stock supplies and equipment not needed for emergency operations. \_\_\_\_\_
- Initiate required repairs to warehouse. \_\_\_\_\_
- Return unneeded vehicles. \_\_\_\_\_
- Provide personnel with required vehicles, supplies, and equipment, to include Personal Protective Equipment. \_\_\_\_\_
- Provide personnel with orientation on use of government credit cards and availability of ATMs. \_\_\_\_\_
- Arrange accommodations as required. \_\_\_\_\_
- Process travel orders. \_\_\_\_\_
- Prepare shipments, i.e., locate shipper, prepare government bills of lading (GBLs), and clearance documentation. \_\_\_\_\_
- Receive shipments. \_\_\_\_\_
- Track property and maintain accountability. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_
- Establish a database to confirm hotel reservation on employee's personal credit card. \_\_\_\_\_

### **5.13. Planning Division.**

#### **(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Update list of PD personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_
- Environment coordination of pre-selected staging debris sites. \_\_\_\_\_

#### **LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

#### **LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency response. \_\_\_\_\_
- Inform field forces and contractors of flood forecasts and impending severe weather conditions. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Designate personnel and place on standby for EOC work assignment. \_\_\_\_\_
- Inspect and document pre-storm condition of all ongoing projects and study areas. \_\_\_\_\_
- Inform field RECON teams and contractors of flood forecasts and impending severe weather conditions. \_\_\_\_\_
- Notify EOC and LM of number and type of vehicles and supplies needed for recovery operations. \_\_\_\_\_
- Provide technical assistance to State and local officials at State EOC (as previously coordinated with DCA-DEM) upon request. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Maintain standby personnel for work assignments. \_\_\_\_\_
- Notify mission managers to report to EOC after storm landfall. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Identify team members. \_\_\_\_\_
- Continue previous level activities as required. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for work assignments. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_
- Continue previous level activities as required. \_\_\_\_\_

**LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

- ❑ Continue previous level activities as required. \_\_\_\_\_

### **RECOVERY OPERATIONS**

- ❑ Confirm safety status of assigned personnel. \_\_\_\_\_
- ❑ Maintain standby personnel for work assignment. \_\_\_\_\_
- ❑ Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- ❑ Provide guidance to the DE regarding flood damage to the District Office. \_\_\_\_\_
- ❑ Request TDY support, as required, to accomplish mission. \_\_\_\_\_
- ❑ Identify persons to assist with investigative teams. \_\_\_\_\_
- ❑ Dispatch field recon teams to assess extent and severity of flooding and collect engineering data. \_\_\_\_\_
- ❑ Provide EOC with a list of available personnel. \_\_\_\_\_
- ❑ Provide EOC with a list of available equipment. \_\_\_\_\_
- ❑ Coordinate all activities through EOC. \_\_\_\_\_
- ❑ Provide support for EOC, as needed. \_\_\_\_\_
- ❑ Coordinate State request for assistance under the 10-day rule with the EOC. \_\_\_\_\_
- ❑ Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- ❑ Report all accidents and injuries to SO promptly. \_\_\_\_\_
- ❑ Report all security incidents to PM promptly. \_\_\_\_\_
- ❑ Assess damage to PD facilities and equipment. \_\_\_\_\_
- ❑ Continue previous level activities as required. \_\_\_\_\_
- ❑ Coordination of environmental investigations and actions with state local agencies. \_\_\_\_\_
- ❑ Monitor use and proper closure of all disturbed sites. \_\_\_\_\_

#### **5.14. Security and Law Enforcement.**

##### **(Pre-Hurricane Season)**

- ❑ Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- ❑ Review After-Action Report from last hurricane relief effort. \_\_\_\_\_
- ❑ Update list of PM personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- ❑ Review and update, as required, SOP. \_\_\_\_\_
- ❑ Review District Physical Security Requirements and update, if necessary. \_\_\_\_\_

- ❑ Establish liaison with Army Criminal Investigation Division (CID) Fraud Team, Melbourne, FL. \_\_\_\_\_

#### **LEVEL I (96 Hours Before Landfall)**

- ❑ Normal Operations.

#### **LEVEL II (72 Hours Before Landfall)**

- ❑ Establish and maintain liaison with Federal, State and local law enforcement agencies in landfall area. \_\_\_\_\_
- ❑ Review plans relevant to emergency response. \_\_\_\_\_
- ❑ Maintain liaison with and Army CID Fraud Team, Melbourne, FL. \_\_\_\_\_
- ❑ Review District Physical Security Requirements and advise Executive Office and Staff Chiefs via memorandum of physical and personnel security measures required at sites within area of projected landfall. \_\_\_\_\_
- ❑ Determine availability of security assistance from other SAD Districts. \_\_\_\_\_
- ❑ Coordinate with field offices regarding security of Corps property. \_\_\_\_\_
- ❑ Normal day-to-day operations. \_\_\_\_\_

#### **LEVEL III (48 Hours Before Landfall)**

- ❑ Continue previous level activities as required. \_\_\_\_\_
- ❑ Confirm with field offices appropriate storage/security of Corps property and equipment. \_\_\_\_\_

#### **LEVEL III (24 Hours Before Landfall)**

- ❑ Continue previous level activities as required. \_\_\_\_\_
- ❑ Release personnel in path of storm as directed by the DE or his designated representative. \_\_\_\_\_

#### **LEVEL III (12 Hours Before Landfall)**

- ❑ Confirm personnel on standby for work assignments. \_\_\_\_\_
- ❑ Seek shelter as required. \_\_\_\_\_
- ❑ Coordinate with EOC. \_\_\_\_\_

**LEVEL III (Landfall)**

- ❑ Support EOC operations as required. \_\_\_\_\_
- ❑ Continue previous level activities as required. \_\_\_\_\_
- ❑ Issue area security advisory based on available law enforcement intelligence. \_\_\_\_\_

**RECOVERY OPERATIONS**

- ❑ Ensure that a security representative accompanies Advance Team and is onsite at the beginning of recovery effort. \_\_\_\_\_
- ❑ Ensure that employees are briefed on pertinent security matters and the importance of completing offense/incident reports, ENG Form 4337. \_\_\_\_\_
- ❑ Post security guidelines at EOC and field offices. \_\_\_\_\_
- ❑ Coordinate security efforts for area of operations. Ensure that a security representative is assigned to the area of operations for the duration. \_\_\_\_\_
- ❑ Determine threat assessment for area of operations and advise DDE and EOC. Brief staff and ensure information is disseminated to employees. \_\_\_\_\_
- ❑ Ensure that security representative has all necessary equipment required to perform functional and reporting duties (office supplies, report forms, tape recorders, spare tapes, cameras, film, batteries, communications equipment, etc.). \_\_\_\_\_
- ❑ Ensure that employees have proper Corps ID. \_\_\_\_\_
- ❑ Conduct physical security inspections of Corps Offices and project sites in affected area. \_\_\_\_\_
- ❑ Exchange POCs and phone numbers with LE agencies in affected area and provide copy to EOC. \_\_\_\_\_
- ❑ Ensure prompt investigation and reporting of incidents (include all pertinent information, e.g., who, what, where, why, and how. List preventive measures, if applicable.). \_\_\_\_\_
- ❑ Coordinate activities with DD and EOC. \_\_\_\_\_
- ❑ Coordinate support for EOC, as needed. \_\_\_\_\_
- ❑ Request TDY support, as required, to accomplish mission. \_\_\_\_\_
- ❑ Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- ❑ Report all accidents and injuries to SO promptly. \_\_\_\_\_

**5.15. Real Estate Division.**

**(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Review Disaster Guidebook Function Guide, RE Section. \_\_\_\_\_
- Update list of RE personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Update RE Response and PRT Team sign-up sheet. \_\_\_\_\_
- Hold annual briefing to augment District's Readiness Week. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP, GPS, PRT, PDR and PRT training. \_\_\_\_\_
- Personnel should develop evacuation or shelter plans. \_\_\_\_\_
- Update RE Emergency Telephone List. \_\_\_\_\_
- Review RE Emergency Call-In Plan. \_\_\_\_\_
- Review delegated authorities. \_\_\_\_\_
- Obtain GSA points of contact and review ESF#7, Resource Support. \_\_\_\_\_
- Review parameters for FOB, EOC and warehouse alternate site(s). \_\_\_\_\_

**LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

**LEVEL II (72 Hours Before Landfall)**

- Pull inventory of Government-owned, -leased, and -out granted properties from CEFMS/REMIS and RFMIS. \_\_\_\_\_
- Identify Mission Function Teams: Mission Leaders and RE Members. \_\_\_\_\_
- Review plans relevant to emergency response. \_\_\_\_\_
- Designate RE Response Team and begin initial planning. \_\_\_\_\_
- Identify equipment that can be turned in for re-distribution. \_\_\_\_\_
- Normal Operations continue. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Normal Operations.

**LEVEL III (24 Hours Before Landfall)**

- Coordinate with GSA as needed for office and warehouse space. \_\_\_\_\_
- In affected areas, begin to secure government property/vehicles. \_\_\_\_\_
- Clear papers/books from desk tops/filing cabinets. Move furniture, if possible, away from windows. Disconnect electrical equipment. \_\_\_\_\_
- Get maps of the potentially affected area. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Normal Operations will continue in unaffected offices. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Place essential staff on standby for work assignments. \_\_\_\_\_
- Brief employees on post-storm call-in procedures. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_
- Normal Operations in unaffected areas will continue. \_\_\_\_\_

**LEVEL III (Landfall)**

- Support EOC operations as necessary. \_\_\_\_\_

**RECOVERY OPERATIONS (Administrative Office)**

- Confirm safety status of assigned personnel. \_\_\_\_\_
- RE now has two missions: Ensure the integrity of leased facilities and other property for which RE has responsibility and assist the District in recovery efforts. \_\_\_\_\_
- Normal operations will resume except for response personnel. \_\_\_\_\_
- Personnel familiar with the affected area review videos. \_\_\_\_\_
- Determine extent of temporary duty personnel needed. \_\_\_\_\_
- Provide EOC with list of available personnel. \_\_\_\_\_
- Check equipment in affected area and make condition list. \_\_\_\_\_

**RECOVERY OPERATIONS (Field Office)**

- Deployment team: Go to the EOC to get supplies and checklists. \_\_\_\_\_

- EOC will provide lists of additional equipment. (Optional equipment suggested in RE Emergency Ops Field Guide.)\_\_\_\_\_
- Have hard hats, steel-toed shoes, emergency operations shirts and ID card. \_\_\_\_\_
- Get instructions about check-in at destination. \_\_\_\_\_
- Response Team on-site: Locate REs workspace. \_\_\_\_\_
- Identify equipment available and make arrangements to sign out. \_\_\_\_\_
- Establish meeting/briefing schedules and locations. \_\_\_\_\_
- Identify ESF#3 within FEMA. \_\_\_\_\_
- Identify Mission Function Teams: Mission Leaders and RE Members. \_\_\_\_\_
- Coordinate with EOC. Contact ESF#3 to get Authority to acquire from FEMA. \_\_\_\_\_
- Establish immediate contact with local, State, and Federal agencies. \_\_\_\_\_
- Obtain resolutions signed by appropriate public entities. Coordinate with OC. \_\_\_\_\_
- Review SITREPs, contracts, briefing notes, etc., for potential property requirements. Coordinate with appropriate Mission Managers. \_\_\_\_\_
- Provide rights-of-entry, lease and/or other Real Estate instruments. \_\_\_\_\_
- Inspect all in-leased facilities and initiate action for repair, termination and/or relocation. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_
- As missions close out, determine if sites can be used by other missions. \_\_\_\_\_
- Obtain releases for RE interests no longer needed. \_\_\_\_\_
- Resolve claims resulting from RE instruments. \_\_\_\_\_

#### **5.16. Regulatory Division.**

##### **(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane. \_\_\_\_\_
- Update list of CO personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_

##### **LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

**LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to emergency response. \_\_\_\_\_
- Evaluate potential impact on ongoing mission(s). \_\_\_\_\_
- Routine day-to-day operations. \_\_\_\_\_
- Alert Field Office personnel. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Staff EOC as required. \_\_\_\_\_
- Designate RD Advance Team personnel and place on standby for EOC work assignment. \_\_\_\_\_
- Inform field personnel of flood forecasts and impending severe weather conditions. \_\_\_\_\_
- Coordinate with LM in identifying government-owned vehicles and equipment for use in emergency situations. \_\_\_\_\_
- Instruct field forces to protect government material and equipment subject to storm damage. \_\_\_\_\_
- Prepare Field Office, vehicles, and boats for relocation. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Inform field personnel and contractors of flood forecasts and current severe weather conditions. \_\_\_\_\_
- Release personnel in path of storm as directed by the DE or designated representative. \_\_\_\_\_
- Review Level II requirements. \_\_\_\_\_
- Relocate Field Office(s), vehicles, and boats to safe haven as required. \_\_\_\_\_
- Provide assistance to local government as tasked by the EOC. \_\_\_\_\_
- Identify post-landfall field RECON teams. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Maintain contact with field offices. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_
- Place essential staff on standby for work assignments. \_\_\_\_\_

**LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

**RECOVERY OPERATIONS**

- Re-assemble crews. \_\_\_\_\_
- Assess damage to plant and resume normal operations. \_\_\_\_\_
- Renew contact with field crews, contractors and field offices. \_\_\_\_\_
- Coordinate the dispatch of RECON teams to assess damage. \_\_\_\_\_
- Provide required support personnel. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Determine personnel safety status. \_\_\_\_\_
- Apprise personnel of instructions for reporting to work. \_\_\_\_\_
- Assess damage to RD facilities and equipment. \_\_\_\_\_
- Provide support for EOC, as needed. \_\_\_\_\_
- Furnish support personnel for investigative teams. \_\_\_\_\_
- Assess status of ongoing contracts and modify or terminate as required. Notify EOC and DP of actions taken. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Provide technical and personnel support for FEMA assigned missions. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

**5.17. Resource Management.**

**(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Update list of RM personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_

**LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

**LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to disaster response. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Inform RM personnel of storm conditions. \_\_\_\_\_
- Designate personnel and place on standby for work assignments. \_\_\_\_\_
- Advise EOC of anticipated personnel requirements. \_\_\_\_\_
- Coordinate with EOC regarding funds for response in CEFMS. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Maintain standby personnel for work assignments. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Manage financial aspects of impending emergency situation. \_\_\_\_\_
- Assist and advise DE on financial resource commitment decisions. \_\_\_\_\_
- Ensure adequate resource reserves for anticipated work. \_\_\_\_\_
- Review/update/approve fund transfer documents. \_\_\_\_\_
- Provide additional financial management assistance as required. \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for work assignments. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Seek shelter as required. \_\_\_\_\_

**LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

## RECOVERY OPERATIONS

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Maintain standby personnel for work assignment. \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Request TDY support, as required, to accomplish mission. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_
- Provide support for EOC, as needed. \_\_\_\_\_
- Assess damage to RM facilities and equipment. \_\_\_\_\_
- Provide financial advice and assistance. \_\_\_\_\_
- Prepare to provide financial auditing assistance. \_\_\_\_\_
- Coordinate with UFC in preparation and submission of billings to other agencies to recover approved emergency expenditures. \_\_\_\_\_
- Coordinate with UFC to ensure accuracy and prompt payment of billings. \_\_\_\_\_
- Establish and monitor accounts for managing appropriated funds. \_\_\_\_\_
- Monitor expenditures to ensure costs are within emergency limits. \_\_\_\_\_
- Review and approve fund transfer documents. \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

### 5.18. Safety and Occupational Health.

#### (Pre-Hurricane Season)

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Update list of SO personnel and provide copy to CO-E NLT 1 May of each year. \_\_\_\_\_
- Manage the medical screening of personnel volunteering for disaster recovery operations to ensure personnel are medically eligible for deployment. \_\_\_\_\_

**LEVEL I (96 Hours Before Landfall)**

- Normal Operations.

**LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to disaster response. \_\_\_\_\_
- Review Accident Prevention Plans and Activity Hazard Analyses. \_\_\_\_\_
- Brief staff on safety matters for activities on and off duty. \_\_\_\_\_
- Establish liaison with SAD-SO. \_\_\_\_\_
- Request SAD-SO to alert other SAD SOH Offices' SOH Corporate Functional Team Members (or SOH Disaster Response Personnel) to prepare for potential deployment. \_\_\_\_\_
- FAX medical screening instructions to EOCs having new volunteers for disaster recovery operations. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_

**LEVEL III (48 Hours Before Landfall)**

- Designate personnel and place on standby for work assignment. \_\_\_\_\_
- Inspect and document pre-storm condition of all SO facilities. \_\_\_\_\_

**LEVEL III (24 Hours Before Landfall)**

- Maintain standby personnel for work assignments. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Brief Advance Team and other damage assessment teams on safety considerations (fire, flooding, downed electrical lines, gas leaks, HTRW exposure, etc.). \_\_\_\_\_

**LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for work assignments. \_\_\_\_\_
- Staff EOC as required. \_\_\_\_\_
- Recall essential personnel. Non-essential personnel seek shelter. \_\_\_\_\_

**LEVEL III (Landfall)**

- Support EOC operations as required. \_\_\_\_\_

## RECOVERY OPERATIONS

- Confirm safety status of assigned personnel. \_\_\_\_\_
- Maintain standby personnel for work assignment. \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Request TDY support, as required, to accomplish mission. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Provide support for EOC, as needed. \_\_\_\_\_
- Assess damage to SO facilities and equipment. \_\_\_\_\_
- Attend pre-construction conferences and provide suggestion for Risk Assessment Analysis. \_\_\_\_\_
- Ensure that a safety representative is assigned to the area of relief operations for the duration. \_\_\_\_\_
- Ensure that safety representative has all necessary equipment required to perform functional and reporting duties (office supplies, report forms, tape recorders, spare tapes, cameras, film, batteries, communications equipment, etc.). \_\_\_\_\_
- Brief contractors on EM 385-1-1 and special safety and health matters. \_\_\_\_\_
- Advise contractor of “stop work” provisions of regulation for unsafe conditions. \_\_\_\_\_
- Inspect Corps offices and motor pool for damages and safety hazards. \_\_\_\_\_
- Determine extent of damage and hazards at field offices. \_\_\_\_\_
- Brief disaster teams on safety and health considerations. \_\_\_\_\_
- Brief incoming personnel on safety and health considerations. \_\_\_\_\_
- Coordinate with LM to ensure adequate Personal Protective Equipment (PPE) is on hand. \_\_\_\_\_
- Ensure designated personnel are properly equipped with safety gear (PPE, i.e., hard hats, safety shoes, gloves, eye protection, hearing protection, respirators/masks, and first aid kits). \_\_\_\_\_
- Conduct safety surveys of ongoing contract activities. \_\_\_\_\_
- Prepare safety survey reports (ensure reports contain all pertinent reporting information, i.e., the who, what, when, where, how, and corrective action measures). \_\_\_\_\_
- Investigate and report to DE and EOC work-related accidents involving Corps or contract personnel or members of the general public (ensure reports contain all pertinent reporting information, i.e., the who, what, when, where, how). \_\_\_\_\_
- Provide accident reports to TDY personnel’s home station. \_\_\_\_\_
- Provide immediate photo/video documentation of reportable and recordable incidents. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP. \_\_\_\_\_

- Report all security incidents to PM promptly. \_\_\_\_\_

### 5.19. Field Office.

#### **(Pre-Hurricane Season)**

- Review SAJ Plans. Provide updated information to CO-E NLT 1 May of each year. \_\_\_\_\_
- Review After Action Report from last hurricane relief effort. \_\_\_\_\_
- Review Field Office Plan (furnish copy to CO-E as addendum to District Hurricane Plan) and update, if necessary. \_\_\_\_\_
- Schedule personnel to attend PL 93-288 FRP and PRT training. \_\_\_\_\_

#### **LEVEL I (96 Hours before Landfall)**

- Normal Operations.

#### **LEVEL II (72 Hours Before Landfall)**

- Review plans relevant to disaster response. \_\_\_\_\_
- Inform field forces and contractors of flood forecasts and impending severe weather conditions. \_\_\_\_\_
- Normal day-to-day operations. \_\_\_\_\_

#### **LEVEL III (48 Hours Before Landfall)**

- Designate personnel and place on standby for work assignment. \_\_\_\_\_
- Brief personnel on emergency procedures. \_\_\_\_\_
- Inform field forces and contractors of flood forecasts and impending severe weather conditions. \_\_\_\_\_
- Instruct floating plants and dredges, Corps-owned and contract, to relocate to safe haven if appropriate. \_\_\_\_\_
- Prepare Field Office, vehicles and boats for relocation. \_\_\_\_\_
- Inspect and document pre-storm condition of all ongoing projects and study areas. \_\_\_\_\_

- Perform PMCS on equipment which may be used during recovery. Ensure full fuel tanks and adequate fluid levels. Identify operators. \_\_\_\_\_
- Identify and list locations of government-owned vehicles and equipment for use in emergency situations; e.g., sedans, trucks, earth-moving equipment, pumps, radios, etc. \_\_\_\_\_
- Check and ensure communications with EOC. \_\_\_\_\_
- Prepare/revise emergency work schedule. \_\_\_\_\_

### **LEVEL III (24 Hours Before Landfall)**

- Maintain standby personnel for work assignments. \_\_\_\_\_
- Release personnel from duty as directed by DE or designated representative. \_\_\_\_\_
- Provide protection for personnel and equipment. \_\_\_\_\_
- Relocate Field Office, vehicles, boats to safe haven, as required. \_\_\_\_\_
- Inform field forces and contractors of flood forecasts and impending severe weather conditions. \_\_\_\_\_
- Maintain communications with EOC. Inform EOC of local conditions. \_\_\_\_\_

### **LEVEL III (12 Hours Before Landfall)**

- Confirm personnel on standby for work assignments. \_\_\_\_\_
- Provide protection for personnel and equipment. \_\_\_\_\_
- Inform EOC of local conditions. \_\_\_\_\_
- Non-essential staff seek shelter. \_\_\_\_\_

### **LEVEL III (Landfall)**

- Inform EOC of local conditions. \_\_\_\_\_
- Document damage with still and video photography. Document flooding at crest, if safe. \_\_\_\_\_
- Annotate Date-Time Group to photographs and videos. Indicate location, activity, and names of personnel present. \_\_\_\_\_
- Support EOC operations as required. \_\_\_\_\_

### **RECOVERY OPERATIONS**

- Confirm safety status of assigned personnel. \_\_\_\_\_

- Maintain standby personnel for work assignment. \_\_\_\_\_
- Release personnel from duty as directed by the DE or his authorized representative. \_\_\_\_\_
- Request TDY support, as required, to accomplish mission. \_\_\_\_\_
- Furnish support personnel for investigative teams. \_\_\_\_\_
- Conduct windshield surveys as assigned. \_\_\_\_\_
- Inspect Federal projects and initiate emergency repairs. \_\_\_\_\_
- Assess damage to DP facilities and equipment. \_\_\_\_\_
- Provide equipment support to emergency field offices. \_\_\_\_\_
- Provide EOC with a list of available personnel. \_\_\_\_\_
- Provide EOC with a post-landfall list of equipment by location. \_\_\_\_\_
- Determine requirements for additional vehicles and equipment. Submit requisitions through EOC. \_\_\_\_\_
- Inform EOC of local conditions. \_\_\_\_\_
- Coordinate all activities through EOC. \_\_\_\_\_
- Provide EOC with daily updates for inclusion in SITREP (Include all pertinent information, e.g., who, what, when, where, why, how, and remedial actions.). \_\_\_\_\_
- Report all accidents and injuries to SO promptly. \_\_\_\_\_
- Report all security incidents to PM promptly. \_\_\_\_\_

**Emergency Operations**  
**Standard Operating Procedures**

**Chapter 6**  
**EOC Activation Handbooks**

6.1. **Handbooks:** Handbooks for each EOC staff position provide a checklist that identifies the tasks that will be performed. ENGLink job descriptions and organizational charts are included to help familiarize individuals with the overall EOC processes. The handbooks provide the framework for individual training prior to activation.

**Appendix A, Sample EOC Activation Memorandum**

MEMORANDUM FOR: All USACE, Jacksonville District, Division & Office Chiefs

SUBJECT: CESAJ EOC Activation

1. Activation. The District EOC is activated this date. This activation may require 24-hour emergency operations due to (disaster event).
2. Location. The EOC is located on the 3<sup>rd</sup> Floor, Room 331, Charles E. Bennett Federal Building. The primary telephone number in the EOC is 904-232-3626.
3. Schedule. A duty roster will be maintained in the EOC and overtime or compensatory time performed by District personnel will be as determined by the DDE or Crisis Management Team.
4. Officer in Charge. The Officer in charge of the EOC is \_\_\_\_\_.
5. Crisis Management Team. Personnel designated by the Crisis Management Team will report to the EOC NLT (time).

(Name)  
Colonel, Corps of Engineers  
District Commander

### **Appendix B, Briefings**

During EOC Activation, Daily Status Briefings are provided for the DE and CMT at the time designated by the EOC Director (DDE). The location for these status briefings is the Main Conference Room, which has multi-media capabilities needed for such briefings, with the alternate location being the EOC.

# AGENDA

- SITUATION
- INTRODUCTION
- WEATHER/INTEL
- OPERATIONS
  - CURRENT OPERATIONS
  - FUTURE OPERATIONS
  - MISSION BRIEF
- STAFF BRIEF
- QUESTIONS
- COMMANDER'S COMMENTS

JACKSONVILLE DISTRICT



## OPERATION ORDERS IN EFFECT



## COMMANDER'S CRITICAL INFORMATION



JACKSONVILLE DISTRICT



## WEATHER

- Review Latest HUREVAC Plot
- Projected Weather (Rain, Wind, Storm Surge) impacts on Projects
- Canal and Lake Okeechobee Status
- Dewatering in Canal Status



## OPERATIONS SUMMARY

- SITUATION DTG
- LATEST SITREP/SPOTREP ISSUED
- CURRENT SITUATION (County Declarations, PDA Status)
- NEXT 24 HRS
- KEY ISSUE/CONCERNS

JACKSONVILLE DISTRICT



## ICE MISSION

- MISSION EEI
- ISSUES/ CONCERNS



**Overall Ice Mission Status:** ██████████

**Essential Elements of Information (EEI)**

Cumulative to Date	
Ice Requested by RFA(s)	Pounds
Ice Under Contract	Pounds
Ice Delivered to Staging Area(s)	Pounds
Ice Distributed to Locals/State	Pounds
Ice on Hand at Staging Area(s)	Pounds

		Last 24 Hours	Next 24 Hours
Received at Staging Area(s)	Pounds		
Distributed to Locals/State	Pounds		

**JACKSONVILLE DISTRICT**



**WATER MISSION**

- MISSION EEI
- ISSUES/ CONCERNS



## Overall Water Mission Status

### Essential Elements of Information (EEI)

	Cumulative To Date	Next 24 hrs	Next 48 hrs	Next 72 hrs	Next 96 hrs
Mission Requirement					
Mission Status (% complete)					
Total Delivered to Staging Areas					
Distributed from Staging Areas					

JACKSONVILLE DISTRICT



## POWER MISSION

- MISSION EEI
- ISSUES/ CONCERNS



## Overall Temporary Emergency Power Mission Status

### Essential Elements of Information (EEI)

Total number of request for assessments (Cumulative to date)	
Request for assistance last 24 hours	
Total numbers of assessments completed to date (Cumulative to date)	
Assessments completed last 24 hours	
Maximum number of generators needed from assessments	
Generators installations no longer required	
Generator installations actually required	
Generators installed total (Cumulative to date)	
Generators installed today	
Staging Area generator inventory	
Generators needed	

JACKSONVILLE DISTRICT



## DEBRIS MISSION

- MISSION EEI
- ISSUES/ CONCERNS



**Overall Debris Mission Status** 

**Essential Elements of Information (EEI)**

	Past 24 hrs	Cumulative To Date	Next 24 hrs
Mission Status (% Complete)			
Hauled (CY)			
Reduced (CY)			

JACKSONVILLE DISTRICT



**TEMPORARY ROOFING MISSION**

- MISSION EEI
- ISSUES/ CONCERNS



## Overall Temporary Roofing Mission Status

### Essential Elements of Information (EEI)

Cumulative To Date	
Mission Workload Assessments (i.e., number of structures roofs).	Numbers
Numbers of Structures Completed (by entity, location, date)	Numbers
Amount of Plastic Installed (by entity, location, date)	Square Feet (sq. ft.)
Number of Contracts Awarded	Numbers
Contractors daily Locations	Geographical Locations
Estimated Completion Dates & Percent Complete	Dates and Percentages

JACKSONVILLE DISTRICT



## PERSONNEL

- PERSONNEL BREAK DOWN
- ISSUE/CONCERNS
- QUESTIONS



## LOGISTICS

- RECEPTION CENTER STATUS
- ISSUE/CONCERNS
- QUESTIONS

JACKSONVILLE DISTRICT



## CONTRACTING

- CONTRACT STATUS
- ISSUE/CONCERNS
- QUESTIONS



## RESOURCE MANAGEMENT

### ➤ FUNDING BREAK DOWN BY MISSION

Authorized Funding

Funds Obligated

Funds Committed

Funds Expended

### ➤ ISSUE/CONCERNS

### ➤ QUESTIONS

JACKSONVILLE DISTRICT



## SOH

### ➤ ISSUE/CONCERNS

### ➤ QUESTIONS



## REAL ESTATE

- ISSUE/CONCERNS
- QUESTIONS

JACKSONVILLE DISTRICT



## PAO

- ISSUE/CONCERNS
- QUESTIONS



## COMMANDER'S COMMENTS

- PRIORITIES FOR NEXT 24 HRS
- COMMENTS

JACKSONVILLE DISTRICT



### **Appendix C, Displays**

EOC staff sections and CAT members post information in the EOC to keep the commander, staff and EOC personnel aware of current activities. The staff sets up and maintains the following displays.:

1. Hurricane Tracking Map (3' x 4.5').
2. Map of the impact area showing major cities, transportation, event track, degree of impact by area and any other useful visual geographical information
3. Clocks (actual displayed in the EOC conference area) displaying local time, Pacific time, Central time and Coordinated Universal Time (UTC).
4. Pictures of impact areas, if available, both initial conditions and indications of progress.
5. Posters of critical elements of information for mission/project assignments/status information.
6. Clipboards, hanging with current and historical, weather information and Lake Okeechobee Hydrometeorological information.
7. Poster size briefing boards displaying the following information
  - a. Reception Center Information
  - b. Personnel Information
  - c. Financial Information
  - d. Equipment Inventory Information
  - e. Tasker Action Suspense Listing
8. The Operations Officer maintains a briefing book with all displayed information.
9. Copies of news releases and available newspaper clippings pertaining to event for previous five days.

OPERATIONS SUMMARY DTG \_\_\_\_\_

SITUATION  
 LATEST SITREP/SPOTREP ISSUED

CURRENT SITUATION

NEXT 24 HRS

KEY ISSUE/CONCERNS

**Overall Ice Mission Status: DTG \_\_\_\_\_**

**Essential Elements of Information (EEI)**

<b>Cumulative to Date</b>	
<b>Ice Requested by RFA(s)</b>	<b>Pounds</b>
<b>Ice Under Contract</b>	<b>Pounds</b>
<b>Ice Delivered to Staging Area(s)</b>	<b>Pounds</b>
<b>Ice Distributed to Locals/State</b>	<b>Pounds</b>
<b>Ice on Hand at Staging Area(s)</b>	<b>Pounds</b>

		<b>Last 24 Hours</b>	<b>Next 24 Hours</b>
<b>Received at Staging Area(s)</b>	<b>Pounds</b>		
<b>Distributed to Locals/State</b>	<b>Pounds</b>		

**Overall Water Mission Status: DTG \_\_\_\_\_**

**Essential Elements of Information (EEI)**

	Cumulative To Date	Next 24 hrs	Next 48 hrs	Next 72 hrs	Next 96 hrs
<b>Mission Requirement</b>					
<b>Mission Status (% complete)</b>					
<b>Total Delivered to Staging Areas</b>					
<b>Distributed from Staging Areas</b>					

**Overall Temporary Emergency Power Mission Status  
 DTG \_\_\_\_\_**

**Essential Elements of Information (EEI)**

<b>Total number of request for assessments (Cumulative to date)</b>	
<b>Request for assistance last 24 hours</b>	
<b>Total numbers of assessments completed to date (Cumulative to date)</b>	
<b>Assessments completed last 24 hours</b>	
<b>Maximum number of generators needed from assessments</b>	
<b>Generators installations no longer required</b>	
<b>Generator installations actually required</b>	
<b>Generators installed total (Cumulative to date)</b>	
<b>Generators installed today</b>	
<b>Staging Area generator inventory</b>	
<b>Generators needed</b>	

**Overall Debris Mission Status : DTG \_\_\_\_\_**

**Essential Elements of Information (EEI)**

	Past 24 hrs	Cumulative To Date	Next 24 hrs
Mission Status (% Complete)			
Hauled (CY)			
Reduced (CY)			

**Overall Temporary Roofing Mission Status: DTG \_\_\_\_\_**

**Essential Elements of Information (EEI)**

<b>Cummulative To Date</b>	
<b>Mission Workload Assessments (i.e., number of structures roofs).</b>	<b>Numbers</b>
<b>Numbers of Structures Completed (by entity, location, date)</b>	<b>Numbers</b>
<b>Amount of Plastic Installed (by entity, location, date)</b>	<b>Square Feet (sq. ft.)</b>
<b>Number of Contracts Awarded</b>	<b>Numbers</b>
<b>Contractors daily Locations</b>	<b>Geographical Locations</b>
<b>Estimated Completion Dates &amp; Percent Complete</b>	<b>Dates and Percentages</b>

**Overall Temporary Housing Status: DTG \_\_\_\_\_**

***Existing Mobile Home Parks***

**Essential Elements of Information (EEI)**

Mission: Temporary Housing - Existing Mobile Home Parks											
Mission Assignment:											Date:
ID #	Location	Mobile Home Park Name	Pads Available in Mobile Home Park	Paid Inspection Completed by CE, FEMA Notified	Site Declined/Cancelled by FEMA	Pads Leased by FEMA	Awaiting FEMA Approval to Place Trailers	FEMA Approval to Place Trailers	Confirmed Trailer Turn-Over to FEMA in Next 24 Hrs.	Trailers Turned Over to FEMA	
<b>Footnotes for Reason Column</b>											
(A)	Delay Attributed to Utility Company			(E) Delay Attributed to FEMA							
(B)	Delay Attributed to Contractor			(F) Weather Delay							
(C)	Delay Attributed to Occupant			(G) Delay Attributed to Trailer Shortage							
(D)	Delay Attributed to CE										

**Temporary Emergency Housing Essential Elements of Information: *Private Home Sites* Overall Temporary Housing Status: DTG \_\_\_\_\_**

**Essential Elements of Information (EEI)**

Mission: Temporary Housing - Private Home Sites												
Mission Assignment:												Date:
ID #	Location	CE Inspection Required by FEMA	CE Inspection Completed	Owner Declined FEMA Notified	Site Unacceptable FEMA Notified	Site Acceptable FEMA Notified	Awaiting FEMA Approval to Place Trailers	FEMA Approval to Place Trailers	Declined/Cancelled During Installation	Confirmed Trailer Turn-Over to FEMA in Next 24 Hrs.	Expected Turn-Over to FEMA in Next 48 Hrs	Trailers Turned Over to FEMA
<b>Footnotes for Reason Column</b>												
(A)	Delay Attributed to Utility Company			(E) Delay Attributed to FEMA								
(B)	Delay Attributed to Contractor			(F) Weather Delay								
(C)	Delay Attributed to Occupant			(G) Delay Attributed to Trailer Shortage								
(D)	Delay Attributed to CE											



**Reception Center Information DTG\_\_\_\_\_**

Reception Center Information			
In- Bound (# of people)	Out- Processed (# of people)	Personnel @ R.C. (# of people)	Total Personnel Deployed (# of people)

**Personnel Information DTG\_\_\_\_\_**

Personnel Deployed			
Personnel Number	Organization	Mission or Non Mission Specific (NMS)	Total Number Deployed

**Financial Information DTG \_\_\_\_\_**

Funding Tracking Information				
Type	Amount Received (\$)	Funded Work Item (if applicable)	Expended Amount (\$)	Available Amount (\$)

**Equipment and Supplies Inventory Information DTG \_\_\_\_\_**

Equipment and Items Inventory			
Item Description	Requested By:	Quantity (on- hand)	Location Staged
<b>Pumps</b>			
<b>Sandbags</b>			

**Tasker Action Suspense Listing DTG \_\_\_\_\_**

Tasker Action Suspense Listing						
Number	Office	Action POC	Due Date	Completion Date	Origin	Subject

**Emergency Contracting Information DTG \_\_\_\_\_**

Contracts Awarded					
Date	# Contracts	# of SDB	# of WOSB	# of HUBZone	# of 8a





CHECK	ADVANCE TEAM EQUIPMENT LIST (cont'd)	QUANTITY
	<b>Mission Information:</b>	
	Project Maps	
	Federal Response Plan	
	Mission Guidebooks	12 (minimum)
	Mission Maps	
	Status Boards and Board Supplies	
	Maps: State, County, City (GIS if available)	
	Listing of EM Agencies and POCs	
	<b>Office Equipment:</b>	
	Envelopes	
	Note Pads	
	Calendar	
	Pens	
	Files	
	Diskettes/CDs	
	Staplers	
	Letterhead Stationery	
	Standard Forms	
	Chairs	
	Storage (File) Boxes	
	Telephone Books	
	Flipcharts	
	Paper Clips	
	<b>Computers and Other Equipment:</b>	
	Laptop Computers with District Mission Software (RIGHTFAX for PAO)	
	FAX Machine	
	Data Transmission Hardware/Software	
	Photocopy Machines with Paper (Adequate for Extended Operations)	2
	Photocopier Paper	
	Dehumidifier for FAX and Copier Room	



**Bomb Threat Checklist:**

1. Exact Words Used in Bomb Threat: \_\_\_\_\_
2. Time: \_\_\_\_\_ Date: \_\_\_\_\_ Destination Time: \_\_\_\_\_ Location: \_\_\_\_\_
3. Casualty(s):
  - a. Name: \_\_\_\_\_
  - b. Male: \_\_\_\_\_ Female: \_\_\_\_\_
  - c. Address: \_\_\_\_\_
  - d. Telephone No.: \_\_\_\_\_
  - e. Threat Mode: \_\_\_\_\_
  - f. Language: \_\_\_\_\_
  - g. Accent: \_\_\_\_\_
  - h. Dialect: \_\_\_\_\_
  - i. Age: \_\_\_\_\_ Unknown: \_\_\_\_\_ Child: \_\_\_\_\_ Teenager: \_\_\_\_\_ Young Adult: \_\_\_\_\_ Adult: \_\_\_\_\_ Elder: \_\_\_\_\_
4. Did Caller Indicate a Familiarity With The Building? \_\_\_\_\_  
Yes \_\_\_\_\_ If Yes, How? \_\_\_\_\_
5. Association: \_\_\_\_\_
6. Reason: \_\_\_\_\_
7. Type of Device: \_\_\_\_\_
8. Manner or Tone of Caller: \_\_\_\_\_
9. Background Noise: \_\_\_\_\_
10. Weather \_\_\_\_\_
11. Day Of Week: \_\_\_\_\_ Payday: \_\_\_\_\_ Holiday: \_\_\_\_\_ What Day: \_\_\_\_\_
12. Miscellaneous: \_\_\_\_\_
13. Recorder Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Home No: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Title: \_\_\_\_\_  
Agency: \_\_\_\_\_ Address: \_\_\_\_\_

## Appendix E, Checklists

### In-Processing Checklist:

- \_\_\_\_\_ Welcome Memorandum from District Commander
- \_\_\_\_\_ Personnel Deployment Sheet (PDS)
- \_\_\_\_\_ Duty Description
- \_\_\_\_\_ Fair Labor Standards Act (FLSA) Determination
- \_\_\_\_\_ Pay Issues
  - a. Hours of Duty (Hours of Operations, Lunch/Dinner, Rest Breaks)
  - b. Premium Pay Rates (Exempt, Non-Exempt, Night Differential)
  - c. Timekeeping (Emergency Operations Time and Attendance Sheet, Procedures)
- \_\_\_\_\_ Ethics and Conduct
  - a. Government Resources (People, Vehicles, Buildings, Equipment, Cellular Phones)
  - b. Fraud, Waste, Abuse, Corruption
  - c. Professional Conduct
- \_\_\_\_\_ Safety
- \_\_\_\_\_ Security (People and Property)
- \_\_\_\_\_ Logistics
- \_\_\_\_\_ Public Affairs Office
- \_\_\_\_\_ Mission Overview
- \_\_\_\_\_ Employee Assistance Counselor

\_\_\_\_\_  
**CP Representative**

\_\_\_\_\_  
**On-Site Supervisor**

\_\_\_\_\_  
**Employee**

## Appendix E, Checklists

### Out-Processing Checklist:

Out-Processing Procedures and Return of the Following Items:

- \_\_\_\_\_ Logistics (Property and Receipt of Airline Tickets)
- \_\_\_\_\_ Information Management (Computers Passwords)
- \_\_\_\_\_ Security
- \_\_\_\_\_ Safety (Final Medical Review)
- \_\_\_\_\_ Human Resources (After Action Comment Sheet and Thank You Letter)
- \_\_\_\_\_ Management Official (Exit Interview)
- \_\_\_\_\_ Employee Assistance Counselor
- \_\_\_\_\_ Vehicle Turned In
- \_\_\_\_\_ Hotel Receipt (If Applicable)

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**CP Representative**

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**On-Site Supervisor**

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**Employee**

## Appendix E, Checklists

### Deployment Checklist:

- \_\_\_\_\_ Personnel Deployment Sheet (PDS) and Duty Description
- \_\_\_\_\_ Fair Labor Standards Act (FLSA) Determination
- \_\_\_\_\_ Pay Issues
  - a. Hours of Duty (Hours of Operations, Lunch/Dinner, Rest Breaks)
  - b. Premium Pay Rates (Exempt, Non-Exempt, Night Differential)
  - c. Timekeeping (Emergency Operations Time and Attendance Sheet, Procedures)
- \_\_\_\_\_ Ethics/Conduct
  - a. Government Resources (People, Vehicles, Buildings, Equipment, Cellular Phones)
  - b. Fraud, Waste, Abuse, Corruption
  - c. Professional Conduct
- \_\_\_\_\_ Safety
- \_\_\_\_\_ Security (People and Property)
- \_\_\_\_\_ Employee Assistance Program (EAP) POC
- \_\_\_\_\_ Family Support Services POC
- \_\_\_\_\_ Travel Arrangements
- \_\_\_\_\_ Equipment & Supplies
  - a. Red Shirts/Jackets/Ponchos
  - b. Hard Hat
  - c. Safety Shoes and Related Equipment
  - d. Fly Away Kit
  - e. Communications Equipment (If Required)
- \_\_\_\_\_ Government Credit Card
- \_\_\_\_\_ Government ID Card/Name Tag
- \_\_\_\_\_ Updated Inoculations Record
- \_\_\_\_\_ District Emergency Telephone Credit Card Number-FOR OFFICIAL USE ONLY
- \_\_\_\_\_ Deployment package updated and issued

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**CP Representative**

**EM Representative**

**Employee**

## Appendix E, Checklists

### Family Care Checklist:

#### 1. Family Care:

##### MEDICAL.

- Are immunizations for each member of the family up to date?
- Where are the health and dental records for each member of the family?
- Who is contacted if medical assistance is needed?
- Where are your civilian medical insurance policies?
- Are family members briefed on procedures for filing medical insurance claim forms?

##### FINANCE.

- Will there be money immediately available on a continuing basis during your absence?
- Is there an allotment to be sent to the family or bank, or have you initiated direct deposit?
- Will the allotment or direct deposit provide for all the necessities to maintain a household?
- If the family plans to move during the deployment, is there money for this move?
- What types of accounts does the family have and with what banks?
- Where are the bankbooks and account numbers?
- Does the family have a safety deposit box? If so, where are the box and key located?
- Are all credit card numbers written down and in a safe place?
- What are the credit card numbers and bank addresses in case of loss or theft?
- Is your spouse prepared to take complete control of the bank accounts?
- What payments must be made, when and to whom (account number, address and phone number) for the following:
  - Mortgage/rent?
  - Telephone?
  - Water and sewage?
  - Electricity?
  - Trash?
  - Insurance?
  - Taxes?
  - Gas (Home heating/cooking)?
  - Credit cards?
  - Other debts (auto payments, furniture, and so forth)?
  - Childcare?
  - Investments?
- Who is contacted and how long does the family wait if the direct deposit doesn't arrive? (Give the check 3 or 4 days to arrive after the normal time; then contact the civilian pay section of the nearest Army installation or the Army Community Services/Family Support Coordinator if the check still has not arrived.)
- Do U.S. savings bonds have payable on death (POD) designation

##### TRANSPORTATION/AUTOMOBILE.

- Is your spouse familiar with the maintenance and other responsibilities of the automobile?
- What is the name and address of the company holding the lien?
- Where is the vehicle's title? Is the registration or a copy in the vehicle? Is it in both names?
- Is the vehicle insurance in the car with the registration or a copy of the registration?
- Is your spouse insured to drive the vehicle?
- When is the renewal date for the license plates and safety inspection?

- Does your spouse have a valid driver's license and when does it expire?
- Is a duplicate set of keys available? Where?
- Is your spouse able to make emergency repairs on the car if the situation arises (overheating, flat tire, dead battery, and so forth)?
- If your spouse doesn't have a vehicle or is not licensed to drive, what transportation arrangements have been made?
- Who can be called for emergency transportation?

### HOUSING.

- Does your spouse know where and how to use the following:
  - The electrical control box (fuse/circuit box) to include replacing the fuses when required?
  - Water control valve for shutting off water in case of emergency (broken or leaking, pipe)?
  - Gas control valve for shutting off gas in case of an emergency (leaking pipes or a fire)?
  - The name and telephone number of someone to call in case repairs are needed?
- Does the family have a duplicate set of house keys?
- Does your spouse know where warranties/service contracts are kept on all major appliances?

### LEGAL/ADMINISTRATIVE.

- Are the family members' ID cards up to date?
- Where and how are ID cards replaced if one disappears?
- Does your spouse have power of attorney to take necessary action on important family matters in your absence or on any special situation expected to arise?
- Have you made provision for unresolved matters (for example, pending adoption, property settlement, and so forth)?
- Where are the powers of attorney kept?
- Does the family have a copy of everyone's birth certificate?
- Does your spouse have a copy of your marriage certificate?
- Does your spouse know your social security number?
- Are there copies of any adoption papers, divorce decrees or court orders awarding custody of children? If so, where are they kept?
- Are provisions made for guardianship of minor children?
- Does everyone in the family above age 2 have a social security number?
- Does your spouse have copies of federal and State tax record?
- Where are the insurance policies kept?
- Are family members aware of Government benefits entitlements?
- Does your spouse know where the stocks, bonds, or securities are kept?
- Does your spouse know where all deeds to land the family owns are?
- Have you prepared an inventory of all personal and real property assets?
- Are important papers safeguarded?
- Do both you and your spouse have up-to-date wills? Where are they kept?
- Do you have a burial plan? What family members, close friends are aware of your wishes?
- Checklist of important documents that should be available during your absence:
  - Current ID cards (if applicable)
  - Marriage certificate
  - Divorce decrees
  - Automobile tag/registration
  - Wills/burial plan
  - Powers of attorney
  - Insurance policies (auto, life, home, health, etc.)
  - Adoption papers
  - Letters of naturalization

- Passports
- Immunization record
- Unit/organization family support handbook
- Bank books, savings accounts, credit union accounts, loan accounts
- Copy of housing lease/mortgage
- Stocks, bonds, and other securities
- Credit cards, installment contracts, debts, and bills of sale
- Federal and State income tax records, real estate and personal property tax records
- A recent Standard Form 50 from your employment records
- Do family members know emergency telephone numbers for:
  - Ambulance
  - Police
  - Fire Department
  - Poison Control Center
  - Family practice clinic or doctor
  - Your specific work organization
  - Your supervisor
  - POC in the civilian personnel office
  - Local Army Community Services office.

## **2. Family Considerations Before Deployment.**

### ARE YOU READY FOR DEPLOYMENT:

- Can you pay the bills?
- Do you have good transportation?
- When does your driver's license expire?
- When does your ID card expire?
- Has your spouse given you a Power of Attorney?
- Have YOU and YOUR SPOUSE made a will?
- Does each of you know where the other's will is located?
- Is each will stored in a safe place?
- Do you know why it is important that a will is up to date?
- Do your children have emergency data cards?
- Are you and your children enrolled in DEERS?
- Do you know that you have a Family Support Group?

### PREPARE THE CHILDREN FOR DEPLOYMENTS:

Many of the anxieties which children experience upon their parent's absence may be reduced by eliminating the actual "shock" of the event. It is important to sit down and explain the deployment process to them.

### HOW TO HELP CHILDREN COPE WITH DAD'S AND/OR MOM'S DEPLOYMENT:

#### **BEFORE THE DEPLOYMENT:**

- Spend time talking with your child about the deployment. At the child's level, explain why Dad/Mom is going, where, with whom (e.g., with Mary's Dad) and for how long.

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- ❑ Sit down with the whole family and talk about feelings. Let each person express how he or she feels about the separation. Talk about what will happen when Dad/Mom is gone, and what will be different when he or she returns.
- ❑ Let the older children talk with younger children about previous deployments: how long it seemed, what they did, how they felt while Dad or Mom was away and when he or she returned.
- ❑ Dad/Mom, spend time individually with each child: play a game, go for a walk, or out for an ice cream cone - just the two of you.
- ❑ Take a picture of each child with Dad or Mom.
- ❑ Dad or Mom can read stories and talk to the children on a tape player.

#### DURING THE DEPLOYMENT:

- ❑ Display pictures of Dad/Mom at the child's eye level. Let children have a picture of himself/herself with, Dad/Mom in their room.
- ❑ Routine is important. Keep the same rules and family schedule.
- ❑ Make opportunities for special outings especially on weekends and holidays when Dad/Mom would usually be home (e.g., picnics, breakfast at a fast food chain, visit historic sites, build a bird feeder together).
- ❑ Encourage writing letters to Dad/Mom and enclose schoolwork or drawings.
- ❑ Dad/Mom, write separate letters to each child occasionally, mailed in a separate envelope. That extra 29 cents is well worth it.
- ❑ Have each child choose a chore that Dad/Mom usually does. It will be a special contribution to maintain the house and will develop responsibility.

#### TIPS DURING DEPLOYMENT:

- ❑ Don't discuss your spouse's absence in public.
- ❑ Use the "buddy system." Don't go places alone, especially at night.
- ❑ Keep your doors locked at home and keep the doors in your car locked.
- ❑ Beware of unknown telephone callers. Do not tell them your spouse is deployed. Teach your children and baby-sitters this.
- ❑ Check identification of anyone you do not know who is asking to enter your home while your spouse is away (e.g., repairmen),
- ❑ If you notice strangers loitering in your neighborhood, notify the police; include time, place and description, if possible.
- ❑ To discourage burglars, have you: marked valuables in Operation Identification (having your name or social security number engraved on items such as televisions, stereos, etc.). Call your Security Manager for more information.

WAYS TO SURVIVE DEPLOYMENTS:

- ❑ Set goals. Begin a self-development program.
- ❑ Get involved in some activity. Take up a new hobby or return to one you gave up previously.
- ❑ Go out occasionally with friends and leave your children with a baby-sitter.
- ❑ Don't run home to "mother" if the going gets rough. That, at best, is temporary solution and can be very expensive.
- ❑ Keep a diary of your thoughts and activities while your spouse is absent. Include snapshots of yourself and the children.
- ❑ If you and your spouse have some differences, try to work them out before you are separated. They will get bigger if you don't.
- ❑ Find a "buddy," who is also alone. Time passes quicker with a friend.
- ❑ Little things can help a lot: Cook a special dish that you enjoy; start a small sewing project; play the piano; do some physical labor - it will help relieve "emotional fatigue".
- ❑ Take the children on an outing. Go to the museum, to the library, or to the beach. Break up the week with special activities - a Friday night movie, a Tuesday morning shopping trip, etc. Don't sit at home thinking, "Oh, if only he/she were here." Get a group together and go skating or bowling.
- ❑ Once your spouse comes home, take time to adjust to each other.

EMERGENCIES:

- ❑ Situations may occur which make you feel that it's necessary to request your spouse home from the field for an emergency. The military defines an emergency as follows: An EMERGENCY is The DEATH, CRITICAL ILLNESS or INJURY to an IMMEDIATE family member. CRITICALLY ILL or INJURED means the possibility of death or permanent disability. Immediate family is defined as wife/husband, parents, children, grandparents who raised you or your spouse in place of parents, or guardian (who raised you or your spouse in place of parents).
- ❑ NOTE: The birth of child, a broken arm or leg, or the flu is NOT considered an emergency.
- ❑ If your spouse's immediate family has an emergency and his/her presence is necessary on the mainland (or in another country), the Red Cross from that area will need to verify the situation with the Red Cross Office here. Follow the steps listed below if you have an emergency:
  - a. IF SPOUSE HAS AN EMERGENCY
    - ❑ If your spouse develops a serious problem such as an illness or injury, the POD Commander or the Family Assistance Officer will contact you.
  - b. PREPARING FOR EMERGENCIES
    - ❑ Keep a list of emergency telephone numbers near your telephone or in another convenient place. Be sure EVERY member of your family knows the location.
    - ❑ Have a local friend or relative occasionally visit or call in case you become suddenly ill and are unable to let anyone know.

- Be sure your POD has your CORRECT address and telephone number plus that of a friend or relative.

FINANCES - MONEY CHECKLIST:

- Do you and your spouse have a joint checking account?
- Does your spouse have automatic bank deposit? If not, do you have a POWER OF ATTORNEY so checks can be written in his/her absence?
- Will YOUR bank accept a Power of Attorney (not all banks do!)?
- Do you know:
  - How and what deposits are made to your account on a regular basis?
  - How to read a bank statement and balance your checkbook?
  - How to write checks, keep a checkbook register and order more checks?

TRANSPORTATION:

- If your spouse leaves the car in a unit holding area, you MUST have a release form indicating that you, by name, may take it from the area. This form should be filled out BEFORE your spouse leaves!
- Do you know how to attend to minor car maintenance?
- Automobile Checklist:
  - Make and Model
  - License Plate Number:                      Expiration Date:
  - Is the car under warranty?                      Expiration date:
  - When is the next time-up?                      Where?
  - Kind of oil to use:                      Kind of gas to use?
  - Size of tires?                      Tire Pressure?
  - Are the tires in good condition and will they last through this deployment?
  - If a tire must be replaced, what brand should be purchased? Buy new or recapped tires? Where?
  - Do the present tires have a guarantee? Where is the guarantee located?
  - How old is the battery? Does the battery have a guarantee? Where is it located?
  - When is the car insurance payment due? To whom must it be paid?

- ❑ When does your state inspection sticker expire?
- ❑ Will the car require lubrication during the deployment? If yes, where. What type of oil?

### **3. Communication During Deployment**

LETTER WRITING: The need for two-way communication continues even though you are separated by distance. The following is a guide that may make it easier to talk with each other by letter:

- ❑ Answer all questions. Write with your spouse's letter and picture in front of you as though talking directly to him/her.
- ❑ Let your spouse know how much you appreciate the letters, tapes, pictures, etc. In each communication mention one or two things that made you feel especially close.
- ❑ Remember that the need to verbally express affection does not diminish with the miles. "I love you," means just as much when it is written as it does when it is whispered in person.
- ❑ Share your feelings as openly as you can without indulging in self-pity. Let your spouse know you would like to share his/her feelings.
- ❑ Above all, express yourself clearly so he/she won't have to say, "I wonder what was meant by that?" On the other hand, don't try to read between the lines or interpret a puzzling remark. If you don't understand,
- ❑ Ask questions in your next letter. Otherwise take things at face value.

TAPE RECORDING: If letter writing is difficult for you, consider buying a pair of small tape recorders so that you and your spouse can send "talking" letters. Younger children can also say "Hello, Daddy."

TELEPHONE CALLS: A quick way to communicate. However, overseas calls are very expensive and your spouse does not always have access to a telephone.

NOTE: If you need to get important information to your spouse QUICKLY, contact your REAR DETACHMENT officer to relay the message.

#### NUISANCE CALLERS - WHAT TO DO?

- ❑ Do not talk to the caller! Hang up immediately. You are in control of your phone; don't talk to anyone unless you want.
- ❑ Don't provide unknown callers with information such as "My husband/wife is out of town". Children and baby-sitters should be taught to be cautious, too.
- ❑ Don't give your number when someone asks, "What number is this?" Simply ask what number is being called and tell the caller whether he or she is right or wrong.
- ❑ If the calls are repeated, report them to the MPs/police.
- ❑ If the caller threatens life or limb, call the MPs/Police immediately.

#### 4. Homecoming

##### WHAT SPOUSES AT HOME SHOULD REMEMBER:

- ❑ That your spouse has been subjected to daily regimentation and routine. Schedules and preplanned events may not be a good idea upon his/her return. Leave some room for spontaneity. Your spouse may have trouble sleeping for a while due to the change.
- ❑ Don't be defensive about the way you've handled the children. Discuss any criticisms calmly.
- ❑ It could take time to re-establish sexual intimacy.
- ❑ Your spouse may want to celebrate his/her return with a spending spree. If you can't afford it, hold tight to purse strings.
- ❑ Don't drill your spouse about real or imagined affairs. Don't go through his/her belongings looking for "clues." Squelch your curiosity.
- ❑ Your spouse may be surprised that you've coped so well alone. Reassure him/her that he/she is needed, without giving up your independence.

##### WHAT RETURNING SPOUSES SHOULD REMEMBER:

- ❑ Don't disturb a family setup that has been working well without you. Ease back into the system gradually. Enjoy being an "honored guest" for a while.
- ❑ Take it easy on the children, especially where discipline is concerned. It's best for children to have a constant routine, so let current rules stand.
- ❑ Don't try to alter the financial affairs. Chances are, your spouse has been handling them fine.
- ❑ Your spouse may be a little envious of your travels, so go easy on the descriptions of seven-course banquets or German beer feasts.

**Appendix E, PREREQUISITE QUESTIONNAIRE**  
**ESTATE INVENTORY FORM**

Date:

Basic Information To Be Provided to My Attorney  
In Writing My Last Will and Testament

**I. Family Status**

1. My full legal name is \_\_\_\_\_. I have also been known as \_\_\_\_\_.  
My Social Security Number is \_\_\_\_\_.  
My date of birth is \_\_\_\_\_.
2. My legal residence is other residence \_\_\_\_\_.
3. My occupation is I am employed by \_\_\_\_\_.
4. My spouse's name is \_\_\_\_\_.
5. My spouse's Social Security Number is \_\_\_\_\_.
6. My spouse's date of birth is \_\_\_\_\_.
7. My spouse's occupation is \_\_\_\_\_.  
My spouse's employer is \_\_\_\_\_.
8. I was formerly married to \_\_\_\_\_.  
Duration of marriage: from \_\_\_\_\_ to \_\_\_\_\_.  
My ex-spouse is: \_\_\_\_\_ married \_\_\_\_\_ divorced  
\_\_\_\_\_ legally separated \_\_\_\_\_ deceased
9. Nearest relatives: list in order (1) children (2) grandchildren (3) sisters and/or  
brothers (4) parents

Name	Relationship	Age	Address
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**II. My Property Consists of the Following:**

1. Personal property (use separate sheets as required).
  - a. Household furnishings, furniture, jewelry, books, art objects, auto, etc. (List separately any special items to be included, otherwise you can group them.)

Item	Approximate Value	Item	Approximate Value
_____		_____	
_____		_____	
_____		_____	
_____		_____	

**b. Cash (checking accounts)**

Bank	Address	Account #	Joint Owner	Amount
_____				\$
_____				\$
_____				\$
_____				\$
<b>Total</b>				<b>\$</b>

**c. Cash (savings accounts, money market funds)**

Bank (or org.)	Address	Account #	Joint Owner	Amount
_____				\$
_____				\$
_____				\$
_____				\$
<b>Total</b>				<b>\$</b>

**d. Stocks, Mutual Funds, Bonds (Gov't or other)**

Date Acquired	Company	Joint Owner	Cost	Current Value
_____			\$	\$
_____			\$	\$
_____			\$	\$
_____			\$	\$

**Total**    \$ \_\_\_\_\_    \$ \_\_\_\_\_.

**e. Money Owed You or Invested by You in Personal Loans and Mortgages**

Item	Address	Amount
		\$
		\$
		\$
<b>Total</b>		<b>\$</b>

III. Insurance

Name of Insured	Co. Name & Policy No	Type Policy	Owner/Beneficiary	Face Amount
				\$
				\$
				\$
<b>Total</b>				<b>\$</b>

IV. Real Estate

Type	Address	Owned Jointly With	Date Acquired	Cost	Current Value
				\$	\$
				\$	\$
				\$	\$
<b>Total</b>				<b>\$</b>	<b>\$</b>

Total Assets (I, II, III, IV)    \$ \_\_\_\_\_

**V. Approximate Mortgages, Loans and Debts Owed By You**

Debt or mortgage to whom	Address	Amount
		\$
		\$
		\$

Total Liabilities \$

Total approximate value of  
all assets less liabilities \$ \_\_\_\_\_

**VI. My Executor (Appointed To Carry Out The Terms of My Will)**

Name \_\_\_\_\_ Address \_\_\_\_\_

Alternate Executor(or Successor)

Name \_\_\_\_\_ Address \_\_\_\_\_

**VII. Guardian For My Minor Children (fill in if appropriate).**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

**VIII. How I currently Plan to Distribute My Estate**

(At this point you can be general. Your attorney will help you work out your specific wishes and details for you the best way to do it.)

Specific Bequests

Person or Institution	Address	Item, Property or Sum of Money
_____	_____	_____
_____	_____	_____
_____	_____	_____

Residue of My Estate (by amount or percentage)

Person or Institution	Address	Amount or Percentage
_____	_____	_____
_____	_____	_____

**IX. Further Information or Questions to Discuss with my Attorney**

(Jot down any questions that came to mind as you were filling out the above.)

**Appendix E, Checklists**

**Military Equipment Packing Checklist:**

<b>DESCRIPTION</b>	<b>QUANTITY</b>
Construction Helmet	1
Bag/Duffel	1*
Belt, Individual Equipment	1*
Band, Helmet, Camouflaged	1
Coat, H/W BDU	2*
Canteen, Plastic, Water	2*
Cover, Helmet, Woodland	1
Frame. Field Pack. W/Straps	1
Insect Bar, Field Type	1*
Mat, Sleeping	1
Trousers, Wet Weather	1*
Parka, Wet Weather	1*
Waders, H/W BDU	2
Suspenders, Nylon	1*
Bag, Barracks	2
Bag, Clothing	2
Blanket, Wool	1
Boots, H/W	1*
Canteen, Plastic, 2 Qt	2
Case, First Aid Kit	1*
Cover, Water Canteen	2
Field Pack, W/O Liner, Large	1
Helmet	1
ID Tags	1*
Liner, Wet Weather Poncho	1*
Shot Record	1*
Overshoes, Vinyl, OG	1*
ID Card	1*
Poncho, Wet Weather, Camouflaged	1
Passport	2
Parka, Camouflaged	1*
Civilian Clothing	*
Personal Hygiene Items	*
Towels	2*
Undergarments	5*
Shower Shoes	1*
Mask, Chemical, Protective	1
Gloves	1*

\* DE & DD and assigned military personnel should maintain a pre-packed duffel bag of asterisked items in District HQ for regional emergencies.

**Appendix E, Checklists**

**Civilian Packing List.**

<b>DESCRIPTION</b>	<b>QUANTITY</b>
Hard Hat	1
Steel Toe Boots/Shoes	1
Goggles	1
Official Government ID Card	1
Copies Of Travel Orders	10
Official Government Credit Card (Visa)	1
Flashlight	1
Name Tag	1
Red Corps of Engineers Jacket/ Shirt/Vest	11
Red Corps of Engineers Soft Cap	1
Insect Repellent	1
Power Of Attorney	1
Medical/Dental Records	1
Spare Eyeglasses & Prescription (if applicable)	1
Spare Dentures (if applicable)	
Toiletries (as necessary)	
Sufficient Change of Clothing	
Water canteen	
Wet weather gear	
First Aid Kit	

Appendix E, Checklists

New Employee Orientation, Eng Form 3529

EMPLOYEE ORIENTATION CHECKLIST (USACE Suppl 1 to AR 690-400, 410, 430)		Read instructions on reverse side.
NAME OF EMPLOYEE	ASSIGNED TO	EOD DATE
POSITION TITLE AND GRADE	TYPE OF APPOINTMENT <input type="checkbox"/> CAREER CONDITIONAL <input type="checkbox"/> CAREER <input type="checkbox"/> OTHER <small>(Specify)</small>	
<b>PHASE I – BASIC ORIENTATION</b> (To be conducted by a representative of the Personnel Office or the Supervisor.)		
APPOINTMENT	LEAVE	
HOURS OF WORK (Punctuality-Holidays-Overtime)	EMPLOYEE SERVICES (Cafeteria, Emergency rooms, credit union, bulletin boards, bank, housing, recreational activity)	
PAY (Paydays, salary, deductions—Bonds, life insurance, income taxes, retirement, health insurance)	TRANSPORTATION (Public, car pool arrangements, parking)	
SIGNATURE OF <input type="checkbox"/> PERSONNEL OFFICE REPRESENTATIVE OR <input type="checkbox"/> SUPERVISOR		DATE
<b>PHASE II – ON-THE-JOB ORIENTATION</b> (To be conducted by the Immediate Supervisor)		
MISSION OF THE ORGANIZATION	SPECIAL RULES AND REGULATIONS (Punctuality, lunch and rest periods, use of telephones, correspondence, office travel, distribution of paychecks)	
EXPLANATION OF JOB SHEET AND DUTIES	CONDUCT (Explain standards expected of Government Employees, particularly those assigned to procurement and related functions. Also explain how standards of conduct outlined in AR 600-50 relate to employee's position.)	
CAREER AND/OR PERFORMANCE APPRAISAL		
INTRODUCTION TO FELLOW WORKERS	LEAVE (Vacations—Emergency Absences)	
LINES OF AUTHORITY—SUPERVISORY CHANNELS	CARE AND PROTECTION OF GOVERNMENT PROPERTY	
INDOCTRINATION IN SECURITY RESPONSIBILITIES	EMERGENCY PLANS AND INSTRUCTIONS	
DATE COMPLETED INDOCTRINATION UNDER OCE SUPPLEMENT 1, AR 380-5 (Enter on Employee Record Card, SF7-B)	DATE	UNION REPRESENTATION (If applicable)
SIGNATURE OF IMMEDIATE SUPERVISOR		DATE
<b>PHASE III – GROUP ORIENTATION</b> (To be conducted by Agency representatives or the Supervisor within 45 days)		
MISSIONS OF THE CORPS (Military and Civil Works)	SECURITY REGULATIONS	
ORGANIZATIONAL STRUCTURE OF THE CORPS	PROMOTION POLICY	
SUGGESTION AND AWARDS PROGRAM	RETIREMENT AND SOCIAL SECURITY SYSTEM	
PERFORMANCE AND CAREER APPRAISAL SYSTEM	HEALTH AND SAFETY PROGRAM	
TRAINING AND CAREER DEVELOPMENT	GRIEVANCES AND APPEALS	
POSITION & PAY MANAGEMENT PROGRAM	EQUAL EMPLOYMENT OPPORTUNITY POLICY	
EMPLOYEE-MANAGEMENT RELATIONS		
SIGNATURE OF <input type="checkbox"/> PERSONNEL OFFICE REPRESENTATIVE OR <input type="checkbox"/> SUPERVISOR		DATE
REMARKS		
SIGNATURE OF EMPLOYEE (To acknowledge that Phase I, II, and III orientations are understood.)		

FORM  
ENG 1 SEP 79 3529

EDITION OF 1 FEB 79 IS OBSOLETE.

Appendix F, Sample MIPR and Acceptance for Emergency Response

Below is a sample Military Interdepartmental Purchase Request (MIPR) as processed in CEFMS provided by another district to fund CESAJ emergency response resources according to the needs of a HQ tasker in support of the other district. This District would be the funding district in the event of a "District" disaster, but the MIPR format and content would be similar.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST				PAGE 001	
FSC	CONTROL SYMBOL NO.	DATE PREPARED	MIPR NUMBER	AMEND NO.	
		24-SEP-1998	M32CS582673395	000	
TO: PHILADELPHIA DISTRICT, US ARMY CENAP-CT 100 PENN SQUARE EAST MANNAMAKER FED BLDG.  PHILADELPHIA, PA 19107-3390		FROM: CO READINESS BRANCH CESAJ-CO-E 400 W. BAY CESAJ-CO-E  JACKSONVILLE FL 32202-0019			
ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.					
ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.)	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
1	POST DEC POWER FUNDS FOR PHILADELPHIA POWER PRT TEAM IN SUPPORT OF HURRICANE GEORGES ACCOUNTING CLASSIFICATION 96 NA X 312S.0000 K3 X 08 2444 099990 WORK CAT CODE: 01100	0	LS	.00	\$65,000.00
WORK CAT ELEM CODE: 99998 Request this order be accepted and returned within 14 days to the "FINANCIAL POC ADDRESS" below. Please FAX acceptance to (904)232-2246. ATTN: REVOLVING FUND. Billing should be marked "Partial" or "Final". FUNDS FOR PHILADELPHIA POWER PRT TEAM IN SUPPORT OF POST DECLARATION WORK FOR HURRICANE GEORGES TBE 24 SEP 1998. COVERS TRAVEL, PER DIEM, AND INCIDENTALS. GOVT LODGING AND VEHICLES ARE TO BE PROVIDED IN SAJ AND PR/USVI.  Please have the accepting official sign below and return to the FINANCIAL POC address. EXPIRATION DATE 30-JUN-1999 TECHNICAL POC: JOHN A ASHLEY (904)232-3626 FINANCIAL POC: THERESA J SOUCEK (904)232-2246 FINANCIAL POC ADDRESS: CO READINESS BRANCH 400 W. BAY CESAJ-CO-E JACKSONVILLE FL 32202-0019					
ACCEPTED REIMBURSABLE ORDER _____ DATE _____ TITLE _____				GRAND TOTAL	
SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.				\$65,000.00	
TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)			MAIL INVOICES TO (Payment will be made by) CO READINESS BRANCH 400 W. BAY CESAJ-CO-E  JACKSONVILLE FL 32202-0019		
FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH ABOVE, THE /S/ DEBRA A HARTLEY ACCOUNTING TECHNICIAN 24-SEP-1998					
AUTHORIZING OFFICER NANCY I SHOW REGULATORY SYSTEMS TECHNICIAN		SIGNATURE /s/ NANCY I SHOW		DATE 24-SEP-1998	
DD FORM 448					

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Below is a sample CEFMS Acceptance of Customer Order, in response to the MIPR above.

ACCEPTANCE OF CUSTOMER ORDER					
1. TO (Requiring Activity Address) (Include ZIP Code) US ARMY ENGINEER DISTRICT JACKSONVILLE PO BOX 4970 JACKSONVILLE FL 32232-0019 ATTN: CESAJ-RM-B			2. CUSTOMER ORDER NUMBER W32CS582673395		3. AMENDMENT NO. 0
			4. DATE (Signature Date) 25-SEP-1998		5. AMOUNT 65,000.00
6. The CUSTOMER ORDER identified above is accepted and the items requested will be provided as follows: (Check as Applicable)					
a. <input checked="" type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)					
		<input type="checkbox"/> AUTOMATIC REIMBURSEMENT TFO		<input type="checkbox"/> FUNDED REIMBURSEMENT TFO	
		<input checked="" type="checkbox"/> AUTOMATIC REIMBURSEMENT NON-TFO		<input type="checkbox"/> FUNDED REIMBURSEMENT NON-TFO	
b. <input type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (CATEGORY II)					
<input type="checkbox"/> DIRECT FUND CITE TFO					
<input type="checkbox"/> DIRECT FUND CITE NON-TFO					
c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW					
d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.					
7. <input type="checkbox"/> CUSTOMER ORDER NUMBERS(S) IDENTIFIED IN BLOCK 13, (REMARKS) IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.	ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.
1		65,000.00			
d. TOTAL ESTIMATED PRICE		65,000.00	d. TOTAL ESTIMATED PRICE		
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS 65,000.00		
12. FUNDS DATA (Check if Applicable)					
a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF _____ ARE REQUIRED (See Justification in block 13)					
b. <input type="checkbox"/> FUNDS IN THE AMOUNT OF _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. REMARKS					
TECHNICAL POC: JOHN A ASHLEY			FINANCIAL POC: THERESA J SOUCEK		
14. ACCEPTING ACTIVITY (Complete Address) RMO-BDGT MNPWR/MGMT BR USAED, PHILA DISTRICT WANAMAKER BUILDING 100 PENN SQUARE EAST PHILADELPHIA, PA 19107-3390			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL STACY MOORE BUDGET TECHNICIAN		
			16. SIGNATURE /s/ STACY MOORE		17. DATE 25-SEP-1998

DD FORM 448-2

**Appendix G, Emergency Support Application / Approval Form**

**EMERGENCY SUPPORT TASKER APPROVAL FORM**

**TASKER #** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**NAME, POSITION & GRADE:** \_\_\_\_\_

\_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**CONCURRENCE and APPROVALS:**

\_\_\_\_\_  
**Supervisor (Concur/Non-Concur)**

\_\_\_\_\_  
**Division/ Office Chief (Concur/Non-Concur)**

\_\_\_\_\_  
**Commander (Approve/Disapprove)**

**JACKSONVILLE DISTRICT APPLICATION**

**SOUTH ATLANTIC DIVISION  
EMERGENCY MANAGEMENT CADRE  
PERSONNEL INFORMATION SHEET**

Name (Last, First, Middle) \_\_\_\_\_

Rank/Grade & Step \_\_\_\_\_ Job Title \_\_\_\_\_

Unit Address & Office Symbol \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ FAX \_\_\_\_\_

SSAN \_\_\_\_\_ Blood Type \_\_\_\_\_ Religious Preference \_\_\_\_\_

Component: AC/AR/NG/CIV Marital Status: S/M No. Dep. \_\_\_\_\_ Sex: M / F

Security Clearance: \_\_\_\_\_ Is it current: Yes / No

Government Credit Card No./Exp. Date: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Timekeeper's Name \_\_\_\_\_

Work Phone \_\_\_\_\_ FAX No. \_\_\_\_\_

MIPR POC \_\_\_\_\_ Work Phone \_\_\_\_\_

FAX No. \_\_\_\_\_ Address \_\_\_\_\_

Next of Kin \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

No. Days TDY \_\_\_\_\_ Date Expected to Return to Home Station \_\_\_\_\_

**JACKSONVILLE DISTRICT APPLICATION**

**SOUTH ATLANTIC DIVISION  
EMERGENCY MANAGEMENT CADRE  
PERSONNEL INFORMATION SHEET  
(Continued)**

**PASSPORT/VISA INFORMATION**

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Passport Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Place and Date of Issue \_\_\_\_\_  
Current Visas/Countries \_\_\_\_\_ Exp. Date(s) \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_ Color Hair \_\_\_\_\_ Color Eyes \_\_\_\_\_

**CLOTHING SIZES**

Waist \_\_\_\_\_ Chest \_\_\_\_\_ Inseam \_\_\_\_\_ Hat Size \_\_\_\_\_  
Length from shoulder to waist \_\_\_\_\_ Boot Size \_\_\_\_\_

**MILITARY UNIFORM SIZES (Circle appropriate choice if known)**

Blouse: S/S S/R S/L M/S M/R M/L L/S L/R L/L XL/S XL/R XL/L  
Trousers: S/S S/R S/L M/S M/R M/L L/S L/R L/L XL/S XL/R XL/L  
Boots Widths

## Appendix H, EOC Communication / Equipment Guidelines

1. This appendix provides basic guidelines for operating the various EOC communication devices list below:

### a. EOC Equipment Operational Guides:

#### (1) Phone:

Unclassified Office Phone #:

Dial 4-digit extension for internal building phone calls.

Dial "9", "1", area code, then the phone number for external calls.

After Hours Voice Mail externally:

Dial "8-(area code) + phone number for continental United States (CONUS) calls.

Dial "8 (overseas area code) + phone number for overseas (OCONUS) calls.

To access after hours voice mail system internally:

Dial 3663

Enter the mail box 4-digit extension, then the pound (#) sign

Enter the password, then the # sign.

Follow system option menu

#### (2) FAX:

Unclassified FAX #:

FAX Model # has a front-loading paper tray.

Load paper face down

Press the individual button for pre-programmed numbers

For manual dialing: Dial "9", "1", area code, then the phone number.

Press start to transmit the FAX.

**(3) Computers.** Computers are connected to the network for access to files and printers. Login ID and password is required. See IM specialist for specific operating questions. The following are websites which provide weather and traffic information: [www.nws.noaa.gov](http://www.nws.noaa.gov); [www.waterdata.usgs.gov](http://www.waterdata.usgs.gov); [www.woi.com](http://www.woi.com).

**(4) Copier.** \_\_\_\_\_ is a printer / copier. Auto-feeder, papers face up. Press "paper select" button to select the tray to use. Press "zoom" button to adjust magnification. Press "two-sided" button to access double-sided copy options. Note: if selected, button will be highlighted. Select copy method, press "ok" for selection. Press "done" when originals are complete

**(5) Printers.** HP Deskjet \_\_\_\_\_, color printer has a front-loading paper tray. Lift the front cover lid to access the ink cartridges and clear paper jams. HP \_\_\_\_\_ Y Yellow, HP \_\_\_\_\_ M Magenta, HP \_\_\_\_\_ C Blue, HP \_\_\_\_\_ A Black are the ink cartridges used. HP Laser \_\_\_\_\_ has a front-loading paper tray. Lift the front panel for manual paper feed. Press the gray arrow button to open the printer for access to the laser printer cartridge and to clear paper jams.

**(6) Televisions.** The \_\_\_\_\_ television uses the universal remote control. Set both televisions to channel "4" to access cable television. Cable television channel listing is located at the back the remote controls.

#### (7) VCRs.

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**(8) Video Teleconference (VTC) Projectors.** The VTC projectors are of \_\_\_\_\_ manufacture. Ensure that all of the power system buttons are on, located at the back of the radio console panel rack. Use the \_\_\_\_\_ remote control to turn on the projectors. Double tap the AMX screen control panel, located on the conference table. USACE logo will appear, single tap the screen. Tap on either the left or right projector icon to activate controls. If the standby, (“STBY”) icon is yellow, that is the current mode, tap it once to make that projector active. Select which system to project, computer or video cassette recorder (VCR). The selected system will be highlighted in green. The right projector uses “VCR B”. The left projector uses “VCR A”. Note: VCR’s A & B are currently set for cable television. Cable television, satellite television controls for “VCR A & B” are located at the radio console. Note: monitors provide viewing of the selection. Sherwood Stereo AM/FM Receiver set at FM 100.10 MHz for audio play of “VCR B”

**(9) Secure Phone and FAX.** The secure phone and FAX # is: \_\_\_\_\_. A secret clearance is required for operation and use of these devices. Insure that the Secured Telephone Unit (STU) III Key is available and ready for use. Secure phone settings are listed on a checklist located by these devices. Open the FAX machine and ensure that the paper is feeding properly. Dial “9” and then the number to access an outside line. The line will be “non-secure”. Establish voice contact with the other agency at their secure phone line. Insert the STU key in the right side of the phone and turn it 90 degrees clockwise. Press the “Secure” button to initiate secure voice mode. Once a “secure” link has been established, verify with the other agency prior to selecting “data”. Once a “secure” “data” link has been established, load pages face down into the FAX. Enter the number of pages on the keypad. Press “Y”. Press “N” for the Department Code. Press “voice” to verify receipt of FAX to the other agency. If there is a problem with the transmission, check settings with the other agency to ensure same settings. To change the secure FAX machine settings: Note: For transmission, mode should be 5”. Press the “Function” button. Enter “50” on the keypad. At load configuration press “Yes”. at enter mode press “01” to clear system. Press “Yes” to complete change. Repeat procedure except enter mode as “05”.

**(10) Radios.** The EOC has a \_\_\_\_\_. Operating instructions, frequency, and call signs are located by the radio. A step-by-step operational sheet is located by the radio. In case of a “fault” in the system, red indicator light is lit, follow these steps: Turn off the system and wait a period of time before turning it back on. If the fault still exists, turn the radio off. Take the freight elevator to the roof. Exit the roof to the door on the left side. Follow the path on the roof towards the “power box” located near the metal step platform. The lock combination is “0851”. Open the power box, inside are two control boxes. Turn both of them off for a period of time before turning them back on. Observe the control box display panel for messages. Error message should be played. Re-secure the power box and return to the EOC. Turn the radio back on. If a fault still exists, return to the roof and record the error message. Notify the contractor of the problem for service. The system should be back to “scanning” if operating properly.

**(11) Satellite.** The EOC has a satellite link for video teleconferencing and television viewing. Chaparral Model Monterey 100C Video Cipher II Plus, satellite receivers are used. The satellite receivers are turned on in the blue metal cabinet rack. Satellite dish alignment and maintenance of equipment is to be performed by the contractor. Set the switch box under the television to “B”, “A” is for cable television. Use the remote control for the following stations: Channel \_ for CNN; Channel \_ for CNN Headline News; Channel \_ for Satellite #1; and Channel \_ for Satellite #2.

**(12) National Oceanographic & Atmospheric Administration (NOAA) Weather Radio.** The NOAA Weather radio receives weather alerts. The system maybe upgraded in May 2000 as the current system will become obsolete then. New operational information is pending.

**(13) Hand Held Radios.** The EOC has six portable radios and are set on channel 7. The EOC has a battery re-charger rack for all six radios. Operating instruction manuals are located by the battery re-charger rack.

**(14) Digital Camera.** The EOC has a digital camera as part of the fly-away kit for the Emergency Power team. A special battery pack is used with the camera. Images are saved to a 3.5" floppy disk as a jpeg file and can be directly imported into documents. The EOC also has a digital camera. This camera has a special re-chargeable battery and requires a direct connection to a computer to transfer and edit images. Specific details can be found in the operator's manual.

## **Appendix I, Directions for accessing ENGLink**

### **INTRODUCTION**

#### **Welcome to ENGLink Interactive**

ENGLink Interactive provides the framework to process information for performing command and control of USACE subordinate elements responding to civil and military contingencies. ENGLink has been created with Oracle Developer 2000, Active Hyper Text Markup Language (HTML), and the Corps standard Oracle Database.

It will allow users to access the system through non-proprietary web browsers over the Corps of Engineers Automation Plan (CEAP) network. Addressing lessons learned from several years of contingency responses, the program standardizes and integrates methods of collecting, analyzing, forecasting, and presenting real-time information to decision makers for civil and military emergency operation and from all other responding elements in the organization's chain of command.

The development team worked hard to make the system user friendly. There are areas of the system that are still being created. For the purposes of the EOC SOP the instructions provided are limited to only those sections that it is anticipated one would need if access if assigned to work in the EOC.

The manual is presented in four sections respective to the four roles in the program, which are ENGLink User Mission Manager, Report Writer, and Trusted EOC. Each section will address the areas in which the different roles have privileges and responsibilities.

## **COMPUTER CONFIGURATION**

ENGLink Interactive requires user access to a few items. These items are listed below in three categories with explanations.

### **Network access:**

In order to access ENGLink, the computer must be connected to the Corps of Engineers Automated Plan (CEAP) network. Access can be from various methods such as office Local Area Network (LAN), dial-up access, or through satellite connections.

**LAN:** User must have access to the USACE Intranet. Ask the local Information Management Office for assistance.

**Dial-up Access:** Computer must have dial-up access to the USACE network. Dial-up access can be from a laptop or desktop with a modem.

**Satellite Connection:** This type of connection requires Information Management assistance and is normally performed under emergency access requirements. Basically a satellite terminal will be used to provide access to the CEAP network.

### **Required Browsers:**

Once the computer is connected to the CEAP network, an Internet browser is required. Recommended browsers are listed below. Other browsers might be successful at connecting to ENGLink, but all the capabilities might not be available. Either of the browsers will work, and the computer only has to have one or the other.

Internet Explorer 4.1 or higher

Netscape Navigator 4.5 or higher

### **User Password (UPASS) Access:**

A user must have UPASS access in order to enter the ENGLink Interactive system. Users should contact the local UPASS/IM password administrator. Access needs to be requested through "ENGLink Administrator. Once this access is requested, the ENGLink Administrator will approve access and grant the user roles for the required organization.

There are four roles in ENGLink Interactive.

**ENGLink User:** A user has view rights to everything.

**Report Writer:** User has ability to edit and create reports within the system and has view rights to everything.

**Mission Manager:** User has ability to enter Mission Data and view rights to everything.

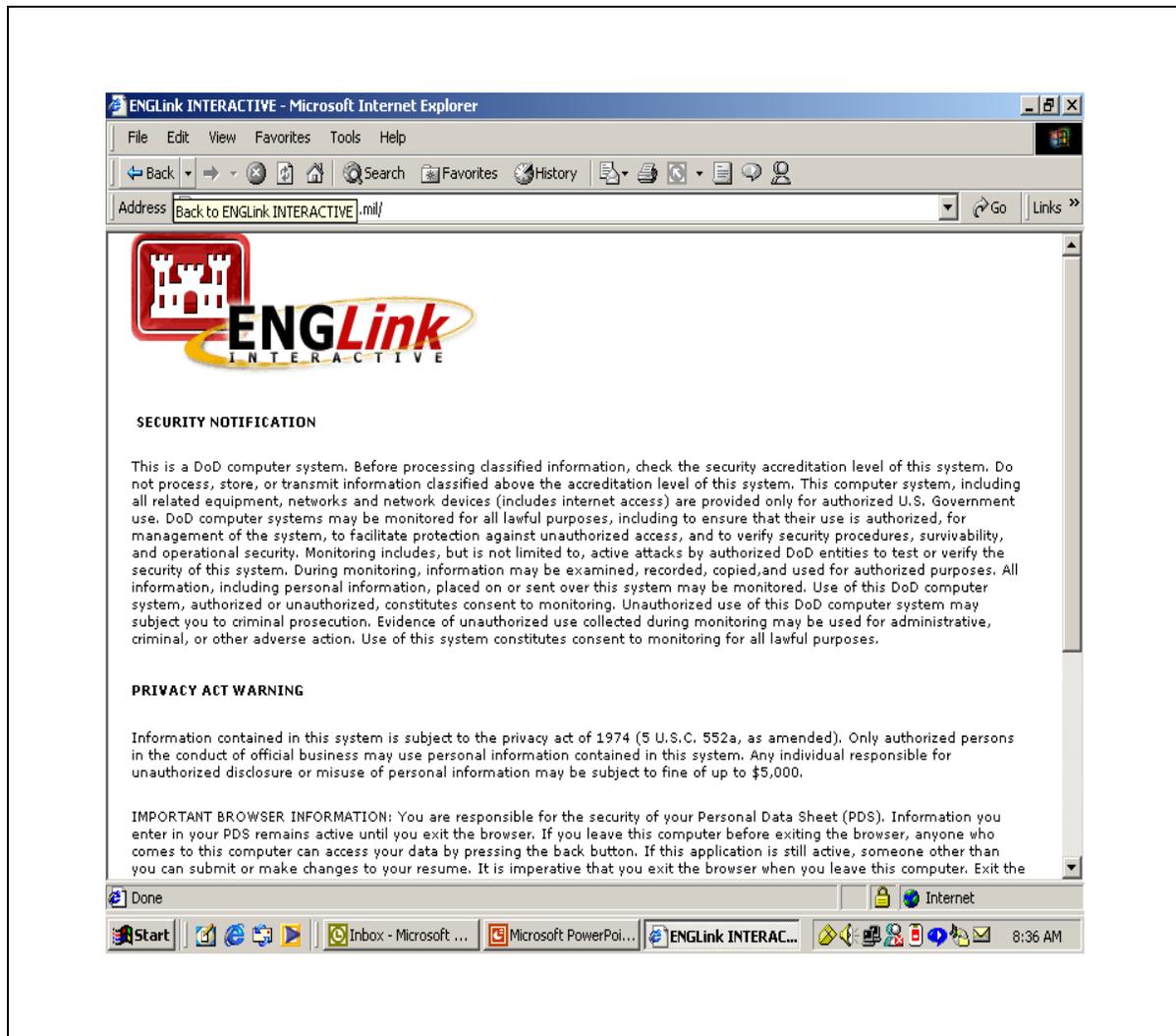
**Trusted EOC:** User has ability to edit and create reports, edit and create events and has capabilities to release reports. User also has view rights to everything.

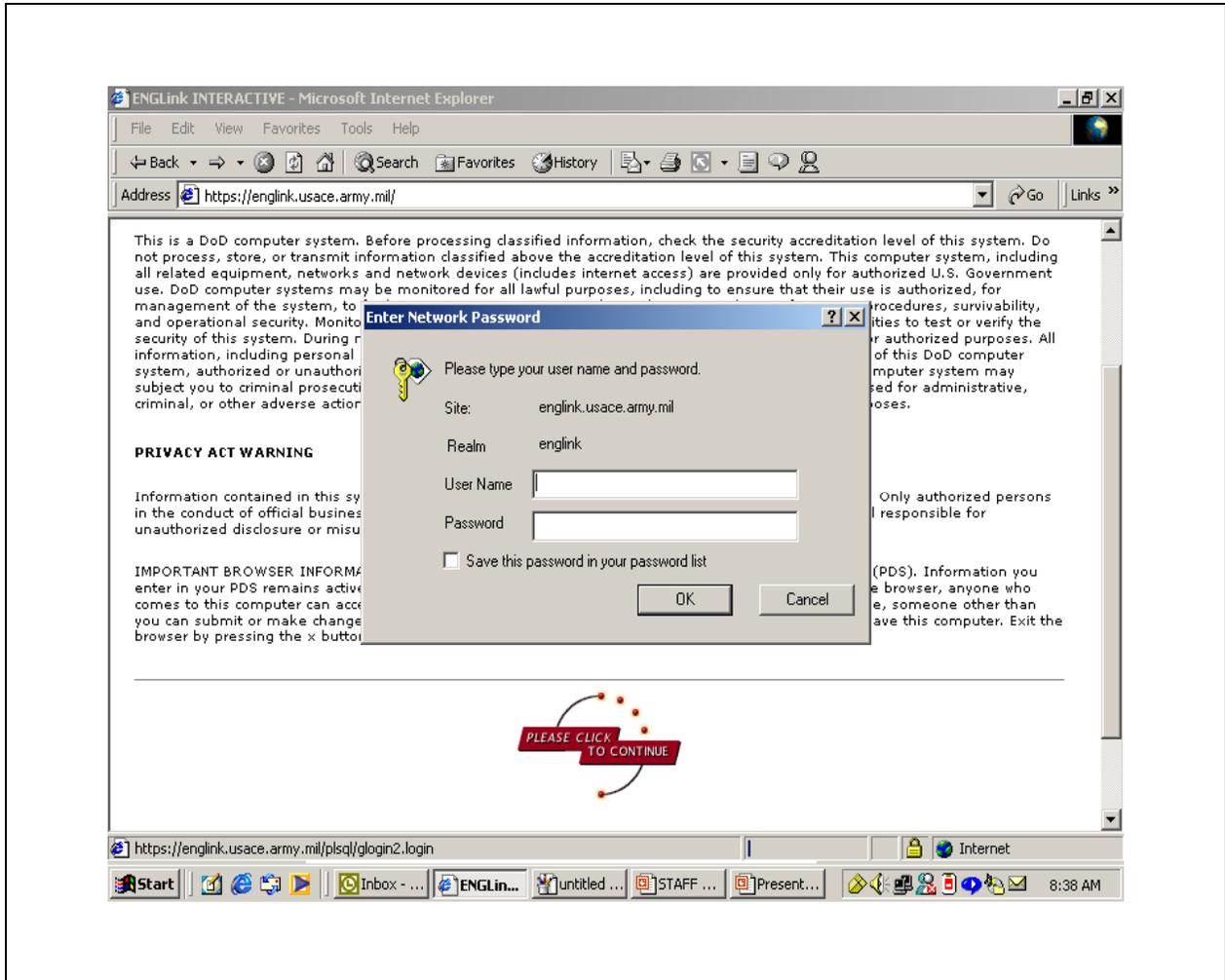
## Accessing ENLink Interactive

This operation manual for ENLink requires users to have knowledge of web browsers. If instructions are required, contact the local Information Management Office.

Using one of the required browsers, navigate to the ENLink Interactive web site, found at

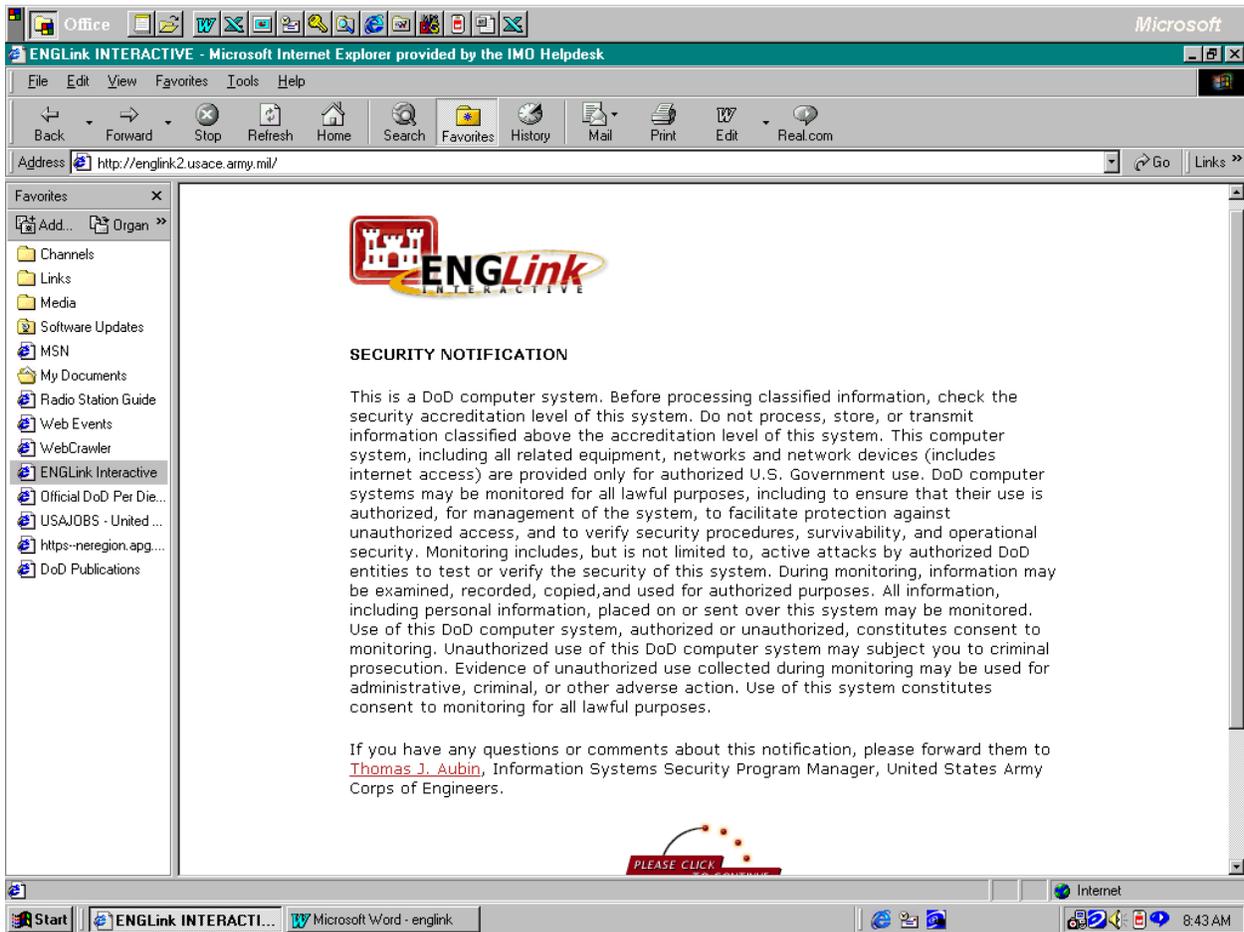
<http://englink2.usace.army.mil>



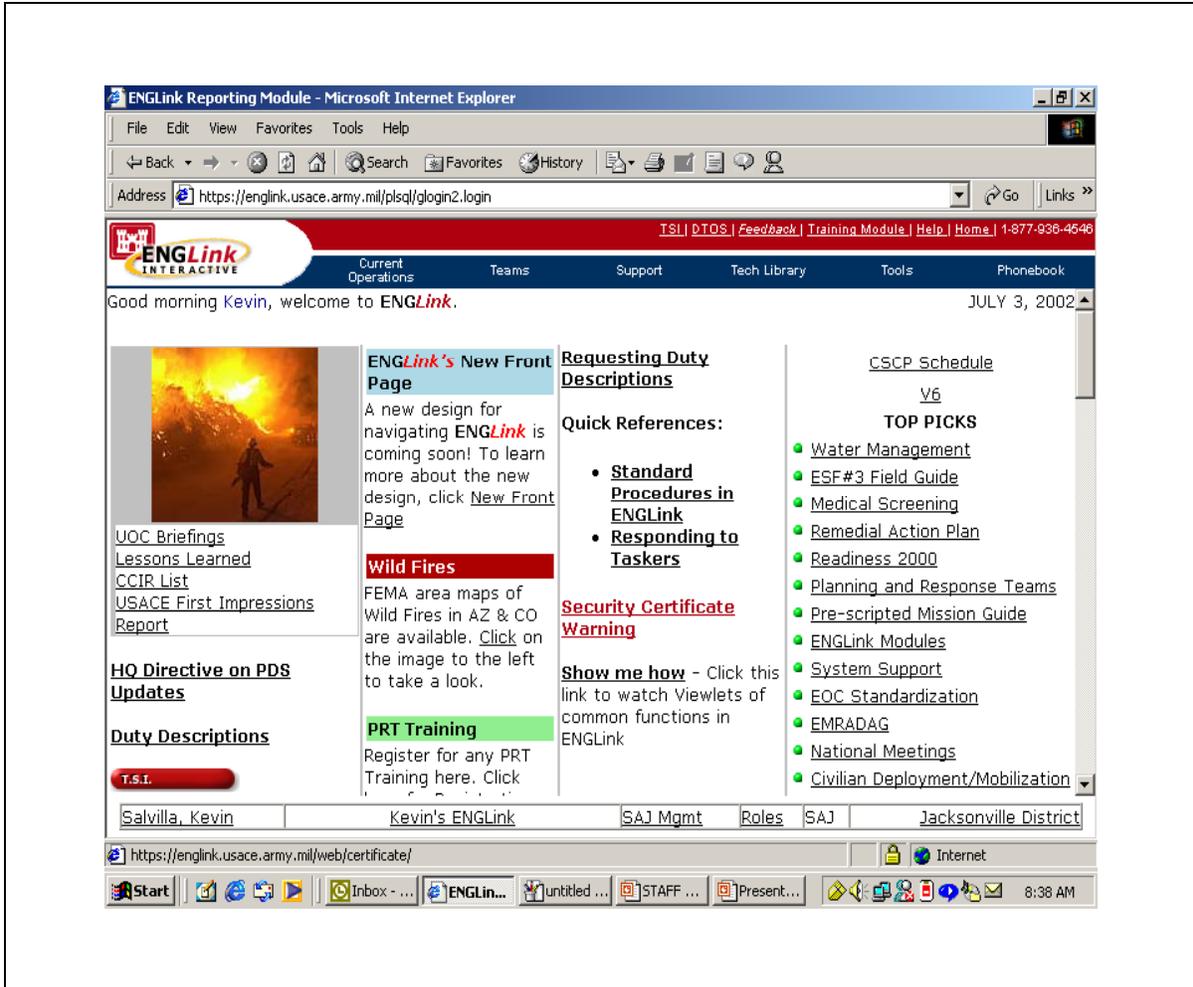


Follow the instructions on the first screen entering your UPASS user ID (z5oprjd3) and UPASS oracle password. Click **Enter the Site** button.

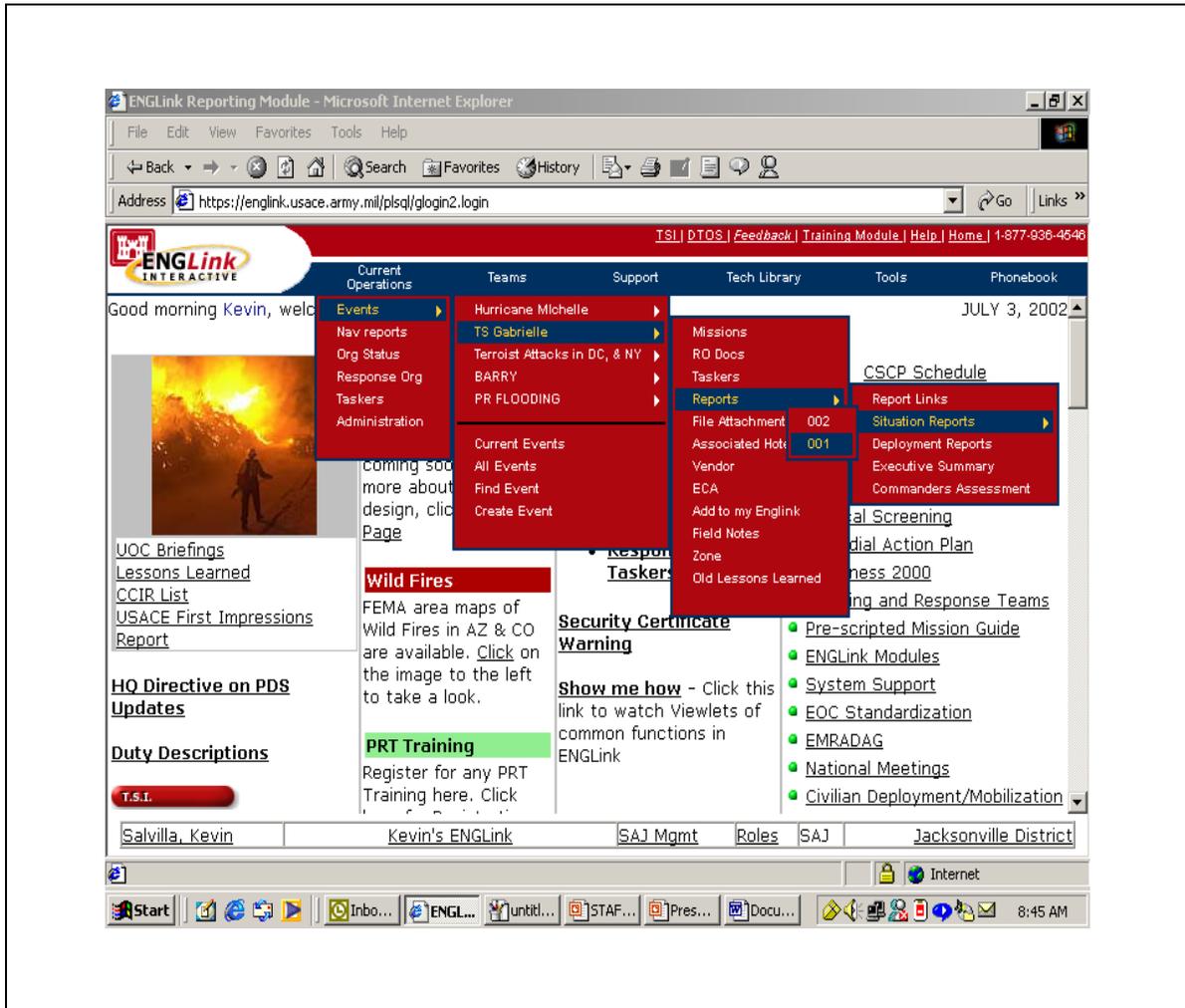
The ENLink Main screen will appear.



Follow the instructions on the screen. Click **Continue** to go to next screen.



Above is the main page for English.



The situation report below provides a complete example.

[Event](#) [SITREP List](#) [Report Links](#) [Attachments](#) [Publish To Public](#) [Print Preview](#)  
[Add to My ENGLink](#) [Help](#)

**Event:** TS Gabrielle **Organization:** SAJ

**Situation Report**

**Start Date:** 142125zSep2001

**Valid as of:** 142313zSep2001

**Report Number:** 002

**SITREP Date:** 142125zSep2001

**Situation**

**1 Coordination with local state EOC's**

A. Water management and Meteorology section

Overall, the Central and Southern Florida Projects (C&SF) and Upper St. Johns Basin and Four rivers basin are at or close to its capacity during this Tropical Storm Gabrielle event. Majority of the rainfall stayed north of Okeechobee, therefore, the areas saturated south of the lake might have been spared at this point in time. borrowing much more

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rainfall from the tropical storm feeder bands. The brunt of the rainfall for C&SF was seen in the Kissimmee Basin, in which the gates are being operated per water control plan discharging high amounts into the lake. Upper St. Johns River Basin □ The Blue Cypress Water Management Area (BCWMA), Blue Cypress Marsh Conversation Area (BCMCA), and St. Water Management Area (SJWMA) are well above their regulation schedules and are being made accordingly. We are maintaining coordination with the St. Johns Water Management District

#### B. Weather

TS Gabrielle continuing northeastward and weakening over Florida

Tropical Storm warnings are discontinued for the Florida west coast and Florida Keys. A Tropical Storm warning remains in effect along the east coast of Florida and Georgia from North of Jupiter Inlet Florida To Brunswick Georgia.

At 142100SEPT01 the center of Tropical Storm Gabrielle was located near Latitude 28.6N Longitude 81.6W or near Orlando Florida.

Gabrielle is moving toward the NE and should bring the center across the Central and NE Florida Peninsula tonight.

Maximum sustained winds are near 45 mph, with higher gusts.

Storm Surge flooding along portions of the Florida West coast should diminish tonight.

There is the risk of isolated tornadoes over the extreme NE Florida peninsula early tonight.

TS Gabrielle expected to leave Florida early 15SEP01 morning.

#### C. Damage Assessments

FL State remains at Level 1 activation hours 140700SEPT01-141900SEPT01 with duty officer manning EOC after hours.

150800SEPT01-151200SEPT01 will be final response briefing at 1100.

Infrastructure - Responding to request (Generators, Sandbags and Barricades)-Requirements handled with FL resources - No Corps Assistance Required.

State initiating damage assessments at 151200SEPT01. Civil Air Patrol performing Air recon.

Approx. 542,000 homes and businesses reported without power. 150,000 in sarasota. Main issues is lift stations without power posing possiblesewage problems.

Severe flooding is occurring in 3 counties Sarasota, Hardee, and Manatee.

Several rivers in SW FL are forecast to crest above flood stage, which could affect more than 160 homes.

No reports of major damage as a result of this storm event. No request for Corps is anticipated.

#### SFOO:

Structures and Culverts: Executed orders from CESAJ-EN-HW. All HHD culverts and PC culverts placed in the closed position. S-10 A, C, and D gates all opened to 1.0 feet each. S-11 A, B and C gates all opened to 1.0 feet. Operations staff preformed pre-storm inspections

OWW/CS&F Locks and Spillways:

W.P. Franklin and Ortona Lock Staff put on 24 hour operation to control pool elevations. Experienced flooding both upstream and downstream of S-79 due to direct rainfall, run-off and high tide situation on West Coast of Florida. Contact Lee Co. EOC to make them aware of the situation. Numerous calls into the Clewiston Office from landowners regarding flooding situation. Worked with EN-HW for variance to MAGO curve for S-79 if needed. At 1500 hours starting to see some relief due to outgoing tide.

No problems reported on C-44 (St. Lucie Canal). Contacted Martin Co. EOC to inform them that we did not foresee discharging water at S-80.

Canaveral Lock:

High winds and rains most of the day and tornadoes reported in the Banana River. Request for after hour lockage of Coast Guard vessel approved. Coordinated with Canaveral Port Authority on weather related issues.

### Operations

#### 1 SAJ EOC Operations

SAJ-EOC operations 140700RSEPT01-141900RSEPT01.

#### 2 SFOO

SFOO EOC: Not activated. Normal Duty Hours 140700SEPT01 - 141630SEPT01. Senior staff on call for emergencies.

### Command and Control

#### 1 Weekend Operations

Dennis Karns is on call for weekend of 15SEPT01-16SEPT01.

Mr. Karns cell phone # 904-614-3429.  
home # is 904-636-6667

#### Prepared By

**Name:** WILL SMITH

**Title:** Quality Assurance

**Phone:** 904-232-3142

**Date:** 142125zSep2001

#### Released By

**Name:** Dennis R Karns

**Title:** Chief, Readiness Branch

**Phone:** 904-232-3626

**Date:** 142313zSep2001

#### Division Released By

**Name:** [Dewey Harris](#)

**Title:** Emergency Operations Manager

**Phone:** 904-232-3626

**Date:** 160017zSep2001

## Appendix J, Area of Responsibility

1. Of 67 counties in the State of Florida, 18 (mainly in the panhandle) counties are entirely SAM responsibility, three counties are partly SAM responsibility, three counties are partly SAS responsibility and the following 53 (mainly in the peninsula) counties are all or part of SAJ responsibility:

Nassau (1/2 SAS responsibility)  
Baker (7/8 SAS responsibility)  
Duval (1/32 SAS responsibility)  
Columbia (1/32 SAS responsibility)  
Jefferson (3/8 SAM responsibility)  
Wakulla (15/16 SAM responsibility)

Union Putnam Flagler

Marion Volusia Lake

Citrus Sumter Hernando

Seminole Orange Brevard

Osceola Polk Pasco

Hillsborough Pinellas Manatee

Hardee Highlands Okeechobee

Indian River St. Lucie Martin

Palm Beach Hendry Glades

Madison Taylor Lafayette

Suwannee Hamilton Dixie

Levy Gilchrist Bradford

Alachua Clay St. Johns

Desoto Sarasota Charlotte

Lee Collier Broward

Dade Monroe

2. Of 159 counties in the State of Georgia, the following 22 counties are all or part of SAJ responsibility:

Camden (15/16 SAS responsibility)  
Ware (1/2 SAS responsibility)  
Charlton (5/8 SAS responsibility)  
Coffee (15/16 SAS responsibility)  
Thomas (1/2 SAM responsibility)

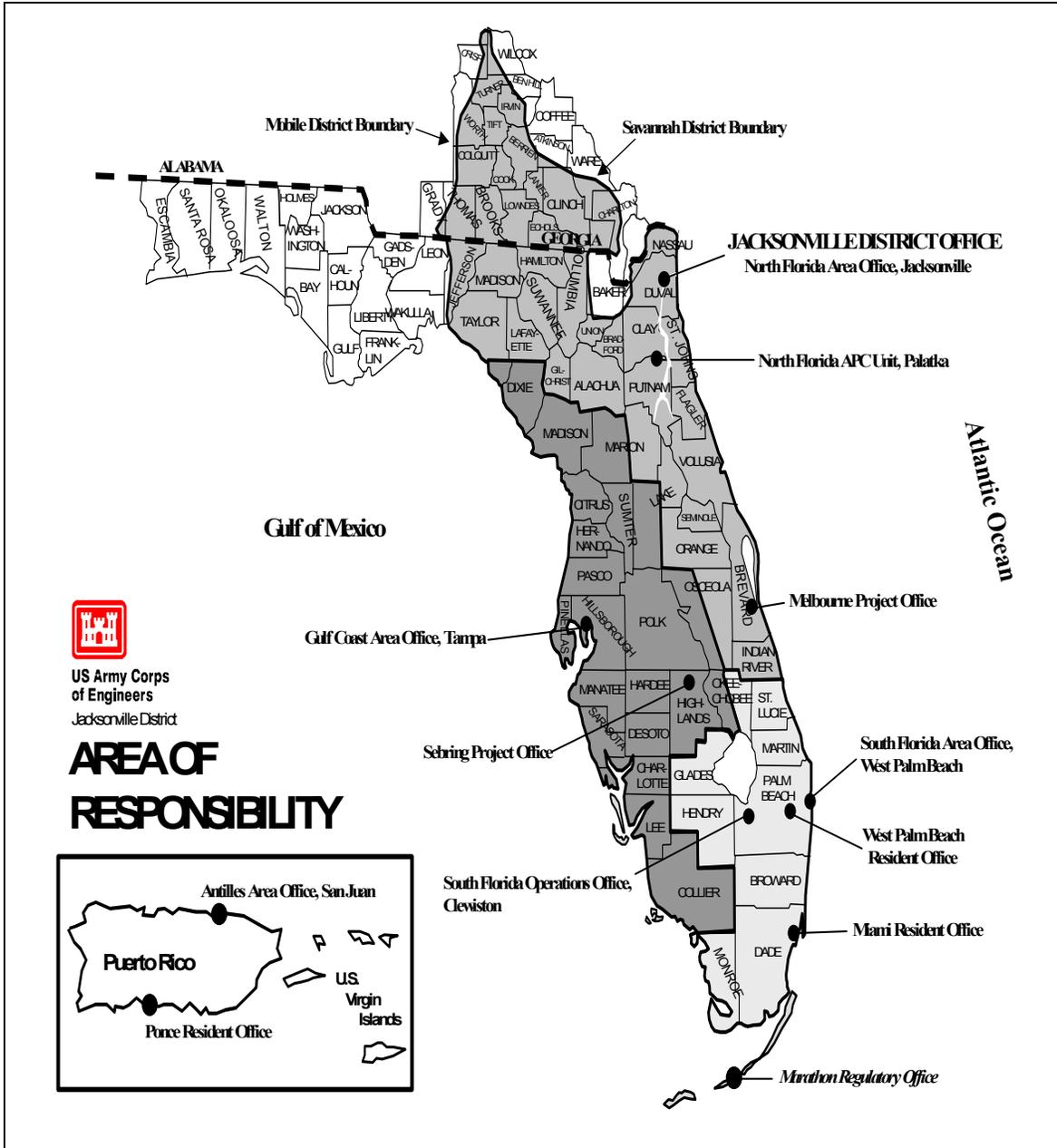
Colquitt (1/2 SAM responsibility)  
Atkinson (7/8 SAS responsibility)  
Worth (1/2 SAM responsibility)  
Turner (1/4 SAM responsibility)  
Crisp (3/4 SAM responsibility)  
Wilcox (1/2 SAS responsibility)  
Dooly (15/16 SAM responsibility)  
Ben Hill (1/2 SAS responsibility)  
Irwin (1/4 SAS responsibility)

Clinch Echols Lowndes

Brooks Cook Berrien

Lanier Tift

3. All of the Commonwealth of Puerto Rico.
4. All of the U.S. Virgin Islands.



**Appendix K, Key Personnel Guidance**

1. Staff Chiefs review the After Action Report from the last hurricane and submit recommendations to CO-E for changes prior to 1 May of each year.
2. Staff Chiefs develop a telephone recall roster. This is especially important for personnel who were previously identified as part of the disaster response team. Provide the EOC with copies of the updated roster.
3. The following individuals, identified by the District's Division Chiefs, staff the EOC upon activation of the EOC to Level II or above.

<b><u>Critical Positions Activated During Emergencies</u></b>		
DP	CT	RD
Chief	Chief	Chief
Asst. Chief		Senior PM
	CT-S	Admin/Clerical
CO	Chief	
Chief	Contract Specialists (2)	RE
Asst. Chief		Chief/Team Leader
	EN	Realty Specialist (2)
CO-P	Chief	Appraiser
	Asst. Chief	Realty Assistant/Clerk
CO-G		
	EN-H	RM
CO-N		Accounting Officer
	EN-HW	Budget Officer
CO-S	Engineers (2)	Accounting Tech.
CO-M	IM	SO
Budget Assistant	Chief	Safety and Health Officer
Project Manager	Asst. Chief	Nurse and Admin
	Supv. Computer Specialist	
CO-C	Electronics Engineer	PM (As required)
Chief	Computer Specialists (2)	
CO-CC	IR	
Chief	Chief	
Engineers (2)		
	LM	
CO-CQ	Chief	
Chief		
Engineers (2)	LM-S	
	Chief	
CO-CS		
Chief	LM-T	
Engineers	Chief	
CO-E	OC	
Chief	Office of Counsel Representative	
Natural Program Manager	Contract Labor Relations Specialist	
Natural Program Manager		
Engineer	PA	
Emergency Mgmt. Specialist	Chief	
Admin/Clerical		

## Appendix L, Emergency Response & Recovery Office (ERRO) Guide

1. The purpose of the ERRO is to conduct emergency operations in order to protect lives, alleviate suffering, and remediate property damage caused by a hurricane or major storm. Missions are executed IAW Disaster Guidebook Mission and Function Guides. Typical FEMA missions include, but are not limited to:

- a. Damage surveys
- b. Debris removal
- c. Temporary power
- d. Temporary roofing
- e. Temporary housing
- f. Water and Ice procurement and distribution
- g. Environmental remediation
- h. School rehabilitation
- i. Technical assistance
- j. Clearing navigable waterways and harbors

2. A typical ERRO Organization is provided in this SOP, although the Division/District Commander may choose to vary the control and coordination relationships. The size and exact composition of each functional element is situationally dependent on the extent of the required recovery effort.

3. Line of Command:

**a. ERRO Commander:** Coordinates response efforts with state and local officials through FEMA ESF-3 and the EOC as missions dictate. ERRO Commander also serves as the Division/District point-of-contact authorized to accept missions from FEMA ESF-3 and empowered to authorize Corps employees to assist or directly work on emergency recovery operations.

**b. ERRO Chief:** Responsible for the daily operation of all facets of the ERRO. Supervises and coordinates all functions of the ERRO including the Construction Office, Support and Administrative Staff, Technical Support Office, Contracting Office, and EOC. Ensures that the necessary information is acquired in order to make recommendations to the Division/District Commander as to the need and size of the ERRO.

4. The mission of each functional element follows:

**a. Field Operations:** The mission executing element of the ERRO. Among its responsibilities, the Construction Office:

- (1) Provides Contracting Officer Representatives and Administrative Contracting Officers.
- (2) Performs construction contract administration and claims management
- (3) Compiles data for construction reports.
- (4) Performs Biddability, Constructability and Operability reviews of all designs and scopes of work.
- (5) Performs QA.

(6) Performs coordination between the ERRO, the customer and the contractor.

**b. Support and Administrative Staff:** Provides required support necessary to make response efforts possible. Also coordinates and consolidates administrative functions for the activities of the ERRO branches, such as collecting and forwarding timesheets and tracking personnel. Depending on the size of the response required, some functions may be broken out as separate elements. Support and Administrative Staff provides a wide range of support functions:

**(1) Information Management** - Provides communication, Geographical Information System (GIS), LAN and other automation support - requires close coordination with EOC.

**(2) Logistics Management** - Provides requisition, inventory, storage and distribution of equipment and supplies, transportation assets, and lodging.

**(3) Public Affairs** - Provides public information, community and media relations; advises commander of media issues/concerns. Supports the Joint Information Center as necessary.

**(4) Safety** - Provides guidance on the proper safety measures and precautions involved with recovery activities, including on-site contractor and office safety considerations and accident prevention.

**(5) Security** - Provides security briefings and necessary security support for all employees and equipment.

**(6) Counsel** - Provides guidance on all legal concerns, excluding Real Estate issues, including contract preparation, environmental law, contractor claims and liability issues.

**(7) Human Resources** - Responsible for Fair Labor Standards Act (FLSA) determination and other personnel-related support such as work schedule guidance.

**(8) Resource Management** - Responsible for budgetary, funding and financial management functions including certification of funds.

**(9) Audit** - Responsibility for ensuring all actions are in accordance with applicable laws, regulations, and guidance.

**c. Technical Support Office:** Provides required technical assistance and products to support recovery mission. Subordinate cells include:

**(1) Engineering/Planning (Environmental)** - Provides engineering and design analysis, inspection and guidance; prepares required engineering plans, specifications, maps, cost estimates; also provides environmental assessment, remediation of debris disposal, and field surveys.

**(2) Real Estate** -

(a) Coordinates with FEMA for authority to acquire real estate interests in support of missions.

(b) Acquires, manages and releases real estate interests, such as short- or long-term acquisitions for office space, warehouse space, ROEs, staging areas, debris disposal areas, etc.

(c) Resolves claims arising from real estate instruments.

**d. Contracting Office:** Responsible for all necessary contracting activities required during the emergency response effort. Solicits offers, prepares and awards contracts, and administers supply and support contracts.

**e. EOC:** The coordination center of the ERRO, (roughly equivalent to the S3 Operations Section of a military headquarters) oversees and coordinates all FEMA assigned missions, tracks weather, collects and performs disaster reports, coordinates actions with other Federal agencies, and coordinates the procurement of additional resources and personnel. Subordinate cells include:

**(1) Operations Officer** - Responsible for overseeing emergency operations on the ground and providing updates to the EOC and other staff elements on the status of the missions.

**(a) Mission Managers** - Central managers for specific missions. Managers coordinate with other Branches (i.e., CO, LM, CT) to ensure mission execution and maintain mission status. Missions include, but are not limited to:

- (i) Water and ice
- (ii) Roofing and housing
- (iii) Debris removal and disposal
- (iv) Power restoration
- (v) Public Assistance Program

**(b) PDA** - RECON is usually performed within the first 24 hours after storm landfall before the establishment of an ERRO. RECON personnel may or may not be the same as those who perform PDA functions. Damage assessments are conducted to rapidly locate, assess, and report the overall nature, severity, and impact of disaster damage. Teams continuously report findings and submit completed reports to the EOC.

**(2) EOC Manager** - Responsible for tracking weather, coordinating emergency deployment plan (in case of threatening storm), performing disaster reporting, coordinating actions with other Federal, State, Territorial/Commonwealth agencies and other ERRO branches, and coordinating the acquisition of additional resources.

**(a) SITREP Writers** - SITREPs describe the state of the emergency and summarize District efforts in response and recovery. SITREPs are a required and critical form of communication which serves as a vital source of the latest information to District elements and other government agencies.

**(b) State Recovery Site EOC Liaison Officer** - Responsible for maintaining an open flow of communication and information between the State EOC and Corps EOC. Reports the status of ongoing missions and response activities to the SITREP writers.

**Appendix M, EMERGENCY ASSISTANCE UNDER PL 84-99**

CATEGORY	FEATURE	TYPE ASSISTANCE	ELIGIBILITY CRITERIA	DELEGATED AUTHORITY	
				DISTRICT	DIVISION
DISASTER PREPAREDNESS CODE 100	Planning	Preparation for quick and effective response to emergencies.	Division and district disaster preparedness are funded annually according to organizational requirements.	Annual Budget	Annual Budget
	Training & Exercises	Maintain organization capable of responding quickly.			
	Supplies	Stockpile critical flood fight materials.			
	Public Assistance	Liaison, coordination, and inspection activities.			
EMERGENCY OPERATIONS CODE 200	Field Investigation	Field reconnaissance of flood potential.	Special condition or unusual concern	\$20K per situation	\$50K per situation
	Flood Response	<ul style="list-style-type: none"> <li>• Technical Assistance</li> <li>• Assist in rescue operations</li> <li>• Furnishing flood fight materials</li> <li>• Contracting for emergency Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Supplemental to state and local resources</li> <li>• Temporary in nature</li> <li>• Subordinate to local responsibility</li> <li>• Removal of work by local sponsor</li> <li>• No assistance to individuals</li> <li>• No reimbursement to local interests</li> </ul>	\$100K per event	\$500K per event division wide
	Post Flood Response	<ul style="list-style-type: none"> <li>• Technical Assistance</li> <li>• Emergency debris removal</li> <li>• Temporary restoration of critical transportation routes or public services/facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Requires written request from the Governor concurrent with request for PDA by FEMA</li> <li>• Limited to life threatening situations</li> <li>• Limited to 1- days from date of request</li> </ul>	\$100K per event	\$500K per event division wide
	After-Action Report	<ul style="list-style-type: none"> <li>• Summarizes disaster operations</li> <li>• Evaluates strengths and weaknesses</li> <li>• Recommends corrective actions</li> </ul>	Report required whenever District delegated authority exceeded in any code 200 feature	\$15K per event	\$25K per event division wide
REHABILITATION CODE 300	Field Investigation	Investigate eligibility and prepare report.	<ul style="list-style-type: none"> <li>• Written request from a public entity</li> </ul>	\$20K per investigation	\$50K per investigation
	Project	<ul style="list-style-type: none"> <li>• Repair any flood control work</li> <li>• Repair only Federally constructed hurricane or shore protection work</li> </ul>	<ul style="list-style-type: none"> <li>• Must be damaged by flood or coastal storm</li> <li>• Project must provide dependable and effective flood control system</li> <li>• Restoration to pre-disaster condition (modification may be authorized</li> <li>• Economically justified/maintenance deficiencies is</li> <li>• local responsibility</li> <li>• 80%-20% cost share for non-Federal projects</li> </ul>	None	\$500K per event division wide

**EMERGENCY ASSISTANCE UNDER PL 84-99**

CATEGORY	FEATURE	TYPE ASSISTANCE	ELIGIBILITY CRITERIA	DELEGATED AUTHORITY	
				DISTRICT	DIVISION
WATER ASSISTANCE CODE 400	Field Investigation	Investigate eligibility and prepare report	Written request	\$15K per investigation	\$50K per investigation
	Assistance due to contaminated source	Provide clean supply of water	<ul style="list-style-type: none"> <li>Contaminated source</li> <li>Threat to public health and welfare</li> <li>Supplemental to state and local resources</li> <li>Governor's written request</li> <li>30-day limitation</li> </ul>	None	\$100K per project
	Assistance due to drought	<ul style="list-style-type: none"> <li>Well drilling on a reimbursable basis</li> <li>Transportation of water at Federal expense</li> </ul>	<ul style="list-style-type: none"> <li>Designation by Secretary of Army of drought distressed area</li> <li>Water for human consumption only</li> </ul> (* Refer to Policy Letter, dated 7 Aug 96)		Project requires HQUSACE approval
ADVANCE MEASURES CODE 500	Field Investigation	Investigate eligibility and prepare r report.	Written request from the Governor	\$20K per situation	\$50K per investigation
	Project	<ul style="list-style-type: none"> <li>Preventative work performed prior to predicted unusual flooding</li> <li>Applications for ice jam removal, snowmelt flooding, potential dam failure or special cases at the discretion of Director of Civil Works</li> </ul>	<ul style="list-style-type: none"> <li>Prediction of unusual flooding by NWS or Corps</li> <li>Threat to life or improved property</li> <li>Complements maximum state and local efforts</li> <li>Work completed in time to prevent damages</li> <li>Technically feasible/economically justified</li> <li>Removal or upgrades performed by sponsor</li> </ul>	None	Project requires HQUSACE approval
HSZARD MITIGATION CODE 600	Team Member	<ul style="list-style-type: none"> <li>Identification of post-flood mitigation opportunities</li> <li>Establish framework for recovery</li> </ul>	<ul style="list-style-type: none"> <li>Presidential declared major disaster</li> <li>Activation of Hazard Mitigation Team by FEMA</li> </ul>	None	\$10K per team activation
ARMY REGULATION 500-60	Emergency response to any disaster	<ul style="list-style-type: none"> <li>Emergency relief effort (debris clearance, etc.)</li> <li>Search and Rescue</li> </ul>	<ul style="list-style-type: none"> <li>Life saving</li> <li>No contract personnel or equipment</li> <li>Usually no reimbursement</li> </ul>	No monetary limit Commander's own discretion	No monetary limit Commander's own discretion

**Appendix M, EMERGENCY ASSISTANCE UNDER PL 84-99**