S&MA Employee Hurricane/Severe Weather Preparedness

Hurricane Response Level **JWI 1040.24D JSC Emergency Preparedness Plan** **Appendix 2 – Hurricane Management Plan**	**Employee Actions**
Level 5 - Awareness (June 1 - November 30) Hurricane and tropical storm preparation is a continuing activity. There should be a heightened state of awareness before and during hurricane season.	As an employee you have a specific role to play during the next Center closure due to a hurricane/severe weather event. Below you will find a list of things you should do now so that you are ready for a pending evacuation. Hurricane season begins June 1st and runs through November 30th. Center Management's number one priority after an event such as a hurricane is to verify that all employees are safe and to identify those employees who need assistance – your supervisor plays a key role! You need to: ☐ Ensure that you have kept your emergency contact information up-to-date. Also update your ENS information because this is the primary means for the Center to send out key information during/after an emergency. **Employee Express (civil servants):** After logging into Employee Express it will take you to the Main Menu. Under Miscellaneous select View /Update Your Emergency Contact Info. https://www.employeeexpress.gov **ID MAX (contractors)**: - id.nasa.gov Log into id.nasa.gov and click the edit button on your personal profile. You may need help from a security officer or admin. (whoever placed your badge request) ☐ Discuss with your supervisor about how to keep in touch with you throughout the storm (i.e., text, Facebook, email, etc). **At evacuation time** – your supervisor should know if you are evacuating or riding out the storm **During the storm** – your supervisor should know you and your family are doing shortly after the storm passes **Post-storm** – your supervisor should know if your has home damage, family issues, or needs assistance

	There are several things you should gather together now to ready yourself before an emergency arises. Center emergency phone numbers and website – locally 281-483-3351 and toll-free 1-877-283-1947. www.jscsos.com • Consider downloading the WebTADS app to your iPad or smartphones at https://apps.nasa.gov/. • VPN (Cisco Anyconnect) so you can access WebTADS remotely (this is key to closing out payroll for the entire center). https://webtads.nasa.gov/ https://answers.nssc.nasa.gov/ci/fattach/get/555/0/filename/VPN+Guidance.pdf Know your supervisor's contact information. **Please take your JSC badge and JSC issued laptop/power cord with you should you evacuate.**
Level 4 - Concern JSC will initiate Level 4 activities when a **storm poses a threat to JSC within 72 hours or a storm enters the Gulf of Mexico**. If you have responsibilities under the Hurricane and Severe weather plan, review and start preparedness plans to ensure a state of readiness. Be prepared to start Level 3 activities.	**You should review and discuss with supervisor project priorities and assignments to make sure your operations can be reduced or stopped as necessary.** Things to consider include, but are not limited to: • Meetings/Conferences/Events that your organization is hosting • Launch / Flight Operations Support • Major facility operations (refurbishment, construction) • Tests, Simulations • Business Travel • Long running experiments, tests (i.e. the Center may shutdown and your personnel may not get access to their test labs)
Level 3 - Preparation Comprehensive preparation of the Center typically begins when there is a **high probability that JSC will experience storm conditions that will pose a significant threat to the Center within 48 hours**	Cover/protect computer workstations and electronic equipment. Ensure that you have reporting phone numbers/websites for post hurricane/recovery. **Standard workplace hurricane evacuation protective measures include, but are not limited to:** 1. Unplug PCs and wrap them with plastic bags from Hurricane checklist kit. 2. Unplug all electrical equipment. If possible move PCs and any other electronic equipment away from window walls to interior rooms. 3. Move unique or valuable papers from outside rooms with windows to interior rooms. 4. Secure all classified material and lock all security files, safes, and cabinets. 5. If file cabinets are located on the first floor, then remove critical files from the bottom drawers and place them on an interior desk or table and cover them with plastic. 6. Raise venetian blinds to near the top of window without jamming them. 7. Close all doors.

	A manager or supervisor may allow unscheduled leave policy for employees who face a particular threat for themselves or their family from a severe weather condition or other emergency situation or who prefer to evacuate themselves or family in advance of community warnings.
Level 2 - Closure The Center Director or designee has the authority to close the Center when hurricane/severe weather threatens. Historically, the Director exercises this authority **when storm conditions are forecast to pose a significant threat to the Center within 36 hours**. The decision to close may be made earlier or later, based on the timing, track, and intensity of the storm.	**May include release of all employees** except those assigned to the HRT or those designated essential to the support of an ongoing space flight mission. Authority to release employees is reserved to the JSC Director or designee
Level 1 - Ride-out, Assessment, and Recovery (post-storm) JSC will start activities on authorization by the Center Director when severe weather conditions poses an imminent threat to the Center within 24 hours. Activities during the storm period will be limited to: • The HRT may continue to perform preparation tasks until storm conditions impact the Center. • The HRT-IC has authority to suspend work due to storm conditions. Essential emergency repairs may only be performed if they can be done without endangering the health and safety of HRT employees. Activities after the storm: • HRT-IC shall conduct an initial damage assessment "windshield tour," convey results of the assessment to the Director of Center Operations, and begin recovery operations • Recovery operations initiated by the Director, Center Operations (JA).	**After the storm**: Center Leadership will assess the status of the Center and determine when the Center is safe to reopen. Continue to communicate with your management and check for Center Status: • JSC Emergency Info Line: 281-483-3351 or 1-877-283-1947 • JSC News Service Line: 281-483-6765 • JSCSOS website: www.jscsos.com **Employee Check-In** As soon as possible after a hurricane or other emergency events, **Civil Service Employees** - please check-in by responding to the Emergency Notification and Accountability System (ENS) notification and questionnaire. If you do not receive an ENS notification, you can check-in with the NASA emergency call center operator: 1-877-470-5240. **Contractor Employees** – please check-in with your supervisor per your company's policy. All employees are encouraged to frequently communicate with their supervisor for additional guidance and information. **Center opens**: Employees return to work areas with some impact of the storm (i.e., damage to ceiling tiles, windows, blinds, equipment, etc.). The "Who To Call" list may be used to report/contact appropriate Center personnel or contact your NA EPRs for assistance.

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