

S&MA MANAGEMENT Hurricane Preparedness Checklist

<p style="text-align: center;">Hurricane Response Level JWI 1040.24C JSC Emergency Preparedness Plan Appendix 2 – Hurricane Management Plan</p>	<p style="text-align: center;">Management / Supervisory Actions</p>
<p style="text-align: center;">Level 5 - Awareness</p> <p>Hurricane and tropical storm preparation is a continuing activity. There should be a heightened state of awareness before and during hurricane season. (The National Weather Service Weather Forecast Office – Houston/Galveston Texas http://www.srh.noaa.gov/hgx/</p>	<p>As a supervisor you have a specific role to play during the next Center closure due to a hurricane. Below you will find a list of things you should do now so that you and your employees are ready for a pending evacuation. Hurricane season begins June 1st and runs through November. 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 – as a supervisor you play a key role!</p> <p>You need to:</p> <ul style="list-style-type: none"> □ Ensure that your employees have kept their emergency contact information up-to-date. They should also update their Emergency Notification and Accountability System (ENS). 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) - Click on user self-service tools. Select the self-service tab. Select Update Emergency Notification Information tab. Update your information to include at least 1 personal contact field. Click Update Address. Click Logout. □ Talk with your employees about how to keep in touch with you throughout the storm – you may choose to implement a “phone tree” with your deputies or leads to ease this process. <ul style="list-style-type: none"> At evacuation time – you should know which of your employees are evacuating and which are riding out the storm During the storm – you should know how they are doing shortly after the storm passes Post-storm – you should know which employees have home damage, family issues, or need assistance □ Know who your organizational POC is for hurricane information and post-storm tracking of employees and be ready to communicate with that POC prior to the Center re-opening.

	<ul style="list-style-type: none"> • Director, S&MA or designee • Emergency Preparedness Representatives (EPR's) - Dave Loyd and Elmer "Bubba" Johnson <p style="text-align: center;">Some Assembly Required</p> <p>To do this, there are several things you should gather now to ready yourself before an emergency arises. You should have both electronic copies and easy-to-reach hardcopies of:</p> <ul style="list-style-type: none"> • Emergency contact information for each of your employees (this is easily downloaded into an excel spreadsheet from NOPS at https://nops.nasa.gov/system/NOPS_Login.cfm (scroll down a bit after logging in and retrieving your organizational report – you'll see "Emergency Contact" on the left, click "view names") or your office's phone tree. • Center emergency phone numbers and website – locally 281-483-3351 and toll-free 1-877-283-1947. http://www.jscsos.com • Consider downloading the WebTADS app to your iPad or smartphones at https://apps.nasa.gov/. • VPN information so you can access webTADS remotely (this is key to closing out payroll for the entire center). https://webtads.nasa.gov/ http://www.nasa.gov/centers/johnson/news/vpn_win.html <p>As you are their supervisor, it's also advisable that you provide your employees with your own contact information – so they can reach you if they need to. Please remind them to take their JSC badges with them should they evacuate.</p>
<p style="text-align: center;">Level 4 - Concern</p> <p>JSC will initiate Level 4 activities when a <u>storm poses a threat to JSC within 72 hours or a storm enters the Gulf of Mexico.</u></p> <p>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.</p>	<p>If you are a supervisor or manager, you should review project priorities and assignments to make sure your operations can be reduced or stopped as necessary.</p> <p>Things to consider include, but are not limited to:</p> <ul style="list-style-type: none"> • 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)
<p style="text-align: center;">Level 3- Preparation</p> <p>Level 3 activities prepare JSC to be in a position to be able to close down operations in a timely and orderly</p>	<p>If you are a manager or supervisor, the decision to activate Preparation activities should be made during normal working hours to allow employees time to cover/protect their computer workstations and electronic equipment.</p>

<p>manner if necessary by notifying and assembling the appropriate personnel and groups. The Director, Center Operations (JA) will authorize Level 3 activities when there is a chance that a <u>severe weather condition will pose a significant threat to the Center within 48 hours.</u></p>	<p>You 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.</p>
<p style="text-align: center;">Level 2 - Center Closure</p> <p>Level 2 activities consist of completing all protective measures that will place the Center in a final state of preparedness.</p> <p>Upon authorization by the Center Director, the Director of Center Operations will start Level 2 Activities to the HIMT when there is a possibility that a <u>severe weather condition will pose a significant threat to the Center within 36 hours.</u></p>	<p>Completion of Level 2 activities <u>may include release of all employees</u> except those assigned to the Hurricane Rideout Team (HRT) or those designated essential to the support of an ongoing space flight mission.</p> <p>Authority to release employees is reserved to the JSC Director or designee.</p>
<p>Level 1 Ride-out, Assessment, and Recovery (post-storm) Activities</p> <p>JSC will start Level 1 activities on authorization by the Center Director when severe weather conditions poses an imminent threat to the Center within 24 hours.</p> <p>Activities during the storm period will be limited to:</p> <ul style="list-style-type: none"> • HIMT activities. • Essential emergency repairs only if they can be done without endangering the health and safety of assigned employees. <p>Activities after the storm:</p> <ul style="list-style-type: none"> • The HIMT assessing storm damage and arranging for necessary repairs on a priority basis. • Recovery operations initiated by the Director, Center Operations. 	<p>After the storm: Center Leadership will assess the status of the Center and determine when the Center is safe to reopen. Be sure to pay attention to http://www.jscsos.com for up-to-date information.</p> <p>If you are a manager or supervisor, <u>you will be asked to assess:</u></p> <ul style="list-style-type: none"> • The impact of the storm upon your employees: <ul style="list-style-type: none"> • Have a plan in place to contact your employees - your employees should also know how to contact you. • Supervisors and designated organization POC's will have access to ENS plus through the HR Portal (https://hr.nasa.gov) to help determine the status of their team members. Employee accountability reports will be displayed in pie charts, in Google maps, and with spreadsheet type reporting. <ul style="list-style-type: none"> <input type="checkbox"/> Green – employees have reported their status and are okay <input type="checkbox"/> Yellow – employees have not checked in or are unsure of their status <input type="checkbox"/> Red– employees have checked in and are not okay <p>Center opens: Employees return to work areas with some impact of the storm (i.e., damage to ceiling tiles, windows, blinds/shades, equipment, etc.). The “Who To Call” list may be used to report/contact the appropriate Center personnel or contact your NA EPR's.</p>