

## SMA Management Hurricane Preparedness

<p style="text-align: center;"><b>Hurricane Response Level JWI 1040.24D JSC Emergency Preparedness Plan</b></p> <p style="text-align: center;"><b>Appendix 2 – Hurricane Management Plan</b></p>	<p style="text-align: center;"><b>Management / Supervisory Actions</b></p>
<p style="text-align: center;"><b>Level 5 - Awareness (June 1-Nov. 30)</b></p> <p>Hurricane and tropical storm preparation is a continuing activity. There should be a heightened state of awareness before and during hurricane season.</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 1<sup>st</sup> and runs through November 30<sup>th</sup>. 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"> <li> <input type="checkbox"/> Ensure that your employees have kept their emergency contact information up-to-date. They should also update their ENS information because this is the primary means for the Center to send out key information during/after an emergency.           <p><b>Employee Express (civil servants):</b> After logging into Employee Express it will take you to the Main Menu. Under Miscellaneous select View /Update Your Emergency Contact Info.  <a href="https://www.employeeexpress.gov">https://www.employeeexpress.gov</a></p> <p><b>ID MAX (contractors):</b> - <a href="https://idmax.nasa.gov">https://idmax.nasa.gov</a></p> </li> <li> <input type="checkbox"/> 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.           <p><b>At evacuation time</b> – you should know which of your employees is evacuating and which is riding out the storm</p> <p><b>During the storm</b> – you should know how they are doing shortly after the storm passes</p> <p><b>Post-storm</b> – you should know which has home damage, family issues, or needs assistance</p> </li> </ul>

- 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.
  - Director, S&MA or designee
  - EPR's: Dave Loyd and Elmer "Bubba" Johnson

**Some Assembly Required**

To do this, there are several things you should gather together now to ready yourself before an emergency arises. You should have both electronic copies and easy-to-reach hardcopies of:

- Emergency contact information for each of your employees (this is easily downloaded into an excel file from NOPS at [https://nops.nasa.gov/system/NOPS\\_Login.cfm](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://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](http://www.nasa.gov/centers/johnson/news/vpn_win.html)

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.**

**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.

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.**

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)

<p style="text-align: center;"><b>Level 3 - Preparation</b></p> <p>Comprehensive preparation of the Center typically begins when there is a <b><u>high probability that JSC will experience storm conditions that will pose a significant threat to the Center within 48 hours</u></b></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>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;"><b>Level 2 - Closure</b></p> <p>The Center Director or designee has the authority to close the Center when hurricane/severe weather threatens. Historically, the Director exercises this authority <b><u>when storm conditions are forecast to pose a significant threat to the Center within 36 hours</u></b>. The decision to close may be made earlier or later, based on the timing, track, and intensity of the storm.</p>	<p><b>May include release of all employees</b> except those assigned to the 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 style="text-align: center;"><b>Level 1 - Ride-out, Assessment, and Recovery (post-storm)</b></p> <p>JSC will start 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"> <li>• The HRT may continue to perform preparation tasks until storm conditions impact the Center.</li> <li>• 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.</li> </ul> <p>Activities after the storm:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Recovery operations initiated by the Director, Center Operations (JA).</li> </ul>	<p><b>After the storm:</b> Center Leadership will assess the status of the Center and determine when the Center is safe to reopen. Be sure to pay attention to <a href="http://jscsos.com/">http://jscsos.com/</a> for up-to-date info.</p> <p>If you are a manager or supervisor, <b><u>you will be asked to assess:</u></b></p> <ul style="list-style-type: none"> <li>• The impact of the storm upon your employees: <ul style="list-style-type: none"> <li>• Have a plan in place to contact your employees - your employees should also know how to contact you.</li> <li>• Supervisors and designated organization POCs will have access to ENS Plus through the HR Portal (<a href="https://hr.nasa.gov">https://hr.nasa.gov</a>) to help determine the status of their team members. Employee accountability reports will be displayed in pie charts, in Google maps, and with “excel-like” reporting. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Green</b> – employees have reported their status and are okay</li> <li><input type="checkbox"/> <b>Yellow</b> – employees have not checked in or are unsure of their status</li> <li><input type="checkbox"/> <b>Red</b> – employees have checked in and are not okay</li> </ul> </li> </ul> </li> </ul> <p><b>Center opens:</b> 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.</p>

