

Supervisor Hurricane Season Preparation - Are you ready?  
Prepared by NSSC

As a supervisor you have a specific role to play during the 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 prepared for a pending evacuation. Hurricane season began June 1st and runs through November 30th.

**You need to:**

- Ensure that your employees have kept their emergency contact information up-to-date.
- **Emergency Contact Information:** 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>).
- 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.
  - **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 who has home damage, family issues, or needs assistance.
- Ensure each of your employees has a telework agreement in WebTADS to enable emergency telework. If an emergency results in the closure of the Center or prevents employees from working at their normal worksite, you may direct your employees to telework to maintain continuity of operations if safe for them to do so, and employees have any type of approved telework agreement in WebTADS. At a minimum, create a situational agreement with “for emergency telework when pre-approved by supervisor” in the justification.
- Refer contractor team members to their supervisors or contractor’s human resources contacts for company-specific instructions on evacuation and reporting in after a storm.

For employees with disabilities (even if a temporary disability), ask questions such as “are there any considerations that I need to take into account for you before, during, and/or after a storm (such as method of communication)?” As a supervisor, you may contact the Office of Equal Opportunity and Diversity at (281) 483-0607 or visit their website at <http://www.nasa.gov/offices/oeod/> for further assistance.

**Accounting for your employees:** The Center will be using the Agency Employee Notification and Accountability System (ENS) this hurricane season.

ENS informs employees of emergency events as well as assesses employees, post-emergency, of their safety and current status. ENS email communications will come from

'Emergency.NASA@dcc.notify.com' and telephone communications will come from 615-312-8167 (which may be displayed as "unknown").

Employees will check in by using ENS or by calling the NASA Emergency Call-in Center at 1-877-470-5240. The status results from the Call-in Center will be migrated into the ENS Accountability reports which can only be compiled by Agency-authorized ENS Administrators. Supervisors and designated organization POCs 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 "excel-like" reporting.

- **Green** – employees have reported their status and are okay
- **Yellow** – employees have not checked in or are unsure of their status
- **Red** – employees have checked in and are not okay

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 hard copies 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").
- Center emergency phone numbers, websites, and JSC Hurricane Prep Kit brochure – locally 281-483-3351 and toll-free 1-877-283-1947 -- <http://jea.jsc.nasa.gov/>, <http://www.jscsos.com>.
- VPN information so you can access WebTADS remotely (this is key to closing out payroll for the Center) -- <https://webtads.nasa.gov/>, [https://vpn.jsc.nasa.gov/dana-na/auth/url\\_2/welcome.cgi](https://vpn.jsc.nasa.gov/dana-na/auth/url_2/welcome.cgi).
- Consider downloading the WebTADS app to your iPad or smartphones at <https://apps.nasa.gov/>.
- Remember to VPN you must have your RSA token with you.

**After the storm:** Senior management 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 info.

The health and safety of you and your employees are a priority for Center Management and we appreciate your conscientiousness in readying yourself and your employees early in this year's hurricane season.