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PURPOSE

The purpose of this document is to facilitate implementation of tropical storm and hurricane preparation and ride-out actions under the Kennedy Space Center (KSC) Base Operations & Spaceport Services Contract (BOSS) that may be required to protect personnel, facilities, property, equipment, and other assets, and to comply with KSC procedure KDP-KSC-P-3006 (Tropical Storm and Hurricane Preparation).

The procedure supports the BOSS Emergency Management Plan (SMA-EMP) and BOSS Quality, Safety & Environmental Services (QSE) program.

SCOPE AND APPLICABILITY

The procedure supports the BOSS scope of work under Contract #80KSC018C0017 and is applicable to all PAE-SGT Partners LLC (PSP) and Team Member Subcontractor personnel performing BOSS work in support of National Aeronautics and Space Administration (NASA) programs and projects at KSC and Cape Canaveral Space Force Station. All contractors performing construction work for PSP under BOSS must comply with applicable sections of SHP-F-1926A (Contractor Detailed Safety Requirements).

In this procedure, all mandatory actions (i.e., requirements) are denoted by statements containing the term “must.” The terms “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.

In this procedure, all document citations are assumed to be the latest version unless otherwise noted.

PROCESS

1. GENERAL

1.1. All BOSS organizations must complete predetermined tropical storm and hurricane preparations prior to hurricane season, which begins June 1 and ends November 30 each year, and ensure personnel and work areas remain prepared and ready should a storm approach KSC. BOSS organizations must perform additional actions when the KSC Center Director (CD) or designee declares a Hurricane Condition (HURCON) or determines tropical storm preparations are necessary. *(Note: The terms “storm” and “hurricane” may be used hereafter to encompass both tropical storms and hurricanes.)*

1.2. Hurricane notification, preparation, and response are based, in part, upon planning factors and time estimates provided by the United States Space Force 45th Space Wing Weather Squadron. When a hurricane threatens the local area, the NASA Emergency Management Officer (NEMO) will issue storm location, anticipated storm track, and additional information via e-mail and the KSC Operating Status website (https://www.nasa.gov/content/kennedy-space-center-operating-status). Information will also be available from local, state, and federal sources. All personnel are expected to maintain awareness of the threat and monitor the storm’s progress.

1.3. All personnel must cease normal operations and complete HURCON actions or tropical storm preparations when directed by their manager or immediate supervisor. Personnel must not perform any action to an extent that jeopardizes personal safety.

1.4. HURCON requirements are subject to modification dependent upon unique storm behavior or specific operations in progress. A “modified” HURCON may be declared,

during which selected actions may be performed whereas others may be eliminated or changed. In all circumstances, the NEMO will issue instructions and has overall responsibility for directing KSC hurricane-related activities.

1.5. Each BOSS organization must take actions required to address facilities, property, equipment, and other assets in areas for which it is responsible. Where specified by contract, this includes coordinating base support requests with NASA and its contractors and tenants, who rely upon specific BOSS assistance and support.

1.6. Under certain circumstances, organizations may deviate from the procedure if authorized by the BOSS Program Director (PD) or designee.

1.7. Timely communication supports employees fulfilling storm-related responsibilities both at work and at home. It facilitates completion of necessary actions and prevention of accidents and injuries before, during, and after a storm event. BOSS departments must ensure essential communication that addresses the following work-related issues:

- What actions to take
- When to evacuate KSC
- When to report back to work
- What local radio/television stations will transmit information
- What to do if communications fail (e.g., phones, radio, television)

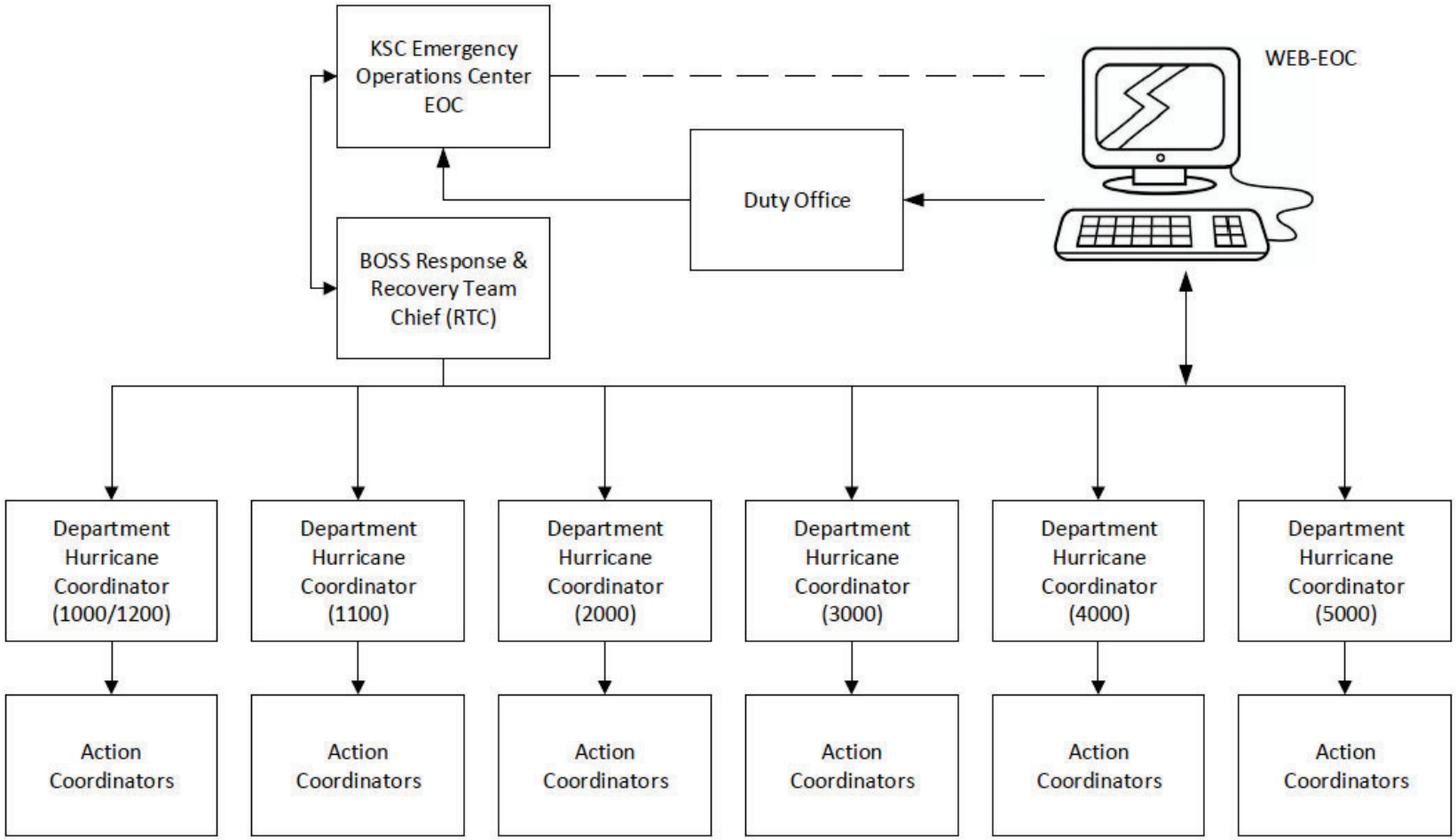
1.8. BOSS departments must appoint personnel to coordinate implementation of applicable sections of the procedure, including a primary and alternate Department Hurricane Coordinator (DHC), and one or more Action Coordinator (AC) where needed.

1.9. The primary and alternate DHCs for the 2022 hurricane season are found in Figure 1 (Department Hurricane Coordinators). DHC and AC communication pathways are illustrated in Figure 2 (Hurricane Coordinator Communication Structure).

Figure 1: DEPARTMENT HURRICANE COORDINATORS

Departments 1000/1200	Department 1100/1300	Department 2000	Department 3000	Department 4000	Department 5000
Primary: Rick Smith 867.7813 258.0776	Primary: Earline Powers 867.0131 334.354.6511	Primary: Mike Sweeney 861.3725 749.4931	Primary: Rick Rolon 861.2017 607.4173	Primary: Dillon Newbeck 861.4309 987.5524	Primary: Dustin Leinbach 867.6092 961.4324
Alternate: David Boykin 861.2161 298.5881	Alternate: Christina Cummins 867-0211 698-5679	Alternate: Scott Eri 861.4449 750.3173	Alternate: Eric Kloock 867.3263 482.7972	Alternate: Gordon Chase 867.7231 749.4915	Alternate: Joe Heggs 867.9597 427.4396
All phone numbers Area Code 321, unless otherwise noted. Top number – Office. Bottom number – Mobile.					

Figure 2: HURRICANE COORDINATOR COMMUNICATION STRUCTURE



1.10. DHCs coordinate collection and dissemination of hurricane preparation, response, and recovery information on behalf of BOSS and serve as liaisons between their respective department and the BOSS Response/Recovery Team Chief (RTC), NEMO, and EOC.

1.11. DHCs monitor completion of HURCON actions and up-channel status reports to the Department Manager and RTC as necessary. DHCs exchange information with the RTC and EOC primarily through the WebEOC® reporting system (WebEOC) (/http://eoc1.ksc.nasa.gov/eoc9/) (Access restricted). Alternate communication methods with the EOC include e-mail (KSC-EOC@mail.nasa.gov) and telephone numbers that will be provided to DHCs and are not intended to be used by the general workforce.

1.12. Prior to EOC activation and a HURCON declaration, the RTC and DHCs may communicate with EOC staff by calling 321.861.3607 or 321.867.5385.

1.13. Instructions to the general workforce will be disseminated over the KSC Paging and Warning System and available via KSC information hot lines by calling 321.861.7900 (local) or 1.866.572.4877 (1.866.KSC.HURR). Instructions will also be available via the KSC Operating Status website (https://www.nasa.gov/content/kennedy-space-center-operating-status). BOSS employees are expected to obtain up-to-date information using these resources and as otherwise directed by their manager/supervisor.

1.14. The BOSS PD has overall responsibility for BOSS resources employed for hurricane preparation, response, and recovery efforts.

1.15. The PD or their designee leads and is supported by the BOSS Management Action Team (MAT), which additionally includes the RTC and Department Managers and is supported by QSE Emergency Management personnel

1.16. The PD and/or their designee will represent BOSS on the KSC Emergency Decision Team (EDT). The NEMO conducts periodic teleconference tag-ups with the EDT for decision-making purposes and to provide senior-level management with the status of KSC-wide efforts. The tag-ups commence after HURCON IV is declared and continue until KSC resumes normal operations. The teleconference phone number and PIN number will be disseminated by the NEMO when required.

2. PREPARATION AND RESPONSE - PHASES AND PRIMARY ACTIONS

The paragraphs in this section summarize the phases of hurricane preparation and response, and primary actions required. Additional details and specific requirements are found in the:

- Hurricane Preparation, Response, and Recovery Matrix (Figure 3)
- Organizational Roles and Responsibilities section
- BOSS procedure EMP-P-0003 (Damage Assessment and Recovery).

Figure 3: HURRICANE PREPARATION, RESPONSE, AND RECOVERY MATRIX

	EMERGENCY OPERATIONS CENTER (EOC)	RESPONSE/RECOVERY TEAM CHIEF (RTC)	DEPARTMENT HURRICANE COORDINATORS (DHC)	ALL KSC STAFF	BOSS SHOPS	MANAGEMENT ACTION TEAM (MAT)	RIDE-OUT TEAM (ROT)	DAMAGE ASSESSMENT & RECOVERY TEAM
HURCON IV > 50 kt sustained winds within 72 hrs	Activated Begin 24-hr Coverage	Activate MAT Ensure Required BOSS Staffing for EOC	Begin Notifications Assure Department Activities Complete and Notify EOC Notify EOC of any Significant Issues	Begin Securing Facilities, Property, Equipment Prepare and Fuel GOV and GSA Vehicles	Begin Securing Facilities, Property, Equipment Prepare and Stage Recovery Vehicles and Equipment	Activated Monitor BOSS-wide Activities	Departments Confirm Assignments and Availability of ROT Personnel and Notify DHC of Any Changes	Team Notified
HURCON III > 50 kt sustained winds within 48 hrs	Release KSC Staff (Mgmt. Option) Brief ROT and Release for Personal Preps (if Authorized)	Direct BOSS Support and Resources for EOC Brief and Assist MAT Attend EDT Meetings Notify EOC of any Changes in Status and Location of ROT (HURCON II)	Assure Department Activities Complete and Notify EOC Notify EOC of any Significant Issues	Secure Facilities, Property, Equipment Park GOV and GSA Vehicles Not in Use	Secure Facilities, Property, Equipment Shutter Facilities	Monitor BOSS-wide Activities Attend EDT Meetings Release Staff (Mgmt. Option)	Attend KSC Briefing Released for Personal Preps (if Authorized)	Attend BOSS Pre-Support Briefing
HURCON II > 50 kt sustained winds within 24 hrs	Release KSC Staff (Mgmt. Option)		Assure Department Activities Complete and Notify EOC Notify EOC of any Significant Issues	Complete or Terminate Securing Activities Staff Released (Mgmt. Option)	Complete or Terminate Securing Activities	Monitor BOSS-wide Activities Attend EDT Meetings Release Staff (Mgmt. Option)	Return to KSC Shelter in Designated Locations	
HURCON I > 50 kt sustained winds within 12 hrs	Release KSC Staff (except ROT) Direct Gates Closed After Nonessential Personnel Evacuated	Direct BOSS Support and Resources for EOC Brief and Assist MAT Ride-Out	Assure Department Activities Complete and Notify EOC Notify EOC of any Significant Issues Notify EOC when Nonessential Personnel Evacuated DHCs Released Before Gates Closed	Staff Released (except ROT)	Staff Released (except ROT)	Monitor BOSS-wide Activities Release Staff (except ROT)	Ride-out	Team Released (except ROT)
RIDE OUT > 50 kt sustained winds occurring	Ride-Out							
"WEATHER SAFE" Storm passes and < 50 kt winds	Dispatch Initial Assessment Teams Dispatch DART	Direct BOSS Support and Resources for EOC Notify MAT of "Weather Safe" and "All Clear" Attend EDT meetings Brief and Assist MAT				Monitor BOSS-wide Activities Attend EDT meetings Establish BOSS-wide Priorities Direct BOSS-wide Resources	Perform Initial Damage Assessment Relieved by DART Assist Department (as Directed)	Notified to Report Begin Damage Assessment and Recovery Assist Department (as Directed)
"ALL CLEAR"	Determine and Declare "All Clear" Direct Response and Recovery Operations		Assist Department (as Directed)	Staff Returns	Perform Response and Recovery Operations Assist Department (as Directed)			

2.1. HURCON IV (>50 knot (kt)/58 mile per hour (mph) sustained winds within *72 hours*)

HURCON IV is the initial notification and preparation phase.

2.1.1. BOSS must provide EOC staffing from HURCON IV through the declaration of "All Clear" and/or resumption of normal operations as required.

2.1.2. Departments must implement organization-specific checklists and be prepared to implement 24-hour work schedules if directed.

2.1.3. Departments with Ride-out Team (ROT) responsibilities must confirm personnel are assigned and available to serve, and submit any ROT changes to their DHC as soon as possible.

2.1.4. Logistics Services must provide an updated list of Ride-out Kit (ROK) items to EOC.

2.1.5. Fuel tanks of BOSS-controlled Government-Owned Vehicles (GOVs), General Services Administration (GSA) vehicles, and Contractor (BOSS)-Owned Vehicles (COVs) must be filled and full operating condition of the vehicles must be ensured.

2.1.6. Recovery vehicles and equipment must be prepared and safely staged.

2.2. HURCON III (>50 kt/58 mph sustained winds within *48 hours*)

HURCON III is the phase when most preparation activities occur.

2.2.1. Departments must implement organization-specific checklists.

2.2.2. Facilities, property, equipment, and other assets must be secured.

2.2.3. BOSS-controlled GOVs, GSA vehicles, and COVs must be fully fueled and parked in designated locations if not in use.

2.2.4. Any equipment, vehicle, or manpower shortages must be reported to the DHC as soon as possible. The DHC must report these shortages to the EOC as appropriate.

2.2.5. All personnel must be briefed by their manager/supervisor on return-to-work requirements, expectations, announcements, and the KSC Emergency Management hotlines and webpage.

2.2.6. If directed by the PD or designee, nonessential personnel may be released, with concurrence of their manager or immediate supervisor.

2.2.7. Members of the ROT must assemble in the KSC Training Auditorium and may subsequently be released by the CD or designee, at the discretion of each ROT member's manager or immediate supervisor, in order to return to their homes and attend to personal needs prior to the storm.

2.3. HURCON II (>50 kt/58 mph sustained winds within *24 hours*)

HURCON II is the phase when all securing actions must be completed or terminated.

2.3.1. Any remaining BOSS employees not on the ROT will be released when directed by the PD or their designee, with concurrence of the employee's manager or immediate supervisor.

2.3.2. ROT members must return to their work locations at predetermined times and then be sheltered in designated critical facilities/shelters.

Note: The general composition of the ROT, including BOSS positions, is found in KDP-KSC-P-3006. For Category 3, 4, and 5 storms, the ROT will be reduced in force and the remaining forces will be sheltered in the Launch Control Center (LCC), K6-0900, or as otherwise authorized by the NEMO, and ROT Chief or RTC.

Note: ROT members are expected to bring food, bottled water (if preferred over tap water), and other personal items with them when recalled, in quantities sufficient to last a minimum of 72 hours. Refer to KDP-KSC-P-3006, Appendix H, Ride-out Supply, Provisions, and Shelter Staffing.

2.3.3. The BOSS manager or other designated BOSS employee at each critical facility/shelter must notify the EOC of their status by calling 321.867.9200 or 321.867.9201, or by e-mail (KSC-EOC@mail.nasa.gov).

2.4. HURCON I (>50 kt/58 mph sustained winds within *12 hours*)

2.4.1. ROT members must remain sheltered at their designated locations and cease outdoor activities until “Weather Safe” is declared unless otherwise authorized by the NEMO, and ROT Chief or RTC.

2.4.2. The senior BOSS manager or other designated BOSS employee at each critical facility/shelter must report to the EOC at 2-hour intervals by calling 321.867.9200 or 321.867.9201, or by e-mail (KSC-EOC@mail.nasa.gov).

2.4.3. Security will close any remaining open KSC perimeter gates after all nonessential personnel have evacuated.

2.5. STORM RIDE-OUT (>50 kt/58 mph sustained winds are occurring*)*

ROT members must remain sheltered at their designated locations unless otherwise authorized by the NEMO, and ROT Chief or RTC.

2.6. “WEATHER SAFE” (Storm passes and <50 kt/58 mph sustained winds)

2.6.1. The NEMO will determine when it is safe to perform the initial damage assessment. When the NEMO issues the “Weather Safe” command, BOSS ROT members, with the ROT Chief or RTC’s concurrence, can leave their sheltered areas to assess damages.

2.6.2. Facilities on the NASA Medical and Environmental Support Contractor’s list of “prioritized facilities with potential environmental hazards” will only be entered initially by that contractor’s Industrial Hygiene personnel, or in a team that includes Industrial Hygiene personnel.

2.6.3. The ROT damage assessment is followed by a Damage Assessment and Recovery Team (DART) assessment. BOSS DART procedures are found in EMP-P-0003.

2.7. “ALL CLEAR”

2.7.1. The EDT, NEMO, and DART Chief will determine when recovery efforts result in the ability to safely reopen some or all of KSC for normal business. With the CD’s concurrence, the NEMO will declare “All Clear.”

2.7.2. All BOSS personnel are expected to obtain up-to-date Center status information from the KSC Emergency Management hotline or webpage and return to work or communicate their personal status to their manager or immediate supervisor.

3. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

3.1. ALL DEPARTMENTS

All departments must complete the following actions as applicable:

3.1.1. GENERAL PRE-SEASON PREPARATION

3.1.1.1. Appoint a primary and alternate DHC.

3.1.1.2. Provide DHC names and work phone numbers to QSE. Ensure each DHC attends annual Hurricane Coordinator and WebEOC training when scheduled by NEMO.

3.1.1.3. Appoint AC(s) as needed to assist with specific tasks.

3.1.1.4. Solicit volunteers for ROT, DART, and Damage Assessment Team (DAT) as necessary.

3.1.1.5. Identify ROT, DART, and DAT members and submit their names, roles, and work and personal phone numbers to the DHC as required.

3.1.1.6. Develop pyramid alert roster and submit roster to RTC and QSE upon request.

3.1.1.7. Maintain/update recall rosters to facilitate all required personnel notifications.

3.1.1.8. Develop/review/update detailed checklists or implementing instructions to ensure protection of personnel, materials, systems, temporary structures, trailers, facilities, equipment, and other assets.

3.1.1.9. Ensure Facility Manager (FM) notification procedures, names, and telephone numbers are available and up-to-date.

3.1.1.10. Determine items to be maintained as hurricane supplies. Supplies may include, but are not limited to, the following:

- Plastic bags to cover but not seal electronic and computer equipment
- Plastic Sheeting
- Tape
- Flashlights and batteries
- Items required to tie down and secure equipment.

3.1.1.11. Ensure equipment, materials, and personnel are available to accomplish preparation activities.

3.1.1.12. Inventory and procure items essential for securing and preparing facilities.

3.1.1.13. Ensure personnel are equipped to perform their tasks in adverse weather.

3.1.1.14. Conduct general clean-up/inspection for loose materials around facilities and secure materials indoors or in place.

3.1.1.15. Ensure trailers and portable buildings are secured.

Note: During hurricane season, trailers and portable buildings expected to remain stationary for more than 72 hours must be equipped and secured with tie-downs. Reference KSC-PLN-1904 (Trailer/Equipment Tiedown Plan for the John F. Kennedy Space Center).

3.1.1.16. Designate equipment and temporary structures that cannot be secured and will need to be moved to a secure location when a HURCON is declared.

3.1.1.17. Establish procedures to ensure classified materials and sensitive-but-unclassified information will be secured and protected.

3.1.1.18. Report any problems or discrepancies that cannot be corrected or resolved to the DHC, who must report them to the EOC as necessary.

3.1.2. **HURCON IV ACTIONS**

3.1.2.1. General

3.1.2.1.1. Start log of events and keep updated through declaration of “All Clear.”

3.1.2.1.2. Provide Emergency Support Function (ESF) staffing to EOC as required.

3.1.2.1.3. Identify all mission-essential personnel for storm preparation, ride-out, damage assessment and recovery, and recall them or place on standby.

3.1.2.1.4. Notify all personnel of required actions.

3.1.2.1.5. Begin general hurricane preparations and secure facilities/equipment in all areas for which the department is responsible.

3.1.2.1.6. Inventory and, if necessary, replenish essential supplies.

3.1.2.1.7. Back up crucial files on desktop computers and other devices. Place backup media in watertight container or cabinet.

3.1.2.1.8. Prepare vehicles for relocation and parking.

3.1.2.1.9. Fill fuel tanks of BOSS-controlled GOVs, GSA vehicles, and COVs, and ensure full operating condition.

3.1.2.1.10. Prepare and safely stage vehicles designated for recovery activities.

3.1.2.1.11. Complete routine waste support to external organizations (e.g., wood pick-up, common waste barrel emptying).

3.1.2.1.12. Coordinate emergency hazardous waste pickup with NASA Medical and Environmental Support Contractor through DHC.

3.1.2.1.13. Obtain anticipated evacuation location and verify phone number(s) for all personnel.

3.1.2.1.14. Ensure all HURCON IV actions are complete.

3.1.2.1.15. Review HURCON III actions in anticipation of possible declaration.

3.1.2.2. Facility Manager (FM)

3.1.2.2.1. Review and complete checklists for assigned facilities/areas.

3.1.2.2.2. Notify occupants of assigned facilities, and contractors working in and around those facilities, when a storm is threatening. Communicate steps necessary to secure materials/equipment.

3.1.2.2.3. Check building exterior and grounds for materials/equipment needing removal or securing. Contact the Work Control Center for removal of wood and other items that could be affected by storm.

3.1.2.2.4. Check and verify operating status of required generators, air compressors, fuel tanks, etc. if applicable. Coordinate with Operations & Maintenance Services (O&M) Department as needed.

3.1.2.2.5. Report any problems encountered while securing facilities to the appropriate DHC and, if applicable, report the same to the Payload Services Emergency Preparedness Coordinator (PEPC).

3.1.2.2.6. Notify Facility Manager Coordinator (FMC) upon completion of tasks identified on HURCON IV checklists.

3.1.2.3. Department Hurricane Coordinator (DHC)

3.1.2.3.1. Confirm mission-essential personnel are assigned and available to serve.

3.1.2.3.2. Notify RTC of any changes in ROT membership or status. Include name, role, and work and personal phone numbers for any new members.

3.1.2.3.3. Report any supply shortfalls, unusual requests, and major problems to EOC.

3.1.2.3.4. Provide periodic status updates to EOC and notify EOC after all HURCON IV actions are complete.

3.1.2.4. Response/Recovery Team Chief (RTC)

3.1.2.4.1. Activate MAT.

3.1.2.4.2. Direct BOSS support and resources for EOC, brief MAT, and attend EDT meetings.

3.1.2.4.3. Direct O&M Structures supervisor to move shutters from storage to staging areas upon request from EOC.

3.1.2.5. Management Action Team (MAT)

Monitor BOSS-wide activities, provide resources and management direction, and attend EDT meetings as necessary.

3.1.3. **HURCON III ACTIONS**

3.1.3.1. General

3.1.3.1.1. Ensure all HURCON IV actions are complete.

3.1.3.1.2. Maintain accountability of all personnel.

3.1.3.1.3. Brief all personnel on return-to-work requirements, expectations, announcements, and KSC Emergency Management hot lines and webpage.

3.1.3.1.4. Continue general hurricane preparations and securing of facilities/equipment.

3.1.3.1.5. Complete final securing of facilities/equipment where possible.

3.1.3.1.6. Move critical spares and equipment to approved locations.

3.1.3.1.7. Issue hurricane supplies (e.g., plastic bags and sheeting, tape) to personnel.

3.1.3.1.8. Power down electronic equipment, cover with plastic, and elevate if possible.

3.1.3.1.9. Where practical, raise all equipment at least sixteen (16) inches off the floor.

3.1.3.1.10. Disconnect unnecessary electrical equipment and turn off unnecessary lighting where possible.

3.1.3.1.11. Remove loose articles from desktops and close windows, doors, and blinds.

3.1.3.1.12. Remove personal food items from all refrigerators not being used by ROT.

3.1.3.1.13. Park BOSS-controlled GOVs and GSA vehicles in their normal locations or as otherwise directed in KDP-KSC-P-3006, Appendix L, Vehicle Parking Plan, or by EOC. Park COVs not in use as directed by the Department Manager. Ensure all vehicles are facing away from facilities, with parking brake set, doors unlocked, and key in vehicle above the driver side visor.

3.1.3.1.14. Secure classified materials and sensitive-but-unclassified information as required.

3.1.3.1.15. Make decision to take down antennas and instruments or protect in place.

3.1.3.1.16. Ensure all outside hazardous materials (both product and waste containers) and designated hazardous materials storage sites are secure.

3.1.3.1.17. Ensure all HURCON III actions are complete.

3.1.3.1.18. Review HURCON II actions in anticipation of possible declaration.

3.1.3.2. Facility Manager

3.1.3.2.1. Review and complete checklists for assigned facilities/areas.

3.1.3.2.2. Provide required substation and generator configuration to Power Coordinator, if applicable.

3.1.3.2.3. Report any problems encountered while securing facilities to the appropriate DHC and, if applicable, report the same to PEPC.

3.1.3.2.4. Notify FMC upon completion of tasks identified on HURCON III checklists.

3.1.3.3. Department Hurricane Coordinator

3.1.3.3.1. Notify RTC of any changes in ROT membership or status.

3.1.3.3.2. Coordinate emergency waste pick up with NASA Medical and Environmental Support Contractor if required.

3.1.3.3.3. Report any supply shortfalls, unusual requests, and major problems to EOC.

3.1.3.3.4. Provide periodic status updates to EOC and notify EOC after all HURCON III actions are complete.

3.1.3.4. Response/Recovery Team Chief

3.1.3.4.1. Direct BOSS hurricane preparations and response, brief MAT, and attend EDT meetings.

3.1.3.4.2. Provide EOC a roster with the name, role, and work and personal phone numbers of personnel scheduled to remain as part of the ROT.

3.1.3.4.3. Provide pre-support briefing to BOSS DART members.

3.1.3.4.4. Direct O&M Structures supervisor to install shutters upon request from EOC.

3.1.3.5. Management Action Team

Monitor BOSS-wide activities, provide resources and management direction, and attend EDT meetings as necessary.

3.1.4. **HURCON II ACTIONS**

3.1.4.1. General

3.1.4.1.1. Ensure all HURCON III actions are complete.

3.1.4.1.2. Maintain accountability of all personnel.

3.1.4.1.3. Complete or terminate all securing of facilities/equipment.

3.1.4.1.4. Complete parking and securing of BOSS-controlled GOVs, GSA vehicles, and COVs.

3.1.4.1.5. Ensure all HURCON II actions are complete.

3.1.4.1.6. Review HURCON I actions in anticipation of possible declaration.

3.1.4.2. Facility Manager

3.1.4.2.1. Review and complete checklists for assigned facilities/areas.

3.1.4.2.2. Report any problems encountered while securing facilities to the appropriate DHC and, if applicable, report the same to PEPC.

3.1.4.2.3. Notify FMC upon completion of tasks identified on HURCON II checklists.

3.1.4.2.4. Support evacuation of KSC if requested by MAT.

3.1.4.3. Department Hurricane Coordinator

3.1.4.3.1. Report any supply shortfalls, unusual requests, and major problems to EOC.

3.1.4.3.2. Notify RTC of any changes in ROT membership, status, or location.

3.1.4.3.3. Provide periodic status updates to EOC and notify EOC after all HURCON II actions have been completed.

3.1.4.3.4. Notify EOC if/when all nonessential department personnel have evacuated.

3.1.4.3.5. Review HURCON I actions in anticipation of possible declaration.

3.1.4.4. Response/Recovery Team Chief (RTC)

3.1.4.4.1. Direct BOSS hurricane preparations and response, brief MAT, and attend EDT meetings.

3.1.4.4.2. Notify EOC of any changes in ROT membership, status, or location.

3.1.4.5. Management Action Team

Monitor BOSS-wide activities, provide resources and management direction, and attend EDT meetings as necessary.

3.1.5. **HURCON I ACTIONS**

3.1.5.1. General

3.1.5.1.1. Ensure all HURCON II actions are complete.

3.1.5.1.2. Maintain accountability of all personnel.

3.1.5.1.3. Evacuate KSC (except ROT).

3.1.5.2. Department Hurricane Coordinator

3.1.5.2.1. Notify RTC of any changes in ROT membership, status, or location.

3.1.5.2.2. Notify EOC when all nonessential personnel have evacuated.

3.1.5.3. Response/Recovery Team Chief

3.1.5.3.1. Direct BOSS hurricane preparations and response, brief MAT, and attend EDT meetings.

3.1.5.3.2. Notify EOC, via WebEOC, of any changes in ROT membership, status, or location.

3.1.5.4. Management Action Team

Monitor BOSS-wide activities, provide resources and management direction, and attend EDT meetings as necessary.

3.2. DEPARTMENT 1000: PROGRAM MANAGEMENT

No additional requirements

3.3. DEPARTMENT 1100: CONTRACTS & BUSINESS OPERATIONS MANAGEMENT

BOSS Human Resources (HR) Department must complete the following actions, as applicable:

3.3.1. PRE-SEASON PREPARATION

Establish vendor and Subcontract agreements to support post-hurricane recovery and clean-up activities.

3.3.2. HURCON IV ACTIONS

3.3.2.1. Identify responsible official to handle HR information for evacuation.

3.3.2.2. Coordinate with Corporate Management to finalize and implement HR data processing requirements.

3.3.3. HURCON III ACTIONS

No additional requirements

3.3.4. HURCON II ACTIONS

3.3.4.1. Coordinate accountability of all personnel by Department Managers.

3.3.4.2. Provide assistance, as necessary, in the event HR material has been lost or compromised.

3.3.5. HURCON I ACTIONS

No additional requirements

3.4. DEPARTMENT 1200: QUALITY, SAFETY & ENVIRONMENTAL SERVICES

3.4.1. PRE-SEASON PREPARATION

3.4.1.1. Review and revise procedure.

3.4.1.2. Coordinate interdepartmental pre-season planning meetings.

3.4.2. **HURCON IV ACTIONS**

3.4.2.1. Communicate storm-related information to BOSS managers and supervisors.

3.4.2.2. Provide safety monitoring of hurricane preparation activities.

3.4.2.3. Notify all BOSS (and applicable BOSS subcontractor) waste and Spill Prevention Control & Countermeasures (SPCC) contacts for all waste storage facilities (i.e., 90-day, satellite accumulation, controlled waste, and SPCC sites). Request that they secure wastes, including oil waste and product oil drums, and notify QSE when complete.

3.4.3. **HURCON III ACTIONS**

3.4.3.1. Communicate storm-related information to BOSS managers and supervisors.

3.4.3.2. Provide safety monitoring of hurricane preparation activities.

3.4.3.3. Confirm all BOSS (and applicable subcontractor) drums and materials at hazardous waste, controlled waste, and SPCC sites have been secured.

3.4.4. **HURCON II ACTIONS**

3.4.4.1. Communicate storm-related information to BOSS managers and supervisors.

3.4.4.2. Provide safety monitoring of hurricane preparation activities.

3.4.4.3. Verify equipment and roll-offs at the KSC Landfill and Reutilization, Recycling and Marketing Facility (RRMF) have been secured.

3.4.5. **HURCON I ACTIONS**

3.4.5.1. Communicate storm-related information to BOSS managers and supervisors.

3.4.5.2. Provide safety monitoring of hurricane preparation activities.

3.5. DEPARTMENT 2000: MISSION & OPERATIONS SUPPORT SERVICES

Refer to MSO-P-0052 (Facility Management Hurricane Procedure).

Refer to WCC-P-2004 (BOSS Work Management Hurricane Preparation and Recovery Plan).

Refer to WCC-F-2009 (Work Management Hurricane Operations Checklist).

3.5.1. **PRE-SEASON PREPARATION**

No additional requirements

3.5.2. **HURCON IV ACTIONS**

3.5.2.1. Notify affected organizations of impending shutdown necessary for file, mail, and web server backups.

3.5.2.2. Perform full tape backup of all systems.

3.5.2.3. Ship backup tapes to offsite facility.

3.5.3. **HURCON III ACTIONS**

3.5.3.1. Verify operation of EOC Computers located in LCC Room 2R21 upon cut-over to the Hurricane Network. Coordinate activities with Kennedy Infrastructure Applications Communication (KIAC) Operations Service Center (321.867.4141) or Kennedy Net Control Center in the LCC (321.867.1862).

3.5.3.2. Configure Kennedy Data Center (M6-0547) for DAT operations (e.g., Cost Works, Damage Assessment DB (JB89 DART Application), Email-OWA, Share Printer, Fax). Contact BOSS Project Integration Office (Project Controls) for guidance on unique hardware and software requirements.

3.5.3.3. Verify tapes have been delivered to offsite facility.

3.5.4. **HURCON II ACTIONS**

3.5.4.1. Power down all nonessential physical servers/systems and cover with plastic bags or sheeting.

3.5.4.2. Cover disk storage cabinets and file cabinets/desks containing important documents with plastic bags or sheeting.

3.5.5. **HURCON I ACTIONS**

No additional requirements

3.6. DEPARTMENT 3000: O&M SERVICES

Refer to FAM-I-0001 (Hurricane Operations for KSC HVAC Plants).

Refer to FAM-I-2006 (Power Systems – Hurricane Plan).

Refer to FAM-P-0061 (Drawbridge Hurricane Preparation).

Refer to FAM-F-0061A (HURCON Contact List and Checklist) for drawbridges.

Refer to UTI-P-2019 (Utilities Water/Fire Suppression Hurricane Plan).

Refer to internal operations and maintenance plans.

3.6.1. **PRE-SEASON PREPARATION**

No additional requirements

3.6.2. **HURCON IV ACTIONS**

3.6.2.1. <u>General</u>

3.6.2.1.1. Ensure DAT personnel have been designated by the Work Control Center.

3.6.2.1.2. Brief ROT and DART members on return-to-work expectations.

3.6.2.1.3. Verify availability of vehicles, equipment, tools, materials, and supplies necessary for personnel to accomplish assigned hurricane preparation, response, and recovery tasking.

3.6.2.1.4. Secure, relocate, and/or dispose of identified hazards.

3.6.2.1.5. Police work areas and dispose of all loose debris, materials, and scrap parts located outdoors and in covered shed areas.

3.6.2.1.6. Secure, tie down, and/or relocate all materials and equipment located in assigned areas outdoors, as necessary.

3.6.2.1.7. Notify custodians and/or FM of any materials or equipment in assigned areas requiring emergency preparedness attention.

3.6.2.1.8. DHC reports any supply shortfalls, unusual requests, and major problems to EOC.

3.6.2.2. Electrical / Alarms

3.6.2.2.1. Perform miscellaneous electrical, Uninterruptible Power Supply (UPS), and generator work steps from FAM-I-2006 for HURCON IV.

3.6.2.2.2. Ensure Emergency Power Plant tanks are topped off to 18,000 gallons.

3.6.2.3. HVAC / Mechanical

3.6.2.3.1. Ensure Utility Annex fuel tanks are topped off.

3.6.2.3.2. Perform Heating, Ventilating, and Air-conditioning (HVAC) work steps from FAM-I-0001.

3.6.2.4. Plumbing / Utilities

Perform Water and Waste work steps from UTI-P-2019.

3.6.2.5. Structures

3.6.2.5.1. Move shutters from storage to staging areas when directed by RTC or DHC.

3.6.2.5.2. Install bracing for roll up doors at M6-0698 and M6-0794 as approved by FM.

3.6.2.5.3. Engage hurricane latches at M7-0777 as approved by FM.

3.6.2.5.4. Verify operation of critical Launch Complex 39 area sump pumps.

3.6.2.6. Heavy Equipment

Install traffic barricades when required on SR3 at TEL-IV, Ransom Road, Grove Road, and on SR-405 at S-Band Road.

3.6.3. **HURCON III ACTIONS**

3.6.3.1. General

3.6.3.1.1. Ensure all HURCON IV actions are complete.

3.6.3.1.2. Maintain up-to-date O&M Hurricane Organization Chart.

3.6.3.1.3. Management/Supervision relieve personnel of normal duty, as appropriate, make them available for hurricane preparations, and provide their names and roles to Action Coordinators if applicable.

3.6.3.1.4. Relocate pre-designated vehicles as directed.

3.6.3.1.5. DHC reports any supply shortfalls, unusual requests, and major problems to EOC.

3.6.3.2. Electrical / Alarms

3.6.3.2.1. Perform miscellaneous electrical, UPS, and generator work steps from FAM-I-2006 for HURCON III.

3.6.3.2.2. Install all generators at designated facilities.

3.6.3.2.3. Provide portable generators as required by the EOC.

3.6.3.2.4. Provide electrical generator power to critical facilities with sump pumps.

3.6.3.2.5. Ensure all substations and generators have been configured per FM direction.

3.6.3.3. HVAC / Mechanical

Perform HVAC work steps from FAM-I-0001.

3.6.3.4. Plumbing / Utilities

Perform Water and Waste work steps from UTI-P-2019.

3.6.3.5. Structures

Install shutters at designated critical facilities upon direction from EOC.

3.6.3.6. Heavy Equipment

3.6.3.6.1. Place crews on standby to operate vehicles and heavy equipment.

3.6.3.6.2. Lower crane booms and secure cranes.

3.6.3.6.3. Remove and secure portable signs. Coordinate relocation of mobile electronic signs.

3.6.3.6.4. Relocate landfill records to a secure facility.

3.6.3.6.5. Apply six (6) inches (minimum) of compacted cover to all exposed refuse at landfill and constructs berms to divert stormwater away from working face.

3.6.3.6.6. Park all landfill equipment near natural windscreens, such as earthen mounds, and collect and store all lightweight signs and equipment in a secure area.

3.6.4. **HURCON II ACTIONS**

3.6.4.1. General

3.6.4.1.1. Ensure all HURCON IV and III actions are complete.

3.6.4.1.2. ROT members report to assigned locations when notified and take vehicles, equipment, tools, and functional mobile phones and radios with them.

3.6.4.1.3. DHC reports any supply shortfalls, unusual requests, and major problems to EOC.

3.6.4.2. Electrical / Alarms

Configure UPS and generators per FAM-I-2006 requirements for HURCON II.

3.6.4.3. HVAC / Mechanical

Perform HVAC work steps from FAM-I-0001.

3.6.4.4. Plumbing / Utilities

Perform Water and Waste work steps from UTI-P-2019.

3.6.4.5. Structures

Secure Blast Doors for elevators on Mobile Launcher upon verification from EOC.

3.6.4.6. Heavy Equipment

Secure all equipment and roll-offs at KSC Landfill.

3.6.5. **HURCON I ACTIONS**

3.6.5.1. General

Ensure all HURCON IV, III, and II actions are complete.

3.6.5.2. Electrical / Alarms

Ensure all substations and generators have been configured per FM direction.

3.6.5.3. HVAC / Mechanical

Perform HVAC work steps from FAM-I-0001.

3.6.5.4. Plumbing / Utilities

Perform Water and Waste work steps from UTI-P-2019.

3.6.5.5. Structures

Provide support to other BOSS organizations and Payload Processing Facilities, as needed.

3.6.5.6. Heavy Equipment

Provide support to other BOSS organizations and Payload Processing Facilities, as needed.

3.7. DEPARTMENT 4000: ENGINEERING SERVICES

Refer to ENG-F-HCL-4210 (Construction Services/Management Hurricane Operations Checklist).

Refer to ENG-REF-DAT1 (Damage Assessment Team Instruction).

3.7.1. **PRE-SEASON PREPARATION**

No additional requirements

3.7.2. **HURCON IV ACTIONS**

3.7.2.1. Provide hurricane notification to, and coordinate information with, construction contractors.

3.7.2.2. Ensure DAT personnel have equipment, materials, and supplies specified in Team Instruction.

3.7.3. **HURCON III ACTIONS**

3.7.3.1. Ensure DAT-specific return-to-work requirements, expectations, and announcements are provided during DART pre-support briefing.

3.7.3.2. Continue providing hurricane notification to, and coordinating information with, construction contractors.

3.7.3.3. Ensure that construction contractors:

- Remove, secure, or store loose items.
- Protect partially-complete structures.

3.7.4. **HURCON II ACTIONS**

No additional requirements

3.7.5. **HURCON I ACTIONS**

No additional requirements

3.8. DEPARTMENT 5000: LOGISTICS SERVICES

Refer to LSV-P-5108 (Logistics Services Hurricane Preparations).

3.8.1. **PRE-SEASON PREPARATION**

3.8.1.1. Coordinate inventory and replenishment of hurricane backup supply items and program stock for ROT.

3.8.1.2. Maintain response supplies for ROT.

3.8.1.3. No later than May 1 each year, Logistics Services must ensure each stock item identified for hurricane support is reviewed and necessary replenishment action is taken to bring stock status to full stockage objective. This action must be repeated at least once every 30 days during hurricane season. Completion of these actions must be reported to QSE upon request.

3.8.2. **HURCON IV ACTIONS**

3.8.2.1. Verify availability of vehicles, equipment, tools, materials, and supplies necessary for personnel to accomplish assigned preparatory, response, and recovery tasks.

3.8.2.2. Police work areas and remove all trash and debris located outdoors that is subject to displacement by high winds. Notify custodians and/or FM of any materials or equipment requiring emergency preparedness attention.

3.8.2.3. Provide updated list of ROK items to EOC.

3.8.2.4. Draw ROK items from stock for issue to ROT and stage in Delivery area for HURCON III delivery, if needed.

3.8.2.5. Issue other hurricane supplies, as required.

3.8.2.6. Prepare post-hurricane recovery materials and equipment.

3.8.3. **HURCON III ACTIONS**

3.8.3.1. Supervisors must assign Logistics Services employees to provide off-shift coverage throughout HURCON II, as necessary.

3.8.3.2. Supervisors must instruct Logistics Services ROT members to attend ROT briefing, report to assigned locations when directed by EOC, and take vehicles, equipment, and supplies with them.

3.8.3.3. Remove tarpaulins outdoors and store indoors.

3.8.3.4. Chock or otherwise secure cable reels in outdoor storage areas.

3.8.3.5. Store high-value or mission-critical material indoors and cover with tarpaulins or plastic if subject to possible water damage.

3.8.3.6. Move Material Handling Equipment assigned to Logistics Services indoors or park on a hard-stand area adjacent to the area of use on a phased basis.

3.8.3.7. Secure equipment and roll-offs at the RRMF.

3.8.3.8. Deliver ROK items per KDP-KSC-P-3006, Appendix H (Ride-out Supply, Provisions, and Shelter Staffing.

3.8.3.9. Issue other hurricane supplies, as required.

3.8.4. **HURCON II ACTIONS**

No additional requirements

3.8.5. **HURCON I ACTIONS**

No additional requirements

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
Event Log	BOSS Departments
FAM-F-0061A	BOSS O&M Services
Hurricane Checklists	BOSS Departments
ENG-F-HCL-4210	BOSS Construction Services
WebEOC	NASA EOC
WCC-F-2009	BOSS Work Control Center

ROLES AND RESPONSIBILITIES

Program Director: Ensures BOSS compliance to the requirements stated in this procedure. Reviews and approves or disapproves waiver requests written against this standard.

Managers and Supervisors: Ensure compliance within their area of organizational authority and responsibility to the requirements stated in the procedure.

Damage Assessment and Recovery Team (DART): Individuals with uniquely specialized skills who are declared mission-essential by their organizational managers. The DART returns to KSC following a storm to restore the infrastructure, assess damage, safe systems, and bring the Center back online.

Damage Assessment Team (DAT): Team of engineers and other personnel with structural, mechanical, electrical, and cost-estimating skills. The DAT assesses monetary damages to the Center and provides an overall cost estimate to senior management.

Emergency Decision Team (EDT): Team that includes the CD, KSC senior management, and representation from BOSS and other contractor senior management. The EDT convenes when a hurricane threat is determined by the NEMO to exist or is imminent. The EDT makes recommendations to the CD for HURCON declaration.

Hurricane Coordinators: Personnel responsible for assuring hurricane preparation and response tasks are completed and reporting completion status to WebEOC. Hurricane coordinators are designated by their Department Manager. Hurricane coordinator levels and duties are as follows:

- Department Hurricane Coordinator (DHC): Coordinates collection and dissemination of hurricane preparation, response, and recovery information and serves as liaison between their respective department and the NEMO/EOC. Monitors completion of HURCON actions and up-channels status reports to the Department Manager, RTC, and NEMO/EOC.
- Action Coordinator (AC): Coordinates, assigns, or accomplishes specific hurricane preparation activities within their respective department and reports status of activities to the DHC as appropriate.

Management Action Team (MAT): Members of BOSS senior management whom together provide guidance and prioritization for BOSS hurricane preparation, response, and recovery operations. The MAT supports the EOC via the BOSS RTC, who acts as a focal point of crew resource information during all operations. The MAT ensures necessary resources are available and support is provided for key KSC infrastructure and also where BOSS has facility management responsibility. In conjunction with the EOC, the MAT establishes priorities for support, evaluates response capabilities, and approves actions to implement.

Ride-Out Team (ROT): Personnel who maintain a vigil on the Center, at a nearby fallback area, or are evacuated during passage of a tropical storm or hurricane. The purpose of the ROT is to keep essential infrastructure operational and perform initial damage assessment.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
EMP-P-0003	Damage Assessment and Recovery
ENG-F-HCL-4210	Construction Services/Management Hurricane Operations Checklist
ENG-REF-DAT1	Damage Assessment Team Instruction
FAM-F-0061A	Drawbridge HURCON Checklist and Contact List
FAM-I-0001	Hurricane Operations for KSC HVAC Plants
FAM-I-2006	Power Systems - Hurricane Plan
FAM-P-0061	Drawbridge Hurricane Preparation
KDP-KSC-P-3006	Tropical Storm and Hurricane Preparation
KSC-PLN-1904	Trailer/Equipment Tiedown Plan for the John F. Kennedy Space Center
LSV-P-5108	Logistics Services Hurricane Preparations
MSO-P-0052	Facility Management Hurricane Procedure
80KSC018C0017	KSC Base Operations & Spaceport Services Contract
SHP-F-1926A	Contractor Detailed Safety Requirements
SMA-EMP	Emergency Management Plan
UTI-P-2019	Utilities Water/Fire Suppression Hurricane Plan
WCC-F-2009	Work Management Hurricane Operations Checklist
WCC-P-2004	BOSS Work Management Hurricane Preparation and Recovery Plan

ACRONYMS

AC	Action Coordinator
CD	KSC Center Director
COV	Contractor (BOSS)-Owned Vehicle
DART	Damage Assessment and Recovery Team
DAT	Damage Assessment Team
DHC	Department Hurricane Coordinator
EDT	Emergency Decision Team
EOC	Emergency Operations Center
ESF	Emergency Support Function
FM	Facility Manager
FMC	Facility Manager Coordinator
GOV	Government-Owned Vehicle
GSA	General Services Administration
HR	Human Resources
HVAC	Heating, Ventilation, and Air-Conditioning
HURCON	Hurricane Condition
BOSS	Base Operations & Spaceport Services Contract
KIAC	Kennedy Infrastructure Applications Communication
KSC	Kennedy Space Center
kt	knot
LCC	Launch Control Center
MAT	Management Action Team
mph	miles per hour

NASA	National Aeronautics and Space Administration
NEMO	NASA Emergency Management Officer
O&M	Operations & Maintenance Services
PEPC	Payload Services Emergency Preparedness Coordinator
PD	Program Director
QSE	Quality, Safety & Environmental Services
ROK	Ride-out Kit
ROT	Ride-out Team
RRMF	Reutilization, Recycling and Marketing Facility
RTC	Response/Recovery Team Chief
SPCC	Spill Prevention, Control, and Countermeasures
UPS	Uninterruptible Power Supply

DEFINITIONS

All Clear: Term used to denote that winds have subsided to a safe level, a quick look around the Center for hazards has been accomplished, the recovery teams have assessed all damages, and KSC has been declared safe for employees to return to work.

Emergency Decision Team (EDT): The EDT includes the CD, KSC senior management, and representation from contractor senior management. The EDT will convene when a hurricane threat is determined by the NEMO to exist or is imminent. The EDT makes recommendations to the CD for HURCON declaration.

Emergency Operations Center (EOC): Focal point for providing support and management to all individuals and specialized teams before, during, and after the storm. The EOC is located in the LCC, Room 2R21.

Emergency Support Function (ESF): Grouping of capabilities into an organizational structure that provides the support, resources, program implementation, and services that are most likely to be needed during an incident. ESFs also serve as the primary operational-level mechanism that provides support during an incident.

Hot Lines: A term used to identify special recorded phone lines that provide the latest status of the KSC during a tropical storm or hurricane threat. At KSC these numbers are 321.861.7900 and 1.866.572.4877.

Mission-Essential Personnel: Personnel, both Government and contractor, who are designated by organizational managers as having required special skills to keep KSC functioning and online during a tropical storm or hurricane. These individuals make up the ROT, DART, and DAT. Organizational managers designate them as mission-essential at HURCON IV.

Nonessential Personnel: Personnel who have no assigned duties to perform for preparation for, response to, and recovery from a tropical storm or hurricane affecting KSC.

Weather Safe: Term used to denote that the storm winds have subsided to a safe level where members of the ROT can go outside their sheltered locations to assess damages. This decision is made by the NEMO based on real time weather information, observation cameras, and a quick drive-around. At his discretion, the NEMO may choose to base this declaration on the threshold utilized by the 45th Space Wing: when winds in excess of 35 knots (40 mph) have subsided for a sustained period of two hours or more. Once completed, the DART can be called in to start assessment and recovery actions.

WebEOC®: A Web-based work management program used to record preparedness, response and recovery actions, and that provides links to hurricane plotting, training, and real-time HURCON status updates.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0-9	Previous contract	N/A
10	Updated to BOSS.	06/07/19
11	Updated Figures 1 and 2. Added expectation that BOSS personnel not enter certain facilities until cleared by KSC Medical and Environmental Contractor. Incorporated change to Contractor Safety reference documents. Editorial changes.	05/20/20
12	Removed reference to EOC fax. Revised vehicle parking section to require leaving keys in vehicle, but not in ignition.	5/22/20
13	Hurricane Coordinator change for Department 1100.	07/30/20
14	Updated Figure 1. Added ROT Chief authority commensurate with RTC authority during “Storm Ride-out” and when NEMO issues “Weather Safe” command. Transferred DAT responsibilities from MOSS to Engineering. Changed “shall” to “must.”	07/01/21
15	Updated Figure 1 (Department Hurricane Coordinators). Updated EOC contact phone number. Updated website address for KSC operating status.	05/19/22
16	Replaced https://kscsos.com with Center Status website. Updated Figure 1 (Department Hurricane Coordinators). Updated URL for WebEOC. Revised vehicle parking section to require leaving key in driver side visor. Removed SHP-F-1926B (Cancelled).	08/21/23

DOCUMENT APPROVALS

X

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X

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