Engineering Services Hurricane Operations Checklist

PLANNING AND RECOVERY PHASES	Completed by:

HURCON IV *(>50 kt/58 mph winds within **72** hours)*		
☐	Notify Engineering personnel of HURCON IV Condition	
☐	Ensure availability of protective material for office equipment	
☐	Instruct personnel to begin general cleaning and removal of clutter	
☐	Fully fuel all assigned government vehicles	
☐	Instruct personnel to back-up crucial files	
☐	Distribute Evacuation and Return to Work information to personnel	
☐	Notify all NASA FPC personnel of HURCON IV Condition	
☐	Inspectors verify all construction sites are secure; loose items removed or properly stored, equipment removed, and contractor is prepared for evacuation from KSC. Notify NASA COTR (NASA Managed projects), or BOSS SCA (BOSS managed projects) of any anomalies	
☐	Verify contact numbers and availability for DAT members	
☐	Notify the EOC and Engineering Division Director when action(s) for HURCON IV are complete	
HURCON III *(>50 kt/58 mph winds within **48** hours)*		
☐	Notify Engineering personnel of HURCON III Condition	
☐	Begin safeguarding facility, property, and equipment	
☐	Issue hurricane supplies to DAT personnel	
☐	Shut down all non-essential computers and office equipment	
☐	Inspector to verify construction site configurations (i.e., photos)	
☐	Where possible elevate computers from the floor	
☐	Cover all office equipment with protective material	
☐	Where possible move desks and filing cabinets away from doors/windows	
☐	Park Government vehicles in designated parking locations. Set emergency brake; leave the vehicle unlocked with the keys in the ignition. Credit cards will be secured by the Supervisors	
☐	Verify that all General/Primary Contractors of NASA and BOSS managed projects received hurricane preparation notification from CO, COR, or PM to start perp to secure site, materials, and equipment (this notification must be documented in project daily logs).	
☐	Notify the EOC and Engineering Division Director when action(s) for HURCON III are complete	
HURCON II *(>50kt/58 mph winds within **24** hours)*		
☐	Notify Engineering personnel of HURCON II Condition	
☐	Disconnect all office equipment from electrical service	
☐	Upon direction from BOSS Program Manager, ensure supervisors and employees are notified immediately of release from work	
☐	Verify that all NASA contractors have evacuated all personnel from KSC and notify NASA COTR/CO (NASA managed projects), and BOSS SCA (BOSS managed projects) of any anomalies	
☐	Notify the EOC and Engineering Division Director when action(s) for HURCON II are complete	

Engineering Services Hurricane Operations Checklist

HURCON I (*>50kt/58 mph winds within **12** hours*)		
☐	All securing actions shall be completed or terminated	
☐	Any remaining nonessential BOSS personnel will be released when directed by the BOSS designee	
☐	Notify the EOC and Engineering Division Director when action(s) for HURCON I are complete	
PLANNING AND RECOVERY PHASES		**Completed by:**

RECOVERY		
☐	Verify Construction Services/Management DART members have reported after DART recall	
☐	Conduct the Damage Assessments and cost reviews	
RETURN TO WORK		
☐	Supervisor's account for all personnel	
☐	Restore all areas/equipment to normal configuration	