



Work Management Hurricane Operations Checklist

PLANNING AND RECOVERY PHASES

Completed by:

HURCON IV (50-knot/58 MPH winds within 72 hours)

☐	Notify Work Management 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 Work Management assigned government vehicles	
☐	Instruct personnel to back-up crucial files and secure in a water proof container	
☐	Distribute Evacuation and Return to Work information to personnel	
☐	Initiate Employee Contact Information (Appendix A of WCC-P-2004)	
☐	Stockpile supplies to protect electronic equipment	
☐	Notify the DHC upon completion of HURCON IV activities	

HURCON III (50-knot/58 MPH winds within 48 hours)

☐	Notify Work Management personnel of HURCON III Condition	
☐	Begin safeguarding facility, property and equipment	
☐	Issue hurricane supplies to personnel	
☐	Shut down all non-essential computers and office equipment	
☐	Disconnect all office equipment from electrical service	
☐	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, lock doors and secure keys	

HURCON II (50-knot/58 MPH winds within 24 hours)

☐	Notify Work Management personnel of HURCON II Condition.	
☐	Complete final securing of facilities and equipment	
☐	Upon direction from BOSS Program Manager, ensure supervisors and employees are notified immediately of release from work	
☐	Finalize updates on the employee recall sheet (Attachment A) and distribute to WCC Manager and department Supervisors	
☐	Notify the DHC when actions for HURCON II are complete	

RECOVERY

☐	Verify Work Management DART and DAT members have reported after DART and DAT recall	
☐	Conduct Damage Assessments	
☐	Review all Damage Assessment Reports and assign scope of work to determine routing to Duty Office or Work Receipt	

RETURN TO WORK

☐	Verify with each supervisor accounting for WM personnel	
☐	Deliver DARS report to Work Receipt	
☐	Restore all areas/equipment to normal configuration	