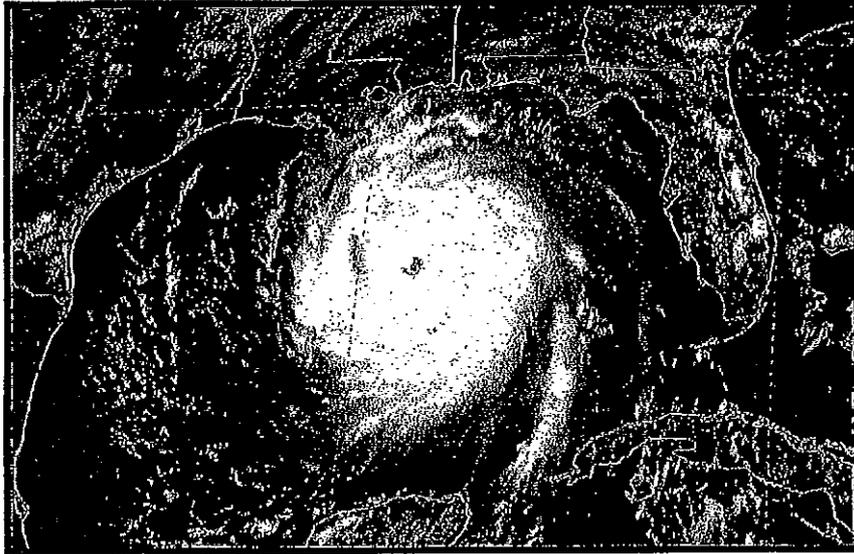


Gulf Islands National Seashore Hurricane Plan (EICC eVoice-800-901-3880)



Recommended by:

Cassidy Bromley
Cassidy Bromley, Plans Section Chief

6/25/16
Date

Concurred:

D. Mladucky
D. Mladucky, Incident Commander

6-6-16
Date

Approved by:

Daniel R. Brown
Daniel R. Brown

5/25/16
Date

Introduction

Purpose

The goal of hurricane planning and preparation is to keep employees and visitors safe while providing the maximum protection for facilities, government assets and employees' families and their property.

For the purposes of this plan the term "employees" includes the staff of Gulf Islands National Seashore, the park concessionaire and its employees, SCAs, interns and volunteers.

Gulf Islands National Seashore will endeavor to maintain a state of preparedness on a year-round basis with regards to severe weather conditions. During hurricane season, June 1 to November 30, extra care and precautions will be maintained to ensure quick response to potentially severe tropical weather.

Although this plan is entitled a Hurricane Plan, the plan provides a course of readiness for all levels of tropical weather that may affect the Seashore.

Safety

The safety of all employees, volunteers and visitors is of paramount importance. All actions taken before, during and after a storm will be conducted applying safety practices.

Contents

Section I: General Principles of the Plan.....	5
1.1 Objectives	5
1.2 Operational Preparedness Levels.....	5
1.3 Implementing the Incident Command System	7
1.4 Incident Management Team Command Structure	8
1.5 General Responsibilities of the Incident Management Team	10
1.6 Command & General Staff Scope and Responsibilities	10
1.7 Group Supervisor Responsibilities	14
1.8 General Employee Responsibilities	15
1.9 Residents Housed in Government Quarters.....	16
1.10 Volunteers and Employees Housed in Personal Trailers	17
1.11 Employee Training Requirements	17
Section II: Pre-storm Preparedness Plan	18
2.1 Orientation.....	18
2.2 Operational Preparedness Level 1: Tropical Storm Season	19
2.3 Operational Preparedness Level 2: Potential Tropical Storm Threat.....	20
2.4 Operational Preparedness Level 3: Closure of Ft. Pickens &/or MS Islands	21
2.5 Operational Preparedness Level 3 A: Closure of SR, PK, Okaloosa Islands	21
2.6 Operational Preparedness Level 4: District Closures.....	21
2.7 Operational Preparedness Level 5: Final Actions & Employee Release.....	22
2.8 Employee Release Procedures.....	23
2.9 Post-Release Instructions.....	24
Section III: Post-Storm Response Plan	25
3.0 General Post-storm Response Strategy.....	25
3.1 Core Response Team	25
3.2 Employee Reporting Instructions	26
3.3 Employee Welfare Tracking and Assistance	27
3.4 Damage Assessment	29
3.5 Salvage & Stabilization	29
3.6 Organizational Structure.....	29
Appendices	31
A. Storm Terms	31
B. Abbreviations & Important Phone Numbers	32
C. Sample Delegation of Authority	36
D. Sample Hurricane Press Release, Florida District.....	38
E. Hurricane Press Release Distribution List, Florida District	39
F. Sample Hurricane Press Release, Mississippi District.....	42
G. Hurricane Press Release Distribution List, Mississippi District	43
H. Post-Storm Fuel Facility Inspection Log	44
I. Employee Access Database Entry Form prior to Hurricane season	45
J. Resource Unit's Employee Check-Out Procedure.....	46
K. Employee Release Form & Instructions.....	47
L. Employee Pre & Post-Storm Reporting Instructions	48
M. EICC Tropical Storm Briefing: GUIIS	50

N. Inventory of IMT Logistics Trailer..... 51
O. Agencies with Permission to Park Vehicles at Naval Live Oaks 52
P. Employee Evacuations eVoice System Set Up.....53
Q. Crew Time Report.....56
R. Incident Status Summary (ICS 209).....57

Section I. General Principles of the Plan

1.1 Objectives

Pre-Storm

Whenever this plan is activated, the pre-storm incident objectives shall be:

- 1 Take all reasonable actions to safeguard human life and prevent injury.
- 2 Ensure that activities we initiate both during and following the storm do not damage or diminish the resources we are obligated to protect.
- 3 Take all reasonable actions to prepare government property for an impending storm to minimize fiscal loss.
- 4 Ensure the timely release of NPS personnel so they have the opportunity to take appropriate action to safeguard their own possessions and families. Employees living in mandatory evacuation zones may need to be released earlier. (Note that Objective #1 will require emergency service personnel to provide patrol coverage, except when weather conditions make it unsafe to do so.)

Post-Storm

1. Rescue and protect storm victims in the District(s).
2. Determine welfare of park employees and families.
3. Provide for basic survival needs of employees and families.
4. Provide for employee safety.
5. Provide protection to NPS resources and minimize further damage to resources, facilities, equipment, and property.
6. Determine immediate need for expanded resources (employees from outside the District or outside the park, equipment, survival needs, overhead team, etc.)
7. Evaluate and document damage to facilities and resources of the District. Document with photographs and video.
8. Evaluate and document changes in the natural ecosystem to be used in resource protection and for appropriate rehabilitation planning. (Over flights, video, still photography, GPS, etc).

1.2 Operational Preparedness Levels

Response to a hurricane or other tropical disturbance is primarily reactive, depending on the likelihood of the particular area being impacted by the storm. Thus, appropriate phases of action, called Operational Preparedness Levels (OPL's), must correspond to the sequence of events involving a major tropical storm. The time frames and guidelines listed below are general and may be amended by the Incident Commander, after consultation with the Superintendent as the conditions of a particular storm dictate. Section 2 of this plan describes the actions that will be taken—to the extent possible to meet incident objectives—under each preparedness level.

Operational Preparedness Levels are district specific classifications. It is possible, for instance, for the Florida District to be upgraded to OPL-3 while the Mississippi District remains at OPL-2.

The preparedness levels used in this plan are described below. OPL's 1 through 5 are based upon tropical weather classifications, a storm's proximity to the Seashore, speed of the storm, and the

predicted path and impacts of the storm. This information shall be based upon advisories of the National Weather Service's National Hurricane Center (NHC), tropical weather meteorologists, and upon the judgment and experience of the Incident Command Team. NHC advisories and local weather updates may be obtained through radio or television, VHF weather radio, the Weather Channel, or various Internet sites. The Incident commander (IC) and/or Plans Section Chief (PSC) will provide tropical weather advisories as they are issued during OPL-1, June 1 through November 30. During OPL-2 and beyond, the IC or PSC will provide updates each morning and afternoon, as needed, and as conditions change.

The following levels will be used to initiate Operational periods, with modifications as deemed appropriate by the Incident Management Team (IMT) and authorization by the Superintendent:

Op Prep Level 1: Tropical Storm season

- June 1 to November 30

Op Prep Level 2: Potential Tropical Storm Threat

- The National Weather Service (Mobile/Slidell-who get their info. From the National Hurricane Center) and/or other tropical weather meteorologists identify that the park may be subjected to tropical storm conditions or strong storm surge within the next 5 days.
- Could have Ft. Pickens , J. Earle Bowden road closures only, & Ms. Islands from surge

Op Prep Level 3: Closure of Ft. Pickens Only and/or MS Islands

Determination by Superintendent (triggering Delegation of Authority to IMT (decisions made only with the concurrence of the Superintendent), based on one or more of the following criteria:

- A weather system (i.e.: Depression, Tropical Storm, Hurricane) enters or forms within the Gulf may cause storm-surge that may breach Ft. Pickens Road, or may flood MS island facilities. (Ft. Pickens Rd will mostly likely be impacted with a 5'-7'breaking sea surf at shore, S, SE, SW, ESE, or E winds at 25mph or greater with a tide of .08" or greater)
- NWS forecasts that one or both districts may experience tropical storm force conditions, as predicted through storm tracking forecast cones, within roughly 84-96 hrs (3.5-4 days).

OP Prep Level 3A: Closure of Fl. Remaining Islands (399-J. Earle Bowden Rd, Perdido Key, & Okaloosa)

Determination by Superintendent (triggering Delegation of Authority to IMT but decisions made only with the concurrence of the Superintendent)

- A weather system within the Gulf may cause storm-surge that may breach J. Earle Bowden Road, Perdido Key island facilities, or Okaloosa island facilities within 48-72 hours; or,
- National Weather Service forecasts that one or both districts may experience tropical storm force conditions, as predicted through storm tracking forecast cones, within roughly 48-72 hrs. (2-3 days).

Op Prep Level 4: District Closure

Determination by Superintendent and IC generally based on following criteria:

- NWS forecasts that one or both districts may experience major category (3-5) hurricane storm conditions within roughly 72 hours (3 days); or,
- NWS forecasts that one or both districts may experience lower category (1-2) hurricane storm conditions within roughly 60 hours (2.5 days); or,
- NWS forecasts that one or both districts may experience tropical storm conditions within roughly 24-48 hours (1-2 days).

Op Prep Level 5: Final Actions & Employee Release

If safe to do so, IC will complete (minimally) all Priority One tasks and will attempt to release most district employees within the following general time frames:

- NWS forecasts potential major category (3-5) hurricane conditions within roughly 36 hours (usually will be under Hurricane Watch); or,
- NWS forecasts potential lower category (1-2) hurricane conditions within roughly 24 hours (usually will be at time of issuance of a Hurricane Warning); or,
- NWS forecasts potential tropical storm conditions within roughly 12 hours (usually will be some time after issuance of a Tropical Storm Warning).

1.3 Implementing the Incident Command System

The Incident Command System (ICS) will be used during Tropical Storm Incidents to allow for a more controlled use of limited personnel resources within each geographic area. The Incident Command System also provides a stricter accountability of personnel in an emergency situation, to help ensure employee safety.

For the duration of the incident, the Superintendent delegates day to day operational management to the Incident Commander but only with concurrence from his office. The Incident Command Team supervises all employees of the incident, regardless of normal division assignment. The Incident Commander manages activities through Section Chiefs and Group Supervisors, who supervise the individual employees. Where necessary, Strike Team Leaders shall be responsible for the supervision of specific tasks. During the incident, all employees receive their supervision and direction from the Group Supervisor they are assigned to, regardless of normal division assignment.

During the hurricane Season from June 1 to November 30 (OPL-1) the Hurricane Plan will be managed under ICS for preparedness purposes. However, when no storm threat is present (OPL-1) park operations shall continue to be managed under the park's normal organizational structure. When a potential storm threat emerges, the Superintendent & IC shall designate OPL-2. This will trigger specific actions consistent with this plan. The Incident Commander, the Plans Section Chief, and the Operations Section Chief are responsible for monitoring tropical storm development and making a recommendation to the Superintendent as to when OPL-3 and OPL-3A should be implemented for one or both districts. Upon a declaration of OPL-3 by the Superintendent, authority to manage day to day operations shall shift to the IC but decisions will be made with the concurrence of the Superintendent. This authority shall cover one district or both districts, depending on the circumstances. This decision will be made based on the storm potential and strike probability.

The Superintendent will provide the Incident Commander with a written Delegation of Authority, which shall grant specific supervisory authority, overtime approval authority, and equipment use authority. A copy of a draft Delegation is attached as Appendix B.

1.4 Incident Management Team Command Structure

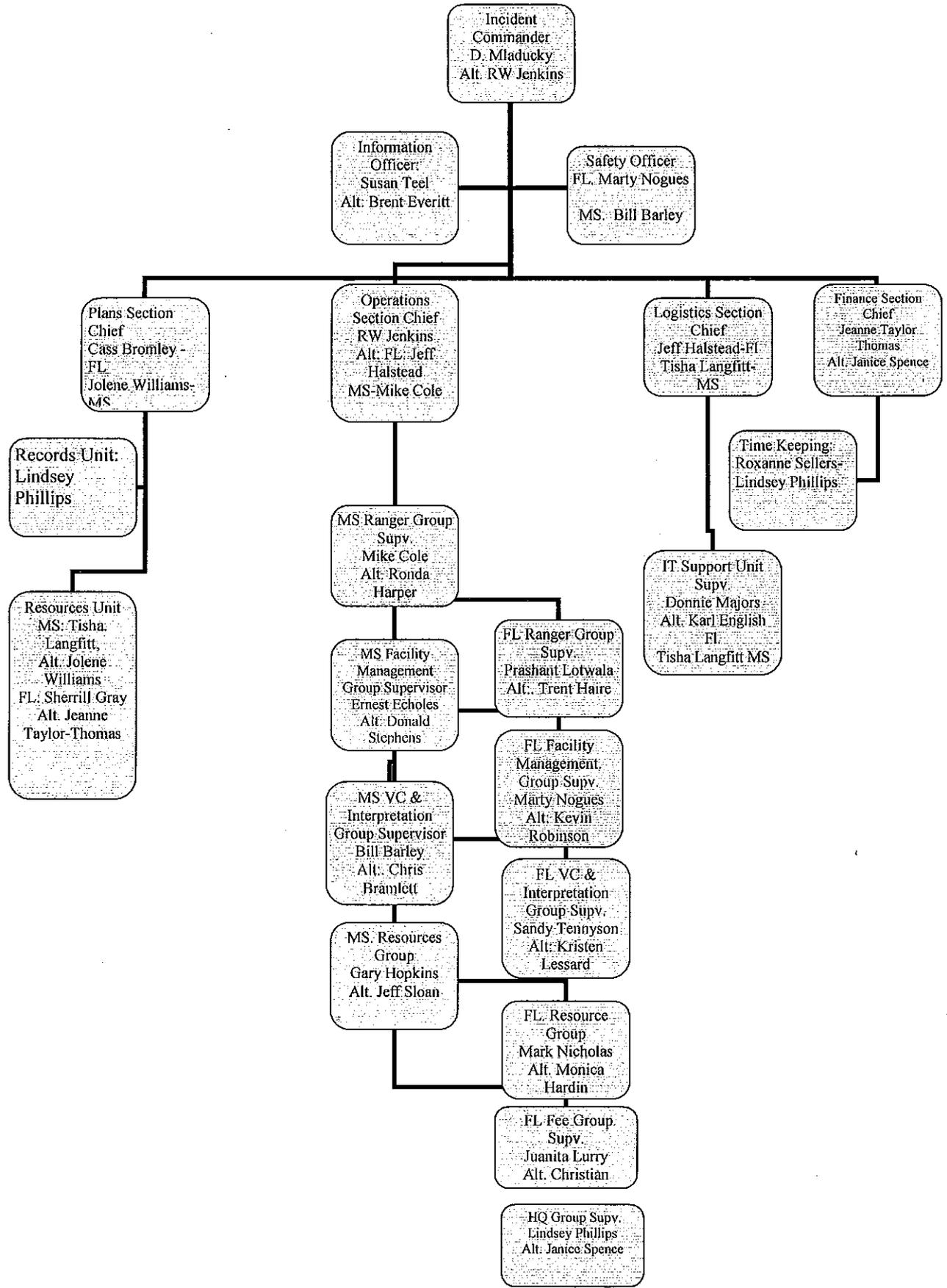
The Park has established an Incident Management Team (IMT) operating under the Incident Command System to manage tropical storm incidents at GUIIS. The following organizational chart (next page) will be the default command structure used for storm incidents; however, ICS is designed to be flexible and, as such, the IC may alter the command structure as necessary to meet operational needs as efficiently and effectively as possible. The organizational structure for the Operations Section, for example, would likely look significantly different in the period following a major storm event.

The ICS group assignments for park employees shall be consistent with their normal work group, minus staff pulled out to support IMT functions (e.g. Logistics Section Chief or Resource/Timekeeping unit), with the following three exceptions:

- The Florida Superintendent's Office staff (Superintendent, Deputy Superintendent, Supt. Secretary) will serve the function of Agency Administrator and shall be outside the authority of the IMT. (Andre Ward will secure his offices but will be outside the scope of GUIIS preparations)

The Headquarters Group will comprise of:

Lindsey Phillips (Group Supv.)
Janice Spence (Alt. Group Supv.)
Roxane Seller
Sherrill Gray
Fred Shot
Missy Smothers



1.5 General Responsibilities of the Incident Management Team

1. Review and understand the plan and be prepared to implement it.
2. Remain current on tropical weather systems and local marine forecasts which may impact the park/district.
3. Maintain communications with the Superintendent, Deputy Superintendent, Southeast Regional Office, Group Supervisors, Concessionaires, and with outside groups, including Commercial Use Licensees, local law enforcement, local emergency management organizations, and the news media.
4. Direct and supervise all operations of the Park during all Operational Preparedness Levels and Post Storm operational periods, until the emergency condition is lifted by the Superintendent.

1.6 Command & General Staff Scope and Responsibilities

Under ICS the Command Staff is comprised of the Incident Commander, and when assigned, the Deputy IC, Information Officer, Safety Officer, agency liaison officers/representatives. The General Staff is comprised of the four Section Chiefs: Operations, Plans, Logistics, and Finance. Although the specific duties and functions of these positions may vary from incident to incident, for the purposes of tropical storm incidents, this shall serve as guidance for defining the scope of the functions assigned to each position.

Incident Commander (IC)

- Throughout hurricane season, coordinate scheduling multi-day out-of-town absences (AL, training, etc.) with Alternate to maintain coverage (unless plans can be changed without much personal/professional impact).
- Carry out (and modify as needed) operations identified in this plan to meet incident objectives consistent, upon issuance, with Delegation of Authority.
- Maintain communications with the Superintendent/Deputy Superintendent, the SER Emergency Manager (Scott Larson), Regional Chief Ranger (David Horne) Assistant Regional Director (ARD)(superintendent), SER Safety Officer (Brian Cook) for Disaster Preparedness books.
- Closely monitor the Ft. Pickens Rd. area as to prevent the stranding of staff, visitors, and equipment, critical to post-storm activities and maintain a contingency plan in case employees become cut-off from a vehicle egress (ranger boat, USCG, etc.).

Information Officer (IO)

- Throughout hurricane season, coordinate scheduling multi-day out-of-town absences (AL, training, etc.) with Alternate to maintain coverage (unless plans can be changed without much personal/professional impact).
- Remain briefed on current situation from Incident Commander, (to include information from Planning Section Chief, the Situation Unit and the Superintendents.)
- Alert employees by text message (park's text messaging system thru Gmail(Gmail-contacts-hurricane-click on empty box and select all, type in message, hit send)
- Set up park phone messages on the 934-2600 for the public in FL. and MS.

- Set up the employee hot lines at 850-934-2637 or 1-888-282-9809 for (OPL 3 & higher)
- Set up eVoice system with EICC when advised by IC (Potentially OPL 3 or higher)
- Provide regular briefings to keep the following individuals/groups updated:
 - Park employees (via text messages, e-mail updates, voice alerts on cell phones on group Direct connects, and park hotline recordings)
 - The media (as appropriate)
 - County PIO's for Fl. and Ms.
 - Eastern National
 - Transportation-related CUA permit holders
 - General public recorded lines, web page, etc.
 - Government officials, concessioners, and other key partners/organizations identified in Appendices D & F (via fax/e-mail.) Any personal contacts to these individuals will remain responsibility of Superintendent's Office.

Operations Section Chief (OSC)

- Throughout hurricane season, coordinate scheduling multi-day out-of-town absences (AL, training, etc.) with Alternate to maintain coverage (unless plans can be changed without much personal/professional impact).
- Meet individually with each group supervisor and then collectively with all members from each respective group to go over all tasks to be completed within each operational preparedness level.
- Maintains status of tasks assigned to Operations groups categorized by priority level (1, 2, 3).
- Shift resources and develop/change tactics as necessary to complete Priority tasks to the extent that it is safe to do so, tasks consistent with incident objectives.
- Remain briefed on current weather forecasts, storm predictions, storm surge status, marine conditions, and OPL change predictions from field observations, and the IC.
- Keep the IC and the Planning Section Chief briefed on field conditions (weather, marine conditions, storm surge observations, etc.), task completion progress, problems, accidents/injuries, and hazards to IC and plans.
- Keep the Resources Unit (Plans) briefed on human resource assignments, availability, and needs.
- Maintain communications with Logistics on current and anticipated equipment and supply needs.
- Closely monitor J. Earle Bowden Pkwy to prevent employee and visitor stranding
- Closely monitor Johnson Beach Roadway to prevent strandings

Plans Section Chief (PSC)

- Throughout hurricane season, coordinate scheduling multi-day out-of-town absences (AL, training, etc.) with Alternate to maintain coverage (unless plans can be changed without much personal/professional impact).
- Collects and distributes updated information concerning:
 - Storm tracking, behaviors, and NHC predictions and forecasts.
 - Marine weather forecasts and conditions observed by field staff.

- Weather advisories including small craft warnings and storm watches and warnings.
- Storm surge and tide forecasts and field observations from the Ft. Pickens breach.
- Updates from local emergency service agencies and media sources on regional evacuations, advisories, and traffic conditions.
- Maintain a Resources Unit in each district charged with:
 - Maintaining an updated database of current park employees containing their home address and contact information.
 - Obtaining divisional work schedules; identify employee status (AL, SL, Detail, etc.); verify availability of all park staff and cross check with group assignments to assure groups have an adequate number of people to carry out their assigned functions.
 - Tracking employees in-service, their assignments, and availability for additional assignments.
 - Match resource requests with pool of available resources.
 - Checking out released employees, issuing the post-storm instructions, and—in the case of a hurricane watch or warning—collecting information on where they intend to ride out the storm and obtaining updated contact information. Information should be distributed according to this plan. (Appendix I)
 - Identify employees with special personal situations requesting additional personal preparation time. Brief IC and OSC on these requests.
 - Lead any planning meetings. Develop/modify strategies to meet incident objectives based on current conditions and—as time allows—creating Incident Action Plans.
- Maintain a Records Unit charged with:
 - Maintaining all divisional unit logs (214's), incident briefings (209's) all weather bulletins that were sent out, Incident Action Plans (204's) that were prepared, Copies of DI-1's/purchases, etc.....
- Keep IC, IO (Info. Officer) and OSC briefed on current situation.
- Maintain communications with IC and OSC to exchange ideas on operational strategies, tactics, and changes in the OPL.
- Maintain/compile a documentation file with incident records.
- As time allows (pre-storm), complete and submit an I-209 daily. (Appendix R)
- As time allows, maintain display boards in both districts.
- During OPL-1 (Tropical Storm Season) identify basic ICS training needs for employees identified as Group Supervisors and alternates, or higher.
- Working with the IC and OSC, identify the Core Response Team.

Logistics Section Chief (LSC)

- Throughout hurricane season, coordinate scheduling multi-day out-of-town absences (AL, training, etc.) with Alternate to maintain coverage (unless plans can be changed without much personal/professional impact).

- Maintain communications with the OSC to meet current and anticipated needs.
- Provide supplies typically needed in preparation and aftermath of a major storm event including at a minimum:
 - FL. and MS. Emergency closure signs
 - Flagging
 - Water
 - MRE's
 - Batteries
 - Plastic and duct tape for covering equipment
 - Tarps
 - Chain Saw supplies
 - Sandbags
 - Gasoline (25 gallon gasoline tanks filled)
 - Oil
- Using the 2 marked Hurricane Trailers located at NLO North, and the Mississippi maintenance compound, maintain throughout the Tropical Storm Season a stockpile of critical supplies needed to support an incident before and after.
- Request SEAC and/or SER Museum collection Emergency Response team through EICC (SER Chief of Museum Collections, Mary Troy and SEAC Richard Vernon) to remove park's museum collection
- Maintain adequate wireless communications (VHF radio and/or cell) throughout all OPL's and post-storm periods to include:
 - Maintaining cache(s) of park VHF portables, (4) batteries, and chargers for post-storm use if Nextel communications are knocked out
 - For all storms identified to be Category 3 or higher within 72 hours of projected landfall, place order in advance to the EICC for 1) Museum Emergency Response Team to collect Cultural artifacts; a kit of portable, programmable radios, and a radio programmer to facilitate park communications.
 - ✓ Ordering and setting up critical NIFC (Nat'l Interagency Fire Center) equipment, such as radio kit(s), radio programmer, as necessary in the post-storm period to facilitate park communications. This ordering is done through the EICC. (GUIS currently dual banded radios. Park frequency is VHF digital-narrow banded radios)(Ms. dual band is VHF/800 and Fl. dual band radios are VHF/UHF)
 - ✓ Frequencies FL: car to car: TX:172.5000 RX: 172.5000 PL:100.0000
 NAS Repeater TX: 172.525 RX:166.3 PL:100.0000
 Santa Rosa Repeater: TX: 170.3875 RX:164.95
 - ✓ Frequencies Ms: car to car TX:172.5250 RX: 172.5250 PL: 114.8000
 Repeater: TX: 171.7250 RX: 164.75 PL: 114.8000
- Establish and support an Incident Command Post, as needed, in the post storm period.
- Order special resources, as needed, in the post-storm period.
 - All post –storm resources (people, equipment, supplies) are ordered thru the EICC (1-888-246-4335) after the request was made to SER office (Scott Larson)

- Order SER pre-assessment team thru SER Emergencies Operations Chief (Scott Larson)(arrives in 6 to 8 hours and helps park IMT assess damage, set up accounts- RO7's completed to get emergency funding, public health issues, determine what is needed during post storm)
- Order all hazardous IMT thru SER Emergencies Operations Chief he gets approval and GUIs then orders the official request thru the EICC (IMT-manages the incident for the park)
- Provide IT support during all OPL's and the post-storm period to include:
 - Working with Operations to ensure the appropriate protection of costly and/or critical IT hardware and software.
 - Maintaining/re-establishing critical e-mail and internet access for, minimally, IMT and Superintendent's Office personnel in the post-storm period.
- The following functions, typically assigned to Logistics under ICS, will not be included within Logistics unless otherwise assigned by the IC in the post-storm period: ground transportation (coordinated under OSC), incident dispatch, food services (beyond providing MRE's), medical services (coordinated under OSC), security (coordinated under OSC), and lodging (coordinated under FSC).

Finance Section Chief (FSC)

- Throughout hurricane season, coordinate scheduling multi-day out-of-town absences (AL, training, etc.) with Alternate to maintain coverage (unless plans can be changed without much personal/professional impact).
- Provide procurement and contracting support for incident personnel throughout all OPL's and the post-storm period. (Park's Finance Section Chief limited to \$3,500.00 equipment/supplies and \$2,500.00 services)
- Maintain a time keeping unit to track employee timekeeping. Will assure crew time reports (CTR- SF 261 or Appendix Q) are filled out and turned in by all Group Supervisors and all assigned employees during OPLs 3, 3A, & 4.
- Provide for lodging needs as identified in this plan or by the IC (typically a Logistics function under ICS).
- Create account numbers for tracking at beginning of hurricane season
- Track and report on incident costs, as time allows. Assign account numbers as appropriate.
- Maintain current DOI aviation approved companies for post storm assessments

1.7 Group Supervisor Responsibilities

1. Review and understand the hurricane plan.
2. Throughout hurricane season, coordinate scheduling multi-day out-of-town absences (AL, training, etc.) with Alternate to maintain coverage (unless plans can be changed without much personal/professional impact).
3. Develop/modify detailed checklists (ICS 214forms) Make these detailed task lists readily available for employees to review and reference when needed.
4. Conduct at least one briefing at the beginning of the Tropical Storm Season for the employees under his/her areas of responsibility.
5. Maintain continuous subordinate staff accountability for assignments and communications. This also includes those on leave, lieu days, travel, or training.

7. Provide weekend and non-duty day notifications to subordinate employees when the plan is activated.
8. Direct and supervise activities under his/her areas of responsibility during each OPL and the post-storm period.
9. Maintain regular communications with the IMT. Keep the Operations Section Chief (OSC) and the Planning Section Chief notified on progress with task completion. Notify the OSC and the PSC when the group or individual employees are available for new assignments.
10. Notify the Resources Unit of any employees with special situations (see Section 1.8) requesting additional preparation time (either through an Earlier release or by given an opportunity to leave for a few hours and then return). Work with the OSC to secure permission to make special accommodations when requests are reasonable.
11. Complete Crew Time Reports for employees times worked and turn into the Finance Section/ Timekeeping unit.
12. Complete the ICS Unit Log form 214 Appendix Q. Give employee "Employee Release Form"

1.8 General Employee Responsibilities

1. Meet the ICS training requirements described in Section 1.11.
2. Off-duty employees will be notified by their supervisor if they are required to come to the park to assist in emergency preparations upon receiving notification that the park/district has entered Operational Preparation Level 3, 3A, or 4. This requirement may be for all employees, unless specifically excused by their supervisor or Incident Commander, whether the incident begins on an employee's normal work day or lieu day.
3. Employees of the National Park Service are subject to this requirement in the event of an emergency. This plan provides notification to all Seashore employees of this requirement. The Incident Commander is the only person with authority to release an employee from duty during the emergency, regardless of whether the incident begins on an employee's normal work day or lieu day.
4. It is critical for employees to realize that between the time of release from duty (which may not correspond to normal quitting times) and landfall of a storm there will exist a very limited amount of time for securing one's personal property and to evacuate. Therefore, employees are urged to plan ahead and to do as much of the preparation necessary well in advance, *before* the Park goes to Op. Preparedness Level 3. Have in place a family hurricane plan that promotes an organized preparation and leaves as little as possible to the last hours before landfall. The Pensacola News Journal has assembled an excellent on-line resource guide, a valuable reference when creating a personal plan. This guide can be found at www.pnj.com/hurricane. This website includes information—for Pensacola area residents—on shelters and evacuation routes. Although the website is an excellent reference for Mississippi residents as well, information on local evacuation routes, shelters, etc. in Mississippi can be found at <http://www.sunherald.com/news/weather/hurricanes/>
5. Keep in mind personal planning should include a hurricane kit that will enable the family to be completely self-sufficient without the assistance of emergency aid organizations for 3-5 days.
6. Employees with unusual personal situations that are in need of extra preparation time (generally to care for a dependent living in a separate household) should identify their situation to their assigned group supervisor as Early as possible. Though special needs will be taken into consideration to try to allow additional preparation time there is no guarantee that this will

happen or that the employee will agree that the amount of time given is adequate. Have a back-up plan in place. Employees released Early for their convenience shall be charged Annual Leave.

7. *Employees must follow the check-out procedure outlined in Section 2.7 of this plan before being released from on-duty status.*
8. *In event of a hurricane, after storm conditions have subsided, to the extent that it is safe to do so, all employees must check in following the procedures outlined in this plan to report on their welfare and to receive any instructions concerning return to duty.*

1.9 Residents Housed in Government Quarters

Permanent, temporary, term, SCA's, & Internship employees and their immediate families authorized to be in gov't housing, who occupies government quarters, and who are instructed to evacuate will be reimbursed for the cost of the temporary quarters. The employee will be responsible for finding alternative lodging, which may include hotel lodging paid for with their government credit card (or if no gov't credit card, with personal funds to be reimbursed later). However, if the employee needs help locating and/or paying for lodging, the Finance Section Chief will provide assistance locating lodging. Through the incident check-out procedure described in Section 2.7, the employee should notify incident managers of their temporary quarter's locations. Employees in temporary lodging should stay in touch with their incident supervisors (or the Finance Section Chief) to determine when they can return to government quarters. At such time employees are to check out without delay to minimize lodging expenditures. Employees will pay for any additional costs associated with pets in alternative lodging.

Upon returning to government quarters, the employee must present the government with proper lodging receipts in order to receive reimbursements. Lodging will be reimbursed at the allowable rates for the area. There is no authority for the payment of subsistence or meals. Other costs involved, if claimed, will be ruled based on appropriate regulations.

When the employee (and immediate family) is required to remain in temporary housing for a week or more, the IMT will attempt to make arrangements with the motel and convert charges over to a purchase order.

Volunteers, ProRangers, or cooperators who have written agreements that specify that the park provides housing will be categorized as employees for purposes related to lodging.

1.10 Volunteers and Employees Housed in Personal Trailers

For their safety and the protection of their personal property, volunteers and employees occupying sites in campgrounds or other government-provided sites will be required to evacuate when the applicable campground or area is closed. Residents housed in personal trailers must vacate within 12 hours of the time the evacuation order is given. If the storm is forecast to likely reach hurricane strength, volunteers will not be permitted to remain to assist with storm preparations or to ride out the storm. They will be responsible for finding their own safe refuge to weather the storm. Supervisors must see to it that their volunteers comply with this

requirement. Employees in personal trailers should discuss with their incident supervisors the possibility of early release when necessary for seeking safe refuge for themselves and their trailers.

When ordered to evacuate, all volunteers and employees will be required to remove their entire rig and all of their equipment and belongings. The Seashore will not be responsible for anything left behind by residents.

Prior to departure, supervisors should make every effort to obtain a volunteer's phone number. Depending on the severity of the storm and where they go to escape it, volunteers may be asked to return to the Seashore after the storm, but will not be required to do so.

If the storm is forecast to remain a Tropical Storm only, the IC may grant Florida volunteers and employees permission to park their rigs in the Group camp area on the north side of the Naval Live Oaks Area. However, the Seashore will not be responsible for any damage or injuries that may be sustained while a resident or VIP weathers the storm in the park. Mississippi volunteers and employees will not be allowed to park their rigs anywhere in the Davis Bayou Area.

Prior to their departure, volunteers will return all government property (keys, radios, etc.) for which they are responsible. The immediate supervisor is responsible for retrieving this property. If the volunteer returns after the storm, the property will be re-issued.

1.11 Employee Training Requirements

The park management team has decided that all permanent and some temporary employees shall complete basic orientation training on ICS. There are four well-suited courses available on-line to complete the training at an employee's own pace but before Hurricane season starts (June 1st): *ICS-100: Introduction to the Incident Command System*; and for some employees, *ICS-200: ICS for Single Resources and Initial Action Incidents* and *ICS 700/800*. The training is available at <http://emilms.fema.gov> and at DOI Learn. The training requirements are described as follows:

ICS-100:

- All GUIS employees including term and temp. employees

ICS-200 (in addition to ICS-100):

- All permanent supervisors
- All temporary and permanent Protection Rangers
- All employees named on the Hurricane Incident Organization Chart as a group supervisor, section chief, specialist, or an alternate (i.e., those employees whose names are listed on the org chart in Section 1.4.

ICS-700 & 800 (in addition to ICS-100 & 200)

- All command staff, General Staff and Alternates

Section II. Pre-Storm Preparedness Plan

2.1 Orientation

- As a general rule, employees will be assigned to groups under the leadership of a group supervisor who in turn reports to the Operations Section Chief (Florida) or the Deputy Operations Section Chief (Mississippi). Employee assignments to specific groups may vary to meet situational needs.
- For each Operational Preparedness Level (OPL), some or all groups will be assigned tasks and other responsibilities. When these are complete, groups or individual group members may be assigned to assist other groups with tasks.
- In locations where there are many time consuming tasks to complete before the site can be declared fully prepared for a hurricane, the plans separate tasks into three priorities defined as follows:
 - **Priority 1 Tasks:** *It is critical that these tasks/responsibilities be completed prior to any tropical storm based on the reasoning that failure to do so may reasonably result in: potential threat to human life and safety; or, significant preventable loss/damage to a cultural resource or important government records; or, great fiscal loss to the government; or, seriously impact post-storm recovery efforts.*
 - **Priority 2 Tasks:** *It is important that these tasks/responsibilities be completed prior to any tropical storm based on the reasoning that failure to do so may reasonably result in: significant fiscal loss to the government; or, significant loss of personal property; or, significant impact to post-storm efficiency of operations.*
 - **Priority 3 Tasks:** *Ideally, these tasks/responsibilities should be accomplished to reduce risk of fiscal loss to the government, loss of personal property, or loss of post-storm efficiency of operations.*
- For efficiency purposes, Group Supervisors and the OSC may decide to complete Priority 2 and 3 tasks at a geographic site prior to completing higher priority tasks at other locations when the OSC is confident that overall there is enough time/resources available to complete all higher priority tasks, district-wide, before OPL-5 is reached and employees are released.
- **Tropical Storm Level Action:** Some tasks in the 204/214 cheat sheets are identified with an *. These are actions that may be disregarded at the discretion of the IC *and* the applicable group supervisor if *all* the following criteria exist: 1) the district is not forecast to experience hurricane strength conditions; 2) the storm conditions are not expected to impact the property identified in the task; and, 3) not doing the tasks otherwise seems prudent. These tasks should usually be completed if a hurricane watch is issued or expected or if storm surge may pose a threat to the property associated with the task.
- The tasks identified under each OPL are intended as a guideline. The OSC and/or IC may opt not to carry out each task based on the situation, as defined by storm forecasts, time of day/day of week, staffing issues, safety concerns, etc. The plan is not intended to replace the application of good judgment and use of discretion by the IMT.

2.2 Op. Prepared. Level 1: Tropical Storm Season

OPL-1 is defined as the entire hurricane season, from June 1 through November 30, when tropical storms may form at any time and become a threat. During OPL-1, though, no specific tropical storms pose an identified threat to the park. This generally means that there is no significant tropical storm threat within the following 5-6 days, however, this can change at any time.

Op. Preparedness Level: 1		Incident Management Team Command & General Staff	
Who?	Tasks/Responsibilities/Special Instructions		
All	<ul style="list-style-type: none"> Finalize an updated Hurricane Plan by June 1. 		
IC	<ul style="list-style-type: none"> Maintain a current list of IMT assignments and alternates. Schedule monthly planning meetings to maintain optimal preparedness. Track potential tropical storm threats along with PSC. Update and send copies of plan to SER Emergency Operations Coordinate, Museum Emergency Response Team -(SER Chief Museum collections -Mary Troy; SEAC Richard Vernon) Send EICC list of park employees Meet with the OSC & each division individually to go over respective tasks to be completed through progression of OPLs. 		
PIO	<ul style="list-style-type: none"> Get Updated transportation-related CUA holder list, media & local PIO contact information for Fl. & Ms. Set up with "IT" phone messaging system for park when in OPL 2. Make sure parkwide text messaging is working and know how to operate 		
OSC	<ul style="list-style-type: none"> Meet individually with each division group supervisor and then collectively with each hurricane preparedness division group to go over respective tasks to be completed through progression of OPLs. Advise IC and PSC when all group supervisors and employees have reviewed each OPL/Plan Have 204/214 hurricane tasks (cheat sheets) finalized for PSC by beginning of hurricane season 		
PSC	<ul style="list-style-type: none"> Update at beginning of season park employee database. Assure it includes all temporary and permanent employees (except YCC) by cross referencing it with payroll records with assistance of HR and/or divisional program assistants. Give list of employee and VIP names to Resource unit. Assign all employees to IMT groups and revise an organizational chart that shows where all employees are assigned. Track the status of ICS training for permanent employees. Make sure 204/214 hurricane plan tasks (cheat sheets) have been updated and inputted on the park SharePoint by the beginning of the hurricane season. (ie: SharePoint, Shared documents, Hurricane Cheat sheets, respective divisions) Track potential tropical storm threats along with IC. Working through COTR's, make sure that hurricane plans have been received, reviewed, and approved by construction contractors and concessioners within the park. Periodically make contact and update point (s) of contact with the National Weather Service (Mobile- 251-633-6443, Jason Beaman) (Slidell- 1-504-522-7330 x 4 Frank Rivette – from Jackson Co. Ms. To Baton Rouge, La) Have divisional supervisors post current work schedules to the Share point via the following pathway: Sharepoint, Shared Documents, GUIS Division Schedules, Specific Divisional Folder as indicated. Have administrative assistants input employee schedules into the Quicktime default program 		
LSC	<ul style="list-style-type: none"> Stockpile supplies identified in Section 1.6 both Fl. And Ms. Make sure trailer and equipment within is in good condition and response ready. Identify vehicles that can haul it. Have phone number for EICC available for the ordering of the preassessment team, All Hazard Teams, Museum Emergency Response Team, etc... Make sure know procedures for ordering "IT" should prepare several thumb-drives with forms and references potentially needed during the post-storm event stage. 		
FSC	<ul style="list-style-type: none"> Maintain a contingency fund in case of tropical storm costs. Have program assistant's complete QuickTime time cards in the Default program for divisions every pay period throughout Hurricane season. Maintain a list of current DOI aviation services for the area Maintain a list of current hotels (Fl. And Ms) for residents in park Stock pile small notebooks, crew time reports, emergency equipment shift tickets, Emergency Equipment –use Invoices, Vehicle/Heavy Equipment Inspection Checklists, and Emergency Equipment Rental agreement forms in file totes 		

2.3 Op. Prep. Level 2: Potential Tropical Storm or Hurricane Threat

- Group Supervisors utilize 204/214 cheat sheets found on the parks Intranet, sharepoint, shared documents, Hurricane Check List, locate the appropriate divisions forms and complete the items listed in OPL 2

Op Preparedness Level: 2		Incident Management Team Command & General Staff
Who?	Tasks/Responsibilities/Special Instructions	
All	<ul style="list-style-type: none"> Make sure IMT and group supervisors become re-familiarized with the Hurricane Plan. No vehicles/UTV's/ATV's in park are to be below ½ tank of gas 	
IC	<ul style="list-style-type: none"> IMT assignments formalized based on current availability. Distribute to Command & General Staff instant conference call use information. Obtain and distribute to park staff frequent storm tracking/prediction updates with PSC. Contact EICC with park updates (nps_eicc@nps.gov) Make sure Finance established account numbers - park and region Monitor weather conditions 	
PIO	<ul style="list-style-type: none"> Keep Local PIO's informed of park status, contact EICC to be sure eVoice procedures current Text park employee using park G-Mail text messaging advising what OPL in Set up the employee park hot lines at (FL)850-934-2687 or (MS)1-888-282-9809 for (OPL 2). Leave message advising employee needs to contact supervisor for post storm recovery assignments. Set up the public phone line for the park (934-2600) Fl and MS Updates on park cell phones by text messaging and emails for OPL levels and closures Update park webb with weather information Assist fee group supervisor with Ft. Pickens Rd. access hotline updates 	
PSC	<ul style="list-style-type: none"> Obtain and distribute to park staff frequent storm tracking/prediction updates with IC. Update park employee database. Send to EICC the EICC Tropical Storm Briefing (Appendix K). Update the Core Response Team designations. The Resources Unit should try to identify what employees may be out of the park and unable to check out in person in the event of a shut-down (due to leave, training, furlough, etc.). Attempt to get in touch with these employees to establish a communication channel to exchange info as OPL's change (working thru supervisors as time allows). It should also identify and project the availability of staff over the next 5 days or so. 	
LSC	<ul style="list-style-type: none"> Order MRE's and water. IT-Set up Network cable access for lap top computers in NLO HQ auditorium for Ft. Pickens temporary work stations and Hurricane House for OPL 3 &/or 3A for Tropical Storms. 	
FSC	<ul style="list-style-type: none"> Identify park residents who may need relocation assistance and identify potential lodging options. Create account numbers for storm (OT, expenses, damages) park and region 	
OSC	<ul style="list-style-type: none"> Work with the Ranger Group supervisor(s) and identify Core Response rangers, as discussed in Section 2.8, in the event of a full shut down. Approve where these rangers shall take safe refuge within reasonable response times to the park. Advise IC 	

2.4 Op. Prepared. Level 3: Closure of Fort Pickens &/or MS Islands

- Group Supervisors utilize 204/214 cheat sheets found on the parks Intranet, sharepoint, shared documents, Hurricane Check List, locate the appropriate divisions forms and complete the items listed in OPL 3

Op Preparedness Level: 3		Incident Management Team Command & General Staff
Who?	Tasks/Responsibilities/Special Instructions	
All	<ul style="list-style-type: none"> The IMT is formally activated by the Superintendent Immediate closure of the entire Ft. Pickens area & potentially the Mississippi Islands when a storm enters the Gulf. Group Supervisors complete crew time reports and provide to Timekeeping in 	

	<p>Finance Section</p> <ul style="list-style-type: none"> Group Supervisors complete cheat sheets (I204/214) and provide to Plans Section prior to completing each tour of duty (TOD).
IC	<ul style="list-style-type: none"> Obtain Delegation of Authority from Superintendent. (optional) Notify EICC, SERO and EOC in local areas of park status. Upgrade or downgrade the OPL designation as conditions warrant via the superintendent Participate in EM meetings with National Weather Service & EOC's along with IC
PIO	<ul style="list-style-type: none"> Maintain updated communications with parties identified in Section 1.6. Draft and distribute a press release on the partial closure(s) (Appendices C-F). Create messages on website and On-Cell announcing closures. Text Message and Voice alert to all employees using cell, text messaging thru parks Gmail system, and emails that Ft. Pickens area and the Ms. Islands are in OPL 3 Update park website for closure Contact EICC for eVoice set up (1-888-246-4335) Contact local area PIO's and advise of Park Status Set up park public phone line (934-2600) with storm information Assist Fee Group supervisor with the Ft. Pickens Rd hotline message
PSC	<ul style="list-style-type: none"> Activate the Resources functions as described in Section 1.6. Participate in EM meetings with National Weather Service & EOC's along with IC
LSC	<ul style="list-style-type: none"> Provide Logistical support as described in Section 1.6 and complete IT tasks identified below.
FSC	<ul style="list-style-type: none"> Provide relocation assistance (hotels) to Ft. Pickens & MS Islands park residents as requested. Maintain the Timekeeping Unit as described in Section 1.6 Compile CTRs from Group Supervisors and cross check for completion for amendments to be added to QuickTime at a later time. Verify the default program in QuickTime was used for all divisions
OSC	<ul style="list-style-type: none"> Implement Section 2.4 of the plan through assigned group supervisors.

2.5 Op. Prepared. Level 3A: Closure of Santa Rosa/Perdido Key & Okaloosa Islands

- Group Supervisors utilize 204/214 cheat sheets found on the parks Intranet, sharepoint, shared documents, Hurricane Check List, locate the appropriate divisions forms and complete the items listed in OPL 3A

2.6 Op. Prepared. Level 4: District Closure

- Group Supervisors utilize 204/214 cheat sheets found on the parks Intranet, sharepoint, shared documents, Hurricane Check List, locate the appropriate divisions forms and complete the items listed in OPL 4

Op Preparedness Level: 4		Incident Management Team Command & General Staff	
Who?	Tasks/Responsibilities/Special Instructions		
All	<ul style="list-style-type: none"> Complete crew time reports and provide to timekeeping unit in Finance Section Complete cheat sheets (I-214, 204's) and provide to Plans Section prior to completing each tour of duty (TOD). 		
IC	<ul style="list-style-type: none"> Notify EICC and SERO of park status. Send EICC employees names (get final list of employee names resource unit) Upgrade or downgrade the OPL designation as conditions warrant. 		
PIO	<ul style="list-style-type: none"> Maintain updated communications with parties identified in Section 1.6. Draft and distribute a press release on the district/park closure. Create messages on website and park phone line for Fl and Ms announcing closures. Contact EICC for eVoice set up (1-888-246-4335) if haven't done so Text Message & Voice alert to GUIS employees by cell phone texts & group direct connects that district closure(s) are in effect (OPL 4) 		

	<ul style="list-style-type: none"> • Advise local area PIO's of park status • Update park website for closure • Update Park's 934-2600, main phone line with closure information
PSC	<ul style="list-style-type: none"> • Maintain the Resources unit as described in Section 1.6. • Identify employees with special personal situations requesting additional personal preparation time. Consult with IC, OSC, and group supervisors to see if a reasonable accommodation can be made (i.e. early release or a temporary excused absence for preparation).
LSC	<ul style="list-style-type: none"> • Provide Logistical support as described in Section 1.6 and complete IT tasks identified below.
FSC	<ul style="list-style-type: none"> • Provide relocation assistance to park residents as requested. • Compile Crew Time Reports from Group Supervisors and cross check for completion for amendments to be added to QuickTime at a later time. • Verify the default program in QuickTime was used for all divisions • As time allows, daily estimate costs and provide to PSC.
OSC	<ul style="list-style-type: none"> • Implement Section 2.5 of the plan through assigned group supervisors.

2.7 Op. Prepared. Level 5: Final Actions & Employee Release

- Group Supervisors utilize 204/214 cheat sheets found on the parks Intranet, sharepoint, shared documents, Hurricane Check List, locate the appropriate divisions forms and complete the items listed in OPL 5

Op Preparedness Level 5		Incident Management Team Command & General Staff	
Who?	Tasks/Responsibilities/Special Instructions		
All	<ul style="list-style-type: none"> • Employee release is made thru the assigned hurricane preparedness group supervisor, as coordinated with Operations Section Chief, Plans Section Chief and then upon concurrence by Incident Commander • Check out in person at the park's Resource Unit and complete check out forms and timecards • Obtain EICC procedures for pre and post tracking and return to work procedures 		
IC	<ul style="list-style-type: none"> • Notify the SER Regional Emergency Operations Chief & Chief Ranger of status and keep apprised. • Notify EICC of IMT names and alternates and that Employee Welfare Tracking shall be in place in one or both districts (See Section 3.4). • Decide on what tasks are to be completed prior to employee release. • Determine what post-storm instructions to issue to employees. • Decide on when to release employees. • Decide on a tentative day and time for Core Response Team to respond back to work and for employees to report in by (see Sections 3.1 and 3.2). Give info to Resources Unit for check-out. • Contact IMT/Gulf Coast Recovery Team members by contacting Frank Powell (251-442-6022 (cell) / 850-916-5632 (office) 		
PIO	<ul style="list-style-type: none"> • Maintain updated communications with parties identified in Section 1.6. • PIO and alternate should bring home instructions on updating the EICC eVoice system for post-storm use. • PIO and Alternate will bring home instructions on updating the park's info. Line for post storm • PIO and Alternate will bring home instructions for updating the park's VC lines for public 		
PSC	<ul style="list-style-type: none"> • Carry out employee check-out procedures (Section 2.7) as released by IC. • Ensure the Resource unit advises GUIS staff of pre and post storm procedures 		
LSC	<ul style="list-style-type: none"> • Provide Logistical support as described in Section 1.6 and complete IT tasks identified below. 		
FSC	<ul style="list-style-type: none"> • Ensure Crew Time Reports are completed and turned in • Ensure QuickTime default time cards are completed for each division • Take FSC file response tote for post storm paperwork 		
OSC	<ul style="list-style-type: none"> • Complete tasks identified by the IC and implement final shut-down procedures. 		

2.8 Employee Release Procedures

Purpose

The purpose of the employee release procedure is:

1. To ensure that all employees make it in from the field safely.
2. To release employees with ample time, in most situations, to take necessary preparatory measures to safeguard personal property and to ensure the welfare of their household members during the storm event.
3. To collect the information necessary, in the event of a hurricane, to ensure the welfare of employees in the aftermath of a storm.
4. To issue post storm reporting instructions to employees.

Employee Release Target Timeframes

Many variables shall drive exactly when the Superintendent and/or IC releases employees in advance of a storm, including progress on the completion of priority tasks, time of day that a storm is predicted to strike, and consideration of a myriad of storm forecasting factors. A general effort, though, shall be made to release employees earlier as the forecast intensity increases to allow ample time for personal preparation and evacuation. The following release times in advance of a storm event shall serve as *general* guidance to incident managers:

Tropical storm:	roughly 12 hours;
Hurricane (lower categories):	roughly 24 hours;
Major Hurricanes (Category 3+):	roughly 36 hours.

Because storm conditions can change rapidly contrary to predictions, it is imperative that employees do as much as possible at home during their off-duty time well in advance of the storm to minimize what remains following release from duty.

To ensure the completion of priority preparatory tasks and aid in an efficient and rapid check-out, the IC may stagger the release of employees.

Check-out Procedure

1. Employees may not be released without the approval of the IC and Operations Section Chief as coordinated with the Plans Section and communicated through their assigned Group Supervisor (not regular supervisor). Group supervisors must make sure all subordinate employees are accounted for before being released themselves. Group supervisors will issue Appendix K to employees to be completed and signed before taken to the check out at the Resource Unit.
2. Employees will check-out in person with the Resources Units.
Check-out stations shall be staffed at the following two locations:
 - a. Davis Bayou Administrative Office (Tisha's office manned by Tisha Langfitt)
 - b. Headquarters Admin Building (Sherrill's Office manned by Sherrill Gray)

3. Each employee will receive a wallet card from Appendix L and the EICC Employee Evacuation Brochure from the Resources Unit.
 4. Each employee will follow the directions stated on the wallet card and the EICC Employee Evacuation Brochure. Employees will contact the EICC both pre storm and post storm advising them of their name, park, current location, call back number, status of personal, family, and residence and any request for assistance, plans to relocate and contact number.
- When all employees have checked out, the Resources Unit personnel shall distribute the updated Employee Release forms (Appendix K) to Shenandoah EICC by fax (540-999-2204 or 3130) or scan and email (nps.eicc@nps.gov). Fl. Originals will be maintained by the IC. MS originals will be maintained by Tisha Langfit and a copy sent to the IC. Copies shall also be stored on top of Sherrill's desk at headquarters and Tisha's desk at Davis Bayou District Office (labeled and protected in zip lock bags and in plastic containers, etc.).

Note: All employees assigned government cell phones and radios will take them home with them to facilitate communications after the storm passes.

2.9 Post-Release Instructions

General Guidance: Following employee release, and while hurricane/tropical storm winds conditions exist, all employees will take safe refuge. No action will be taken in the park unless absolutely essential to life and safety and the actions can be accomplished with minimal risk to the employees.

Core Response Rangers: At OPL-2 the Operations Section Chief will work with the applicable Ranger Group supervisor(s) to designate at least two Core Response Rangers for each district, in event of a total shut-down. During duty hours throughout the shut-down period, these rangers shall remain in a Full Duty Status at approved safe refuges within a reasonable response time to the park and will otherwise be available for call-back to work if needed. These rangers may also be among the first to return to the park for an initial size-up as storm conditions subside and it is safe to do so. During OPL-2 the rangers shall be identified as well as safe locations in which to ride out the storm, if necessary.

Section III. Post-Storm Response Plan

1.0 General Post-Storm Response Strategy

A general strategy has been laid out to drive post-storm actions in the aftermath of a tropical storm.

After storm conditions subside, park employees will be provided an opportunity (usually around 8 hours or more of daylight in the case of a hurricane strike) to assess their personal situations and to take action to safeguard property and ensure the welfare of household members. A system has been

established (see Section 3.3) to accommodate those employees in critical need of more time to manage major storm impacts on their lives.

Following the initial post-storm period, when it is safe to do so, a pre-identified “Core Response Team” will return to the park to initiate action. As described in Section 3.6, early activities shall be centered on several priorities:

1. Determining the welfare of the Park’s most important asset—its employees—and providing emergency assistance where critically needed (see Section 3.4);
2. Taking stabilizing action, where effective, to provide for life safety, to limit further fiscal loss, to minimize degradation to cultural resources, or to maximize recovery efficiencies; and,
3. Assessing damage to park facilities, infrastructure, and resources.

The initial assessment shall be used by the Superintendent to determine the need for the response of a Type 1, 2, or 3 All Risk Incident Management Team and to determine when other employees should return to duty.

3.1 Core Response Team

During the check-out procedure during OPL-5, the IC shall designate a tentative time (based on allowing for roughly an 8 hour period of daylight following the time hurricane conditions are forecast to subside) for the Core Response Team to report to duty. This time estimate can be adjusted and passed on to the team if telephone communications systems are intact.

Although this may be adjusted by the IC or OSC, the Core Response Team is set as the Incident Management Team, all Protection rangers, all group supervisors from the affected district(s) and selected other district personnel. The additional employees currently designated are:

Florida
Karl English (FMSS)
Andy Fernandes
Kevin Robinson
Thomas Clift

Mississippi
Ernest Echoles
Ralph Borries
Jessie Ford

Alternates have been identified for members of the Incident Management Team and group supervisors in case the primary responders are out of town on leave or unavailable due to severe storm impacts.

3.2 Employee Reporting Instructions

Before employees are released from duty to attend to their personal affairs, they must check-out as described in Section 2.7. During this procedure they will be provided a completed Employee Post Storm Reporting Instructions Card (Appendix L). These cards will be used to notify employees of their post storm reporting requirements based on one of three designated employee categories: Core Response Team Primary Responder, Core Response Team Alternate Responder, or Non-Core Response Team Employee (all other employees). These reporting instructions are

intended to not only communicate how to determine when to report back to work but also their reporting responsibilities if Employee Welfare Tracking is in place (see Section 3.4).

Employee reporting procedures have been designed to take into account that, particularly in cases of a hurricane strike, post storm personal needs will vary from employee to employee as some households, obviously, will fare better than others. This system is intended to help incident managers determine the welfare of NPS families (in cases of hurricane strikes as opposed to tropical storm strikes) and to determine where critical family support is needed. It is also a tool that attempts to accommodate critical needs of employees who have been detrimentally impacted by a tropical storm system.

The procedure requests employees to assess and report on their personal situations after storm conditions subside and, in the case of evacuations, when employees return to their homes. "Status Levels" have been established to summarize their situations and to provide guidance on expectations concerning reporting back to duty.

These Status Levels are defined as follows:

Status 5: Household member has suffered an incapacitating injury or severe damage to home has been sustained (e.g. shelter is inadequate without major actions being taken); *NPS assistance is requested* to assist with basic shelter and sustenance needs (food, water, medical attention, etc.). Annual leave is requested.

Status 4: Household member has suffered an incapacitating injury or severe damage has been sustained (e.g. unlivable without major actions being taken), but NPS assistance is *not* needed at this time. Not expected to be able to return to work for at least 72 hours. Annual leave is requested.

Status 3: Household has been seriously impacted by the storm. Annual Leave is requested to take *time-critical* action to deal with one or more critical situations:

- a) Seek medical attention or handle other life safety issues for household member(s);
- b) Safeguard personal property from further damage;
- c) Make emergency repairs to home to ensure adequate shelter or safety;
- d) Provide for the welfare of dependents;
- e) Work around critical transportation problems (e.g. undrivable vehicle, impassable roads, etc.).

[Note: under this status level, when employees report their status they are asked to estimate how much time they are requesting before reporting back to work to take the necessary critical actions to mitigate their urgent problems.]

Status 2: Household members are safe but condition of home is unknown due to inability to return home. Annual Leave is requested until able to return home and assess condition.

[Note: under this status level, employees are asked to estimate when they will be able to return home and phone back with an update.]

Status 1: Either minor damage/injuries has occurred or damage is significant, but time-critical actions to safeguard property and/or provide basic household welfare needs should be complete and should be able to report back to work within the requested time-frame (or when requested).

Employees may be asked to justify their self-assessments, in writing, at a later time if their assessments result in leave requests.

For more detail on the reporting instructions, refer to Appendix I.

3.3 Employee Welfare Tracking & Assistance

Recognizing that hurricane strength storms, in particular, have the power to cause tremendous damage and physical harm, the Incident Management Team is tasked with assessing the welfare of the park workforce and their households and to provide emergency assistance where situations are critical. We will do this with the assistance of the Emergency Incident Coordination Center (EICC) based out of Shenandoah National Park. The EICC has been tasked by WASO and the Southeast Region (SERO) to be the mechanism for which NPS employees may report their status following formal evacuation as defined by their Park's Emergency Operations Plans. The EICC will be staffed and prepared 24 hours daily to answer these calls and document information relative to the employees' status, current location, and to provide the employee with additional direction. The EICC will use this information to brief the Region, parks and IMT managers on the status of employees reporting in.

EICC Responsibilities

- To maintain and monitor a toll free telephone number that employees will use to report status of pre-storm and post storm employee welfare information. eVoice 800-901-3880 or for a person call 888-246-4335.
- Document the employee's information regarding each employee's pre-storm and post storm: date and time of call, employee name, park name, current location and call back number, status (personal, family, residence) and any request for assistance, and plans to relocate and any new contact numbers.
- Provide the Region, park and IMT identified contacts a listing of employees that have reported in, with all obtained information.
- Provide the Region, Parks and IMT with a comparison of employees that have called against a current listing of the Park's employees, volunteers and others as required This employee listing will be provided by the region / park in an agreed format
- Provide a hotline phone number for employees to use to receive additional information and direction on returning to work, etc...

GUIS IMT's Responsibilities

- Provide employees and others the EICC's toll free number (888-246-4335) to report status following an evacuation for pre-storm and post storm events.
- Notify the EICC when a Park has initiated their evacuation plan.

- Provide the EICC with a current listing of employees in order to allow an accurate comparison against those that called in at the time of evacuation notification. EICC's fax number is 540-999-2204 or 3130.
- Provide contact information (name and phone number) for the employee to call and receive additional information and direction such as receiving help, returning to work, etc.. (Hand out the EICC eVoice card "Employee Evacuation Procedures" card.)

Employee Welfare Tracking Procedure

- At OPL-2, the IC shall notify EICC of a potential storm threat to the park. The IC will update EICC with every change in OPL thereafter.
- At OPL-2 the PSC (resource unit) shall update the Employee Database and shall forward to IC to be sent to the EICC electronically along with Appendices K, in case these documents are needed later on.
- At the time of OPL-3 or 3A, if a Hurricane Watch or Warning has been issued, the Incident Commander shall confirm that Employee Welfare Tracking is being implemented and the PIO shall notify EICC and activate the "Employee Evacuations eVoice system."
- The PSC shall follow the employee check-out procedures outlined in Section 2.7.
- After the passing of the storm, as soon as it is safe to do so, employees are required to report their status to EICC, as described in Appendix L.
- EICC shall track employee status and document information concerning their welfare as described in Appendices H.
- EICC shall relay this information back to the IMT, and other managers.

Welfare Checks and Assistance

After a reasonable amount of time has passed for employees to report their status, based on known area conditions, the IMT will take proactive measures to determine the welfare of employees who have not reported in. This effort shall continue until all employees are accounted for.

The IMT is also authorized to provide critical assistance to Status 5 employees (see Section 3.3) to help them meet their basic sustenance and shelter needs. This may include food, temporary lodging/shelter, and making critical emergency repairs where limited action will provide for basic shelter needs.

3.4 Damage Assessment

The IMT shall initiate on-site damage assessments of facilities and resources, keeping the Superintendent apprised of findings. Initially, this effort shall be coordinated in a way to feed the decision making process aimed at determining the need for outside assistance. Over time, these assessments will become more comprehensive to identify emergency funding needs and projects.

As soon as practical, these assessments shall include the fuel storage and distribution systems to prevent any/additional loss of fuel into the environment. These inspections shall be documented using the Post-Storm Fuel Facility Inspection Log found in Appendix G. If any fuel has been

released into the environment, refer to the Spill Prevention Control and Countermeasure Plan for the Mississippi District or the Oil Spill SOP for the Florida District for further guidance. Hazardous material storage units shall also be inspected with the goal in mind of providing for environmental protection.

3.5 Salvage & Stabilization

A high priority in the early operational periods following the storm shall be taking actions, where feasible, that will:

- Stabilize facilities, cultural structures, or other infrastructure to minimize additional damage from occurring; or,
- Salvage property from damaged facilities to prevent further loss.

Actions shall be prioritized based on actions that would (in order):

1. Provide for life and safety;
2. Minimize any damage to the environment from fuel or hazardous material spills, etc.
3. Minimize significant loss/damage to a cultural resource or to important government records;
4. Minimize significant loss to personal property with significant monetary or sentimental value in government quarters;
5. Minimize fiscal loss to the government;
6. Maximize our ability to restore park operations as quickly as possible.

Rehabilitation of facilities and restoration of services shall be a long-term effort that may continue long after the immediate emergency is over. The Superintendent will determine at what point these responsibilities will shift from the Incident Management Team, under ICS to the Park's normal organizational structure.

3.6 Command Organizational Structure

The Incident Command System will remain in effect until the emergency condition is lifted by the Superintendent. During the Post-storm stage, the Incident Commander and Operations Section Chief will adjust the command structure to more adequately meet changing objectives over time.

For purposes of employee reporting after the passing of the storm, the command structure in use during the Pre-storm-preparation stage will serve as their default command structure. Employees should communicate with their identified incident supervisors. Upon reporting to work, however, it is very likely that functions within the Logistics Section shall be added and that entirely new employee groupings will be organized within Operations and adjusted frequently.

If the storm has caused significant damage to resources and/or facilities, the Superintendent may request from SERO the response of a Type 1 or 2 all-risk incident management team.

As described Earlier, the Superintendent shall decide when to shift post-storm rehabilitation efforts to the responsibility of the Park's normal management team. At such time he shall notify the Incident Commander in writing that the delegation of authority has been withdrawn.

Appendices

Appendix A: Storm Terms

Definitions:

Tropical Disturbance: An organized storm originating in the tropics or subtropics, which maintains its organization for 24 hours. This plan does not call for closures or evacuations in the event of a tropical disturbance.

Tropical Depression: A cyclonic tropical storm with sustained winds less than 39 mph.

Tropical Storm: A cyclonic tropical storm with sustained winds between 39 and 73 mph.

Hurricane: A cyclonic tropical storm with sustained winds of 74 mph or greater.

Category 1 Hurricane: Sustained winds of 74 mph to 95 mph. Hurricane Erin was a Category 1 storm upon landfall in the Florida District.

Category 2 Hurricane: Sustained winds of 96 mph to 110 mph.

Category 3 Hurricane: Sustained winds of 111 mph to 130 mph. Hurricanes Opal, Ivan and Dennis were Category 3 storms upon landfall in the Florida District.

Category 4 Hurricane: Sustained winds of 131 mph to 155 mph. Hurricane Katrina was a Category 4 storm upon landfall in the Mississippi District.

Category 5 Hurricane: Sustained winds greater than 155 mph. Hurricane Andrew was a Category 5 storm upon landfall in South Florida.

Saffir-Simpson Scale for Hurricane Classifications

	Barometric Pressure	Wind Speed	Storm Surge	Damage
Category 1	More than 980 mb	74 - 95 mph	4 - 5 ft.	Minimal
Category 2	965-979 mb	96 - 110 mph	6 - 8 ft.	Moderate
Category 3	945-964 mb	111 - 130 mph	9 - 12 ft.	Extensive
Category 4	920-944 mb	131 - 155 mph	13 - 18 ft.	Extreme
Category 5	919 mb	Over 155 mph	Over 18 ft.	Catastrophic
Tropical depression: maximum sustained winds of 39 mph.				
Tropical storm: 40-73 mph.				

Appendix B Abbreviations and Important Phone Numbers

EICC:	NPS' Emergency Incident Coordination Center (Shenandoah)
EM:	Emergency Manager
EOC:	Emergency Operations Center
FSC:	Finance Section Chief
IC:	Incident Commander
ICP:	Incident Command Post
ICS:	Incident Command System
IMT:	Incident Management Team
PIO:	Public Information Officer
IT:	Information Technology
LSC:	Logistics Section Chief
NHC:	National Hurricane Center (NOAA—National Weather Svc.)
NIFC:	National Interagency Fire (all-risk) Center (Boise, Idaho)
NLO:	Naval Live Oaks
OAS:	DOI Office of Aircraft Services (now National Business Center—Aviation Management Division)
OPL:	Operational Preparedness Level
OSC:	Operations Section Chief
PSC:	Plans Section Chief
USCG:	US Coast Guard
WSI:	West Ship Island

Important Phone numbers:

Local Florida Emergency Operations Centers (EOC's):

1. EOC Escambia : Emergency Operations Center, 6575 North W St. Pensacola
Emergency Manager: John Dosh 850-471-6409(office) 850-471-6455(fax)
850-393-4944(cell) joim_dosh@myescambia.com
PIO Bill Pearson 850-595-3476(O) 850-54-4478(c)
wbpearson@co.escambia.fl.us
Send closure emails to pio@myescambia.com Put emails in bullet format not paragraphs
2. EOC Santa Rosa- Emergency Operations Center, 4499 Pine Forest Rd, Milton, Fl.
1-850-983-5360 main office
Emergency Manager: Brad Baker-850-983-4610 (office), 850-393-9848(cell),
bradb@santarosa.fl.gov
PIO: Joy Tsubooka 850-983-5254 (office) 1-850-393-8304 (cell) joyt@santarosa.fl.gov
Put emails in bullet format not paragraphs
3. Santa Rosa Emergency Services Coordinators – Tom Loyd (Chief of Operations Fire Departments liaison for all of Santa Rosa's Individual fire departments)) 850-698-7401
(Cell) TomL@santarosa.fl.gov ;
Scott Markell (Communications Chief :EMS and 911 dispatch) 850-983-5249 (office)
850-393-9810 (cell) ScottM@santarosa.fl.gov

4. City Of Gulf Breeze – Emergency Operations Center
Emergency Manager- Shane Carmichael ccarmichael@gulfbreeze.fl.gov
850-934-5109(o) 850-232-9703 (Cell)

5. Florida HWY Patrol- District Commander Troop A Pensacola, Fl
Capt. John Gourley 850-484-5000 x 101(office) 850-544-7351(cell)
Email: johngourley@flhsmv.gov

Local Mississippi Emergency Operations Centers (EOC's)

1. EOC Harrison County: 1801 23rd Ave. Gulfport, Ms. 39501(1st Judicial Crt. House 1st Floor)
Emergency Manager: Rupert Lacey: 1-228-865-4002 (24 hour office line) 1-228-323-6420(cell) rupertlacy@co.harrison.ms.us
(Responder shelter is available for Emergency Response personnel including Rangers)
2. EOC Jackson County: 600 Convent Ave. Pascagoula, Ms. 39567
Jackson County Office of Emergency Services
Emergency Management Coordinator: Donald Langham 1-228-769-3111(office) 1-228-217-0536(cell)
Director Emergency Management: Earl Ethridge -1-228-769-3111(office), 1-228-219-0716 (cell),
Deputy Director Emergency Management: Terry Jackson - 1-228-769-3111(office), 1-228-219-8006
PIO: Monica Cooper 1-228-769-3166 (office) 1-228-217-2897
monica_cooper@co.jackson.ms.us
3. City of Ocean Springs Emergency Operations Center
1226 Bienville Blvd (aka:Hwy90) , Ocean Springs, Ms. 39564
Emergency Manager: Deputy Chief Nate Wilson 1-228-875-1017 (office)
1-228- 381-0625(cell) nwilson@oceansprings-ms.gov

Mobile National Weather Service (covers Mobile, Al to Walton Co. Florida)

National Hurricane Center (NOAA—National Weather Svc.) 1-251-633-6443 x3
Meterologist in Charge: 251-633-2471(available 24/7)
Acting Meterologist in Charge: Jeff Medlin jeff.medlin@noaa.gov
Warning Coordination Meteorologist: Jason Beaman Jason.Beamen@noaa.gov
(1-251-633-6443 x 224 office; cell:251-300-0801)
Forecast desk direct at 251-633-2471.
Conference Call Numbers 1-866-231-8384 PIN:2516335456

SLIDELL, LA. National Weather Service (covers Jackson Co. Ms. to Baton Rouge, La)

Lead Weather Meteorologist: Frank Rivette, 1-504-522-7330 x4
Frank.Revitte@noaa.gov
Conference Call Numbers 1-866-231-8384 PIN:9856450899

TIDES- www.saltwatertides.com (gives 14 days of tide info. And sunrise/sunset and moon times.)

NAS Pensacola: EM Burt Fenters alan.fenters@navy.mil 1-850-452-4481(office)
850-418-5158 (Cell)

US Coast Guard: Pensacola, Fl. 850-453-8282

Mobile, Al. 1-251-441-5976

Gulf Port, Ms. 1-228-868-3743 x3 Pascagoula, Ms. 1-228-769-5600

American Red Cross:

Florida Red Cross – (Pensacola) 850-432-7601

Mississippi Red Cross – (Biloxi) 228-896-4511

FEMA – 1-800-621-FEMA (3362) www.fema.gov

Contact List for SER:

<u>Name</u>	<u>Office</u>	<u>Cell</u>
Regional Chief Ranger David Horn	1-404-507-5622	1-678-699-5677
<i>Branch Chief Visitor and Resource Protection (Atlanta, GA.)</i> Jon Pierce	1-404-507-5726	1-678-634-8395
<i>SER Emergency Services Coordinator</i> Scott Larsen	1-404-507-5742	1-770-359-7238
<i>Deputy Regional Director</i> Alan Sumeriski	1-404-507-5605	
<i>SER Public Affairs Specialist</i> William F. Reynolds	1-404-507-5612	
SER Predictive Services Program Manager (Weather Meteorologist) Denver Ingram	678-320-3008	1-678-320-3008
	http://gacc.nifc.gov/sacc/predictive/weather/TropicalSlide.pdf	
SER Safety & Occupational Health Manager Brian Cook	1-404-507-5727	
SER Chief of Museum Collections Mary Troy	1-404-507-5802	
SEAC-South East Archeological Center Richard Vernon	1-850-580-3011 x 145	

American Red Cross – Mobile- Stephen P. Carr II, MA, Disaster Program Manager
South Alabama Chapter, American Red Cross 35 N. Sage Avenue Mobile, AL 36607. O-251-544-6112
C-251-222-0608 stephen.carr@redcross.org www.redcross.org/Alabama

Gulf Islands Employee Hotline: for when EICC is not activated (i.e. OPL 3 or less and rest of park remains open)
850-934-2637 (in Florida) 1-888-282-9809 (in Mississippi)

Gulf Islands Ft. Pickens Road Hotline
850-934-2656

Emergency Information Coordination Center (Harpers Ferry Center – West VA.)
Office phone: 304-535-4040
eVoice 800-901-3880, for a person call 1-888-246-4335
fax: 1-540-999-3130
nps.eicc@nps.gov

Appendix C: Sample Delegation of Authority

To: Chief Ranger D. Mladucky
From: Superintendent Daniel R. Brown
Date:
RE: Delegation of Authority

In response to the potential threat posed to Gulf Islands National Seashore by a tropical weather system, I am delegating authority to you to accomplish the objectives of the approved Gulf Islands National Seashore Hurricane Plan.

Specifically, I am designating you as Incident Commander, and you are hereby delegated full authority and responsibility for the management of hurricane preparedness and post storm response, as outlined in the approved Gulf Islands National Seashore Hurricane Plan. To that end I authorize you to do the following:

- Conduct the operations outlined in the Hurricane Plan for all operational periods.
- Close all or portions of the Seashore as necessary to provide for visitor and employee safety and for the protection of resources.
- Supervise (immediate supervision or through subordinates) all employees of the Seashore assigned to the incident, regardless of normal divisional assignments.
- Authorize overtime pay and premium pay during the preparation for and response to this tropical weather system. Scheduled work periods for employees should not exceed 12-hour periods, and should be for daylight hours to the extent possible.
- Approve or disapprove annual leave for all employees involved in the incident, with the understanding that previously approved leave should be honored when possible, but not to the detriment of the Seashore's ability to respond to this emergency.
- Provide for the safety and well being of employees involved in this emergency preparation and response by providing food and beverages as deemed appropriate for the operational periods.
- Utilize government owned / leased equipment and property for the purposes of this operation.
- Over and above personnel costs, you may expend government funds up to \$25,000 without further approval. Expenditures greater than that amount require approval.

- Assume responsibility for all media liaison for the tropical storm / hurricane, as outlined in the approved Hurricane Plan.
- Assume responsibility for daily briefings and updates to myself, SERO and WASO.
- Coordinate hurricane preparedness with other federal, State and local governments.

As Superintendent, I will:

- Approve the ordering of resources from outside of Gulf Islands National Seashore.
- Approve the ordering of an Incident Management Team from outside of Gulf Islands National Seashore.

This delegation becomes effective immediately and shall remain in effect until you are relieved of this responsibility by me or by my designation of another Incident Commander. The relinquishment of authority shall be accomplished by a memorandum in writing from me.

Daniel R Brown, Superintendent

Date

Appendix D: Sample Press Release, Florida District

FOR IMMEDIATE RELEASE

Date _____

_____(I.O.)
(850) 934-2600

APPROACHING STORM REQUIRES CLOSING OF SEASHORE

Due to the approach of (Hurricane or Tropical Storm) _____, Gulf Islands National Seashore has closed (all of the Seashore including) the Fort Pickens area, Opal Beach and the Perdido Key area. All visitors currently in these areas of the park are being instructed to leave at this time, and are urged to immediately return home and begin safeguarding their property.

When announcing this closure, Superintendent Daniel R. Brown said, "with this (hurricane or tropical storm) in the Gulf, and possibly taking aim at the coast, we have to begin now in order to safeguard human life." The National Park Service has to move visitors off the exposed barrier islands and close down all the island operations.

"Right now, we have to close the park for the safety of our visitors and our employees", Brown said.

Gulf Islands National Seashore will reopen after the storm has passed and the staff has an opportunity to mitigate any hazards resulting from the storm.

Appendix E: Hurricane Press Release Distribution List, FL. District

Associated Press
P O Box 12710
Pensacola, FL 32574
850-438-4951

Email: MRNelson@ap.org
Miami@ap.org

Destin Chamber
4484 Legendary Drive, Suite A
Destin, FL 32541
850-837-6241
Fax: 850-654-5612
Email: mail@destinchamber.com
Espies@destinchamber.com

Emerald Coast CVB
1540 Miracle Strip Parkway SW
Fort Walton Beach, FL 32548
850-651-7131
Fax: 850-651-7149
Email: djones@co.okaloosa.fl.us
dobyrne@co.okaloosa.fl.us
nhussong@co.okaloosa.fl.us

Gulf Breeze Chamber of Commerce
409 Gulf Breeze Parkway
Gulf Breeze, FL 32561
850-932-7888
Fax: 850-934-4601
Email: reception@gulfbreezechamber.com
josie@gulfbreezechamber.com

Gulf Breeze City Hall
1070 shoreline Drive
Gulf Breeze, FL 32561
850-934-5115
Fax: 850-934-5114
Email: LGuyer@gulfbreeze.fl.us

Gulf Breeze News
913 Gulf Breeze Parkway
Gulf Breeze, FL 32561
850-932-8996
Fax: 850-932-8794
Email: news@gulfbreezenews.com
mat@gulfbreezenews.com
lisa@gulfbreezenews.com

Independent News
600 Barracks St., Suite 106
Pensacola, FL 32501
850-438-8115
Fax: 850-438-0228

Email: Info@InWeekly.net
Rick@InWeekly.net

Island Times
PO Box 844
Gulf Breeze, FL 32562
850-748-6878
Fax: 850-932-4090
Email: Islandtimes@bellsouth.net
Shelley@myislandtimes.com

Navarre Chamber of Commerce
P O Box 5430
Navarre, FL 32566
850-939-3267
FAX: 850-939-0085
Email: Admin@NavarreChamber.com
Exec@NavarreChamber.com

Navarre Press
7502 Harvest Village Court
Navarre, FL 32566
850-939-8040
Fax: 850-939-4575
Email: News@NavarrePress.com
Info@NavarrePress.com

Northwest FL Daily News
PO Box 2949
Ft Walton Beach, FL 32549
850-863-1111
Fax: 850-863-7834 (Newsroom)
Email: ColinL@nwfdailynews.com
LeeF@nwfdailynews.com

Pensacola Beach Chamber of Commerce
735 Pensacola Beach Blvd
Pensacola Beach, FL 32561
850-932-1500
Fax: 850-934-1551
Email: Penbeach@visitpensacolabeach.com
Info@visitpensacolabeach.com

Pensacola News Journal
PO Box 12710
Pensacola, FL 32574
850-435-8500 Ext. 4
Fax: 850-435-8633
Email: news@pnj.com
TNinestine@pnj.com
SNickinson@pnj.com

Perdido Key Chamber of Commerce
15500 Perdido Key Dr.
Pensacola, FL 32507
850-492-4660
Fax: 850-492-2932
Email: Director@perdidochamber.com
Events@perdidochamber.com

Santa Rosa's Press Gazette
6629 Elva Street
Milton, FL 32570
850-623-2120
Fax: 850-623-2007
Email: News@SRPressGazette.com

Public Affairs Office (Gosport will get any news releases sent to Public Affairs)
190 Radford Bldg., Bldg. 624, Rm 101
Pensacola, FL 32508
850-452-4466
Fax: 850-452-4466
Email: harry.white@navy.mil (Public Affairs Officer)
Scott.hallford@navy.mil (Editor of the Gosport)

Santa Rosa Chamber of Commerce
5247 Steward Street
Milton, FL 32570
850-623-2339
Email: director@srcchamber.com

Santa Rosa Island Authority
P O Box 1208
Gulf Breeze, FL 32561
850-932-2257
Fax: 850-932-1866
Email: Buck_Lee@SRIA-FLA.com

Santa Rosa County Tourist Development Council
8543 Navarre Parkway
Navarre, FL 32566
Kwilkes27@floridabeachestorivers.com
info@floridabeachestorivers.com

COOL-107 Radio
6485 Pensacola Blvd.
Pensacola, FL 32505
850-473-0400
Fax: 850-473-0907
Email: stevepowers@clearchannel.com

NBC TV-15
6661 Azalea Road
Mobile, AL 36606

251-602-1500
FAX: 251-602-1547
Email: Local15@local15tv.com

WALA-TV Fox 10 News
1501 Satchel Paige Drive.
Mobile, AL 36602
850-494-1010
Fax: 251-434-1023
Email: ljones@fox10tv.com
jhenderson@fox10tv.com
fox10desk@fox10tv.com

WCOA AM-Radio (WJLQ and WRRX will get any news releases sent to WCOA)
6565 North W. Street
Pensacola, FL 32505
850-478-6011
Fax: 850-478-3971
Email: Bryan.newkirk@cumulus.com

WEAR-TV
4990 Mobile Highway
Pensacola, FL 32506
850-456-3333
Fax: 850-455-8972
Email: news@weartv.com
photos@weartv.com
rwood@sbgstv.com
Aserickson@sbgstv.com

WKRG-TV
555 Broadcast Drive
Mobile, AL 36606
850-484-0655
Fax: 251-662-3071
Email: Producers@wkrg.com

WSRE-TV
1000 College Blvd
Pensacola, FL 32504
850-484-1200
Fax: 850-484-1255
Email: info@wsre.org

WXBM (WMEZ will get any news releases sent to WCOA)
6085 Quintette Road
Pace, FL 32571
850-494-0038
Fax: 850-994-7191
Email: THoward@pamal.com

Visit Pensacola.com

Kristen Wimer | Communications Coordinator
ph: (800) 874-1234 | ph: (850) 434-1234 | fx:
(850) 432-8211
e: kwimer@visitpensacola.com |
w: www.VisitPensacola.com

Appendix F: Sample Press Release, Mississippi District

Press Release, Mississippi District

FOR IMMEDIATE RELEASE

Date _____

_____(I.O.)
(228) 875-9057

APPROACHING STORM REQUIRES CLOSING OF SEASHORE

Due to the approach of (Hurricane or Tropical Storm) _____, Gulf Islands National Seashore has closed Ship, Horn, Cat, and Petit Bois Islands to all public use. All visitors currently at the islands are being instructed to leave at this time, and are urged to immediately return to shore and begin safeguarding their property.

When announcing this closure, Superintendent Daniel R. Brown said, "with this (hurricane or tropical storm) in the Gulf, and possibly taking aim at the coast, we have to begin now in order to safeguard human life." The National Park Service has to move visitors off the exposed barrier islands and close down all the island operations.

"Right now, we have to close the park for the safety of our visitors and our employees", Brown said.

The park is also making initial preparations to close down the Davis Bayou unit in Ocean Springs. This area may be closed later today, as the (hurricane or tropical storm) continues moving toward us.

Gulf Islands National Seashore will reopen after the storm has passed and the staff has an opportunity to mitigate any hazards resulting from the storm.

Appendix G: Hurricane Press Release Distribution List, MS. District

Mississippi District	E-MAIL	PHONE	FAX
Biloxi-Diberville Press	editor@getthepress.com	228-435-0720	228-436-7737
Coast Radio Group	superdave@coast102.com	228-896-5500	228-896-0458
Department of Marine Resources	Lauren.thompson@dmr.ms.gov Rusty.pittman@dmr.ms.gov	228-523-4053 228-523-4132	
Gulfport City Hall	rlafontaine@gulfport-ms.gov	228-868-5700	228-868-5800
Hancock County Welcome Center	btate@mississippi.org	228-533-5554	228-533-7086
Harrison County Emergency Defense	rupertlacey@co.harrison.ms.us	228-865-4002	228-865-4087
Harrison County Tourism	janicej@gulfcoast.org	228-896-6699	228-896-6788
Jackson County Emergency Defense	Donald_Langham@co.jackson.ms.us	228-769-3111	228-769-3108
Jackson County Welcome Center	pcharlton@mississippi.org	228-475-3384	228-475-3354
Mississippi Press	msnews@themississippiipress.com	800-655-6597	228-934-1454
Mobile Press	bfinch@press-register.com		
Ocean Springs City Hall	apitre@oceansprings-ms.gov Ann Pitre - PIO	228-230-1972 Ofc	228-362-2086 cell
Ocean Springs Chamber of Commerce	cynthia@oceanspringschamber.com	228-875-4424	228-875-0332
Ocean Springs Emergency Management	civildefenseinfo@co.jackson.ms.us	228-818-4438	228-875-5442
Ocean Springs Record	news@osrecord.com	228-207-4709	228-207-4678
Sun Herald	mynews@sunherald.com	228-896-2390	228-896-2104
Sun Herald	maildrop@infi.net	228-896-2327	228-896-2104
WALA-TV News	fox10desk@fox10tv.com	251-434-1010	251-434-1023
WBSL	ihatchett@bellsouth.net	228-467-1190	228-467-5295
WKNN FM	kellybennett@clearchannel.com	228/388-2323	228-388-2362
WLOX-TV	produces@wlox.com	228/896-1313	228/896-2596
WOSM Radio	wosm@wosmradio.com	228/875-9031	228/875-6461
WQFX	wqfxradio@bellsouth.net	228/374-9739	228/374-3014
WVMI	wwatkins@msmediaradio.com	228/388-2001	228-896-9736
WXXV-TV 25	bedwards@wxxv25.com	228/832-2525	228/314-9221

Appendix H: Post-Storm Fuel Facility Inspection Log

Visual inspections of the above ground fuel storage tanks (AST's) and associated piping will be completed and documented after a hurricane or other major storm event capable of damaging these systems. Inspections of the ASTs include examining tanks for signs of corrosion or damage to piping and valves, inspecting tank supports and secondary containment for damage or irregularity, and observing tank and surrounding area for any evidence of leakage. Copies of Inspections Logs will be maintained at the Park for a period of three years. **When this checklist is complete and signed, please give a copy to the SPCC Coordinator.**

Place an X in the appropriate box for each item. If any response requires elaboration, do so in the Comments space provided. Further descriptions or comments should be attached on a separate sheet of paper if necessary.

Date: _____ **Inspection Location:** _____

Inspection Item	Yes	No	Comments
AST (above ground storage tank) tank vents are unobstructed.			
Spill and overfill protection devices for ASTs are operational.			
Loading/Unloading area is not significantly deteriorated.			
Tank truck operators have overseen all bulk transfer operations.			
AST surfaces show no signs of leakage.			
Ground surrounding AST shows no signs of spills or leaks.			
AST is not damaged, rusted, or deteriorated.			
AST bolts, rivets, or seams are undamaged.			
AST 1.5-inch release detection gap between steel tank and ConVault tank is free of liquid.			
Tank secondary containment is not deteriorated or damaged.			
Piping or valves are not leaking.			
Dispenser piping or hoses are not leaking.			
Dispensing area (surrounding pump) has no evidence of spills.			

Inspector Signature: _____

Date of Inspection: _____

Title _____

Print Name: _____

Appendix I: GUIS Employee Access Database Entry Form

Record Updated: _____
Last Name: _____ First Name: _____ Division _____
Title: _____

Address of residence: Distinctive Description of your House (e.g. 1 story red brick house with 2 palm trees in front yard): GPS coordinates if available

Residents (optional): _____

Work Phone: () _____ Extension (MS employees): _____

Work Cell: () _____

Home Phone: () _____ Alternate Phone () _____

Personal Cell: () _____ Second Personal Cell: () _____

Emergency contact information:

Name: _____ Relationship _____

Phone: () _____ Alternate Phone () _____

Destination upon evacuation of park:

Address: _____ Phone: _____

Privacy Information: Personal information regarding your home address, home description, and personal telephone numbers will be treated as confidential. Consistent with Title 43 Code of Federal Regulations Section 2.56, this information will only be disclosed to those officers or employees of the Department who have need for the information in the performance of their duties. At GUIS the following personnel may have access, as needed, to the information:

- The park management team;
- Supervisors to which your position is subordinate.
- Human Resources Office staff charged with managing records;
- The Gulf Breeze Joint Communications Center staff;
- Administrative Assistant to the Superintendent or Chief Ranger charged with managing the Employee Contact Database;
- The Florida and Mississippi District Rangers;
- Emergency incident responders, to the extent authorized by Incident Management personnel.

This personal information may be released/accessed to the above individuals for the following purposes:

- For supervisory/management purposes such as emergency work call-outs, obtaining work-related information, welfare checks, notification of schedule changes, passing on instructions, and other official business needs deemed time-critical.
- For records and database management.
- In the case of hurricane events, to check on your welfare if you have not reported in within the requested timeframes.
- Other urgent situations relating to government business.
- Pre/Post storm EICC

Appendix J: Resource Unit's Employee Check-out Procedures

1. If a Hurricane Watch or Warning has been posted for your district (and the IC has declared that Employee Welfare Tracking is being implemented in your district), GUIS Resource Unit will need to gather where the employee will be staying to ride out the storm and their best contact information/phone numbers.
2. Have employee complete the Employee Release form, Appendix K. This form must be signed by the group supervisor and operations section chief before the employee is released.
3. Complete the Release time and date on the "Employee Release form, Appendix K and keep for the IC. Scan and email or fax Appendix K to the EICC. The IC will keep the originals with them.
4. The Group Supervisor will advise the Employee what category the employee is in: The employee will advise you if they are a Core Response Team Primary Responder, Core Response Team Alternate Responder, or Non-Core Response Team employee.
5. Issue the appropriate Response team wallet instruction card and make sure the employee understands his/her instructions. Give EICC card for contacting the EICC for pre & post storm to the employee
6. If a Core Response Team member, provide the employee with the target day and time (provided by the IC) for attempting to report to work (as per the wallet card instructions).
7. If a Core Response Team member, provide the employee with all contact information (home phone, personal cell, work cell) of their assigned primary/alternate person (if applicable). The names of employees who are or have alternates are on the Incident Management Team organization chart in the Hurricane Plan.

Appendix L: Employee Pre & Post Storm Reporting Instructions

<p align="center"><u>GUI CORE Response Team Primary Responder</u></p> <p>If you evacuate from your home take your work cell with you.</p> <p align="center">Pre & Post Storm Reporting Instructions</p> <p>If no Tropical Storm or Hurricane Warning was issued for your work district prior to the storm making landfall, report to work as normally scheduled or as instructed by your supervisor.</p> <p>If a Tropical Storm Warning was issued and there were partial closures call the Emergency Incident Coordination Center (EICC), eVoice 800-901-3880, for a person 888-246-4335 pre & post storm. www.nps.eicc@nps.gov</p> <p>If a Hurricane Warning was issued for your work district, 3 steps:</p> <p>1) As soon as safe to do so, find a working phone and call Emergency Incident Coordination Center (EICC), eVoice 800-901-3880, for a person 888-246-4335 to report your status (on back).</p> <p>2) Make a reasonable effort to contact & inform your assigned alternate</p>	<p>3) If Status 1: Report to work at the time given you at check-out (or as updated since), or as soon after as it is safe to do so.</p> <p>If Status 2 or 3: Tend to your <i>time-critical</i> needs but make every reasonable effort to upgrade your status and report to work as quickly as possible. Keep your incident supervisor advised of your progress directly or through the EICC.</p> <p>If Status 4 or 5: You may take Annual Leave to address your serious issues. Keep EICC or incident supervisor updated.</p> <p>Status 5: Serious damage or injury. NPS assistance is requested Status 4: Serious damage or injury. No assistance is requested Status 3: Household significantly impacted—Annual Leave is requested to take time-critical action to stabilize our situation. Status 2: We are safe but have not yet returned home to assess home. Will return ASAP & will report back (give time estimate). Status 1: Able to report back to work.</p>
<p align="center"><u>GUI CORE Response Team Alternate Responder</u></p> <p>If you evacuate from your home take your work cell with you.</p> <p align="center">Pre & Post Storm Reporting Instructions</p> <p>If no Tropical Storm or Hurricane Warning was issued for your work district prior to the storm making landfall, report to work as normally scheduled or as instructed by your supervisor.</p> <p>If a Tropical Storm Warning was issued, call the EICC eVoice 800-901-3880, for a person 888-246-4335 pre & post storm www.nps.eicc@nps.gov</p> <p>If a Hurricane Warning was issued for your work district, 3 steps:</p> <p>1) As soon as safe to do so, find a working phone and call Emergency Incident Coordination Center (EICC), eVoice 800-901-3880, for a person 888-246-4335 to report your status (on back).</p> <p>2) Make a reasonable effort to contact & determine your assigned primary responder's ability to report to work as planned.</p>	<p>3) If you need to respond in their place: Report to work at the time given you at check-out or as soon after as it is safe to do so if you are Status 1. If Status 2 or 3, tend to your <i>time-critical</i> needs but upgrade your status and report to work as quickly as possible. Keep EICC posted. If Status 4 or 5, you may take Annual Leave to address your serious issues.</p> <p>If you don't need to respond: Monitor EICC for instructions.</p> <p>Status 5: Serious damage or injury. NPS assistance is requested Status 4: Serious damage or injury. No assistance is requested Status 3: Household significantly impacted—Annual Leave is requested to take time-critical action to stabilize our situation. Status 2: We are safe but have not yet returned home to assess home. Will return ASAP & will report back (give time estimate). Status 1: Able to report back to work.</p>
<p align="center"><u>GUI Employee (Non Core Response Team)</u></p> <p>If you evacuate from your home take your work cell with you.</p> <p align="center">Pre & Post Storm Reporting Instructions</p> <p>If no Tropical Storm or Hurricane Warning was issued for your work district prior to the storm making landfall, report to work as normally scheduled or as instructed by your supervisor.</p> <p>If a Tropical Storm Warning was issued, call the Emergency Incident Coordination Center (EICC), eVoice 800-901-3880, for a person 888-246-4335 Pre & Post storm. www.nps.eicc@nps.gov</p> <p>If a Hurricane Warning was issued for your work district, 2 steps:</p> <p>1) As soon as safe to do so, find a working phone and call Emergency Incident Coordination Center (EICC), eVoice 800-901-3880, for a person 888-246-4335 to report your status (on back).</p>	<p>2) If Status 1: Monitor EICC phone line for instructions.</p> <p>If Status 2, 3, 4, or 5: and can't reasonably report for duty by the time communicated to you, tend to your <i>critical</i> needs but make every reasonable effort to obtain approved Annual Leave from your incident supervisor, and then to upgrade your status and report to work as quickly as possible. Keep your incident supervisor advised on your progress directly or through EICC.</p> <p>Status 5: Serious damage or injury. NPS assistance is requested Status 4: Serious damage or injury. No assistance is requested Status 3: Household significantly impacted—Annual Leave is requested to take time-critical action to stabilize our situation. Status 2: We are safe but have not yet returned home to assess home. Will return ASAP & will report back (give time estimate). Status 1: Able to report back to work.</p>

Employee Status Definitions

Introduction: After storm conditions have subsided you are asked to assess your personal situation. This system is intended to help incident managers determine the welfare of our fellow NPS families and to determine where critical family support is needed. It is also a tool that attempts to accommodate critical needs of employees who have been detrimentally impacted by a hurricane. For this system to work, it is important that your assessment is a fair one. In order to implement this system fairly, you may be asked to justify your assessment at a later time.

Status 5: Household member has suffered an incapacitating injury or severe damage to home has been sustained (e.g. shelter is inadequate without major actions being taken); *NPS assistance is requested* to assist with basic shelter and sustenance needs (food, water, medical attention, etc.). Annual Leave is requested.

Status 4: Household member has suffered an incapacitating injury or severe damage has been sustained (e.g. unlivable without major actions being taken), but NPS assistance is *not* needed at this time. Not expected to be able to return to work for at least 72 hours. Annual Leave is requested.

Status 3: Household has been seriously impacted by the storm. Annual Leave is requested to take *time-critical* action to deal with one or more critical situations:

- a) Seek medical attention or handle other life safety issues for household member(s);
- b) Safeguard personal property from further damage;
- c) Make emergency repairs to home to ensure adequate shelter or safety;
- d) Provide for the welfare of dependents;
- e) Work around critical transportation problems (e.g. undrivable vehicle, impassable roads, etc.).

Expect to be able to take the necessary critical actions and be *able* to report to work by _____.

Status 2: Household members are safe but condition of home is unknown due to inability to return home. Annual Leave is requested until able to return home and assess condition. Estimated time to return home and phone back with an update: _____.

Status 1: Either minor damage/injuries has occurred or damage is significant, but time-critical actions to safeguard property and/or provide basic household welfare needs should be complete and should be able to report back to work within the requested time-frame (or when requested).

Note: If returning to the Gulf Breeze peninsula from the mainland, keep in mind that the Three Mile and Garcon Point Bridges may be closed for a couple of days immediately following a hurricane until inspection is complete to ensure their structural integrity. Residents and employees may need to access the area via Rt. 87 in Navarre.

Appendix M: EICC Tropical Storm Briefing: GUIS

The following procedure has been established to interface between GUIS' IMT and the EICC.

- When a tropical storm system creates a potential threat to the Park causing the Superintendent and IC to upgrade the Park to Operational Preparedness Level 2 (OPL-2), the IC shall notify EICC. OPL-2 is triggered by a potential storm, well in advance of the threat. From then on (s)he shall notify EICC of any change in status (OPL-1 to OPL-5).
- If the Park anticipates a Tropical Storm or Hurricane strike within roughly 12-36 hours (depending on the intensity of the forecast) the IC shall upgrade the status to OPL-5. This will result in a rapid check-out and release of park employees.
- The IC shall notify EICC on whether the storm is forecast to strike as a hurricane or as a tropical storm and whether Employee Welfare Tracking shall be instituted for either or both districts. The IC shall also notify the EICC of the names of IMT members and alternates in case EICC needs to reach the IMT before a post-storm incident command post is established.

Employee Welfare Tracking shall be instituted for the district(s) where a Hurricane Watch or Warning has been issued. In this event, GUIS shall carry out the following steps:

- During the check-out process, the Resource Unit will have employees complete the Employee Release Form. These modifications shall capture each employee's intentions as to where they expect to ride out the storm and any additional contact numbers and faxed to the EICC.
- Following the storm, employees shall be required to call in to EICC with their status (and any changes in status thereafter).
- When an employee checks in with their status they have been instructed to provide a Status Code (1-5) when asked for details concerning their status. Please include listing this code in the database.
- The EICC dispatcher shall immediately try to notify the IMT of any employees requesting critical assistance (Status 5).
- The database shall be used to brief WASO, SERO, GUIS, and IMT officials seeking updates.
- Please relay to the employee any instructions from the IC or designee concerning reporting for work when they check-in.

Please direct any questions or concerns to D. Mladucky, Chief Ranger, at (850) 232-2018 (cell).

Appendix N: Inventory of IMT Logistics Trailer for Fl. and Ms.

10- 25 gal. gas tanks (staged in district)
Water Pumps operational (floatable/Mac pumps)

Lowe's (6-26-06)

5- 5gal Poly Gas Cans
6- Gray Totes Roughnecks 18gal size
5- cases of Duct Tape
4- Combo Brass Padlocks for trailer
4- 6 outlet power strips
2- 100 ft power cord
2- 50 ft yellow power cord
2- 25ft yellow power cord
1- Solar Floodlight 3 light kit
4- 10 X 12 silver Tarps
2 - 26 watt flood light
6 2-foot sections of chain and 6 padlocks

Wal-Mart (6-26-06)

1 - Jump starter inflator
1 - Invertors 750 watts
2 - Invertors 200 watts
6 - LED flashlights with batteries
12 - Hand Sanitizers small personal size
2 - Hand Sanitizers large bottles
320- bottles Water
Sunscreen
Batteries (AA, C, D, 9-volt)
Bugspray
8-Flash Drives (8 GB)

24-MRE's

Kipper Tools

2 - Honda EU2000i Generators (oil needs to be added)

Stihl Inc.

2-MS 260 .325" Pro Chain Saw
Serial #'s 269034322, 269034323
Chain saws, helmet System, chaps, carrying cases

Seville Lawn Care

2 cycle engine oil, bar oil, 3/16 files, 2 chains

Park Supplied

Area Closed Signs 4ea
Sand Bags 50
Plastic Sheeting 1- 10X25 4mil, 1- 10X25 3.5 mil
First Aid Station -supplied by John Hunter

Appendix O: Agencies with Permission to Park Vehicles at Naval Live Oaks

Santa Rosa Island Authority

We have a MOU with SRIA (Santa Rosa Island Authority) that they may park their vehicles along the access road to the NLO Group Campground in the event of a Category 1 or 2 Hurricane. Their policy is to move vehicles to the mainland in event of a Category 3+ storm.

Environmental Protection Administration

We allow the EPA station at Pensacola Beach to park vehicles along the access road to the NLO Group Campground in the event of a tropical storm event. (Don Vinyard 850-932-4935 or Mason Kilgore-director of Public Works at 850-554-4292)

Appendix P: eVoice Instructions

May 2016

EMPLOYEE EVACUATIONS And the eVoice System Park Procedures

The National Park Service (NPS) Emergency Incident Coordination Center (EICC) provides a web based automated answering service. The eVoice System provides a recording of a Park's operating status and allows employees to leave contact information regarding their status, current location, and contact phone number(s).

The EICC is prepared 24 hours a day to respond to employee calls that require immediate attention relative to employee safety.

eVoice is an on demand voice communication service. It is available to answer calls at all times and record information. Mailbox extensions can be tailored individually using information provided by the a requesting park for an event. Each park can access the system via the internet or phone to update the park greeting and check messages.

This service is intended for emergency incidents or special events. It is not intended for routine day to day use but regular use is encouraged. Requests for routine use should be coordinated with the EICC. Emergency events take priority.

A. REQUEST A MAILBOX

1. Notify the EICC by calling 888-246-4335 when it has been determined that evacuation is required and request a voice mailbox be setup by the EICC for the Park's use.
 - a. When possible, provide a listing of all park employees that need to be tracked.
 - b. Provide the greeting for the Park's mailbox which employees will hear when they call this service. The park may choose to update this information. Sample greetings available upon request.
2. Designate an employee at the local park unit as the Park Contact. The park contact will:
 - a. Assist in creating a custom greeting based on the emergency/event and assist in monitoring of users of the eVoice system through voicemail/email.

The greeting can be updated to provide information on the park's reopening and when employees should return to work. An automatic email is generated to the EICC when voicemails are left to the system. The voicemail may also be accessed by phone or internet.

- b. Notify the EICC when the evacuation occurs and when employees should report back to work.
- c. Instruct employees to call the eVoice system at 800-901-3880 or 202-351-6185 after they evacuate as per their park specific procedures.

B. CHANGE THE OUTGOING VOICEMAIL BOX GREETING FOR AN EXTENSION

After a mailbox has been set up for your park you may update the greeting your employees will hear.

On the internet:

1. Visit <https://www.evoice.com/account-login>
2. Enter the phone number with extension given on the eVoice User Form
3. Click on Messages
4. Click on Settings
5. Click on Greetings
6. At Voicemail Greetings select Edit
7. Check the Automated Voice (a free service using a computer generated greeting).
8. Type your message in the box and click Submit
9. Click on the play button to review your message then click Save.

On the phone:

1. Dial 800-901-3880 Or 202-351-6185
 - a. While the welcome Greeting is playing, enter the extension given to you by the EICC
 - b. As soon as you hear ringing or your Unavailable Greeting, press *
 - c. After the prompt, enter your password (park mnemonic) followed by #
2. Dial 8 for personal options.
3. Dial 4 to record a new Greeting.
4. Dial 5
5. Dial 2 to record your own Greeting. Follow the instructions to record the greeting – or - Dial 1 to hear the current Greeting.

C. CHECKING MESSAGES

On the internet:

1. Visit <https://www.evoice.com/account-login>
2. Enter the phone number with extension given on the eVoice User Form
3. Click on Message to view and listen to messages.
4. New message will appear in the Inbox. You may listen to them and move them to a folder. Do not delete information without contacting EICC.
5. If needed create a new folder by selecting New under Messages/Folder

On the phone:

1. Dial 800-901-3880
2. During the initial greeting, enter the extension assigned by the EICC
3. During the Parks greeting, enter *
4. Enter the Password when prompted (park abbrev)
5. Press 1 to listen to voicemails

D. EMPLOYEE EVACUATION INSTRUCTIONS

During an emergency evacuation call 800-901-3880 or 202-351-6185.

You will be given information on the status of the park and will be requested to leave the following information:

- Name
- Park Unit
- Current Location
- Callback Number
- Status (personal, family, residence) and any request for assistance.
- Plans to Relocate and Contact Numbers

Information on when the park will be reopened and when you should report back to work will be provided at this number once received from the Park.

If you have any questions or concerns, please contact the Emergency Incident Coordination Center at 888-246-4335 or 304-535-4040 or email NPS_EICC@nps.gov.

Appendix R (ICS 209)

INCIDENT STATUS SUMMARY FS-5100-11																							
1. Date/Time				2. Initial <input type="checkbox"/>		3. Incident Name						4. Incident Number											
				Update <input type="checkbox"/>																			
				Final <input type="checkbox"/>																			
5. Incident Commander				6. Jurisdiction				7. County				8. Type incident				9. Location				10. Started Date/Time			
11. Cause			12. Area Involved			13. % Controlled			14. Expected Containment Date/Time			15. Estimated Controlled Date/Time			16. Declared Controlled Date/Time								
17. Current Threat											18. Control Problems												
19. Est. Loss				20. Est. Savings				21. Injuries				Deaths				22. Line Built				23. Line to Build			
24. Current Weather				25. Predicted Weather				26. Cost to Date				27. Est. Total Cost											
WS		Temp		WS		Temp																	
WD		RH		WD		RH																	
28. Agencies																							
Resources																				Totals			
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	
ENGINES																							
DOZERS																							
CREWS	Number of Crews:																						
	Number of Crew Personnel:																						
HELICOPTERS																							
AIR TANKERS																							
TRUCK COS.																							
RESCUE/MED.																							
WATER TENDERS																							
OVERHEAD PERSONNEL																							
TOTAL PERSONNEL																							
30. Cooperating Agencies																							
31. Remarks																							
32. Prepared by						33. Approved by						34. Sent to:											
												Date		Time				By					