

# Hurricane Season

Tips and suggestions for surviving a disastrous storm

## ❖ Questions Answered ❖

### Q How can I decide if I need to evacuate?

**A** Use your own judgment and communicate with your supervisor. If you have a lengthy distance to travel from work to home, let your supervisor know that you need to leave early.

JSC has a "liberal leave policy," meaning that your supervisor is likely to let you go if a storm is approaching. Keep in mind that if you decide you need to leave before the center closes, you will not receive administrative leave for the time you miss. You will have to use some of your own leave.

You know your situation best. Decide how much time you'll need, bank up your leave now—before another storm comes—and let your supervisor know if you would need to go home well in advance of a storm's arrival.

### Q If I leave work, what do I do with my office contents and what are my liabilities?

**A** Follow the instructions on the bright yellow "Hurricane Check list," which can be found in the vicinity of your desk. Be sure to take any of your personal valuables with you.

Remember RAISE, COVER and CLOSE! Raise your blinds, cover your computer and close the door when you leave.

Your safety and your family should always come first. Use common sense, and recognize that NASA will appreciate anything you do to safeguard equipment. We are all taxpayers and the equipment or valuable information that is lost

## Levels of preparedness

### Level 4

If a storm enters the Gulf of Mexico and is a threat to JSC, the center will initiate Level 4 preparations within 72 hours of predicted 59 mph winds at JSC. Level 4 preparations are basic activities that begin securing the site.

### Level 3

If there is a high probability that a storm will pose a threat to JSC within 48 hours, Level 3 activities will be initiated by the Director of Center Operations. Level 3 activities prepare JSC to close down in a timely manner.

### Level 2

When a storm threatens JSC within 36 hours, the center will move to Level 2. Level 2 places the center in the final state of preparation. Many systems, including e-mail and other office computer operations, will be deactivated.

### Level 1

The Center Director initiates activities when an imminent threat to the center exists within 24 hours. The center will likely be closed before Level 1. Only the Center Director is authorized to release employees or close the center.

*"The timelines for the different levels of activity have been coordinated to complete an orderly shutdown of the center. But they also fit within the guidelines for employees to have adequate time to initiate their personal emergency plan with their family. Safety of the employees is the center's greatest concern."*

-Bob Gaffney, Emergency Preparedness Manager

because of what we didn't take the time to protect will inevitably cost us in the long run.

If you have time, take a moment to consider items in and around your work area, especially office plants or perishables in the refrigerator, that might have to be without power and light for a period of time.

### Q Will I get paid for time off during a storm?

**A** Employees will receive administrative leave for normal business hours while JSC remains closed. The Center Director authorizes a formal Center Shut-Down and Evacuation typically when the storm is roughly 36-48 hours away.

### Q How do I know when to come back to work?

**A** Any of these are good resources for employees:

JSC Center Status:

<http://www.jsc.nasa.gov/pao/roundup/centerstatus/index/>

JSC Emergency Operations Center Hurricane Information Page:

<http://www.jsc.nasa.gov/da/da5/hurricane/>

JSC Employee News Service:  
281-483-6765

JSC Emergency Information Line:  
281-483-3351 Toll free: 1-877-283-1947

## Did You Know?

The Hurricane Ride-out Team has six members, but there are other members of the support team. There are 45 operators and craftsmen that are on site to ride-out the storm and be available for recovery efforts. There are also representatives from Logistics, Medical, Safety, Public Affairs, Weather and the Amateur Radio Club that support team members.

#### Prime members:

Bill Roeh - Manager, Emergency Operations Office (EOO), COD  
Mike Scott - Acting Chief, Facilities Engineering Division (FED), COD  
Reinhard Brueckner - Sr. Electrical Engineer, FED, COD  
Bob Gaffney - JSC Emergency Preparedness Manager (EOO), COD  
Dick McMinimy - Assistant to the Chief, Security Office, COD  
Bob Clark - Manager Maintenance and Operations, BRSP

#### Alternate members:

Gary Wessels - Project Manager, COD  
Dennis Perrin - COD Emergency Preparedness Manager, COD  
Bill Cowart - Branch Chief, Mechanical Operations, FED, COD  
Chester Bennett - Project Manager, COD  
Capt. Ken Hill - Manager, Dispatch Operations, Security  
Alton Costly - Maintenance Manager, BRSP

The action center on the 2nd floor of Building 30M is the retreat if the weather becomes too bad to stay in 30L. When 55 mph winds hit the center, the HRT hunkers down, monitors conditions and waits until the weather passes.

JSC's tunnel system may be used in evacuating operators from the Central Heating and Cooling plant in Building 24 to Building 30M if the weather becomes too bad. Normally at sustained winds of 55 mph, the plant will be shut down and operators can safely make it to Building 30M.

## Hurricane Checklist

**H**elpful checklists are located under your desk.

**U**nplug all power strips and electric equipment from wall outlets.

**R**aise all window blinds 12 to 18 inches from the top of the windows.

**R**escue all personal valuables from a wet environment,

**I**ncluding plants, pictures, radios and coffee mugs.

**C**over your computer!

**A**ccumulate loose items, pictures, papers and files and move to higher ground.

**N**ever leave without closing the door.

**E**xpect traffic on your way home and out of town.

**S**tock up on batteries, medications, food, water and first aid supplies.

**E**vacuate your belongings if you think your house may flood.

**A**lways carry your driver's license, birth certificate and other identification.

**S**top by the ATM and gas station before the storm.

**O**ne good idea is to plan for one category higher than predicted and expect it to arrive 12 hours sooner than forecast.

**N**otify relatives of your plans and help neighbors in need.

#### Did You Know?

JSC has a Backup Control Center concept where ISS control could be handed over to Mission Control Center-Moscow (MCC-M) in the event power is lost in Mission Control. Russians would command the Russian segment, and Americans in the Houston Support Group would command the U.S. segment.

If power was lost during a Shuttle mission, the ISS handover would be to MCC-M and a team would fly to the Launch Control Center at KSC for a Shuttle Operations handover.