

Chatham Area Transit Authority

Hurricane Preparedness Plan



FOREWORD

July 2011

Over the course of the last couple of years, major hurricanes have made landfall on the Gulf Coast and Florida producing catastrophic results. While Georgia—and specifically Chatham County—has not experienced a direct impact, our location on the coast makes us vulnerable. Accordingly, we must plan and be prepared for a major hurricane if we are to overcome the potentially devastating effects.

The Chatham County Emergency Management Agency is the organization responsible for emergency planning in Chatham County. Transportation responsibilities are included in the Chatham County Hurricane Plan. This plan establishes the responsibilities and procedures for all aspects of preparing for and recovering from the effects of a hurricane. The County will manage and coordinate resources and personnel during periods of major emergency. Chatham Area Transit has been identified as an Emergency Support Function (ESF) primary agency responsible for Transportation Services.

This plan will assist CAT staff with implementing procedures during emergency situations and evacuations. Additionally, it will provide guidelines for advising employees concerning their personal preparation for a hurricane.

Comments or questions concerning this plan should be addressed to the Safety Director.

Chatham Area Transit Authority

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INTRODUCTION

The destructive potential of hurricanes poses a serious threat to the coastal areas of the United States. Although the Georgia coast has not been directly struck by a Category 3-5 hurricane in the past century, the possibility of such an occurrence is not remote. If a hurricane is projected to impact our area, the Chatham County Emergency Management Agency (CEMA) has established a timeline for the implementation of specific actions to prepare for the arrival of a hurricane. Included in the timeline are the provisions for the evacuation of citizens who have no other transportation resources available. CAT, using its buses, will play a major role in evacuating citizens from the county.

PURPOSE

The purpose of this plan is to serve as a guide for CAT staff to ensure effective hurricane preparedness and response in conjunction with the emergency plans and procedures of CEMA.

ASSUMPTIONS

This plan is designed to accommodate the worst hurricane conditions assumed to be possible for Georgia's coast, as well as any lesser storms of hurricane intensity, including post-landfall storms from the Gulf of Mexico. Operational actions and decisions during a hurricane will be based to a large degree on the forecast intensity of the storm, likelihood of hurricane conditions, and the lead-time available for evacuation and sheltering operations.

This plan assumes three governmental levels of emergency preparedness and response: local, State and Federal. Preparedness, warning, protection, and relief are general responsibilities of all levels of government. However, emergency operations are initiated at the local level utilizing all available resources to ensure effective response.

This plan is based on several specific assumptions:

- A. Executive decision-makers will be well acquainted with the plan and its decision-making considerations and will act decisively when circumstances warrant.
- B. All parties with roles and responsibilities for hurricane preparedness, response, and recovery will maintain a state of readiness throughout hurricane season, will actively participate in emergency operations when called to do so, and will work collectively in a spirit of teamwork as circumstances require.
- C. Local governments and emergency response agencies may not be able to provide for all the immediate needs of the community, especially when time is critical. Therefore, prioritization of response efforts may become necessary.
- D. State and Federal assistance will neither be expected nor requested until local resources and capabilities are known or prove to be insufficient to satisfy emergency needs. However, such assistance will be made readily available when requested.

- E. Sufficient lead-time will exist to implement this plan and mobilize available resources. This assumes a Hurricane Watch will be issued approximately 36 hours before expected landfall and/or a Warning approximately 24 hours prior.

AUTHORITIES

COUNTY:

1. Chatham County Emergency Operations Plan (EOP).
2. Chapter 4, Article III, Chatham County Code Book, Emergency Management.
3. Chatham County Recovery Plan.
4. CEMA EOC Staff Manual.

IMPLEMENTATION

This plan will be implemented upon the recommendation of the Director of Chatham Emergency Management Agency (CEMA) with the approval of the Chairman of the Chatham County Board of Commissioners and the General Manager at CAT.

SCOPE

This plan is intended for Authority-wide application of hurricane emergency operations affecting Chatham County.

RESPONSIBILITY

In accordance with the CEMA Hurricane Plan, CAT will prepare and update this Hurricane Preparedness Plan to respond to the threat of hurricane-related conditions. CAT will revise and update responsibilities, duties and operating procedures associated with this plan, the CEMA Plan, available resources, notification and EOC staffing lists, and specific needs on an annual basis. CAT will provide changes and revisions to CEMA prior to hurricane season each year. CAT will also participate in planning sessions, training, and exercises associated with the plan.

I. OPERATIONS

A. CONCEPT

Upon the recommendation of CEMA, emergency operations shall commence at the discretion of the Chairman, Chatham County Board of Commissioners, or if unavailable, the County Manager.

The extent of emergency operations conducted, including evacuations, sheltering and protective ordinances, will depend on the severity, magnitude, track and timing of the storm. The National Weather Service (NWS) will monitor and report on the status of the storm using the Saffir-Simpson Hurricane Scale to categorize the severity.

SAFFIR-SIMPSON SCALE

CATEGORY	WIND		AVERAGE HEIGHT (FT)	MAXIMUM HEIGHT (FT)
	(MPH)	(KNOTS)		
1	74 – 95	64 – 83	4 – 5	5.3 - 9.5
2	96 – 110	84 – 96	6 – 8	11.3 - 15.4
3	111 – 130	97 – 113	9 – 12	15.7 - 18.0
4	131 – 155	114 – 135	13 – 18	18.4 - 21.4
5	> 155	> 135	18+	21.8 - 24.7+

Whenever Emergency Operations are in effect, they will be assigned the highest priority and take precedence over all other forms of routine CAT business. They shall be maintained at the appropriate levels until the threat has passed and reported as such by CEMA. In the event that the County is struck by a storm, emergency operations will be continued until the threat has been eliminated, until essential government, transportation and utility services have been restored, and until the basic survival needs of the citizens have been met. Emphasis will then shift from emergency operations to long-term recovery operations, which are not specifically provided for in this plan.

History has shown that hurricanes can rapidly intensify at the last moment before landfall. This can render emergency operations geared up for one level of hurricane threat largely inadequate when a more severe storm actually arrives. The result greatly increases the danger because local shelters become unsafe and longer evacuation times leave people stranded on the roads when the storm hits. At the recommendation of CEMA, emergency operations conducted under this plan may be based on the requirements for the next higher category of hurricane than actually expected. In other words, subject to recommendation of the CEMA Director and approval of the appropriate elected officials, if

the storm is anticipated to arrive at a Category 2 level, the local response may be for a Category 3 storm.

B. DIRECTION AND CONTROL

1. STATE LEVEL: Under his statutory emergency powers, the Governor has the authority to establish a safe level of hurricane preparedness. This includes voluntary or mandatory evacuation of the general public, protective Executive Orders, martial law, or other specific actions. However, such steps will not generally be taken, particularly if local governments are willing and able to exercise direction and control necessary to manage the emergency.
2. COUNTY LEVEL:
 - a. The Georgia Emergency Management Act provides authority to the County Commission or elected officials to order evacuation when deemed necessary to protect lives. The Chatham County Resolution Pertaining To Emergency Management specifically authorizes that: The Chairman, County Commissioners, jointly with the Mayors of the affected cities, or in their absences their legally appointed successors, may determine that an emergency or disaster exists and thereafter shall have and may exercise for such period as such emergency or disaster exists or continues, the following powers:
 - b. CEMA has assigned CAT the responsibility for coordinating and managing the transportation process if evacuation is directed. CAT has the authority to communicate directly with other transportation providers as designated by CEMA, coordinate all aspects of managing the evacuation, and direct the distribution of transportation resources based on CEMA's established priorities.

C. EMERGENCY PROCEDURES

1. CAT will continuously monitor the weather situation during hurricane season. If CEMA advises of the possibility of a hurricane that would affect Chatham County, CAT will implement the planning process to prepare for the hurricane. The specific actions will be based on the projected severity of the storm. As previously discussed, CEMA may direct the actions to respond to a storm level higher than the actual storm.
2. **Category 1-2 Storms.** It is possible, depending upon the severity of the storm and other factors that during a Category 1 or 2 storm a partial or voluntary evacuation could be declared. After Hurricane Warning and Mandatory-Partial evacuation orders have been issued for category 1-2 storms and local public shelters have been opened, a schedule for public transportation from regular CAT routes to local shelters will be established and announced. There is a possibility that a limited number of local shelters

will be opened and only minor service modifications will be needed for a limited duration. Service could be resumed when directed by CEMA after the hurricane passes through the area. Employees required to work during states of emergency within Chatham County shall receive pay only for time worked. Routes and schedules may be modified as required. At the direction of CEMA, service provision will be terminated prior to the onset of gale force winds. Again, a Category 1 or 2 storm may not result in any type of evacuation. Transportation support will be tailored to meet needs based on the situation.

3. **Category 3-5 Storms.** A category 3-5 storm will result in a mandatory evacuation. Prior to the evacuation decision, lists will be posted for Operators who are not scheduled to work to sign up to voluntarily operate a bus used for evacuation. When a decision has been made to evacuate, lists will be posted for operators to sign up for the evacuation efforts. The availability of manpower, and equipment, will determine when an operator will depart.

D. OPERATOR PRE-STORM PREPARATION & GUIDANCE

During hurricane season, all CAT employees are considered to be essential and critical because of CAT's responsibility and obligation to the community and people of Chatham County. The overall success of the County's plan is, in part, based on CAT's providing reliable transportation in support of the evacuation.

All employees will be required to report to work to support the evacuation. There will be adjustments in the level of transit service provided to the community based on the timing of the mandatory evacuation.

At least 36 hours prior to the projected landfall, the time for the start of the evacuation will be established. At that point, CAT can make an assessment of the situation and determine which Operators will report for normal shifts and which will report to drive in support of the evacuation.

Once the mandatory evacuation is announced, CAT will operate a reduced schedule. From that point on, the schedule will be reduced incrementally based on information concerning passenger loads provided by Bus Operators and Supervisors. In any event, service will be discontinued prior to the arrival of gale force winds and in time for all buses to safely depart Chatham County for the evacuation shelter.

During hurricane season, the information concerning the reduced schedule based on a mandatory evacuation will be published prior to the June board change. This will provide Operators with information to assist with planning for their family. The runs that will operate on the reduced schedule will be identified by the transportation manager. This schedule significantly reduces the number of Operators required to report to work as well as reducing the number of buses. This schedule eliminates trippers, the Liberty Parking Shuttle, and reduces the headways on most routes.

It is important to note that a hurricane is not going to work around our schedules. CAT will implement this schedule as soon as possible after the evacuation is announced and before it (evacuation) is initiated. Operators who are not scheduled to work can make preparations for their family.

In addition to a reduced schedule, routes will be modified slightly and bus stops will be identified as “Hurricane” stops. The primary difference in routes relates to the Downtown Loop. After unloading, buses will take the most direct route to get back on route and avoid unnecessary delay.

The Operator may evacuate his immediate family members on the bus the Operator is driving. The operator must make arrangements for his or her family and securing their property prior to the evacuation. Additionally, an operator evacuating the public on a CAT bus is responsible for that vehicle during the evacuation as the Operator would be during routine service. As per Section 8 of Article 25 of the Memorandum of Agreement, the operator will be paid at the overtime rate when required to travel out of Chatham County overnight for a period not to exceed eighteen (18) hours per day.

The operator should pack a bag with sufficient personal supplies for several days and medications for a week for both himself and his family. Operators will be issued a cash amount to be used for personal and emergency incidentals. In order for CAT to receive reimbursement for disaster expenses, the operator should keep receipts for the money spent. Operators must not make any financial obligation on the part of CAT. Operators who decide not to stay in the shelter where the bus was evacuated to cannot be reimbursed for their expenses. Operators must arrange for the reasonable security of their vehicle upon arrival at the evacuation site.

CEMA may have resources to issue cell phones to operators of evacuation buses at the Civic Center. Operators are to use the phones to communicate with CAT at the Chatham County Emergency Operations Center (EOC) at (912)201-4500. The phones are not to be used for personal calls. Operators are encouraged to take personal communications devices. Operators making CAT evacuation-related phone calls on personal mobile phones will be reimbursed such costs provided that proper billing information is provided.

Evacuation operators will be advised as to the shelter they are to drive to, and the route that they should take, at the Civic Center. A roster of passengers on each bus is to remain with the operator. It is anticipated that CAT buses will be used for individuals with greater comfort needs than the general public, including the elderly and families with infants.

For a severe Category 3-5 hurricane when local shelters will not be available, some public transportation will be provided to inland shelters. Scheduled CAT routes will be operated and announced after Hurricane Warning and Mandatory-Full evacuation orders are issued. Evacuees will be transported by CAT to the Savannah Civic Center where they board Board of Education buses for transport to State designated inland shelters.

Evacuees will be registered at the Civic Center by staff. Evacuees requiring public

transportation to reach shelters in Category 3-5 storms will be allowed to bring pets on buses provided that the pets are in travel carriers. Local shelters in Category 1-2 storms may not accommodate pets; evacuees are to be advised that CAT has no control over the shelters' policies concerning pets. In all cases when pets are evacuated, the owners must bring carriers, ID tags, food, immunization records, and medicines.

Service animals are not required to be in carriers, but owners are required to have the necessary travel food and records. Service animal means any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Under no circumstance will CAT provide service to an individual, pet, or service animal who engages in violent, seriously disruptive, or illegal conduct. CAT shall not refuse to provide service to an individual with disabilities solely because the individual's disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience the operator or other passengers.

Evacuees will be allowed to travel with belongings limited to personal and medical care. Bus operators concerned about the amount of belongings an individual has should seek assistance from staff available at the Civic Center.

E. SUPERVISORS, MANAGERS & STAFF

In the absence of the Director of Transportation, the Program and Service Managers will provide the management of the Transportation Department. Primary responsibilities include ensuring adequate staffing at the Emergency Operations Center, adequate manpower for evacuation, and assisting the Dispatcher. Regular updates concerning service and evacuations must be given to the CAT General Manager. Frequent communications with the Maintenance Department (Shop) concerning equipment availability must also take place. Managers and Supervisors should be familiar with the forms included in the back of this manual and must also ensure adequate numbers of the manual are available.

Every Transportation Department Supervisor will be required to work to support the evacuation. As the proponent for ESF 1, Transportation Department will provide staff to the EOC to support the evacuation and the subsequent return.

Once the decision has been made to evacuate the entirety of Chatham County and it is necessary to begin evacuating those who are not able to self-evacuate, the following plan will be used as guidance for the evacuation procedures:

- CAT will coordinate with ESF1 agencies supporting this plan to confer on a timeline to implement the plan as directed by CEMA based on storm track, time of day, and operational tempo.
- Savannah Chatham Metropolitan Police will implement a traffic enforcement plan around the Civic Center.

- CAT will begin altering its routes so that all passengers wishing to evacuate will arrive at the Civic Center as their final destination.
- The Board of Education will alert its drivers to report to the Civic Center at the specified time.
- Civic Center staff will make space available for the ARC to begin building evacuation rosters.
- Salvation Army staff will prepare to support evacuation assembly area staff with food and water for a 12-18 hour operation (Approximately 40 personnel).
- Evacuees will be directed to a registration area, then seated by bus assignment.
- ARC will load each bus with bottled water and light snacks.
- Board of Education and CAT bus drivers will be briefed by Emergency Management Agency personnel and will be provided maps and cell phones (for the lead driver in groups of seven buses).
- The first two buses in each group of seven will leave the first two seats empty to allow for the pickup of residents who have broken down along I-16.
- Upon arrival at the shelter, the driver will call back to the Chatham County EOC and report the arrival and status of all seven buses in that group.
- CAT and Board of Education representatives will document all staff and personnel information and maintain that information for reimbursement procedures following the event.

F. MAINTENANCE DEPARTMENT

The issuance of a Hurricane Warning will activate the Shop's emergency plan. The Shop will coordinate with the Transportation Department concerning any decision to discontinue fixed-route services. During hurricane season, fuel on hand in the Authority's storage tanks must be maintained at the optimum level. If a Hurricane Watch is issued, the fuel tanks must be topped off. Hostlers must pay particular attention to the buses' fuel levels on a daily basis. Buses must be topped off every night.

The Maintenance Department must make arrangements to send service trucks with buses used during evacuation. A service truck will accompany the last group of vehicles. Vehicles that cannot be repaired or prepared for use during evacuation will be stored inside the Shop if possible.

G. COMMUNICATIONS

Telephonic information concerning work schedules for CAT employees will be available at telephone (establish emergency hotline). Additionally, information about CAT operations and schedules will be available on CAT's website (www.catchacat.org).

H. FINANCE

In the event a state of emergency is declared, the Finance Department will increase the

cash on hand in the revenue room to \$. **All expenditures of these funds must be supported by receipts.** Company expenses such as fuel, oil, etc., will be reimbursed to operators provided receipts are handed in to Finance.

Payroll – Should the emergency fall on a payroll week, every effort will be made to produce payroll direct deposits or checks before evacuation. If time does not allow for a full calculation based on actual hours, all employees will be paid according to their scheduled time. As soon as is possible depending on the nature of the disaster, the correct time will be added to a subsequent payroll.

Only those employees performing duties during the emergency will be paid. Those who evacuate or do not perform duty in the Emergency Operations Center (EOC) will not be paid. Salaried employees may use personal time/vacation during the emergency. Bargaining unit employees may use any accumulated personal time during the period when CAT is not providing service.

I. COMPUTER HARDWARE, SOFTWARE & CRITICAL DATA PROTECTION

The computer consultant will be called to backup all servers. The tapes will be transported to an out-of-town location by the Finance Director.

Computers and telephones will be wrapped in plastic and picked up off the floor. The servers will be secured in the Finance safe. Items to purchase for this procedure: plastic bags, masking tape (receipts required).

Unplug all electrical equipment (copiers, fax machine, PCs, etc.).

Ensure that all desks and work areas are clear of all items and secured appropriately.

J. HUMAN RESOURCES DEPARTMENT

Human Resources must make arrangements to ensure payment of all appropriate health, disability, and life insurance and provide for processing of claims if required.

Human Resources will identify critical personnel data and coordinate for a means of backing-up the data.

Human Resources will arrange for crisis counseling or Employee Assistance Program services for those employees needing such services.

K. COMMUNICATIONS & MARKETING (DEVELOPMENT) DEPARTMENT

The Communications & Marketing Department will be the single point of contact for contact with the media. Marketing will also be responsible for issuing all press releases relating to service changes as the result of any storm.

II. COST-TRACKING CONSIDERATIONS

Not all expenses are reimbursable. The information below provides basic guidelines for reimbursable expenses. The applicable FEMA forms are at www.fema.gov/forms

Materials – (sandbags, plastic bags, etc.) purchased for uses directly related to the emergency are reimbursable by FEMA if receipts are attached. If materials are taken from stock, the actual costs should be quantified from invoices.

Equipment – the costs for using applicant-owned equipment while conducting eligible work may be claimed on the basis of Equipment Rates. These rates typically include: operation, insurance, depreciation, and maintenance but do not include operator labor. Equipment rates are applied only to the time equipment is actually working. Standby and idle time are NOT eligible.

Labor – 1. Emergency Work: only overtime labor is eligible for permanent or reassigned employees. Regular time, which is usually considered to be the first 40 hours worked in a week, is not eligible. Both regular and overtime labor are eligible for temporary employees hired to perform emergency work. 2. Permanent Work: both regular and overtime are eligible for all employees.

Mutual Aid Agreements – agreements between jurisdictions or agencies to provide services across boundaries in the event of an emergency. FEMA will reimburse mutual aid costs provided:

- Agreement is written and was in effect prior to disaster.
- Assistance is requested by the applicant.
- Work performed is directly related to the disaster.
- The entity that received the aid was charged for that aid.
- Agreement contains no contingency clause.
- Entity can provide documentation of payment for services.
- Employees of the entity providing supplemental assistance are considered as extra hires or contract labor; therefore, both regular and overtime labor are eligible.

III. SHELTERING

A. TYPES OF SHELTERS

A variety of shelters may be utilized once a hurricane threat requires the issue of evacuation orders. These vary both in terms of location and purpose:

- Local Shelters
- Critical Workforce
- Inland Shelters
- Pet Shelters
- Special Needs Shelters

B. LOCAL

During a hurricane evacuation, it is the national policy of the American Red Cross to not open any shelter in a coastal community regardless of the category of the storm.

C. CRITICAL WORKFORCE & FAMILY

Essential personnel needed to carry out evacuation and post-storm reentry and recovery operations will be expected to take shelter before gale force winds arrive. There are four designated shelters within and adjacent to Chatham County for that purpose. These shelters will not be staffed like local public shelters, but two of them will receive feeding assistance from the Salvation Army. The other two will have provisions on site. They will be opened for use after a Hurricane Warning has been issued. However, equipment staging may begin after a Hurricane Watch has been issued. They will be used for all categories of hurricane. Key members of CAT's workforce will evacuate to one of these shelters. All Transportation Department Supervisors and Maintenance Mechanics are considered critical workforce.

CRITICAL WORKFORCE SHELTERS (general but may be redefined by Red Cross before evacuation)

<u>LOCATION</u>	<u>ADDRESS</u>	<u>CAPACITY</u>
N. Effingham HS	1589 Highway 119 S.	3000
Savannah Intl. Airport	400 Airways Ave.	1,200
County Courthouse	133 Montgomery St.	400
Civic Center	Montgomery St. & Liberty St.	Equip. only
Savannah I & D Tmt. Plant	6183 Highway 21 N.	150

APPENDIX A: Departmental Guidelines/Checklists

This Appendix provides guidance regarding general planning considerations to all departments. Each department has a unique mission that contributes to the overall CAT mission. Similarly, each department has unique considerations when planning for the effects of a hurricane. These guidelines were compiled from a wide variety of sources that have been adapted to hurricane conditions that could occur in Chatham County. The guide is designed to be used as a descriptive model and, in some cases as a checklist, to assist, mitigate, prepare for, respond to, and recover from the effects of a tropical storm or hurricane either threatening or striking Chatham County.

Emergency actions in preparation for hurricanes, including preparedness, evacuation, and sheltering, will depend on the severity, track, and timing of a storm. Throughout the hurricane season, the Chatham Emergency Management Agency (CEMA) will monitor and report on the status of storms, alerting departments and agencies as conditions warrant. The dissemination of information regarding increased readiness and Watches and Warnings will be initiated commensurate with the threat. Whenever emergency operations are in effect, they will be the highest priority and take precedence over all other forms of routine business. CEMA will disseminate tropical storm and hurricane information by a variety of methods:

- CEMA web site: <http://cema.chathamcounty.org>
- E-mail
- Landline phone, cellular, and satellite telephone
- Facsimile: E-Fax Mass Facsimile System
- Radio & TV.

The outline that follows provides recommended hurricane plan contents for CAT departments, an abbreviated checklist to ensure that each area is adequately addressed, and a timeline that lists the operational procedures CEMA will follow when a storm threatens Chatham County.

LIFE SAFETY

The highest priority in any emergency is the safety of the people.

EVACUATION: Consider employee intentions, evacuation plans & needs during a countywide evacuation.

COMMUNICATIONS

Plan for all possible contingencies from a temporary or short-term disruption to a total communications failure:

- Consider the everyday functions performed by your department and the voice and data communications used to support them.
- Consider the impact if your communications were inoperable. How would this affect emergency operations?

- By what means will suppliers, constituents, and vendors contact you?
- Prioritize all communications; determine which should be restored first in an emergency.
- Determine needs for backup communications for each function; consider telephones, fax, messengers, and radios.

FAMILY COMMUNICATIONS: Encourage employees to establish plans to communicate with their families. They should arrange for an out-of-town contact for family members to call in an emergency, and they should designate a place to shelter during and after a storm. Departments should provide their employees with telephone numbers for use during an evacuation and coordination of reentry information following a storm.

PROPERTY

Protecting facilities, equipment, and vital records is essential to restoring operations following a hurricane. Identify sources of backup equipment, parts, and supplies. Designate personnel to authorize, supervise, and perform a facility shutdown. Obtain materials to carry out protection procedures and keep them on hand for use in emergencies. Establish procedures for:

- Closing or barricading doors and windows.
- Shutting down equipment.
- Covering or securing equipment.
- Moving equipment to a safe location.

FACILITY SHUTDOWN: If relocation is required, are adequate measures in place for the immediate resumption of operations?

- Revenue
- Administration
- Staff support
- Communications
- Transportation
- Deliveries
- Inventories
- Vital records

RECORDS PRESERVATION: Vital records may include:

- Employee, customer, and supplier databases.
- Personnel files (especially in the event of employee injury or death).
- Data processing files, systems, and equipment.

Preserving vital records is essential to the rapid restoration of operations. Analyzing vital records involves:

- Classifying operations into functional categories such as finance, logistics, and administration.

- Identifying the minimum information that must be readily accessible to accomplish essential functions, for example, maintaining collections may require access to account statements.
- Identifying records that contain essential information and where they are located.
- Identifying equipment and materials needed to access and use the information.

Establish procedures for protecting and accessing vital records. Among the many approaches to consider are:

- Labeling vital records.
- Backing up computer systems.
- Making copies of records.
- Storing tapes and discs in insulated containers.
- Storing data off-site.
- Increasing security of the computer facility.
- Arranging for evacuation of records to backup facilities.
- Staffing of alternate, temporary sites.
- Suspension of non-essential operations.

Development of an interim alternate-site support plan:

- Transition to operation from a recovery or alternate site.
- Implementation of key systems at the alternate site.
- Duplication of communication and networking requirements.
- Personnel for restoration and operation of critical systems.
- Retrieval of backup data and files.
- Alternate site hardware, software and support requirements.

RESUMPTION

Recovery and resumption activities directly affect CAT's ability to provide services to the residents of Chatham County.

CONTINGENCY CONTRACTS:

- Consider contractual arrangements with vendors for post-emergency services such as record preservation and equipment repair.
- Ensure that pre-qualified suppliers of critical services have their own emergency plans and will be able to provide services when required.
- Identify critical operations and plan to bring those systems back on-line. The process may entail repairing or replacing equipment, relocating operations to an alternate location, and temporarily contracting operations.
- Consider the possibility of denied or delayed access to the facility.
- Establish criteria for abandoning a facility and relocating to an alternate site. Who authorizes this decision? What special disaster-specific accountability is required?

- Take photographs of or videotape the facility to document company assets; update these records regularly.

CONTINUITY OF MANAGEMENT: It can be assumed that not every key person will be readily available or physically at the facility after an emergency. Ensure that recovery decisions can be made without undue delay by having current organizational procedures in place for:

- The chain of command.
- Maintaining lines of succession for key positions.
- Designation of responsibility for key duties and functions.

EMPLOYEE SUPPORT: Employees are your most valuable assets; consider the range of services that you could provide, including:

- Handling pay in an emergency (OT, comp, straight time, etc.).
- Meeting place for employees and their family members.
- Cash advances.
- Flexible work hours.
- Reduced work hours.
- Crisis counseling or stress management workshops.
- Assistance packages.
- Day care.

RESUMING OPERATIONS: Immediately following a hurricane, take steps to resume operations.

- Check with the EOC to determine if the facility is safe for occupancy.
- Establish a check-in point, and conduct employee briefings.
- Assess employee personnel circumstances, and provide assistance.
- Establish a recovery team.
- Establish priorities for resuming operations.
- Continue to ensure the safety of personnel on the property.
- Assess the remaining hazards and report the findings to the EOC.
- Keep detailed records. Consider audio recording all decisions. Take photographs or video the damage.
- Account for all damage-related costs. Establish special job order numbers and charge codes for purchases and repair work. Keep receipts.
- Coordinate for resource needs and clean-up contract requirements.
- Only make repairs necessary to prevent further damage. Protect undamaged property. Close building openings. Protect equipment against moisture.
- Maintain contact with the general public and suppliers.
- Be aware of unsolicited and uncertified repair and recovery firms; always verify licenses, credentials, and references.
- Clear all major activities through the CEMA EOC.

LOGISTICS

Consider the need for pre-approved purchase orders or requisitions and requirements

for special funding authorities. Resource lists of equipment, services, and supplies are vital as are mutual aid agreements with other companies and governmental agencies.

Before an emergency, logistics may entail:

- Acquiring equipment.
- Stockpiling supplies.
- Designating emergency facilities.
- Establishing mutual aid agreements.
- Preparing a resource inventory.

Following an emergency, logistics may entail:

- Moving backup equipment in place.
- Repair parts.
- Fuel.
- Outsourcing maintenance.

PLANNING CONSIDERATIONS

The following are considerations when preparing for hurricanes:

- Assign an emergency coordinator.
- Establish facility shutdown procedures. Establish warning procedures. Make plans for assisting employees who may need assistance.
- Establish departmental evacuation plans and procedures.
- Make plans for communicating with employees' families before and after a hurricane.
- Survey your department. Make plans to protect files and equipment. Move valuables away from windows and seal them in plastic bags.
- At a minimum, back-up valuable papers and accounts receivable at off-site locations. Prepare to move records, computers, and other items within your facility or to another location.
- Listen for hurricane watches and warnings.
 - Sign up for CEMA Alerts at <http://cema.chathamcounty.org>.
 - Hurricane Watch: A hurricane is possible within 36 hours. Stay tuned for additional advisories. Tune to local radio and television stations for additional information. An evacuation may be necessary.
 - Hurricane Warning: A hurricane is expected to make landfall within the next 24 hours. Take precautions at once and if advised, evacuate.

DEPARTMENTAL PLAN CHECKLIST

- Authorities and responsibilities of key personnel

LIFE SAFETY:

- SITE EVACUATION: Employee transportation, re-entry, and post-storm work-site locations

EVACUATION:

- Personnel and procedures to shutdown critical operations
- Post evacuation procedures

COMMUNICATIONS:

- Priority and procedures for restoration of internal communications
- Plan for external restoration of communications services
- Plan for backup communications for each organizational function

FAMILY COMMUNICATIONS:

- Individual responsibilities plan

PROPERTY:

PROTECTIVE SYSTEMS: Plans and procedures

- Shutting down equipment
- Covering, securing, or relocating equipment
- Identification of backup equipment, parts, and supplies

FACILITY SHUTDOWN: Responsibility for non-structural mitigation

- Securing items that could fall or shake loose
- Moving heavy or breakable objects to low shelves
- Ensuring moveable items are above potential flood levels
- Moving workstations away from windows
- Wrapping electronic equipment in plastic

RECORDS PRESERVATION: Identification and labeling vital records

- Financial and insurance information
- Engineering plans and drawings
- Employee, customer, and supplier databases
- Personnel files

- Backing up computer systems
- Copies of records
- Storing tapes and discs off-site or in insulated containers
- Evacuation of records to backup facilities

CONTINGENCY CONTRACTS:

- Plan for bringing critical systems back on-line
- Responsibility for photographs or videotape of the facility

CONTINUITY OF MANAGEMENT:

- Chain of command
- Lines of succession

EMPLOYEE SUPPORT:

- Cash advances
- Flexible work hours
- Crisis counseling
- Assistance packages
- Day care

RESUMING OPERATIONS:

- Recovery team priorities
- Hazard assessment and security
- Employee briefing
- Provisions for damage documentation:
 - Audio recording decisions
 - Photographs or video of damage
 - Damage-related cost inventory and accountability
 - Assessment of damaged property
 - Report findings to the County EOC

LOGISTICS:

- A resource inventory
- Backup equipment
- Repair parts
- Medical, food, and transportation
- Backup communications

PLANNING CONSIDERATIONS:

- Evacuation plans
- Department Emergency Coordinator
- Facility shutdown procedures
- Family communications
- File and equipment protection

APPENDIX B: ESF Activation Checklist

1. Receive notification of ESF Activation from CEMA.
2. Notify all ESF supporting agencies.
3. Verify status of Activation of the EOC.
4. Send Representative to the EOC at designated time.
5. Sign in at EOC Security Station to receive badge.
6. Report arrival to Operations Chief and EOC Manager.
7. Obtain situation briefing from EOC staff.
8. Ensure adequate staffing for 24-hour coverage. Confirm names and hours of liaison staff with appropriate agencies.
9. Inventory go kits and work area. Check supplies, phone, and computer. Report any deficiencies to the EOC Manager.
10. Log onto WebEOC and establish journal.
11. Establish filing system (may include, but not limited to, status reports, situation reports, briefing papers, assignments, mission tasking, telephone rosters, daily reports, etc).
12. Establish contact with forward deployed teams or other agencies as required. For example, ESF 6 will establish contact with ARC operations/watch and exchange point of contact information. Establish reporting times for all elements.
13. Begin gathering information and provide operational report to Operations Chief. Be sure to include activities of all support agencies.

APPENDIX C: Emergency Support Function 1 (Transportation)

Primary Agency: Chatham Area Transit
Support Agencies: Chatham County Board Of Education
Chatham County Department of Public Works
Chatham Emergency Management Agency
GA Department of Transportation
First Student

Supporting information, documentation, activation instructions, and checklists are contained in the Introduction to Emergency Support Functions Annex. Listed below are the names of the other Emergency Support Functions (ESFs) as many will be referenced in the ESF 1 – Transportation outline that follows.

ESF 1 – Transportation
ESF 2 – Communications
ESF 3 – Public Works, Engineering, and Damage Assessment
ESF 4 – Firefighting Services
ESF 5 – Emergency Management (Planning)
ESF 6 – Mass Care, Housing, and Human Services
ESF 7 – Resources and Logistics
ESF 8 – Public Health and Medical Services
ESF 9 – Search and Rescue
ESF 10 – Oil and Hazardous Materials Response
ESF 11 – Agricultural and Natural Resources
ESF 11a – Animals and Pets
ESF 12 – Energy and Utilities
ESF 13 – Public Safety and Security
ESF 14 – Long Term Community Recovery and Mitigation
ESF 15 – External Affairs

1. Introduction

A. Purpose:

1. To support and assist municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential incident of Critical Significance.
2. To assist city and county agencies and other ESFs with the emergency efforts to transport people. The priorities for allocation of these assets will be:
 - a. Evacuating persons from immediate peril.
 - b. Transporting personnel for the support of emergency activities.
 - c. Transporting relief personnel necessary for recovery from the emergency.

B. Scope: The emergency operations necessary for the performance of this function include but are not limited to:

1. Preparedness

- a. Maintain current inventories of government transportation facilities, supplies, and equipment by mode.
 - b. Maintain current resource directories of all commercial and industrial transportation assets, facilities, and supplies within the County, to include maintaining points of contact, their geographic locations, territories, and operating areas.
 - c. Establish and maintain liaison with the state and adjacent County transportation officials.
 - d. Plan for supporting all types of evacuation(s) to include lockdown of draw bridges, suspension of highway construction and maintenance, lane reversal on evacuation routes, and Highway Patrol traffic management plans and operations.
 - e. Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercises. Develop appropriate transportation packages to support likely scenarios.
 - f. Participate in exercises and training to validate this annex and supporting SOPs.
 - g. Ensure all ESF 1 personnel integrate National Incident Management System (NIMS) principles in all planning. Primary action officers for all ESF 1 agencies will complete, as a minimum, ICS 200, 300, and 700 courses.
2. Response
- a. Identify transportation needs required to respond to the emergency.
 - b. Coordinate with Georgia National Guard (GANG) for use of state military transportation assets.
 - c. Identify, obtain, prioritize and allocate available transportation resources.
 - d. Report the locations of damage to transportation infrastructure, degree of damage, and other available information to CEMA 912-201-4500
 - e. Assist local governments in determining the most viable, available transportation networks to, from, and within the disaster area, and regulate the use of such networks as appropriate.
 - f. Coordinate emergency information for public release through ESF 15.
 - g. Plan for transportation support of mobilization sites, staging areas, and distribution points.
3. Recovery
- a. Continue to render transportation support when and where required as long as emergency conditions exist.
 - b. Coordinate the repair and restoration of transportation infrastructure with the assistance of ESF 3.
 - c. Evaluate and task the transportation support requests for impacted areas.
 - d. Anticipate, plan for, and ready the necessary notification systems to support damage assessment teams, establishment of staging areas, distribution sites, and other local, state, and federal recovery facilities in the impacted area.
 - e. Anticipate, plan for, and ready the necessary notification systems to support the deployment of mutual aid teams, and work teams and activities in the

impacted area.

- f. Ensure that ESF 1 team members or their agencies maintain appropriate records of costs incurred during the event.
4. Mitigation
 - a. Support and plan for mitigation measures.
 - b. Support requests and directives resulting from the County Commission concerning mitigation and/or redevelopment activities.
 - c. Document matters that may be needed for inclusion in briefings, situation reports, and action plans.

2. Concept of Operations

A. General: ESF 1 is under the leadership of Chatham Area Transit (CAT). Upon request, a CAT representative will be available to respond to the EOC to assume primary responsibility for this ESF. When partial activation of the EOC is implemented, the CAT representative will identify which support agencies for ESF 1 are required and will take steps to ensure that these agencies are activated or alerted as appropriate. ESF 1 will respond to requests for transportation assistance. It is anticipated that when evacuations are completed, the majority of the requests for transportation will be initiated by other ESFs to assist in providing aid to those in need.

B. Response:

1. Initial Actions:

- a. Vehicle inventories will be maintained and coordinated through ESF 1. Documentation of mileage and status will begin at this time.
- b. Each ESF 1 agency will establish communications with its field personnel and ensure that they are ready for timely response.
- c. Coordination will be established with support agencies to prioritize response strategies.
- d. Confirmation of the level of readiness will be made with support agencies to include fuel availability, resources, etc.
- e. Resources will be strategically positioned and sheltered when it becomes apparent that an Incident of Critical Significance is imminent.
- f. ESF 6 will assist with the coordination of ground transportation schedules to evacuation shelters with ESF 1.
- g. The US Coast Guard will notify harbor officers of the areas affected by the potential event of the need to lock down drawbridges.

2. Continuing Actions:

- a. ESF 1 will coordinate transportation resources with requests for transport of personnel.
- b. Priorities will continually be reassessed to address the most critical transportation needs.
- c. Resources that are committed to specific missions will be tracked for

redeployment if necessary. Updated information will be provided to ESF 5.
d. Resources will be re-staged as appropriate.

3. Recovery:
 - a. Upon request, transportation resources will be provided to assist recovery activities.
 - b. Develop recovery actions and strategies.
 - c. Continuing Actions: Transportation will continue to be provided for related activities.

3. Responsibilities

- A. Primary Agency: Chatham Area Transit Authority
 1. CAT will coordinate with the support agencies in directing transportation resources and prioritizing the needs for transportation services.
 2. Immediately following an Incident of Critical Significance, assess the overall status of the transportation system within the county and begin determination of potential needs and resources.
 3. ESF 7 will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement available resources.
- B. Support Agencies:
 1. Chatham County Board of Education & Laidlaw: School buses, resources, personnel, equipment, vehicles, and fuel will be made available as needed to assist in fulfilling transportation needs.
 2. ESF 8:
 - a. Advanced Life Support transport for those in need of medical transportation.
 - b. Basic Life Support transport for those in need of minimal medical care or who are non-ambulatory.
 - c. EMS Auxiliary resources will also be made available to assist with transportation needs identified by CAT.

APPENDIX D: Hurricane Response Timelines

OPCON	PHASE	HOUR*	ACTIVITY	RESPONSIBILITY	DATE/TIME	STATUS
5	Normal	96+	These are SPECIFIC activities to take place at certain times –	Assign this task to _____ staff		
		96+	Track Storm & Forecast Positions	Transportation		
		96-72	Review Plans & Procedures	Staff		
		95-72	Update Notification Lists	Staff		
		94-72	Inspect EOC	Staff		
		92-72	Make Necessary Purchases of Supplies/equipment	Staff		
4	Monitor	72-48	Establish Ongoing Timetables for Response Activities	Trans Director		
		72-48	Establish Ongoing Contact with CEMA/ESF 1	Trans Director		
		72-48	Inform Operators to Begin Personal Preparations	Trans Director		
		72-48	Provide Initial Alerts	Trans Director		
		54-48	Schedule Pre-mobilization Briefing	Trans Director		
		54-48	Coordinate Special Needs Transportation w/ESF 8	Trans Director		
		36-34	Conduct EOC Staffing Briefing	Trans Director		
		36-33	CEMA Declares Full EOC Activation	Command (Policy)		
3	Watch & Warning	35-33	Chatham County State of Emergency Declaration	CEMA Dir./ County CEO		
		31	CEMA Evacuation Transportation Meeting @CEMA	Trans Director		
		27	Coordinate w/ ESF 8 Health for Special Needs Evacuation	Trans Director		
		26	Commence Special Needs Evacuation	Trans Dept		
		24	CAT Representatives Report to Evacuation Assembly Area	Trans Dept		
		22	CEMA Directs Evacuation	CEMA		
		0	Eye of Storm			
2	Evac		Prior to Arrival of Gale Force Windows			
			Discontinue Fixed Route System @ Direction of CEMA Begin Evacuation	Trans Director		
			Arrival of Tropical Storm Force Winds			
1	Reentry	14-8**	CEMA Announces Reentry	CEMA		
			Buses Return From Evacuation Site	Trans Dept		
			Fixed Route Service Commences	Trans Dept		

This table is for guidance only and may not apply to all storms. Adjustments will be required according to the forecast intensity and track of the storm.

APPENDIX E: Instructions to Evacuation Bus Operators

1. At the beginning of the hurricane season (prior to June 1st), Bus Operators will be offered an opportunity to update the attached form and identify immediate family members that they want to travel on the bus with them to the designated evacuation shelter. Members of the employee's extended family, if they require transportation, should report to the Civic Center when a mandatory evacuation is declared.

2. **At least 72 hours prior to the projected landfall of the hurricane, Bus Operators will be notified to begin preparations for the evacuation of their families.**

Operators may elect to bring their family when they report and have them ride the bus when they pullout. Operators who are not scheduled to work but will drive for the evacuation may bring their family with them to CAT where they can board the bus.

3. Your primary evacuation route will be provided at the Evacuation Assembly Area by CEMA. The plan in place by CEMA directs vehicles to shelters in Augusta, GA.

4. If you have an emergency while en route to Macon, you should dial *GSP on your cellular phone to reach the Georgia State Patrol, or dial 911. Please note the nearest mile marker or exit ramp to direct emergency responders to your location. You should also note whether you are in the normal westbound lane or in the one-way contra lane.

5. The cell phone you have been issued is for Emergency Use Only and for notifying the Emergency Operations Center that you have reached a shelter destination.

6. Upon arrival, call **912-201-4500**. This calls the Chatham Area Transit representative in the EOC, and you are to provide the following information:

- Your name
- Your bus number
- Number of passengers
- Your bus type (CAT, Teleride, School Bus)
- Your location

If have been provided a CEMA cell phone and charger, please ensure that the battery remains charged.

Hurricane Evacuation Family Registration Form

Please print neatly and clearly.

First Name _____ M.I. _____ Last Name _____

Current Address _____ Apt. # _____

City _____ State _____ ZIP Code _____

Home Phone _____ Alternate Phone _____

Marital Status (check 1): Single Married Divorced Widow

Spouse's Name (if applicable) _____

Please list only your immediate family members:

Children's Name(s)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Others you are legally responsible for:

1. _____

2. _____

Person(s) to contact in case of an emergency:

1. Name _____ Phone _____

Address – including City, State, ZIP Code:

2. Name _____ Phone _____

Address – including City, State, ZIP Code:

In accordance with the Memorandum of Agreement (MOA) regarding current address and phone number—Article 19, Miscellaneous, Section 2—“All employees covered under this agreement shall keep their respective Department Heads informed at all times of their current home, or living quarters, address and current telephone number.”

If an employee’s marital status changes or children are added or removed from the employee’s family, it is the responsibility of the employee to add, delete, or make changes in the above information. Failure to provide requested information may result in a delay during the evacuation process.

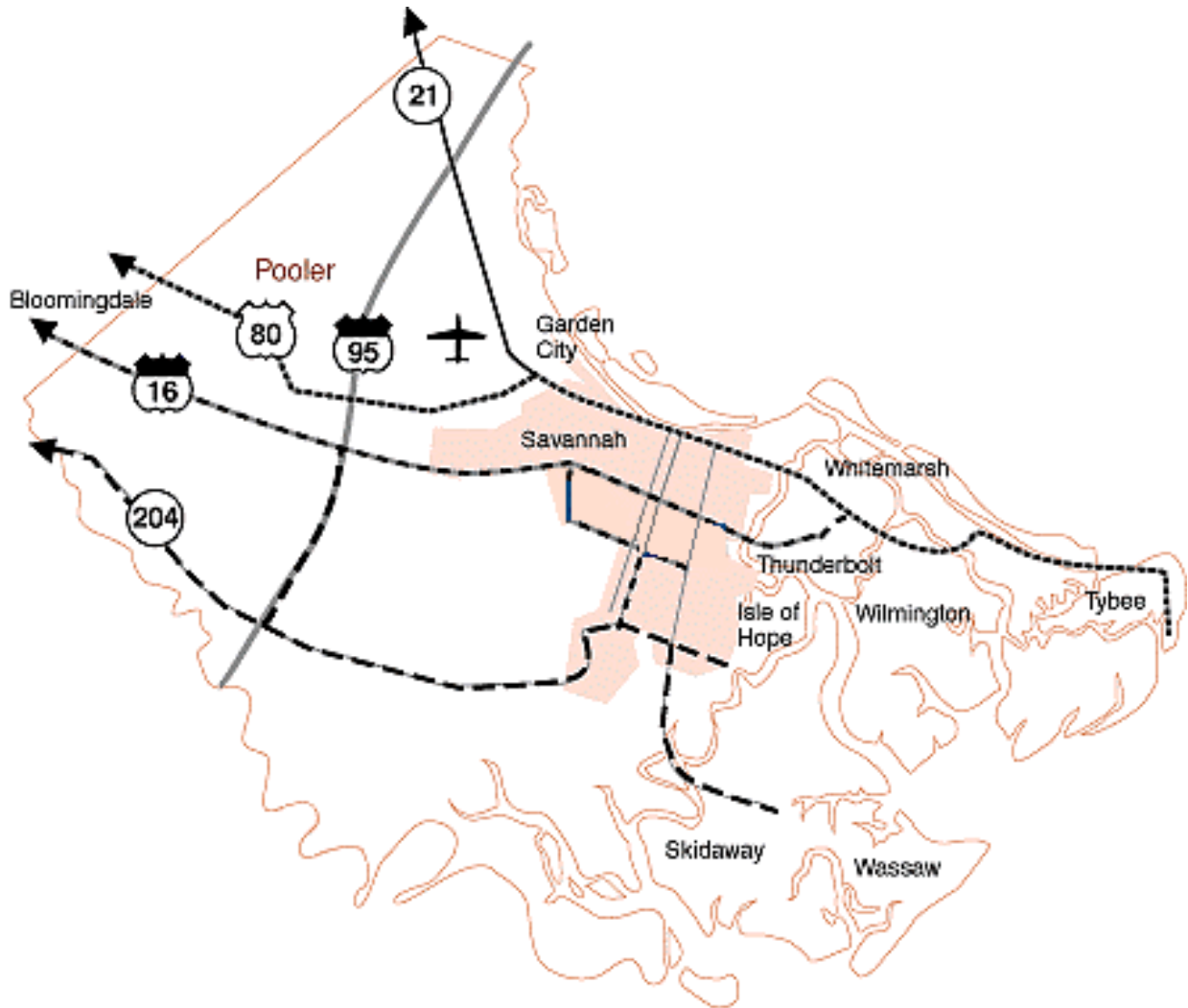
Employees will be allowed to transport their immediate family on the bus with them to the designated shelter. The individuals identified on this list represent the immediate family of the employee. The employee’s extended family may, if they desire, take advantage of the evacuation resources at the Civic Center.

Employee’s Signature _____

Date _____

Return completed form to your Department Head for inclusion in your personnel file.

APPENDIX F: Evacuation Routes Inside Chatham County



NOTE: Highways outside the county that parallel the coastline (I-95, US17A or US17 Southbound) should be avoided as a hurricane approaches. They are not designated evacuation routes and may be dangerous within 12-18 hours before landfall.

APPENDIX G: Evacuation Routes Outside Chatham County

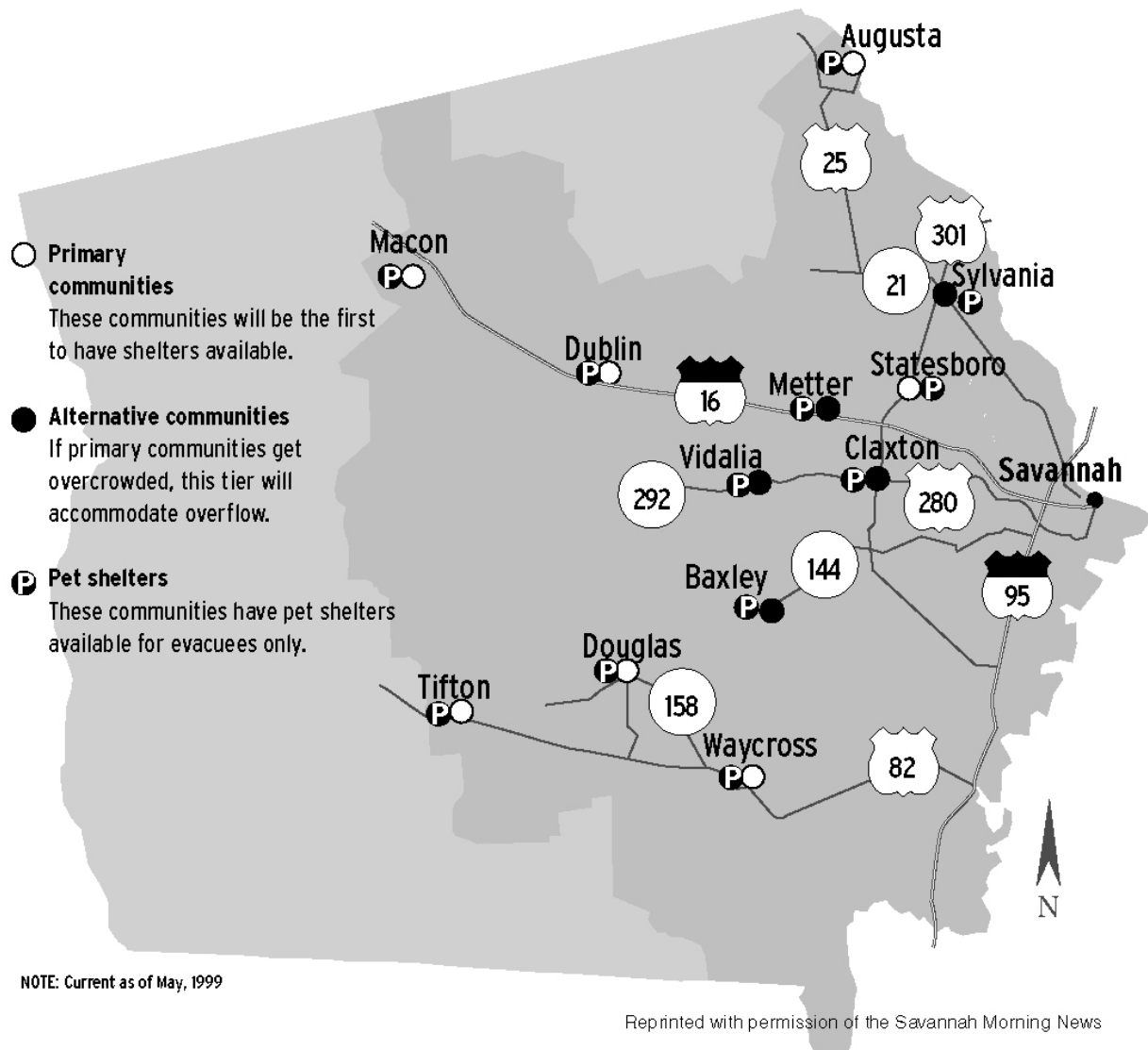
Designated Hurricane Shelter communities:

Primary

Augusta (Richmond County)
 Douglas (Coffee County)
 Dublin (Laurens County)
 Macon (Bibb County)
 Statesboro (Bulloch County)
 Tifton (Tift County)

Alternate

Baxley (Appling County)
 Claxton (Evans County)
 Metter (Candler County)
 Sylvania (Screven County)
 Vidalia (Toombs County)
 Waycross (Ware County)



APPENDIX H: Traffic Control Points – SCMPD

SAVANNAH-CHATAM METROPOLITAN POLICE DEPARTMENT

	Primary Roadway	Intersection	City/Cy	Area	Ofc
1	US Highway 80	Johnny Mercer (West End)	Cy	Eastside	2
2	US Highway 80	Islands Expressway	Cy	Eastside	1
3	Johnny Mercer	Walthour Rd	Cy	Eastside	1
4	US Highway 80	Johnny Mercer (East End)	Cy	Eastside	2
5	US Highway 80	Quarterman Rd	Cy	Eastside	2
6	US Highway 80	Brian Wood Rd	Cy	Eastside	2
7	President St	Pennsylvania Ave	Cy	Eastside	2
8	Johnny Mercer	Wilmington Island Rd	Cy	Eastside	1
9	Diamond Causeway	Ferguson	Cy	Southside	1
10	Diamond Causeway	Whitfield Ave	Cy	Southside	1
11	Skidaway Rd	Ferguson	Cy	Southside	1
12	Skidaway Rd	Montgomery Crossroads	Cy	Southside	1
13	Johnny Mercer	Penn Waller Rd	Cy	Eastside	1
14	Derenne Ave	Skidaway Rd	City	Eastside	1
15	President St	East Broad St	City	Downtown	2
16	Victory Dr.	Hopkins St	City	Westside	1
17	Victory Dr.	M. L. King Blvd.	City	Midtown	1
18	Victory Dr.	Ogeechee Rd	City	Westside	1
19	Victory Dr.	Whitaker St.	City	Midtown	1
20	Victory Dr.	Bull St	City	Midtown	2
21	Victory Dr.	Montgomery St	City	Midtown	1
22	Victory Dr.	Habersham St	City	Midtown	2
23	Victory Dr.	Price St	City	Midtown	2
24	Victory Dr.	Abercorn St	City	Midtown	2
25	Bay St	M.L. King Blvd.	City	Downtown	2
26	Ogeechee Road	Chatham Parkway	Cy	Westside	3

	Primary Roadway	Intersection	City/Cy	Area	Ofc
27	Ogeechee Road	I - 516 Interchange	City/Co	Westside	4
28	Abercorn St / Hwy 204	I-95 Interchange	Cy	Westside	3
29	Abercorn St / Hwy 204	East Gateway Blvd	Cy	Westside	2
30	Victory Dr.	Reynolds St	City	Midtown	2
31	Abercorn St / Hwy 204	King George Blvd	Cy	Westside	2
32	Abercorn St	Rio Rd	City	Southside	1
33	Abercorn St	Apache Ave	City	Southside	2
34	Abercorn St	Middleground Rd/Science Dr	City	Southside	2
35	Abercorn St	Mercy Blvd	City	Southside	2
36	Abercorn St	Largo Dr	City	Southside	2
37	Abercorn St	Wilshire Blvd	City	Southside	2
38	Abercorn St	Tibet Ave	City	Southside	2
39	Abercorn St	White Bluff Rd	City	Southside	3
40	Abercorn St	52 nd St	City	Midtown	2
41	Abercorn St	Columbus Ave	City	Midtown	2
42	Broughton St	M.L. King Blvd.	City	Downtown	1
43	Montgomery Cross Rd	White Bluff Rd	City	Southside	2
44	Montgomery Cross Rd	Hodgson Memorial Dr	City	Southside	2
45	Victory Dr.	Bee Rd	City	Eastside	2
46	Victory Dr.	Truman Parkway	City	Eastside	2
47	Victory Dr.	Water Ave	City	Midtown	2
48	Derenne Ave	Waters Ave	City	Midtown	2
49	Derenne Ave	Paulsen Ave	City	Midtown	1
50	Oglethorpe Ave	M.L. King Blvd.	City	Downtown	2
51	Abercorn St	Washington Ave	City	Midtown	2
52	Victory Dr.	Skidaway Rd	City	Eastside	2
53	Derenne Ave	Abercorn St	City	Midtown	2
54	Derenne Ave	Bull St / White Bluff Rd	City	Midtown	2
55	Derenne Ave	Habersham St	City	Midtown	1
56	Derenne Ave	Truman Parkway	City	Eastside	2

	Primary Roadway	Intersection	City/Cy	Area	Ofc
57	Liberty St	Montgomery St	City	Downtown	2
58	Liberty St	M.L. King Blvd.	City	Downtown	2
59	Montgomery Cross Rd	Abercorn St	City	Southside	3
60	Victory Dr.	Wallin St	City	Eastside	1
61	Montgomery Cross Rd	Waters Ave	City	Southside	3
62	Stephenson Ave	Abercorn St	City	Southside	2
63	Stephenson Ave	White Bluff Rd	City	Southside	2
64	Derenne Ave	Montgomery St	City	Midtown	2
65	Eisenhower Dr	Truman Parkway	City	Southside	2
66	Eisenhower Dr	Sally Mood Dr	City	Southside	1
67	Victory Dr.	Paulsen St	City	Midtown	2
68	Eisenhower Dr	Skidaway Rd	City	Southside	1
69	Montgomery Cross Rd	Sally Mood Dr	Cy	Southside	2
70	Eisenhower Dr	Hodgson Memorial Dr	City	Southside	2
71	Eisenhower Dr	Abercorn St	City	Southside	2
72	Derenne Ave	Reynolds St	City	Midtown	1
73	Mall Blvd.	Abercorn St	City	Southside	2
74	Montgomery Cross Rd	Truman Parkway	Cy	Southside	2
75	Eisenhower Dr	Waters Ave	City	Southside	2
76	Eisenhower Dr	White Bluff	City	Southside	2
77	GA 17	Bonnybridge	PTW		
78	GA 17	Houlihan Bridge	PTW		
79	GA 21	Bonnybridge	PTW		
80	GA 21	Bourne (GA 397)	PTW		
81	GA 21	Crossgate	PTW		
82	GA 21	Jimmy Deloach Pkwy	PTW		
83	GA 21	O'Leary	PTW		
84	Dean Forest Rd	US 17	GCY		
85	GA 21	Brampton	GCY		
86	GA 21	Minus	GCY		

	Primary Roadway	Intersection	City/Cy	Area	Ofc
87	GA 21	US 80 Connector On-Ramp	GCY		
88	US 80	GA 21 Connector On-Ramp	GCY		
89	Victory Dr	Mechanics	TBLT		
90	Victory Dr	River Dr.	TBLT		
91	Victory Dr	Whatley	TBLT		
92	US 80	Campbell	TYB		
93	US 80	Jones	TYB		
94	Jimmy Deloach Pkwy	US 80	BDLE		
95	US 80	Cherry	BDLE		
96	Pooler Pkwy	I-16	POL		
97	Pooler Pkwy	Pine Barren Rd.	POL		
98	US 80	I-95	POL		
99	US 80	Pooler Pkwy	POL		
100	US 80	Rogers	POL		
101	I-95S	SC State Line	CCSO		
102	US 17	SC State Line (Hutchinson Is)	GSP		
103	I-95	I-16 WB Off-Ramp	GSP		
104	I-95	GA 204 NB Off-Ramp	GSP		
105	I-95	GA 204 SB Off-Ramp	GSP		
106	I-95	I-16 Normal EB Off-Ramp	GSP		

NOTES: 8-16 hours before landfall (i.e., 2 hours before the arrival of gale force winds) a traffic control point at the I-95 Airport Exit will also be needed. Only critical workforce and those sheltering at the airport will be admitted.

The above traffic control points may be assisted by GDOT

APPENDIX I: Transportation Department Staff Locations

POSITION	INITIAL LOCATION	FINAL LOCATION	COMMENTS
DIRECTOR	CAT	EOC	
DESIGNATED SUPERVISORS	CAT	EOC	
SERVICE MANAGER	CIVIC CENTER	SHELTER/EOC	
DISPATCHERS	CAT	SHELTER	
STREET SUPERVISORS	STREET/ CIVIC CENTER	SHELTER	
ADMINISTRATION MANAGER	CIVIC CENTER	SHELTER	
ASSISTANT CASHIER	CAT	SHELTER	
RELIEF SUPERVISORS	AS REQUIRED	SHELTER	

***This plan is reviewed annually and updates are included when necessary**

DATE	ACTIVITY
April 2012	Annual plan review & training
April 2013	Annual plan review & training
April 2014	Annual plan review & training
April 2015	Annual plan review & training
April 2016	Annual plan review & training
April 2017	Annual plan review & training
March & April 2018	Annual plan review
May 2018	Annual refresher training for transportation staff