

ESF 11-NCH HURRICANE TIMELINE ACTIONS

State of Georgia

120 Hour – 5 Days

- Review emergency contact list; Review and distribute disaster plan to team members.
- Review and secure supplies
- Discuss moving high priority collections (Pre-determine priority list) and plan logistics
- If Sheltering in Place (SIP), begin planning to move collections from vulnerable locations
- Alert mutual aid partners, regional networks, and sister agencies regarding asset location and equipment

96 Hour – 4 Days

- NCH Coordination Calls begin, ongoing as needed
- Begin prepping collections to move at 96 hours (~2 hours; conduct drill beforehand to determine action timeframe); identify staging location within facility, complete by 72 hours
- Relocate collections off the floor and to upper floors if possible
- Documentation pre-storm condition of exterior, interior, and storage areas for insurance
- Ensure computer systems are backed up and move equipment and cords off the floor
- Make sure your insurance and disaster recovery vendor contact information is readily available.
- Notify staff about reporting requirements; begin decision making about closure. Notify Board members regarding actions
- Prepare NCH Go Kits ([HERA website](#) has example) and Evacuation messaging begins; include social media outlets

72 Hour – 3 Days

- NCH Coordination Call, as needed
- Notify community members about closure status/may be closed using email, social media & website
- Move collections and equipment away from window (photocopy machines, etc.)
- Move projectiles from tables and desks
- 60 HR: Secure un-moveable collections in identified space; move high priority collections by 48 HR
- 60 HR: Final decisions should be made about closing buildings/sites/boarding up facility/sandbagging efforts
- Secure outdoor furniture, bike racks, trash cans, etc. – anything that can become a projectile in strong winds
- Move facility vehicles out of flood zones; identify location and make arrangements pre-event

48 Hour

- NCH Coordination Call, as needed
- NCH Go Kit and Evacuation messaging continues
- NCH Transported COMPLETED
- Complete shut down recommended to occur so employees/volunteers can focus on family/home needs

24 Hour

- NCH Coordination Call, as needed

0 Hour

- Recovery Damage Assessment and Contact Recovery Vendors ASAP after Re-Entry occurs