

SAMPLE TYPHOON CHECKLIST FOR FACILITY MANAGERS

TCCOR-5

Keep informed of current weather conditions.

Be familiar with your responsibilities IAW MCCS Directive 10-16
Subj: Typhoon Procedures

TCCOR-4

Keep informed of all typhoon conditions.

Check all water drains.

TCCOR-3. Secure outside areas of trash cans, cleaning utensils, furniture, and loose objects .

TCCOR-2

Call respective program manager for any instructions.

Dismantle portable canopies and/or roll back canvas tops/door coverings, etc.

If applicable, ensure supplies are on hand for remaining emergency crews.

TCCOR- 1

a. Ensure any remaining customers are cleared from premises, and all remaining facilities are immediately closed. Secure all assets.

b. Release employees as soon as possible after TC-1C has been announced and facility is completely closed.

c. Report to program manager when facility is prepared to close and secure. Any closures are reported to the respective CSC Office.

d. Cease alcohol sales at TC-1.

TCCOR-1C (Caution)

a. Ensure any remaining customers are cleared from premises, and all remaining facilities are immediately closed. Secure all assets.

b. Release employees as soon as possible after TC- 1C has been announced and facility is completely closed.

c. Report to the Camp CSC office when facility is closed and secured.

d. CSC offices will send a report, either verbally or e-mail to the MCB Camp Commanders office and to the MCCS DWO.

TCCOR- 1E (Emergency)

a. Any remaining emergency crews DO NOT LEAVE BUILDING without supervisory permission.

b. Facility remains closed.

c. All personnel will remain inside.

TCCOR-1R (Recovery). Facility remains closed. No one is authorized to be outside.

TCCOR-Storm Watch/All Clear

a. All Facility Managers and workers report to work. Facility Managers will inspect the facility and vehicles.

b. Facility Managers will report conditions to CSC Office. CSC Office will compile the data and send to the MCB Camp Commander and the Chief Logistics Officer (CLO).

c. Normal operating hours resume within a reasonable amount of time after TC-Storm Watch/All Clear is announced, except where facility safety and/or health conditions do not allow.

d. MCCS assigned personnel are to report back to work upon declaration of TC-SW/TC-AC during their normal working hours/shifts IAW the following guidance, unless otherwise directed:

(1) Per the references, if there are LESS than 3.5 hrs left in their work shift, then reporting back for duty is not required. If there are MORE than 3.5 hrs, then employees are to report for their normally assigned shift of duty. This applies to all employees, i.e., NAF, APF, NSPS, IHA and MLC). NOTE: Separate from this rule is who are required to come in for cleanup and/or damage assessment of facilities.

(2) Facility managers or those designated as essential to care for facilities should report to work within a reasonable amount of time regardless of the time left in the work day. Because most facilities and offices will need help cleaning up, the three and one-half (3.5) hour rule (left in an employee's work shift) does not apply to NAF staff, unless so directed by the immediate supervisor. Facility Managers or essential workers need to remain or report to work once facilities are reopened if it is after their normal working hours or a day the facility/activity is normally closed. This will allow for an assessment of damage and preparations to be ready to open.

e. Facility Managers report to the CSC office when the facility has been reopened; also report any/all damage to the respective CSC

Office- negative reports are still required; follow-up with any required repair, purchase requests, or work orders within three days.