

HURRICANE CONTINGENCY PLAN YEAR



Hub SJU

Luis Muñoz Marín International Airport
Suite 400D Terminal D
Carolina, Puerto Rico, 00976

Spokes BQN

Rafael Hernández International Airport
Aguadilla, Puerto Rico

PSE

Mercedita/ Ponce International Airport
Ponce, Puerto Rico

STT

Cyril E. King International

STX

Henry E. Rohlsen

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A. PURPOSE:

The Hurricane Contingency Plan is designed to provide procedures for TSA response prior to, during, and after a hurricane in order to maximize protection of TSA personnel, property, and facilities in order to support operations continuity in the transportation sector/ civil aviation. Due to a certain level of unpredictability and severity, timelines and levels for preparation and evacuation will vary.

B. SCOPE:

Hurricane preparation and evacuation procedures will pertain to all TSA-SJU, BQN, PSE, STT and STX personnel, equipment, and facilities occupied by TSA. TSA will take all steps to safeguard electronic equipment, vehicles, all documents, and all EDS and ETD systems, to include supporting supplies.

C. RESPONSIBILITIES:

1. **TSA Incident Management Group (IMG)** consists of the executive level of TSA, responsible for ultimately making the decision to activate the TSA Advance Teams (TSAT) and TSA Support Teams (TSST).
2. **The Crisis Incident Management Group (CIMG)** is activated by the IMG and consists of an Area Commander and Subject Matter Experts and becomes the Coordination Center for logistical, financial, and administration support. The CIMG is also responsible for the deployment of TSSTs and TSATs to support the local FSD. The CIMG will be located in the Transportation Security Operations Center (TSOC).
3. **The Federal Security Director (FSD)** has overall responsibility for the planning and execution of the hurricane contingency plan. The FSD or designated representative will:
 - a. Serve as initial or “first” TSA response, within capability, in pre and post event activity.
 - b. Coordinate supporting requirements with the Incident (Area) Commander at the Critical Incident Management Group (CIMG) to include pre and post-event augmentation if needed (TSAT and TSST support) Reference: TSA Natural Disaster Preparedness Plan dated and approved on 10/10/2007.
 - c. Assign specific duties to FSD staff personnel to plan and coordinate activities. These duties include but are not limited to: identification of essential-key personnel, crisis management, airport closure and evacuation coordination, and communications media coordination.
 - d. Coordinate with the airport director and participate in AEROSTAR Airport Holdings, Puerto Rico Port Authority (PRPA) and the Virgin Islands Port Authority (VIPA) planning conferences.

e. Be the final authority for determining release times for non-essential and essential TSA personnel.

f. Provide periodic updates to the Region 2 Director and TSA HQ.

g. In accordance with *Operations Directive (OD) 400-30-7A*, authority has been delegated to the FSD to conduct a risk-based assessment and determine if the situation merits a temporary, short-term deviation from established security procedures, following protocols addressed in the OD.

4. **The Assistant and Deputy Federal Security Director for Screening Operations (AFSD-S and DAFSD-S)** are responsible for all aspects of security screening at TSA-SJU, BQN, PSE, STT & STX Airports. The AFSD-S/DAFSD-S designated representative will:

a. Task screening management staff to assist in the preparation and execution of contingency plans.

b. Coordinate Mission Support Budget.

c. Coordinate with AEROSTAR Airport Holdings, PRPA and VIPA on Operations for “safe haven” location(s) for ETD systems and supporting equipment.

d. Ensure the Scheduling Officer develops and implements a TSO Hurricane operations work schedule when hurricane threat is imminent.

e. Establish daily operational meetings with tenants when hurricane threat is imminent.

f. Assign additional emergency functions as necessary to all personnel.

5. **The Assistant Federal Security Director Mission Support (MS)** is responsible for overseeing all administrative and financial operations for TSA- SJU, BQN, PSE, STT & STX Airports. During the planning and execution of the contingency plans, the AFSD Mission Support or designee is responsible for:

a. Compiling and maintaining a current manning roster of all TSA-SJU, BQN, PSE, STT & STX personnel.

b. Compiling and maintaining a current accountability roster of all TSA- SJU, BQN, PSE, STT & STX Airports personnel and coordinate welfare checks with the AFSD-LE.

c. Coordinating with TSA HQ and the FSD to establish parameters for use of administrative leave and emergency procedures for time and attendance.

d. In concert with the ASFD-Law Enforcement (LE) , AFSD-S, AFSD-MS and AFSD-I will prepare a current list of TSA personnel that may need documentation for clearing roadblocks and any imposed curfews.

- e. Coordinating the allocation of funds and purchasing emergency equipment and supplies.
- f. Assist TSA- SJU, BQN, PSE, STT & STX Airports personnel with evacuation travel (safe havens) and travel pay options (CONCUR) in accordance with TSA Management Directive No. 1100.61-6 (Review and activate local safe haven hotel arrangements approved by HQs).
- g. Ensure all Memorandum of Agreements with all State and Federal agencies are reviewed by legal counsel and signed by the FSD.
- h. Ensure all financial obligations are reviewed by AFSD-MS.
- i. In conjunction with the Scheduling Officer ensure a ride-out team has been identified prior to the emergency, to include hotel rooms and other necessary equipment and primary needs. In addition, have in place post emergency measures with regards to scheduling of screening personnel upon reporting to duty, to include areas, shifts, and RDOs.

6. **The Assistant Federal Security Director for Law Enforcement (AFSD-LE)** is responsible for coordinating law enforcement activities with the Puerto Rico Police Department (PRPD-LEO), the Virgin Islands Police Department (VIPD) and surrounding local, state, and federal law enforcement agencies. The AFSD-LE, in coordination with the TSA Caribbean Field Intelligence Officer, is also responsible for the collection and dissemination of intelligence and threat information.

- a. Coordinating with AEROSTAR Airport Holdings, PRPD, VIPD, PRPA, VIPA on LE contingency plans in support of the TSA- SJU, BQN, PSE, STT & STX Airport Security Programs (ASP).
- b. Coordinating with local and state LE agencies to obtain local command center points of contact and contact telephone numbers.
- c. Coordinating procedures for obtaining requirements for proper documentation for passes for screening personnel for freedom of movement to and from TSA - SJU, BQN, PSE, STT & STX Airports through established roadblocks and local curfew restrictions. Curfew identification to allow free movement in order to report during the recovery phase.
- d. Coordinating welfare checks in conjunction with the AFSD-MS.

7. **The Assistant Federal Security Director for Inspection (AFSD-I)** is responsible for the regulatory inspection and enforcement as it pertains to TSA regulations, Security Directives and applicable security programs for TSA- SJU, BQN, PSE, STT & STX Airports.

- a. Monitor and observe airport and air carrier operations before and after landfall to ensure that required security procedures are being followed.

- b. Assist the FSD and AFSD-LE in contingency planning and execution.
- c. Coordinating with air carrier representatives concerning flight operations and scheduling.
- d. Assist in establishing reporting requirements to TSA-HQ.
- e. Ensure assessment is conducted post emergency to report status of airport conditions.
- f. Ensure Change of Conditions are issued accordingly, revised and followed up on in a timely manner.

8. The SJU Coordination Center (SJU-CC) (SCCO and MCCOs)

Serve as the communication hub for reporting, notifications, and documentation of updates. During the planning and execution of the contingency plan, the CC is responsible for:

- a. Serving as Emergency POC for AOR (SCC Manager)**
- b. Compiling and maintaining a current manning roster of all TSA-Caribbean personnel.
- c. Coordinating with TSA HQ and the FSD to establish parameters for use of administrative leave and emergency procedures for time and attendance.
- d. In concert with the ASFD-LE, AFSD-S, AFSD-I and the CC will prepare a current list of TSA personnel that may need documentation for clearing roadblocks and any imposed curfews.
- e. Complying with all testing requirements and maintenance of emergency communication equipment. (MARS HF Radio, Satellite Phone)
- f. Complying with all directive and notifications pertaining to communication equipment deployment, training, alert notification and recall procedures.
- g. Distribution of Emergency Supplies to work areas in coordination with AFSD-MS..
- h. Preparing and assisting with the preparation of reports and data entry in WEBOC, CIMG and SITREPs.
- i. The SJU Coordination Center (SCC) will initiate a PAIS (AWS) Personnel Accountability Notification to all TSA personnel to respond with their status. The CC will track the responses until 100% accountability is attained. In the event some employees fail to respond to the PAIS (AWS) message, Transportation Security Managers (TSMs), Supervisory Transportation Security Inspector (STSI) and the HR representative will contact any outstanding personnel from their airport and report to the SCC when contact has been made, achieving 100% accountability for each airport.

9. Emergency Response Team:

- a. The Emergency Response Team (ERT) will be responsible for sheltering in place at the airport during natural disasters or emergencies as identified by the FSD. This team will ensure the safety and security of the checkpoint and all TSA areas. They will conduct hourly inspections of all work areas and report any findings to the SCC. The duration of this assignment will be for **12** months.

ELIGIBILITY REQUIREMENTS:

- TSOs, LTSOs, STSOs, TSMs & TSIs
- Have achieved TOPs Final Ratings of Achieved Standards or higher
- No leave restriction or disciplinary action for the past 12 months
- No duty restrictions, i.e. Light/ Limited Duty
- The nomination must be endorsed by the employee's Supervisor.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- a. Will remain on the ERT for a minimum period of 6 months as either a primary or alternate team member.
- b. Will be the officer to respond and staff screening operations during a natural disaster or other emergencies as directed by the AFSD-S and AFSD-I
- c. Responsible for the sterility of the checkpoint and security of all TSA work areas.

10. All TSA-SJU, BQN, PSE, STT & STX Airport Personnel:

- a. Provide management with ALL contact telephone numbers and verify home address and/or evacuation location. Complete the TSA Emergency Safe Haven Location Designation Form when directed by The FSD or designated representative.
- b. Know the contact number at the airport and contact number(s) of immediate supervisor.
- c. Supervisors, Managers and SCC personnel will also attempt to contact personnel as soon as practicable after the storm's passing.
- d. TSA-Caribbean employees will also receive a phone call or text from the Personnel Accountability & Incident System (PAIS), where every employee must respond to the options provided. The system will also provide an automated message of the operational status of the airport and reporting instructions.

When responding to the phone call or text message you must press the number 1 as received.

TSA Personnel Accountability & Incident System (PAIS) number when call received:
(San Mateo CA)

f. All SJU TSA employees must report directly to the **SJU Coordination Center Office** upon their arrival to the airport for accountability purposes on their first reporting day after the event.

g. All BQN, PSE, STT & STX employees must report directly to their assigned airport for accountability purposes after the event.

h. The Coordination Center Emergency Phone Numbers are:
+X-XXX-XXX-XXXX

D. CONCEPT OF OPERATIONS:

The Hurricane Contingency Plan is designed to be implemented in conjunction with the FEMA NHP- National Hurricane Program Partnership between FEMA, the U.S. Army Corps of Engineers and the NOAA National Hurricane Center. emergency plans established by the Aerostar, PRPA and VIPA. Procedures for preparation and evacuation of TSA personnel are determined based on a time line established on the expected arrival of destructive winds and the termination of passenger flight operations. Recall of TSA personnel will be based on determination of the Aerostar, PRPA and VIPA to reopen airport operations and the immediate availability of TSA screening personnel.

1. T-120 Hours

- Inventory on-hand Supplies and augment as necessary.
- Review local destructive weather plans and update call trees.
- Maintain situational awareness on storm and project track. Local Emergency Operation Centers will initiate tracking of storm.
- Coordinate with stakeholders to determine anticipated level of support and airport closure timeframe.
- Notify Region 2 Director of projected TSAT and TSST requirements
- Review WebEOC Checklists and document actions/storm status.

2. T-96 Hours

- SCC to maintain situational awareness and report any changes to TSOC.
- When local Emergency Operation Centers are in operation, continue to track storm and promptly disseminate all NOAA forecasts updates to all concerned.

3. T-72 Hours

- The FSD and/or designated representatives will participate in the initial airport coordination and planning meeting.
- The FSD and/or designated representatives will coordinate with the Executive Director concerning supporting requirements with primary and secondary responder FSDs to include pre-event augmentation if needed (TSAT and TSST support).
- The FSD and/or designated representative convene a FSD staff meeting to review the Hurricane Contingency Plan.
- Coordinate and identify the location(s) for relocation of ETD screening equipment.
- The SCC will review and finalize the emergency contact numbers and addresses for all TSA personnel.
- Regulatory personnel will initiate coordination with aircraft operator representatives to determine termination of passenger flight operations and review start up procedures.
- The AFSD-LE will initiate coordination with Aerostar representatives, PRPA, PRPD, VIPA and VIPD. The AFSD-LE will also coordinate with TSA-HQ on current threat information.
- The FSD will brief the Executive Director on preparation status.

4. T-48 hours

- The FSD and/or designated representatives will participate in airport coordination and planning meetings as scheduled by Aerostar with PRPA and VIPA.
- The FSD and/or designated representative will convene FSD staff meetings as necessary to discuss status of preparation and resolve on-going issues.
- The DAFSD-S will make recommendations to the AFSD-S, DFSD and FSD on any additional equipment that may be needed.
- If needed, the AFSD-MS and/or designated representative will coordinate with TSA-HQ and the Executive Director for emergency funds.
- Regulatory personnel will continue to coordinate with aircraft operator representatives. Regulatory personnel will also monitor the following areas and will keep the AFSD-I apprised of any security findings and issues:

1. Ticket counter passenger pre-screening operations.
 2. Baggage make-up areas.
 3. Ramp and aircraft security
 4. Cargo acceptance and facility security operations.
 5. Sterile Area
 6. Airport Perimeter
- The AFSD-LE will continue to coordinate with Aerostar, PRPA, PRPD, VIPA and VIPD. The AFSD-LE will also coordinate with TSA-HQ on current threat information.
 - The FSD will brief the Executive Director and TSA-HQ on preparation status.

5. **T-24 Hours: Hurricane Warning:** It has been determined that TSA- SJU, BQN, PSE, STT & STX will be in the path of the hurricane or will receive destructive force winds and weather as a result of the airport's proximate location to the path of the hurricane.

- The FSD or designated representative will attend Aerostar, PRPA and VIPA briefings to plan for termination of service and evacuation.
- The FSD updates the Executive Director and TSA HQ on possible closure and evacuation of TSA - SJU, BQN, PSE, STT & STX. Areas of concern to be discussed:
 1. TSAT and TSST pre-positioning and/or deployment.
 2. Alert screening equipment contract personnel for possible deployment.
- The SCC will coordinate the refueling of all government vehicles.
- During this time period, the FSD may decide to release some TSA personnel.
- Task and organize work force into groups to prepare screening equipment.
- Initiate weather-proofing of non-essential TSA equipment:

TSA airport offices:

- AFSD-S/DAFSD-S office, STSO office, break rooms, Training Room, SCC office/ supply rooms, TSS-E office, ATLAS office, TSI'S office and HR offices.
- Remove files from the bottom file drawers and place into available upper level drawers. Remove all furniture, boxes and equipment from the vicinity of windows and the emergency exit door and elevate to prevent water damage. If the furniture cannot be elevated, wrap in a manner that will protect it from standing water.

- Cover all file cabinets, desks, and computers with plastic sheeting.
- Elevate all boxes or wrap in plastic sheeting to protect from standing water.

6. **T-12 Hours: Termination of Flight Operations and Personnel Evacuation:** It is expected that the FAA in coordination with Aerostar Operations, PRPA and VIPA will close the airports and make final preparations to secure jet bridges, reposition airport equipment and monitor the safe storage of outside equipment operated by aircraft operators.

- The FSD will update the Executive Director and TSA Watch (CIMG if applicable) on airport closure and evacuation of TSA personnel.
- **Closure procedures:**
 1. Checked baggage screening area: After processing the final departures, Transportation Security Managers (TSM) will be responsible for ensuring the powering-down and weather proofing of the remaining EDS and ETD machines.
 - a) ETD units, shutdown via menu, turn off via switch (on back panel), and disconnect from facilities power.
 - b) EDS, logoff, shutdown via key, and if possible disconnect from facilities power and shut off circuit breaker.
 2. Security Screening Checkpoints: power down all equipment and weather proof with plastic sheeting (x-ray machines, AITs, WTMDs, and BLS units).
 - a) X-ray units, logoff, shutdown via key switch, turn off UPS, turn off main circuit breaker, and disconnect from facilities power.
 - b) WTMD portals, shutoff via key switch (located on side panel), and disconnect from facilities power.
 - c) ETD units, shutdown via menu, turn off via switch (on back panel), and disconnect from facilities power.
 - d) EDS, logoff, shutdown via key, and if possible disconnect from facilities power and shut off circuit breaker
 3. Secure all service logs and SSI documentation at the checkpoints.
 4. Power down and unplug all computers. Cover all computers with plastic.
- The SCC will notify the TSA Watch (CIMG if applicable) when TSA personnel have departed the airport via WebEOC.

7. **T+1 Hours: Clean Up Operations and Recall of TSA personnel**

- Aerostar, PRPA, VIPA and TSA ride out teams will notify the FSD and/or designated representative on airport status once the hurricane/destructive weather has passed.
- Aerostar, PRPA, VIPA and the FSD will conduct an estimate of the situation to determine conditions at the airport.
- The SCC will initiate the telephonic notification roster to ascertain status of TSA personnel. The FSD and supporting staff will estimate the number of TSA personnel to assist in cleanup operations and start uncovering screening equipment to initiate screening operations.
- Dependant on the status of the airport, the FSD and/or designated representative may recall FSD staff personnel to the airport to inspect TSA facilities and equipment.
- SCC Operations: The primary location for the SCC will remain in place. If there's a potential for extensive damage to the airport or HUB, the alternate Coordination Center location will be the COOP site at Coast Guard Facilities located in Old San Juan.
 1. The Coordination Center representative will initiate communications contact with the TSA Watch and provide additional contact numbers, and known equipment and personnel status and update WebEOC.
 2. Telephonic communications will be maintained between TSA management personnel and the Coordination Center. TSA management personnel will keep the Coordination Center appraised of equipment and personnel information.
- The TSM or designated representative will notify the FSD, DFSD, AFSD-S, DAFSD-S and the Coordination Center upon completion of the certification of all screening equipment. Upon direction of the FSD, the Coordination Center will contact the TSA Watch and provide equipment status information and update WebEOC. If necessary, request maintenance support to be expedited to TSA - SJU, BQN, PSE, STT & STX to repair equipment.
- Based on information provided by the Aerostar, PRPA, VIPA and aircraft operators, a tentative start up of flight operations will be established.
- The Coordination Center will send out an PAIS (AWS) Notification message to all TSA - SJU, BQN, PSE, STT & STX employees advising them when to anticipate airport operations to resume and when to report for duty. The FSD will be advised on the recall status.
- The FSD will make a determination on whether or not additional screening support will be required. If support is needed, the FSD will request TSST assistance.

- Additional administrative leave / liberal leave policy to be determined by the FSD and/or designated representative.
- Prior to startup of screening operations, the FSD will coordinate with airport and air carrier personnel concerning startup operations
- The AFSD-LE will coordinate with Aerostar, PRPA, VIPA and VIPDThe AFSD-I and Regulatory personnel will initiate airport reconstitution inspections and report completion to the Coordination Center and FSD.

8. Startup of Flight Operations:

- The FSD will conduct a meeting with airport and aircraft operators to finalize startup operations. All personnel will be instructed to conduct security sweeps of their areas of responsibility.
- The AFSD-I and regulatory staff will assist aircraft operators and monitor operations to ensure that the airport and aircraft operators are in compliance with all applicable security requirements. (see T-48 hours).
- In accordance with Operations Directive (OD) 400-30-7A, the FSD and/or designated representative has the discretion to deviate on a short-term and temporary basis, from established security procedures, following the protocols identified in the OD.

9. Utilization of Transportation Security Advance & Support Teams (TSAT & TSST)

- Transportation Security Advance Team (TSAT): The TSAT is tasked to assist their counterparts in the affected area as well as to lay the groundwork for the arrival of the TSST. The TSAT is capable of providing up to 12 personnel of various specializations and are pre-designated, self sufficient and have the ability to operate independently for a period of 14 days.

The team composition includes but not limited to; TSIs, FSD, AFSD-S, AFSD-LE AFSD- I and AFSD-MS. The FSD will coordinate with the CIMG to determine the actual composition of the team to support SJU. Upon arrival, the TSAT will work for the FSD or designated representative.

- Transportation Security Support Team (TSST): The TSST is tasked to provide operational augmentation to an affected area to support screening, regulatory and law enforcement operations. The TSST is capable of consisting of up to 25 personnel, comprised of; TSOs, LTSOs, STSOs, Security Manager, TSI, and a Program Manager (PM).

The TSST is capable of remaining on site up to 14 days or until the incident is stabilized. If a determination is made that the deployment will be long term, the TSST will be replaced with the next team in the rotation. Based on the request from the local FSD, the team is capable of mobilizing 9 to 10 days prior to the storm. Deployment to a staging area or the affected airport will be determined.

While on-site, the TSST will answer to the FSD and/or designated representative. If the TSST is deployed prior to landfall, a decision will be made to evacuate part or all of the team to a pre-designated rally point and shelter out the storm. Once the storm has passed, The TSST Security Manager will coordinate with the FSD or designated representative concerning assistance needed and a time to return to the airport. All efforts will be made to keep the TSST together as a group.

Team Lead	FSD/DFSD/AFSD	Provides command and control and ensures accomplishment of the overall mission goals.
Deputy Team Lead	FSD/DFSD/AFSD	Manages airport and screening operations—reports to the Team Lead.
Assistant Team Lead	AFSD-S /DAFSD-S	Subject Matter Expert (SME) on screening operations - reports to Team Lead.
Operations Officer	Coordination Center Manager	Manages the Coordination Center. Strong computer skills in all office applications, such as, Excel, Word, PowerPoint, and Access. Strong leadership skills with the ability to manage small to moderate groups assigned to multiple tasks. Monitors assignments, performs planning functions of operational phases, manages data collection, and orchestrates evacuations, personnel withdrawal, personnel re-entry and accountability. Reports to the Team Lead.
LE Liaison	AFSD-LE	Assigned by Office of Security Operations (OSO) Office of Law Enforcement (OLE) Federal Air Marshal Service (FAMS). Acts as a liaison between the Emergency Coordination Center and OLE counterparts both on and off site.
Communications	Communications Specialist	Familiar with the setup, use, repair and/or troubleshooting of equipment. In addition, familiar with the mobile radio systems including base stations, hand-held radios and vehicle mounted radio systems. Reports to the Operations Officer. At a minimum, should be Federal Communications Commission (FCC) amateur radio certified and an Army Military Auxiliary Radio System (MARS) operator.
Logistics	Budget Specialist	Responsible for all logistical support for both TSAT and TSST on-site personnel. Logistics personnel will be responsible for lodging, food, water, miscellaneous supplies, screening supplies and equipment, P-Card purchases and transportation, including rental vehicle acquisition.

		Reports to the Operations Officer.
Stakeholder Liaison	Stakeholder Manager, Customer Support Manager	Prior experience in communications within large operating groups or multiple groups with secular missions. Provides a conduit of communications between agencies within the Administrative Officer (AO) and the Coordination Center.
Mission Support	HR Specialist	Provides administrative support to the Team Lead. Needs to have strong background in Human Capital and procurement procedures.
Supervisory/Team Lead Transportation Security Inspector (TSI)	I/J Band TSI	TSI Teams provide credentialed personnel who work independently within an airport or multimodal environment. The TSI Teams absorb tasks not appropriate for screening or administrative personnel. Reports to the Deputy Team Lead.
TSI	TSI-Aviation	TSI Teams provide credentialed personnel who work independently within an airport or transportation environment. The TSI Teams absorb tasks not appropriate for screening or administrative personnel. Reports to the Supervisory TSI.
TSI	TSI-Cargo	TSI Teams provide credentialed personnel who work independently within an airport or transportation environment. The TSI Teams absorb tasks not appropriate for screening or administrative personnel. Reports to the Supervisory TSI.
TSS-E	TSS-E	Provides immediate response to assess possible Improvised Explosive Device (IED) discoveries. Will be a SME on explosives. Reports to the Team Lead.
Coordination Center Supervisor	SCCO	Monitors assignments, performs planning functions of operational phases, manages data collection, orchestrates evacuations, personnel withdraw, personnel re-entry and accountability. Reports to Operations Officer. Must have access to TSA databases, i.e. TISS, PMIS, PIMS, WebEOC, PARIS, etc. If possible, should be at a minimum FCC amateur radio certified and an Army MARS operator. Reports to Operations Officer.
Coordination Center	E/MCCO	Monitors assignments, performs planning functions of operational phases, manages data collection, orchestrates evacuations, personnel withdraw, personnel re-entry and accountability. Reports to the Supervisory Coordination Center Officer (SCCO). Must have access to TSA databases, i.e. TISS, PMIS, PIMS, WebEOC,

		PARIS, etc. If possible, should be at a minimum FCC amateur radio certified and an MARS operator Reports to the TCC SM.
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- Hotel Accommodations: Hotels in the vicinity of the airport have reported that they will remain open unless there is severe damage to the facility or there is a mandatory evacuation order issued by the county/city. In the event that the decision is made to mobilize the TSAT and/or TSST, the AFSD-MS will immediately reserve 10 to 15 rooms to support these teams. The AFSD-MS or designated representative is responsible for overseeing additional coordination needed once the storm has passed.

10. Airport Pairing Plan for Disaster Response

- Concept of Operations: Each airport has been assigned a paired airport to serve as a first responder and a backup airport as a second responder. Airports have been paired by regional geography which permits for a rapid response from first responder airports. Generally, responder airports are located within 200 miles or 3 to 4 hours driving time to enable responders to deploy and return in one day, if necessary.
- In the case of Puerto Rico, when a hurricane arrives, the entire island is affected. It takes about 2.5 hours to travel from East to West therefore, the Airport Pairing Plan is modified. Employees are not sent to a different airport, instead a Coordination Center from an airport in the mainland takes over the operations of the SCC.
- In some cases, airports will serve in both a supported and supporting role depending on a specific event's final track. Additionally, although designated as a secondary responder in the matrix, in some instances the first responder airport may also be a victim of the event or prevented by circumstances from rendering primary assistance thus making the second response airport the primary. Supported airport FSDs may be provided both pre and post event support depending on the severity of the event.
- Affected Airport/Supported FSD:
- Provide damage assessment and support requirements for pre and post event response as appropriate.
- Coordinate supporting requirements with primary and secondary responder FSDs to include pre-event augmentation if needed.
- Conduct liaison with potential FSD or TSAT/TSST staff with supported airport management to ensure a seamless transition of TSA continuity during a crisis.
- Serve as reception, staging, and integration point for relief efforts as necessary.

- Coordinate additional Federal response as directed.
- Initial and Secondary Responder Airports/Supporting FSD:
 - Prepare to provide assistance as an initial or secondary responder airport.
 - TSAT/TSST teams to conduct liaison with impacted airport FSD and airport management to ensure a seamless transition of TSA authority if required.
 - Serve as reception, staging and integration point for relief efforts.
 - Develop time-phased TSST plans to include personnel and supplies that are ready to deploy when directed. TSST deployment may be necessary for pre-event activities.

ADMINISTRATIVE SUPPORT:

The following information / guidance is provided from the Office of Human Resources and Aviation Programs for use in the event of an emergency situation.

1. Excused Absence: The FSD has the delegated authority to excuse from duty without charge to leave or loss of pay, employees who have been affected by the hurricane or typhoon, and the related aftermath and who can be spared from their usual responsibilities. The FSD can also:
 - Grant excused absence to employees who are prevented from reporting for work or faced with a personal emergency.
 - Grant appropriate and available paid leave without prior approval to employees who must handle personal affairs associated with the damage and destruction caused by these natural disasters.
 - The FSD MAY NOT grant excused absence to members of the National Guard or Reserves who are called to assist with law enforcement, relief or clean-up efforts since they are entitled to military leave.
2. Employee Assistance Program (EAP): The EAP is available to assist employees and their family members in locating services and resources in their area that may help them in recovering from the destruction left behind by the hurricane. The EAP is available 24 hours a day, 7 days a week, by contacting 1(800) xxx-xxxx.
3. Approval of T&A for Organizations prevented from Approving T&A because of serious Weather Conditions or Other Contingency:
 - In the event that TSA-SJU is prevented from approving employee T&As because of an evacuation or contingency, the Office of Human Capital (OHC payroll

office) or designated airport will approve T&As using the schedules approved for the last pay period.

- The AFSD-MS must contact the headquarters Payroll Team as soon as possible.

APPENDIX 1: HURRICANE AND STORM TERMINOLOGY

TROPICAL CYCLONE CLASSIFICATIONS

>> Tropical Depression

An organized system of clouds and thunderstorms with a defined circulation and maximum sustained winds of 38 mph (33 knots) or less

>> Tropical Storm

An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39 to 73 mph (34-63 knots).

>> Hurricane

An intense tropical weather system with a well defined circulation and maximum sustained winds of 74 mph (64 knots) or higher. In the western Pacific, hurricanes are called “typhoons,” and similar storms in the Indian Ocean are called “cyclones.”

WATCHES AND WARNINGS

When a tropical storm or hurricane threatens, the will issue advisories based on the projected time until landfall of the storm.

>> Watches

A tropical storm or hurricane watch means that tropical storm or hurricane conditions pose a possible threat in a specified coastal region within 36 hours. You should begin preliminary preparations to protect life and property. Stay tuned to Live 5 News and the WCSC.COM Hurricane Center for continuing updates.

>> Warnings

A tropical storm or hurricane warning means that tropical storm or hurricane conditions are expected in specified coastal regions within 24 hours. All preparations should be completed. Stay tuned to Live 5 News and the Hurricane Network for evacuation orders and additional instructions.

Remember: winds and storm surge from tropical storms are not as serious as a hurricane. However, many tropical storms and even tropical depressions may contain tornadoes and torrential, flooding rains.

EVACUATIONS

>> VOLUNTARY RELOCATION

In the event a hurricane begins to pose a threat to the coast, local communities or the Governor of Puerto Rico can recommend that those citizens who feel uncomfortable about the storm leave the area. This will usually occur prior to a mandatory evacuation order being issued. During a voluntary relocation, voluntary evacuation shelters will be opened.

>> MANDATORY EVACUATION

The Governor of Puerto Rico is the only person authorized to mandate and compel evacuation in Puerto Rico.

>> PROTECTIVE RELOCATION

Inland counties are not vulnerable to the storm surge; however, they are at risk to the high winds associated with hurricanes. In order to protect this population, it might be necessary to relocate those living in vulnerable structures to facilities more resistant to high winds. The decision to issue a protective relocation order is the responsibility of each inland county.

SHELTERS

>> Voluntary Relocation Shelter

In the event that a voluntary relocation is recommended, all voluntary relocation shelters within that area will be prepared to open within four hours.

>> Mandatory Evacuation Shelter

In the event that a mandatory evacuation is ordered by the Governor of Puerto Rico, all mandatory evacuation shelters within the area will be operational within four hours of the decision to open them.

>> Supplemental Shelter (RESERVE SHELTER)

In the event that the demand for shelters exceeds the base vulnerable shelter requirements, supplemental shelters will be opened. This might occur because of a higher than anticipated shelter demand or because of a major hurricane (category 5).

SAFFIR/SIMPSON SCALE

>> CATEGORY ONE

Winds 74-95 MPH or Storm Surge 4-5 feet above normal.*

>> CATEGORY TWO

Winds 96-110 MPH or Storm Surge 6-feet above normal.*

>> CATEGORY THREE

Winds 111-130 MPH or Storm Surge 9-12 feet above normal.*

>> CATEGORY FOUR

Winds 131-155 MPH or Storm Surge 13-18 feet above normal.*

>> CATEGORY FIVE

Winds 155 MPH PLUS or Storm Surge greater than 18 feet above normal.*

* Actual storm surge values will vary considerably depending on coastal configurations and other factors.

APPENDIX 2: TSA CONTACT CENTER (NATIONAL ACCOUNTABILITY CONTACT CENTER)

In the event of a declared emergency, the TSA OHCAccess National and Natural Disaster (NND) Help Desk will be activated to collect status information from employees affected by the emergency and will operate 24 hours a day, 7 days a week and 365 days a year until notified to deactivate. There will be three options for TSA employees to contact the TSA OHCAccess National and Natural Disaster (NND) Help Desk :

Telephone Status Reporting – 1-877-XXX-XXXX

TTY:877-XXX-XXXX

Email: XXXX@ tsa.dhs.gov

When you call, the automated system will provide you with the option to press 1 “If calling to be part of a declared emergency”-Press 1

Each caller should be prepared to provide the following information to the Customer Service Representative:

- Name
- Job Title
- Airport Code
- Date of Birth
- Call back number (i.e., best number where the employee can be reached)
- Last four digits of Social Security Number
- Status (i.e., loss of vehicle, home, evacuating, available to work, uniform, badges, injury to self and/or family)

APPENDIX 3: TRANSPORTATION SECURITY ADVANCE TEAM (TSAT)

Reference: TSA National Disaster Preparedness Plan dated 10/10/2007, Appendix A1 to Annex A.

Purpose: To establish TSATs for deployment to effected TSA locations in order to provide rapid and effective administrative and logistical support. The team will be comprised of field personnel who may be called upon to augment and support field activities in or near the effected area. These teams will be self-sustaining for a period of 30 days and have the ability to successfully integrate with other Federal, Military, State, and local organizations as they ask for assistance. Key characteristics of these teams include rapid deployment, scalability, and adaptability.

Command and Control:

The TSAT Team leader will be under the control of the FSD of the effected airport.

Concept of Operations:

Teams will be designated by the three (3) existing TSA areas. The team leader would have overall responsibility for the training, equipping and the readiness for deployment of their team.

Teams should be ready to deploy within 24-48 hours of notification. Team members should be prepared to work under adverse conditions in a stressful and sometimes dangerous environment in support of disaster recovery efforts and have the ability to operate independently for a period of 14 days.

TSAT Composition:

<u>INDIVIDUAL TEAM POSITIONS</u>	<u>QUANTITY</u>
FSD/AFSD (Team Leader)	1
AFSD-MS/Admin Officer	1
AFSD-LE/FAM or both	1
AFSD-I/STSI	1
TSI/Cargo/Aviation	2
Logistics	1
SCCO/ECCO/MCCO	2
TSSE	1
COMM	1

APPENDIX 4: TRANSPORTATION SECURITY SUPPORT TEAM (TSST) AUGMENTATION PLAN

Reference: TSA National Disaster Preparedness Plan, Appendix A2 to Annex A.

Purpose: The TSST is capable of responding quickly to any local or national incident or situation that represents an imminent hazard as a result of a man-made, natural, technological or national security emergency as defined or directed by their FSD or TSA headquarters. The TSST will consist of 25 personnel and will be comprised of Transportation Security Officers (TSO), Supervisory TSOs, an Security Manager, a Transportation Security Inspector-Aviation (TSI-A), and a Transportation Security Specialist- Explosives (TSS-E).

Activation and Deployment: TSST members will deploy as directed, based upon the situation as assessed by the TSAT and/or the local FSD.

Command and Control: Once on site, the TSST will supplant or augment existing TSA resources in order for the affected personnel to manage personal matters or evacuate. The TSST will report to the local FSD or designated representative.

Team Composition:

TSOs	16 M/F
LTSOs	3 M/F
STSOs	3
Security Manager (Team Leader)	1
TSIs (Generalist)	1
TSS-E	1
TOTAL	25

APPENDIX 5: TSA EMERGENCY PROCUREMENT GUIDANCE

The following guidance is to assist FSDs with procurement needs in preparation for and recovery after a tropical storm / hurricane.

A. Procedures to be used prior and after to the standup of the Transportation Incident Management Group (TIMG):

1. Should you need assistance to make a purchase that requires a MCC override contact **Jane Doe at 1-xxx-xxx-xxxx, Purchase Card Program Manager**

B. The Purchase of Food:

Per the Office of Acquisitions and Legal Counsel, Federal employees are responsible to pay for their own meals, unless we have a dire emergency where food cannot be reasonably obtained. It is a matter of the Federal Appropriation Law which is very specific on this issue.

C. Procurement of Lodging or Interim Spaces:

- OD 400.34-4B) *Lodging and Food at Permanenet Duty Stations During Emergency Conditions* in the event of an emergency. Federal Security Directors (FSD'S) must obtain approval in advance from the Office of Security Operations (OSO), Executive Director (ED) to purchase lodging and/or food for emergency employees at the Permanent Duty Station (PDS). Written responses are required for decision making and audit purposes. Requests must come from the FSD or acting FSD, this is non-delegable.
- This will allow FSDs, if necessary, to reserve a few hotel rooms on the P-Card so that employees will be available onsite especially for recovery after a hurricane or to setup as an alternate office due to the fact that the normal office space is not available. MCC overrides on hotels have not been lifted at this time – contact your financial officer prior to reserving rooms.

D. Hurricane expenditures must be tracked separately from regular day- to- day operations.

APPENDIX 6: IMPORTANT LOCAL TELEPHONE NUMBERS

TSA OHCAccess National and Natural Disaster (NND) Help Desk: 1-877-XXX-XXXX

SJU COORDINATION CENTER

Emergency Numbers:

(787) XXX-XXXX Emergency Line

(787) XXX-XXXX Emergency Line

(787) XXX-XXXX SCC Cel. Phone

(787) XXX-XXXX SCC Cel. Phone

Aiport Holders:

SJU- Aerostar Ops Control Center (AOCC)

787-XXX-XXXX

BQN-Puerto Rico Ports Authority (PRPA)

(787)XXX-XXXX & (787)XXX-XXXX

PSE-Puerto Rico Ports Authority (PRPA)

(787)XXX-XXXX & (787)XXX-XXXX

USVI Port Authority (VIPA)

(340) XXX-XXXX

Aiport Police Precints:

SJU- Puerto Rico Police Dept. (PRPD)

(787)XXX-XXXX

BQN- Puerto Rico Police Dept. (PRPD)

(787)XXX-XXXX & (787)XXX-XXXX

PSE- Puerto Rico Police Dept. (PRPD)

(787)XXX-XXXX & (787)XXX-XXXX

USVI Police Dpt (VIPD)

(340) XXX-XXXX or 340-XXX-XXXX

Other Helpful Phone Numbers

American Red Cross 1-800-Help-Now

FEMA Registration 1-800-462-9029

FEMA Registration (Tdd) 1-800-462-7585

FEMA Helpline 1-800-525-0321

FEMA Helpline (Tdd) 1-800-660-8005

FEMA Fax On Demand 1-202-646-3362

FEMA Fraud Hotline 1-800-323-8603

FEMA DAE Recruiting Hotline 1-800-879-6076

Employee Assistance Program (EAP) 1-800-222-0364

APPENDIX 7: PERSONAL DISASTER SUPPLIES KIT

Disasters can happen anytime and anywhere. And when disaster strikes, you may not have much time to respond. A highway spill or hazardous material could mean evacuation. A winter storm could confine your family at home. An earthquake, flood, tornado, or any other disaster could shut down water, electricity, and telephone service for days.

After a disaster, local officials and relief workers will be on the scene, but they cannot reach everyone immediately. You could get help in hours, or it may take days. Would your family be prepared to cope with the emergency until help arrives?

Your family will cope best by preparing for disaster before it strikes. One way to prepare is by assembling a Disaster Supplies Kit. Once disaster hits, you will not have time to shop or search for supplies. But if you have gathered supplies in advance, your family can endure an evacuation or home confinement.

Prepare Your Kit

- Review the checklist below.
- Gather the supplies that are listed. You may need them if your family is confined at home.
- Place the supplies you would most likely need for an evacuation in an easy-to-carry container. These supplies are listed with an asterisk (*).
- There are six basics you should stock for your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container. Suggested items are marked with an asterisk(*).

Possible Containers Include!

- A large, covered trash container
- A camping backpack
- A duffle bag

Water

- Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill persons will need more.
- Store one gallon of water per person per day.

- Keep at least a three day supply of water per person (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).*

Food

- Store at least a three day supply of non-perishable food items. Select foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. *Include a selection of the following foods in your Disaster Supplies Kit:
 - Ready-to-eat canned meats, fruits, and vegetables
 - Canned juices
 - Staples (salt, sugar, pepper, spices, etc.)
 - High energy foods
 - Vitamins
 - Food for infants
 - Comfort/stress foods

First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit* should include:

- Sterile adhesive bandages in assorted sizes
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Triangular bandages (3)
- Non-prescription drugs
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant

Non-Prescription Drugs

- Aspirin or nonaspirin pain reliever
- Anti-diarrhea medication

- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center 1-800-922-1117 or 1-803-777-1117)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center 1-800-922-1117 or 1-803-777-1117)

Tools and Supplies

- Mess kits, or paper cups, plates, and plastic utensils*
- Emergency preparedness manual*
- Battery-operated radio and extra batteries*
- Flashlight and extra batteries*
- Cash or traveler's checks, change*
- Non-electric can opener, utility knife*
- Fire extinguisher: small canister ABC type
- Tube tent
- Pliers
- Tape
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench, to turn off household gas and water
- Whistle
- Plastic sheeting
- Map of the area (for locating shelters)

Sanitation

- Toilet paper, towelettes*
- Soap, liquid detergent*
- Feminine supplies*
- Personal hygiene items*
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

Clothing and Bedding

- *Include at least one complete change of clothing and footwear per person.
- Sturdy shoes or work boots*

- Rain gear*
- Blankets or sleeping bags*
- Hat and gloves
- Thermal underwear
- Sunglasses

Special Items

- Remember family members with special requirements, such as infants and elderly or disabled persons

For Baby*

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

For Adults*

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

Entertainment

- Games and books

Important Family Documents

- Keep these records in a waterproof, portable container:
 - Will, insurance policies, contracts, deeds, stocks and bonds
 - Passports, social security cards, immunization records
 - Bank account numbers
 - Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
- Store your kit in a convenient place known to all family members. Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.
- Keep items in airtight plastic bags. Change your stored water supply every six months so it stays fresh. Replace your stored food every six months. Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

Appendix 8: Guidance for Hazardous Materials Security

I. Purpose and Scope

The purpose of this guidance is to minimize the potential for the release and spread of hazardous materials due to the effects of a hurricane. This guidance outlines hurricane preparedness, procedures for securing hazardous materials before a hurricane, and post hurricane activities. A hurricane is one of the most potentially damaging weather events that can occur and TSA must take all applicable measures. The procedures for hazardous materials security should be invoked during a hurricane watch or warning which may cause a cease in TSA operations, closure of the airport, or even evacuations of the area. The guidance below will help to determine the best course of action to ensure safety, minimize damage, and contain the threat of further harm.

II. Pre-Hurricane Season Activities

1. Each airport operation must assign a person or team to be responsible for preparing the accumulation area and securing hazardous materials prior to a hurricane.
2. Each airport operation must assign a person or team to be responsible for re-start duties once the airport is reopened.
3. Place requests for hazardous materials pick-ups routinely so that a minimum amount of hazardous materials is in an accumulation area.

III. Hazardous Materials Security Procedures

1. When a hurricane is projected to hit your area, precautions should be taken immediately by the designated person or team responsible for preparing the accumulation area.
2. Arrange a hazardous materials pick-up prior to storm arrival.
3. If time does not permit a pick-up, then any materials collected at the checkpoint(s) should be moved immediately to the accumulation area.
4. When possible, take an inventory of the hazardous materials in the accumulation area, accounting for both the hazmat that was already there, as well as the hazmat added from the checkpoint(s). SOP Exhibit 3-5 can be used for this action.
5. Ensure the accumulation area is secured and proceed safely to your designated location of safety with a copy of the inventory.

IV. Post-Hurricane Activities

1. Inspect the accumulation area for damage (i.e., leaks, and spills).
2. If there has been a spill, follow the emergency response procedures and complete the Spill/Release Incident Report form (SOP Exhibit 8-2).
3. Re-inventory and compare the hazardous materials inventories.
4. Record and report any inconsistent findings to TSA OSHE and SAIC.

APPENDIX 9: U.S. Government Canine Contingency Plan for Natural Disasters:

GENERAL: An emergency evacuation as a result of a natural disaster is a hectic and stressful process, not only for humans but also for animals. Making evacuation plans for your U.S. Government canine (K9) in advance will minimize the stress on you as well as the K9 and allow for time to assist family members

PREPARATION:

Evacuation Kit: Prepare an evacuation kit for each Canine to take to the safe haven previously designated and approved by your AFSD-S or designee. Prepare a backpack or small to medium size duffel bag as an emergency **“go kit”**. The bag’s contents should include at a minimum:

- Current photo of the canine
- A collar with an ID tag containing contact information (cell telephone number)
- Records of current vaccinations (mandated by SC state law. may be required at kennels or shelters)
- Favorite blanket or towel to sleep on
- Flea and heartworm preventative supplies
- Extra leash
- Muzzle
- Favorite toy (be sure it makes no noise as to disturb tenants if in a shelter)
- Enough food and water for one week

In addition to the “go kit”, each handler needs to transport a portable cage or kennel if provisions for a kennel facility cannot be made. Remember, the handler must be able to control the K9 at all times.

Accommodations: While there is federal legislation being considered to mandate States to provide evacuation options and sheltering for pets, make alternate plans in the event they are not available. Contact kennels outside of the evacuation area, friends/relatives, and/or pet-friendly hotels in advance prior to an event that necessitates evacuation (see Appendixes 12 and 14 for list of hotels and shelters).

Travel: soon as a watch is issued, you should begin to formulate an evacuation route to your designation. **If you plan to shelter your canine - work it into your evacuation route planning.** It is not uncommon to travel for extended periods of time in order to locate accommodations. While the K9 may enjoy riding for a two-hour ride out of town, it will become irritated at having to be confined to a car/cage possibly up to 10 or more hours. Keep appropriate contact information with you at all times.

DURING THE DISASTER:

- K9s brought to a pet shelter are required to have: Proper identification collar and rabies tag, proper identification on all belongings, a carrier or cage, a leash, an

ample supply of food, water and food bowls, any necessary medications, specific care instructions and news papers or trash bags for clean-up.

- Bring K9s indoors well in advance of a storm - reassure them and remain calm.
- Pet shelters will be filled on first come, first served basis. Call before departing and determine availability.
- **Maintain control of your K9 at all times.**

AFTER THE DISASTER (Returning Home):

- Walk your K9 on a leash until it become re-oriented with home - often familiar scents and landmarks may be altered and canines could easily be confused and become lost. Also, downed power lines, reptiles brought in with high water and debris can all pose a threat for animals after a disaster.
- If for some reason the K9 cannot be found after a disaster, contact the local animal control office to find out where lost animals can be recovered. Bring along a picture of your pet if possible. Immediately notify the CHS/TSA Coordination Center of the situation.
- After a disaster, animals can become aggressive or defensive - monitor their behavior. **Maintain control of your K9 at all times.**

EMERGENCY EVACUATION CHECKLIST:

<u>Food and Water</u>	<u>Care and Comfort</u>
Food: Two weeks supply; place dry food in airtight containers (rotate every 3 months)	Blanket
Usual treats (rotate every 3 months)	Toys and chew toys
Water: Two weeks supply of water (store in dark place, rotate every 2 months). Estimate a quart a day.	Hot water bottle
Food and water dishes	Flashlight and batteries
Spoons and can opener, if necessary	Grooming supplies
Restraint and Extra Identification	Dental cleaning supplies
collars or harnesses with tags	Records and Medications (store in a waterproof container)
(identification tag, rabies tag, license)	Vaccination certificates
Leashes, including a nylon slip leash	List of phone numbers:
Towels	Your veterinarian
Muzzle or roll of gauze to make a	List of secondary veterinarians
	"Pet-friendly" motels
	Boarding facilities (Red Cross

muzzle (in case your dog is injured) Thick leather gloves (in case your dog is injured or very afraid) Dog life preserver (if in a flood zone) Pet carrier with the following information indelibly printed: your name; phone number; address; a description of your dog (distinguishing marks, age, breed, sex, spayed, neutered, etc.); the name of your dog; microchip ID or tattoo ID, if any; pet insurance policy number; and the address and phone number where you or a contact person can be reached if you are not at home Recent photographs with the same information that is on the pet carrier printed on the back (keep in a waterproof container, e.g., inside several zip lock bags). Include yourself in some of the photos to help you reclaim your pet, should he become lost. Wire, pliers, and duct tape (to repair pet carrier) Sanitation Newspaper Paper towels Dish soap Disinfectant Garbage bags Plastic bags for holding waste (two weeks supply)	shelters do not allow animals) Emergency clinic(s) Database centers if your dog is tattooed or has a microchip Animal poison control center(s) Animal shelters in your area (in case you get separated from your pet) Pet insurance policy number Copies of proof of ownership papers (registration information, adoption papers, proofs of purchase, and microchip/tattoo information to store in the evacuation kit). List each of your animals and their species/breed, age, sex, color, and other distinguishing characteristics. Medical records and/or list of medical needs, if your dog has a medical condition or is on medication Two weeks supply of medication and any supplements (include at least one dose of your monthly heartworm preventive) in a waterproof container (rotate every two months); have chemical ice packs and a small, insulated cooler if medication needs refrigeration If your dog is taking medication regularly, include that information on a separate ID tag If your dog becomes fearful during storms, sudden changes in routine, or separation from you, contact your veterinarian regarding tranquilizers or calming remedies that could be included in your kit (e.g., Rescue Remedy) First aid kit
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A large plastic tub or garbage can with a lid can be used to store these disaster preparedness items for your dog. Tape a copy of this list to the inside of the cover for future reference. Include a calendar indicating when certain items should be/were replaced.

In addition to the items listed above, include anything you use for your k9 on a weekly or monthly basis. A good idea is to collect all the materials for your disaster preparedness kit, and then experiment by using only those items to care for your dog the next two weeks. That way, you will easily find out if you need to include other items, or a larger quantity of certain items. www.petfriendlytravel.com

REMEMBER: CONTROL YOUR K9 AT ALL TIMES!