

TO: All Employees

FROM: Stephen B. Downes, Senior HR Manager, CSR 1300

DATE: 18 May 2009

SUBJECT: **HURRICANE COMMUNICATIONS PROCEDURES FOR
FLORIDA BASED EMPLOYEES**



During a hurricane your safety and that of your family is of paramount importance. As CSR employees we have an additional duty to serve the 45 SW and protect the vital physical and information resources entrusted to CSR.

The information below is provided to help you prepare for, and recover from, this year's potential storm events.

NOTIFICATION TO SUSPEND OPERATIONS

The decision to suspend operations and release CSR personnel from duty rests solely with the CSR Project Director, or his designee, if absent. In general, non-essential personnel will be released when Hurricane Condition (HURCON) 2 is set, about 24 hours before the expected arrival of 50 kt winds.

Official notification to suspend operations and release CSR personnel will be given to all employees in the threatened areas as quickly as possible. CSR will use the *CSR Communicator* system to inform CSR personnel of establishment and changes in HURCON and Recovery Condition (RECON) status and release from work and return to work instructions.

The Project Director's office will advise the CSR Maintenance Control Center (MCC) that operations are being suspended and the MCC will notify all affected personnel via the *CSR Communicator* system. The *CSR Communicator* system provides notification to all, or selected sets of, CSR personnel simultaneously via multiple electronic media including email to both your work and home addresses, voice telephone message to your work, home, and cell phone numbers, and text message or pager activation for employees with these devices. The same information will be available to employees by calling the CSR Hurricane Hotline number. 1-888-619-3784.

HURCON/RECON status messages transmitted by the *CSR Communicator* system to your work or home email and phones, and recorded on the CSR Hurricane Hotline, constitute official notification to all employees. This process replaces the telephone based pyramid notification process used during previous storm seasons.



In some cases certain critical operations or protective measures will continue after non-essential personnel are released. Department managers will ensure that essential personnel are notified when HURCON 4 is set so they can take care of their personal responsibilities early and return to duty to complete critical operations or protective measures. If your department manager has not advised you that you are part of the essential personnel group, you are released from duty as soon as the formal announcement is given and your individual hurricane responsibilities are completed.

Managers and supervisors should avoid the unauthorized early release of employees regardless of their classification. Such uncoordinated actions affect employee morale and introduce the possibility of non-performance of contract requirements.

Keep in mind that some time may lapse between the announcement by civil authorities of the actual or planned evacuation of local communities and the decision by the 45 SW to suspend operations and release DOD and contractor personnel. If such an announcement by local civil authorities should occur, CSR employees are expected to remain at work and complete hurricane preparations until officially released by CSR management. Similarly, global email messages or Public Address announcements issued from the Patrick AFB Integrated Command Center (ICC), or the CCAFS Emergency Operations Center (EOC), releasing non-essential personnel apply only to DOD personnel. They do not constitute official notification through CSR management channels.

Once you are released, you will continue to receive status updates via the *CSR Communicator* system as long as communication systems remain operable. The *CSR Communicator* system is based in secure, remote location and the CSR management team has satellite phone capability to ensure essential communications are maintained during any contingency. Remember, you can contact the CSR Hotline at **1-888-619-3784** to get the most current information.

To ensure you receive information via the *CSR Communicator*, you are encouraged to review and validate your contact information. A brief guide on how to verify your information in the *CSR Communicator* can be found at the end of this document. For more detailed user information please logon to CSR Internal through VPort. The information is found under the Performance Assurance tab, then clicking on the Safety tab, and finally clicking on "CSR Notification System (CNS) User Manual".

To review the Hurricane Support Plan for the Eastern Range in its entirety, please go to VPort and click on the Performance Assurance tab. The Plan is filed under Safety.

TIME CHARGES



Once officially released from duty NON-EXEMPT employees will charge Emergency Leave – Self (8300) for the remainder of their normal duty day. EXEMPT employees will only record actual hours worked up to release.

CSR supervisors are authorized to release INDIVIDUAL employees early when personal circumstances warrant. NON-EXEMPT employees released early MUST charge vacation (8100) or leave without pay (8410). EXEMPT employees will only record actual hours worked up to release. Supervisors who release employees early MUST explain the time charging requirements to the employee BEFORE they leave.

Should the workplace be closed on subsequent days, Emergency Leave - Self (8300) may be charged until a return to work announcement has been made.

Employees on leave (such as vacation, sick leave, etc.) at the time of hurricane release are to continue to code their time to the previously approved leave. They are not authorized to code to Emergency Leave - Self (8300) unless their previously approved leave terminates during the evacuation period; then, they may do so from the time of termination of the leave until notification to return to work. Under no circumstances will CSR grant employees additional vacation hours to replace vacation not accrued or used due to Emergency Leave.

RETURN TO WORK

The 45 SW has instituted a phased recovery process following a hurricane evacuation and suspension of operations. The initial Recovery Condition (RECON 1) will be activated when 45 SW determines that a WEATHER SAFE condition has been established. Only a very small set of CSR personnel are required to return to work during RECON 1 and these personnel are individually notified before release. Once the government RECON 1 team determines the conditions on base(s) are safe and secure RECON 2 will be activated. As soon as RECON 2 is activated the CSR Disaster Assessment and Recovery Team (DART) and certain senior management personnel will return to work. RECON 3 will be activated once mission essential functions are in place and some additional mission essential CSR personnel may be recalled to work. Finally, RECON 4 signals the all clear and all remaining personnel should return to work. CSR managers and supervisors will inform each employee before operations are suspended which RECON requires their return to work.

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RECON status and official notification to resume operations (RECON 4, all employees must return to work) will be disseminated via the *CSR Communicator*, a message will be posted on the CSR Hurricane Hotline, **1-888-619-3784**, and the CSR external Web Site (WWW.COMPUTERSCIENCESRAYTHEON.COM). As an alternate means of notification employees may consult the 45 SW Hotline, 1-800-470-PAFB (7232) or local radio or television stations but these sources may not provide accurate or timely status.



Employees are expected to return to work at the beginning of the next regularly scheduled workday or within two hours of notification if their normal workday has already started. Employees who are unable to return to work must notify their supervisor and will charge vacation or leave without pay for non-worked time, starting with the time the return to work announcement was released and posted.

Questions regarding evacuation and recall procedures should first be directed to your supervisor. Additional information resources include the MCC at 321-494-4349 or CSR Safety at 321-494-5157. Questions regarding time charging procedures should be directed to Human Resources, 321-494-5272, for Exempt and Non-Exempt, non-represented employees, and Steve Downes, 321-494-5948, for represented employees.



The Communicator! Notification System's user manual has been placed on CSR Internal and can be located on the Performance Assurance tab, under Safety. Key items when it comes to notifications from the Communicator:

1. In order for the system to activate, when answering your phone/cell you must say "hello".
2. In order to have the system list you as successfully contacted, you must listen to the message in its entirety, and respond to the prompt by pressing two (2); if not successfully acknowledged, the system will call again.
3. Once you have acknowledged a device, it should not contact the other devices listed on your profile. (E-mail is the only exception)
4. When you are contacted via e-mail, this will not prevent the system from calling you via telephone.
5. If the work number you setup in the system also belongs to several others, this number will be contacted each time for each individual.
6. In order to edit your contact devices, it requires a password. **If you do not know your password, please contact the help desk at 494-2666 and request your "CSR Communicator Notification System password to be reset".**

Steps to Login to Communicator! NXT:

1. Click on URL Link <https://csrpafb.dccnotify.com>
2. At Login Name, click to select the text box and type your assigned login name.
3. At Password, type your assigned password.
4. At Company Name, type CSRPAFB
5. Click Login