

Johnson Space Center Hurricane Prep Kit

Your One Stop for
Emergency Preparedness



National Aeronautics and
Space Administration



JSC Closure Policy

Hurricane/Severe Weather

Although each severe weather situation will vary in magnitude and severity, the decision to close the center will be based on Johnson Space Center's Hurricane Management Plan (JWI 1040.24). The timelines in the plan are not fixed and can be adjusted based on the severity of the storm or by actions taken by civil authorities.

Use of Unscheduled Leave and Administrative Leave for Civil Servant Team Members

- Unscheduled Leave, formerly known as "liberal" leave, may be used for JSC civil servants who wish to evacuate prior to community announcements and center closure.
- Administrative Leave, identified as "excused" leave in WebTADS, may be used for JSC employees while the center is officially closed.
- Employees designated to the support of an ongoing spaceflight mission, or those assigned to the Hurricane Ride-out Team, may not be fully relieved of duties while the center is officially closed.

Contractor team members need to contact their individual company's Human Resources offices for emergency leave policies.

Reopening Decision

The decision to reopen the center will be based on:

- The impact that the storm had on the center.
- The impact to the safety and health of employees if they return to work.
- The impact that the storm had on employees' homes and families.

The status of the local community and infrastructure (hospitals, schools, road conditions, electrical and other services) will be considered during the decision-making process, as will any orders from civil authorities concerning the return of residents. If there are isolated areas closed to residents due to severe storm impacts, special consideration may be given to affected JSC employees about their return to work.

Employees will be informed about the center's reopening and when to return to work. An Unscheduled Leave Policy will remain in effect for employees restricted from returning home by civil authority.

Employee Check-in

As part of preparedness, keep in mind that following an actual hurricane or other emergency event, the top priority for center management is to verify that all employees are safe and to identify employees who need assistance. ENS will enable employees to respond, check in and provide their status to the center—including updated contact information.

In the event that the center closes for a hurricane or other emergency event, all on-site JSC team members (both civil servants and contractors) are asked, as soon as possible after an event, to check in by responding to the ENS notification and questionnaire to account for their safety.

How Can I Stay Informed?

NASA uses the **Emergency Notification and Accountability System (ENS)** to contact employees regarding emergencies. The ENS can send messages via phone, email and/or text. **To ensure you receive notifications after the center closes, you need to record your home phone, your personal cell phone and your home email address in your emergency contact profile.**

Civil Servants: Your emergency contact profile is stored in **Employee Express**. Log into <http://www.employeeexpress.gov> and click on the "Emergency Contact Information" link under the "Miscellaneous" section to record or update your information. (Be sure to click the save button at the bottom of the page and click "Yes" to confirm your changes!)

Contractors: To change your emergency contact information, log into <https://id.nasa.gov> and go to "Personal." Click on "Edit" (a Smartcard or RSA login is required) and make the necessary updates. (Be sure to click the "Save" button to save your changes!)

If you do not have smartcard log in capability, you may not be able to see your emergency contact data. See your site security officer or the person who requested your NASA badge for assistance updating your information.

To receive text messages, ensure the "text enabled" button associated with your phone in your emergency contact profile is checked. Fees for texting will apply.

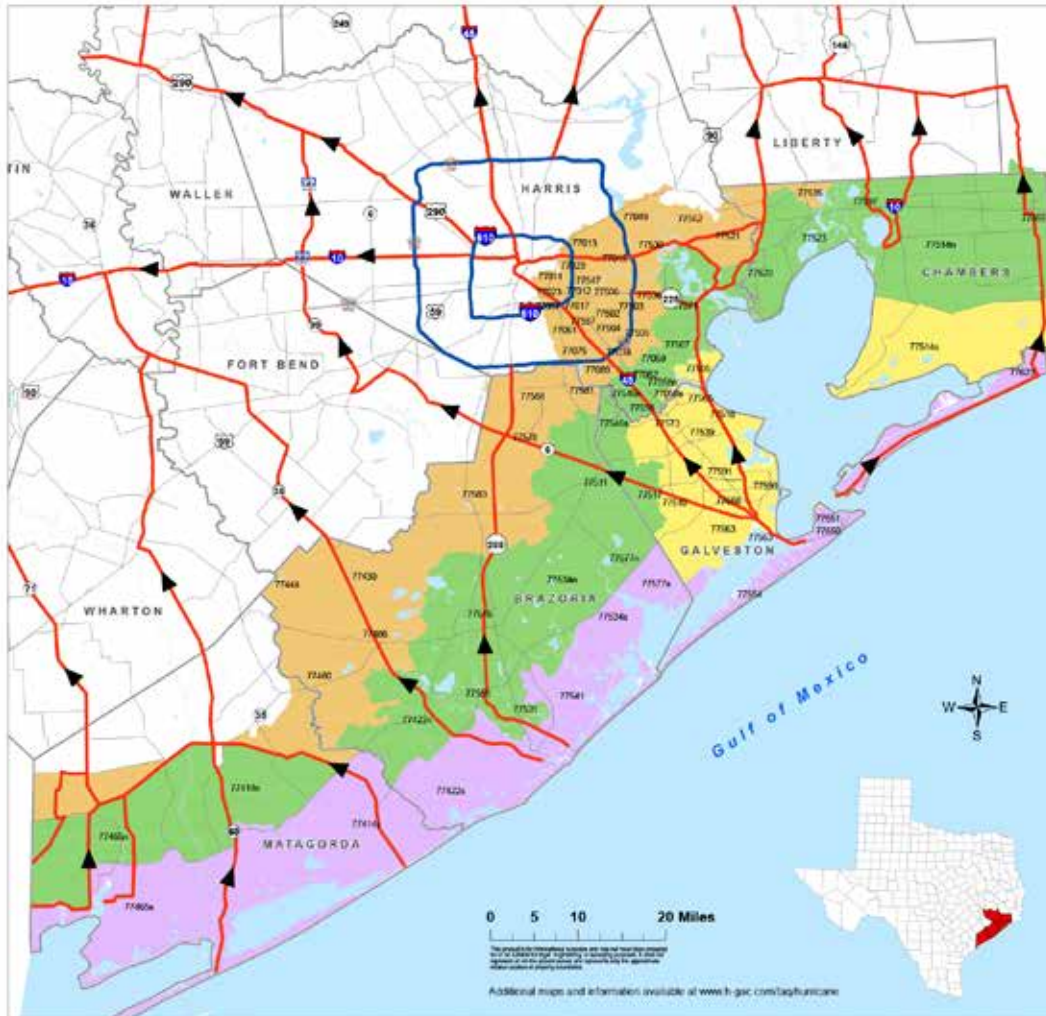
Emergency Information

JSC Emergency Information Line.....	x33351
..... or (toll-free) 1-877-283-1947	
JSC Emergency Management.....	http://www.jscsos.com
JSC Employee News Service	x36765
Harris County Flood Control (water levels).....	713-684-4000
National Weather Service.....	281-337-5074
.....	http://www.srh.noaa.gov/hgx/
Texas Highway Department (road closures).....	1-800-452-9292
.....	http://www.txdot.gov/travel/road_conditions.htm



JSC HURRICANE EMERGENCY INFORMATION

Evacuation Zones and Routes



Brazoria, Chambers, Galveston, Harris and Matagorda Hurricane Evacuation Zip-Zones Coastal, A, B, C

ZIP ZONE COASTAL				
77418a	77422a	77466a	77534a	77541
77500	77551	77554	77563	77577a
77623				
ZIP ZONE A				
77056a	77510	77514a	77588	77539
77563	77565	77566	77573	77586
77590	77591			
ZIP ZONE B				
77058a	77059	77062	77454a	77422a
77465a	77507	77511	77544a	77515
77517	77520	77523	77531	77534a
77545a	77548a	77566	77571	77577a
77597	77598	77665		
ZIP ZONE C				
77011	77012	77013	77015	77017
77023	77029	77034	77049	77061
77075	77087	77088	77430	77444
77480	77486	77502	77503	77504
77505	77506	77521	77530	77535
77536	77547	77562	77578	77581
77583	77584	77587		

Some zipcodes are split into north (a) and south (b) for evacuation purposes.

Route Designation

- Evacuation Corridors
- Evacuation Connections
- Other Roads
- County Boundary



Expiration Date: December 31, 2016
Map Created by:
Houston-Galveston Area Council

Other NASA Information Sources

- The website <http://www.jscsos.com> will be available with JSC center status updates and hurricane information. It will be updated by JSC emergency management officials.
- The agency Emergency Notification and Accountability System (ENS) can provide you with timely information via email and phone numbers. Add or revise your contact information to get these emergency updates by logging into IdMax (contractors) or Employee Express (civil servants).
- JSC/NASA Channel 3 will have updates on the center status via streaming video text that will be available by cable and satellite TV services.
- The JSC internal home page will have a link specifically for hurricane information and center status.

Get 'In the Know'

Need a refresher course about hurricanes and what to expect? Are you a JSC team member new to the area? Brush up on your hurricane knowledge at these websites:

National Hurricane Center:
<http://www.nhc.noaa.gov>

The Saffir-Simpson Hurricane Wind Scale:
<http://www.nhc.noaa.gov/aboutsshs.php>

Glossary of hurricane terms:
<http://www.nhc.noaa.gov/aboutgloss.shtml>

JSC HURRICANE EMERGENCY INFORMATION

Have a Plan

Your Personal Plan of Action

The hurricane season is June 1 to Nov. 30. It is important that you know what to do in case of an emergency. Your Personal Plan of Action details who does what, where you go and what to take along. Practice drills will help you prepare in the event you need to implement your plan.

By following the steps provided here and adapting them to fit your specific situation, you will be better prepared for a disastrous storm:

- Determine your destination (to a relative, friend, motel, a hotel or public shelter) in the event an evacuation order is given.
- On a map, outline the quickest and safest route to your destination. Remember, bridges and low-lying areas may be unsafe to travel during a storm.
- Review your insurance policies and coverage.
- Take photos and/or video footage of your property. Store this information with your important papers. Make copies of the documents and photographs and leave them with someone you trust.
- Visually inspect your home and property. Make necessary repairs: check the roof for loose shingles; inspect the gutters and drains to ensure proper drainage; and check the trees for loose branches and the grounds for debris or items, such as lawn furniture, that could blow away.
- Purchase plywood, rope, extra nails and tarps for protecting windows and doors.
- Prepare an emergency supply kit.
- Make sure you have the JSC Emergency Management website (<http://www.jscsos.com>) and the NASA emergency call-in phone number with you if you evacuate.

Be Accountable

Don't forget ... as soon as possible after an event, you should check in by responding to the ENS notification and questionnaire

Evacuation Quick-Grab Box

Items recommended for "grab and go"

- Insurance papers
- Checkbook(s)
- Mortgage statement
- House deed copy
- House inventory list
- Credit card numbers
- Telephone numbers
- Bank/investment statements
- Safe deposit box key
- Social Security cards
- Car loan statement
- Wills/legal papers
- Retirement fund statements
- Family communication plan
- Car title copies
- Last two tax returns
- Employee badges
- Résumé
- Prescriptions
- Computer backups
- Medical records
- School records
- Recent pay/salary receipts
- Photo albums/negatives
- Computer/laptop
- Clothes for at least one week
- \$500 cash in small bills
- Camera
- Car cell phone chargers

Disaster Preparedness Kit

Applicable in any emergency situation

Water: At least one gallon daily per person for three to seven days

Food: At least enough for three to seven days

- Nonperishable packaged or canned food, juices
- Foods for infants or the elderly
- Snack foods
- Nonelectric can opener
- Cooking tools, fuel
- Paper plates, plastic utensils

Blankets: Pillows, etc.

Clothing: Seasonal, rain gear, sturdy shoes

First Aid Kit

Medications: Prescription and a two-week supply of over-the-counter medications such as aspirin, stomach antacids, etc. Check your first aid book for a list of important items.

Special Items: For babies and the elderly

Toiletries: Hygiene items, moisture wipes

Flashlight: Extra batteries

Radio: Battery-operated NOAA weather radio

Cash: With some small bills, because banks and ATMs may not be operational for extended periods

Keys: House, vehicles, safes

Entertainment: Toys, books and games

Important Documents: In a waterproof container or a resealable plastic bag that is watertight: insurance, medical records, bank account numbers, Social Security card, résumé, etc.

Tools: Keep a set with you during the storm

Vehicle: Have fuel tanks filled

Pet Care Items:

- Proper identification, immunization records, medications
- Ample supply of food and water
- A carrier or cage
- Muzzle and leash

JSC HURRICANE EMERGENCY INFORMATION

Emergency Management Offices

- American Red Cross <http://www.houstonredcross.org/>
..... 713-526-8300
- Galveston County <http://www.houstonredcross.org/chapterlocations/galveston/>
..... 409-945-7200
- Bay Area Office <http://www.houstonredcross.org/chapterlocations/>
..... 281-282-6039
- Baytown <http://www.oembaytown.org/>
..... 281-420-6556
- Clear Lake Shores <http://www.clearlakeshores-tx.gov/>
..... 281-334-1034
- Deer Park http://www.deerparktx.gov/egov/docs/1249052843_813323.pdf
..... 281-478-7298
- Dickinson http://www.ci.dickinson.tx.us/city_hurricane_7.htm
..... 281-337-6308
- El Lago <http://www.ellago-tx.com/emergency.html/>
..... 281-326-2658
- Friendswood <http://www.ci.friendswood.tx.us/COF/publicsafety/em/default.htm>
..... 281-996-3335
- City of Galveston http://www.cityofgalveston.org/public_safety/hurricane_overview.cfm
..... 1-409-765-3710
- Galveston County (north) .. <http://www.gcoem.org/>
..... 1-888-384-2000
- Harris County <http://www.hcohem.org/>
..... 713-881-3100
- Hitchcock <http://www.gcoem.org/>
..... 409-986-5559
- Houston (city) <http://www.houstontx.gov/oem/index.html>
..... 713-884-4500
- Kemah <http://www.kemah-tx.gov/>
..... 281-334-1611
- La Marque <http://www.ci.la-marque.tx.us/>
..... 409-938-9260
- La Porte <http://www.ci.la-porte.tx.us/oem/default.asp>
..... 281-470-0010
- League City <http://www.leaguecity.com/index.aspx?nid=139>
..... 281-554-1300
- Nassau Bay <http://www.nassaubay.com/index.aspx?nid=155>
..... 281-333-2212
- Pasadena <http://www.ci.pasadena.tx.us/>
..... 713-475-5588
- Pearland <http://www.cityofpearland.com/>
..... 281-652-1954
- Santa Fe <http://www.ci.santa-fe.tx.us/>
..... 409-925-2000
- Seabrook <http://www.ci.seabrook.tx.us/>
..... 281-291-5700
- Taylor Lake Village <http://www.taylorlakevillage.us/>
..... 281-802-8283
- Texas City <http://www.texas-city-tx.org/>
..... 409-643-5840
- Webster <http://www.cityofwebster.com/>
..... 281-332-2426

Get the Latest Updates

The website <http://www.jscsos.com> is a great resource for information after a hurricane. This site will be constantly updated with information about the center's status, what is going on in the communities that surround JSC and other information such as phone numbers and websites for disaster relief that an employee might need. This site will also enable an employee to send in questions about the center's status and recovery activities.

You can also receive text updates from the JSCSOS Twitter account to your cell phone without signing up for Twitter. Simply text "follow JSCSOS" to the number 40404 to begin receiving texts. Stop the texts at any time by texting "stop JSCSOS" to the same number.

Simplify and Speed Up the Recovery Process

To simplify and speed your recovery activities should a hurricane impact the JSC area, it is a good idea to research and save contact information for the following organizations and service providers. Do your research ahead of time to have information readily available if needed.

- FEMA — <http://www.fema.gov/> or 1-800-621-3362
- Blue Roof Program — 1-888-327-9406
- Your insurance companies
- Electric company
- Any city or county services you use
- Landscapers
- Roofers
- Plumbers

Are you ready for hurricane season? Yes, I know you hear that question every year, but are you prepared? Is your family prepared? I hope you will take the time to make a plan for yourself and your family. I also ask that you register with JSC's Emergency Notification and Accountability System. ENS allows NASA the ability to send messages, both agency-related and/or center-related, to you in the event of an emergency or emerging situation at a NASA facility. Notification is via multiple communication devices (email, text, cellular, home/office numbers, e.g.). The system gives you the ability to respond to notifications and provide your safety status. Here's the website: <http://go.usa.gov/TjNx>

— JSC Director Dr. Ellen Ochoa