



**US Army Corps
of Engineers**®
New Orleans District

Hurricane Employee Information

Employees are again reminded that they are responsible for maintaining situational awareness during this season. Supervisors and employees should provide each other with emergency contact information and should keep current should any of their contact information change.

Employees **MUST** maintain current information in the Employee Status Database Steps to access the Employee Status Database:

1. Click on <https://www.intra.mvn.usace.army.mil/mvn/EmplStatus/>
<<https://www.intra.mvn.usace.army.mil/mvn/EmplStatus/>>
2. Click on login single user
3. Type in first or last name
4. Last 4 digits of your social security number

If a major disaster renders New Orleans District's building inoperable, unsafe, or unreachable by safe private transportation, the district will be managed from an alternate headquarters location. Our District Reconstitution Team will begin action to return the district to normal operations as soon as possible. This may mean that your office's functions will be carried out at one or more temporary sites in or near New Orleans or elsewhere.

In such an event an EMPLOYEE INFORMATION CENTER will be established in Vicksburg, MS to handle communications between the District senior management and the workforce. The Human Resources Management Office of MVD will assist in the operation of the center.

As soon as the situation can be assessed, management will provide the EMPLOYMENT INFORMATION CENTER information and instructions to be relayed to the New Orleans District members.

Following a major disaster, MVN members are to assure the safety and welfare of themselves and their family members. That understood, the following instructions apply.

1. Within 72 hours of the event, each District member who is unable to report to their regular work site must contact their office, their supervisor, or District headquarters by telephone to give and receive information concerning their personal status and the district's operational status. Employees can call 1-877-533-5224 for a recording which will give the status of the district. Employees outside the local area can also call the District's main number 1-800-362-3412 for status information. Please note that failure to contact the center with your status may result in interruption of employee pay continuance.

2. Employees may also monitor the District's webpage for posted status information. This web site is

www.mvn.usace.army.mil

3. If MVN is rendered inoperable, MVN employees must contact the EMPLOYEE INFORMATION CENTER in Vicksburg by telephone to give and receive information necessary for reconstitution activities. When you contact the center, you will be asked to provide information as to your status, location, plans, availability, etc. You will be provided the latest information available on the district's status. You may be requested to report to a temporary alternate work site. You may be told to "sit tight" and contact the message center for additional info at a future date. The key is to keep in touch.

The EMPLOYEE INFORMATION CENTER telephone number in Vicksburg is 1-800-522-5672, wait for the automated operator then dial 1-5874. Although the information center is tentatively scheduled to operate from 7am to 7pm, each day, it will be very busy immediately after a major event. You will need to keep trying until your call gets through.

This is your pre instruction sheet. Keep a copy at your residence and in your personal vehicle. You previously were provided a business card with this info. If you need any additional cards, please notify the CPAC.

NUMBERS TO REMEMBER: (suggest programming these in your cell phone)

1-800-362-3412 District Main Number
1-877-533-5224 District's Emergency Operations Center
(601) 631-5874 Employee Information Center in Vicksburg
1-800-522-5672 Toll Free Employee Information Center in Vicksburg
(1-5874)

Current employees should also take inventory and if called to evacuate remember the following:

- * Your CAC card
- * Your IMPAC credit card * Your travel credit card
- * Your CEFMS card
- * Your passwords
- * Your supervisor's emergency contact number
- * Your Government laptop

If you have any questions (pre event) with regards to emergency evacuations, contact your supervisor. If he/she is unable to respond, please contact the CPAC (504) 862-2791/2797 and/or the Emergency Operations Center (504) 862-2358 for further guidance.

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