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DEPARTMENT OF THE NAVY

NAVY SUPPLY CORPS SCHOOL  
1425 PRINCE AVENUE  
ATHENS, GEORGIA 30606-2205

IN REPLY REFER TO:

NSCSINST 3140.1P  
03A

JUL 2 6 1995

NAVSCSCOL INSTRUCTION 3140.1P

Subj: PROCEDURES TO FOLLOW DURING A THUNDERSTORM OR TORNADO WATCH, WARNING OR STRIKE

Encl: (1) Federal Agencies Alert Cadre  
(2) Matrix of Buildings and Tornado Shelters

1. Purpose. To establish procedures to follow during a severe thunderstorm or a tornado watch, warning, and strike.

2. Cancellation. NSCSINST 3140.1N

3. Policy. The procedures delineated will be followed in the event of tornado threats in the Athens area. During normal working hours, the Commanding Officer (CO), Executive Officer (XO), or in the absence, the senior military officer present has overall responsibility for the base. After normal working hours, the Command Duty Officer (CDO) has overall responsibility until such time as he is relieved by the Executive Officer or Commanding Officer.

4. Discussion. For purposes of this instruction, the following definitions apply:

a. Replace paragraph 4(a) "The weather service will phone the duty office...watch office." with: "In case of possibility of severe weather, turn on the weather radio in the watch office or phone the National Weather Service in Peachtree City at (770) 486-1333 and request a forecast."

b. Tornado Watch. Condition set by the National Weather Service when tornadoes, because of climatic conditions, could develop in the area. A tornado watch is only issued to alert people to the possibility of tornado development in this area. Personnel should not interrupt their regular routine under this condition, except to turn on the radio and make preparations for threatening weather. Tornado watches issued by Commander, Naval Base (COMNAVBASE), Charleston or other military commands will be ignored due to their distance from Athens.

c. Tornado Warning. Condition set by the National Weather Service when a tornado has actually been sighted in the area or indicated by radar. When a tornado warning is issued, personnel are advised to proceed to shelter areas (if feasible) or to take



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(d) BMR Officer. Close swimming pool, ball fields, and playing courts and inform personnel that a severe thunderstorm warning is in effect.

(2) Tornado Watch

(a) OOD. Advise the DPO and Security Officer that a tornado watch is in effect. Monitor the weather radio on the quarterdeck for weather updates. Notify the agencies listed in enclosure (1) that a tornado watch is set. Alert security patrolmen to standby to unlock tornado shelters.

(b) DPO. Advise the CO, XO, or in their absence, the senior military officer on board of the change to the weather status. Notify BMR Officer and Housing Manager of the tornado watch.

(c) BMR Officer. Close swimming pool, ball fields, playing courts, and inform personnel that a tornado watch is in effect. Call the parents of children at the Child Development Center (CDC) and inform them of the tornado watch and ask them to pick-up their children as soon as possible.

(d) Housing Manager. Notify residents of on-base housing that a tornado watch is in effect. Notify them that Russell Hall library is available for shelter until a tornado warning is issued. Once a tornado warning is issued residents are advised to take cover as outlined in enclosure (2).

(3) Tornado Warning

(a) OOD. Notify DPO and Security Officer that tornado warning is in effect. Sound siren two times, each sounding three minutes long, with one minute interval between soundings. Siren switch is located on southwest wall of the Security Office. Siren will be used only when a tornado warning has been broadcast on the weather radio by the National Weather Service at Clarke-County Airport. Notification may also be received from the Civil Defense Headquarters, or from the weather service over the phone. Notify the personnel listed in enclosure (1) and inform them that a tornado warning is in effect. Contact security patrolmen to pick-up tornado shelter kits and keys and unlock shelters.

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(b) DPO. Advise the CO, XO, or in their absence, the senior military officer on board that a tornado warning is in effect and that the alarm will be sounded. Notify BMR Officer, Housing Officer, department heads, and tenant commands that a tornado warning is in effect.

(c) Security Patrolmen. Pick-up shelter kits and keys from quarterdeck and unlock all tornado shelters.

(d) BMR Officer. Ensure that the pool, fields, and/or courts have already been closed. Ensure any children still remaining at the CDC move to small, windowless rooms at the Navy Exchange.

(e) Department Heads. Notify department personnel that a tornado warning has been set and that tornado shelters have been opened.

(f) Public Works Officer (PWO). Secure steam throughout the base. Prepare to make emergency repairs.

(g) All Service Activities. (Dental, Medical, "The Club," Navy Exchange, DeCA, and Mini-mart). Discontinue operation and proceed to designated shelter area.

1. Once a tornado warning is set, the natural inclination is for personnel to look out and try to see what is going on. This action could be very dangerous and result in serious injury. The Senior Officer present shall try to prevent personnel from unnecessarily departing from their designated shelter areas and instruct personnel to stay away from windows.

(4) Responsibilities and Duties During Tornado Strike. If NSCS is in a tornado strike condition, after the tornado passes, the PWO, under the direction of the CO, the XO, or in their absence, the senior military officer on board, shall inspect the base, deal with the condition as the need dictates, and draw from the shelter areas any personnel necessary to assist in clearing debris restoring the base to a safe condition. The Medical Officer will report to the dispensary. Personnel will remain in their shelter areas until an "All Clear" is announced.

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(5) Responsibilities and Duties During "All Clear." An "All Clear" will be sounded at the discretion of the CO, XO, or in their absence, the senior military officer on board with the station siren by turning the siren on and off every ten seconds for a period of one minute. The "All Clear" will be passed when a tornado warning has been lifted. All personnel should be aware that when "All Clear" is sounded, the base is still under a tornado watch condition.

b. After Normal Working Hours

Replace paragraph 5(b)(1) "When a severe...the CDO shall" with: "When a severe thunderstorm warning has been broadcast on weather radio the CDO shall:"

(a) Notify the XO.

(b) Turn on the weather radio in the Duty Office for local weather advisories.

(c) Notify the CBQ desk watch that a severe thunderstorm warning has been issued.

(d) Activate calling sequence listed in enclosure (1).

(e) Ensure the swimming pool and recreational facilities are closed, including softball fields.

(f) Notify the Library watch, Security watch, and Public Works watch that a severe thunderstorm has been issued. Notify residents of base housing that a severe thunderstorm warning has been issued. The Housing Manager is tasked with keeping an updated list of base housing residents, and their telephone numbers, on the quarterdeck for this purpose.

(R)

Replace entire paragraph 5(b)(1)(g) to read: The OOD should monitor the weather radio for updates on weather conditions during severe weather. Should the CDO require more current information they should contact the National Weather Service directly at (770) 486-1333. Only the CDO should call the National Weather Service to avoid extraneous calls from other members of the duty section. Based on information received from the Weather Service, the CDO may recall the entire duty section to commence procedures outlined below for a tornado watch.

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(2) Tornado Watch. When NSCS is notified that a tornado watch is set by the National Weather Service, the CDO shall:

(a) Activate calling sequence listed in enclosure (1). Notify personnel that a tornado watch is set. Direct individuals answering the phones to pass the word to any other personnel in their respective building.

(b) Direct Fire and Security watch to notify the residents of base housing that a tornado watch has been set and tell them to turn on their radios. Notify them that Russell Hall First Deck classrooms and library are available for shelter at any time before a tornado warning is issued. Once a tornado warning is issued Kenny Road residents should be advised to take cover as listed in enclosure (2).

(c) Monitor the weather radio in the Security Office for changes.

R) (d) Recall the entire duty section and direct all duty section personnel to muster at the Duty Office immediately. Duty section personnel with family in the immediate area may bring their family to the base for safe harborage in one of the shelters. Utilize duty section personnel to unlock the tornado shelter areas listed in enclosure (2), and deliver disaster kits. Keys and kits are located on the quarterdeck. Shelters can be located by using the base map in the Duty Office. Assign one duty section member to each shelter area and dispatch them immediately; duty section personnel should make contact with personnel that may be working after hours in the building and inform them that a tornado watch is in effect.

(e) Notify the CBQ desk watch and tell the watchstander to stand by the phone in the event they need to notify occupants in the event a tornado warning is set.

(f) Ensure the athletic fields and the swimming pool are closed.

(g) When the tornado watch is lifted, utilize duty section personnel to notify inhabitants of base housing and personnel working after hours to advise them the watch is no longer in effect. Secure all shelters. Dismiss those duty section members not actually on watch.

(3) Tornado Warning. When a tornado warning is set the OOD shall notify the CDO, who shall:

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(a) Sound siren two times, each sounding three minutes long, with one minute interval between soundings. Siren switch is located on southwest wall of the Security Office. Siren will be used only when a tornado warning has been broadcast on the weather radio by the National Weather Service at Clarke-County Airport. Notification may also be received from the Civil Defense Headquarters, or from the weather service over the phone.

(b) Notify the agencies listed in enclosure (1) that a tornado warning is in effect.

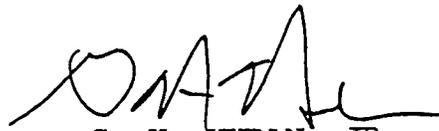
(c) Notify the Medical Officer.

(d) Ensure all service activities are closed and personnel advised to take cover in shelter area.

(4) Tornado Strike. If NSCS is in a tornado strike condition, after the tornado passes, the CDO, under the direction of the CO, the XO, or the senior military officer on board, shall inspect the base, deal with the condition as the need dictates, and draw from the shelter areas any personnel necessary to assist in clearing debris and restoring the base to a safe condition. The Medical Officer will report to the dispensary to be available for treatment of any injured personnel. All other personnel will remain in their shelter areas until "All Clear" is announced. The PWO will be recalled to survey the damage.

(5) "All Clear." "All Clear" will be sounded by turning the station siren on and off every ten seconds for a period of one minute. "All Clear" will be passed when a tornado warning has been lifted, or the base is considered to be in a safe condition following a tornado strike. "All Clear" does not mean that a tornado watch has been lifted. Personnel may leave the shelter, but the senior person present shall inform everyone that a tornado watch is still in effect. Do not secure shelters until the tornado watch has been lifted. (R)

6. The PAO is responsible for the annual review of this instruction. (A)

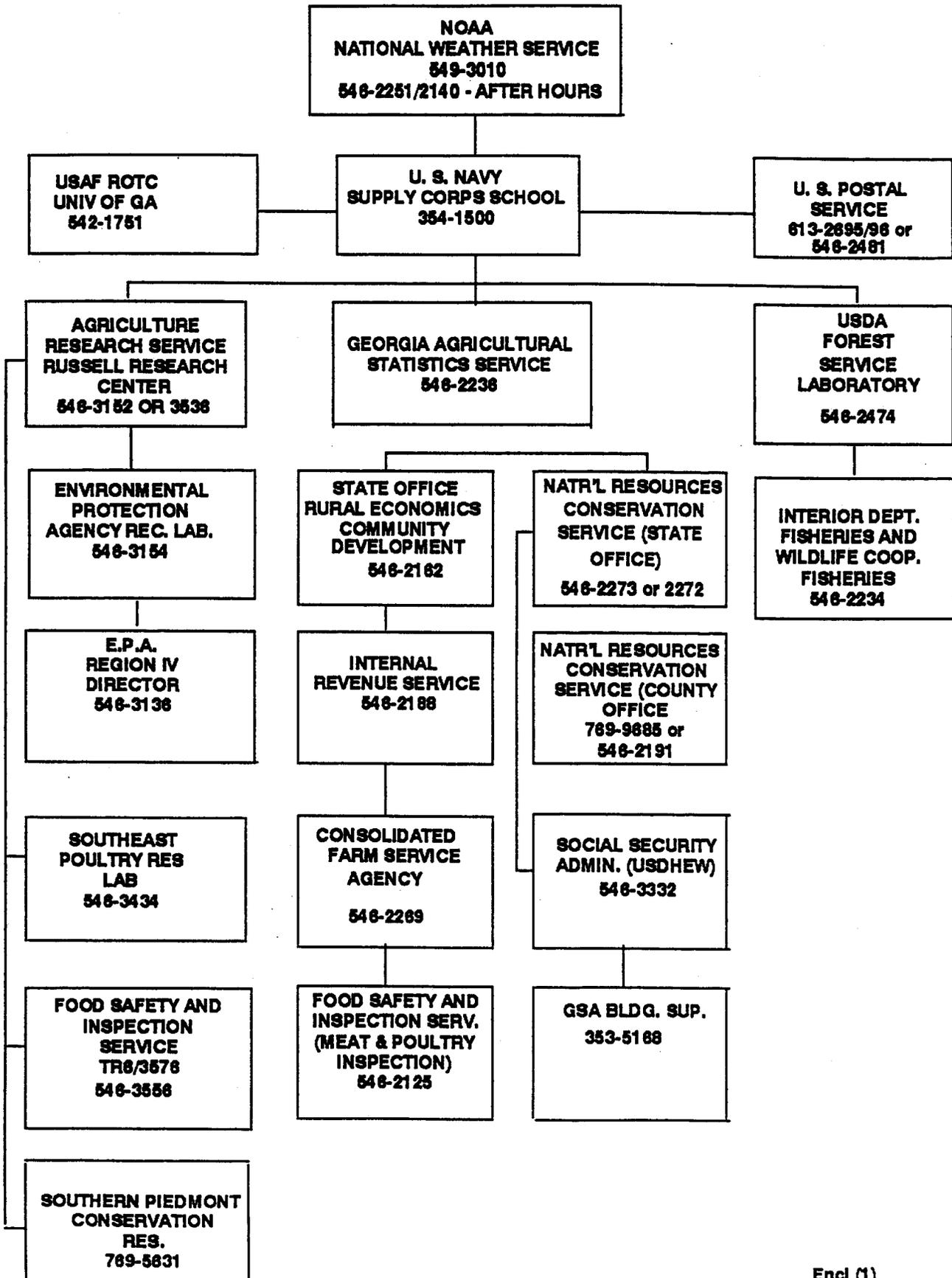
  
G. H. HUBAN, JR.

Distribution (NSCSINST 5216.2A)  
List I (all cases)

# FEDERAL AGENCIES ALERT CADRE

NSCINST 3140.1P

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MATRIX OF BUILDINGS AND TORNADO SHELTERSSHELTER

<u>BUILDING</u>	<u>DURING NORMAL WORKING HOURS</u>	<u>AFTER NORMAL WORKING HOURS</u>	
MILLER HALL	BASEMENT	RUSSELL	(R)
DISPENSARY	DENTAL BASEMENT	DENTAL BASEMENT	(R)
DENTAL	BASEMENT	BASEMENT	(R)
RHODES HALL	BASEMENT	BASEMENT	(R)
WINNIE DAVIS	BASEMENT	BASEMENT	(R)
SCOTT HALL	DENTAL BASEMENT	RUSSELL	(R)
RUSSELL HALL	1ST FLOOR CLASSROOMS	1ST FLOOR CLASSROOMS	(R)
GEORGE HALL	GEORGE HALL	GEORGE HALL	(R)
PUBLIC WORKS	RUSSELL HALL 1ST FLOOR CLASSROOMS	RUSSELL HALL 1ST FLOOR CLASSROOM	(R)
WRIGHT HALL (RESIDENTS)	SHOWER STALL IN ROOM	SHOWER STALL IN ROOM	(R)
WRIGHT HALL (DINING ROOM)	WRIGHT HALL 1ST FLOOR	WRIGHT HALL 1ST FLOOR	(R)
BROWN HALL	BASEMENT	BASEMENT	(R)
POUND HALL	BASEMENT (INTERIOR ENTRANCE)	BASEMENT (INTERIOR ENTRANCE)	(R)
MUSEUM	BASEMENT	BASEMENT	(R)
DeCA	WALK-IN-COOLER	WALK-IN-COOLER	(R)
CONV STORE	DeCA	CONV STORE COOLER	(R)
NEX OFFICE BLDG	DeCA	DeCA	(R)

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NAVY EXCHANGE	SMALL WINDOWLESS ROOMS	SMALL WINDOWLESS ROOMS
CHILD CARE CENTER	NEX (SMALL WINDOWLESS ROOMS)	NEX (SMALL WINDOWLESS ROOMS)
KENNY ROAD RESIDENTS	DOWNSTAIRS BATHROOM	DOWNSTAIRS BATHROOM
MCGOWAN ROAD AND GILMORE CIRCLE RESIDENCE	INTERIOR HALLWAY OR DOWNSTAIRS BATHROOM	INTERIOR HALLWAY OR DOWNSTAIRS BATHROOM
QUARTERS "A"	BASEMENT	POUND HALL BASEMENT
QUARTERS "B"	DENTAL BASEMENT	RUSSELL