



DEPARTMENT OF THE NAVY
 NAVAL AIR STATION OCEANA
 VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO:

NASOCEANAINST 3440.1A
 30

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NAS OCEANA INSTRUCTION 3440.1A

Subj: DISASTER PREPAREDNESS AND RECOVERY PLAN (DPRP)

Ref: (a) OPNAVINST 3440.16C
 (b) COMNAVBASENORVAINST 3440.24A
 (c) NAVFACINST 3440.17A
 (d) COMNAVBASENORVA/SOPA (ADMIN) HAMPINST 3141.1U
 (e) NAVPHIBASELCREEKINST 3141.2H
 (f) HRO Manual 610-3
 (g) COMNAVAIRLANTINST 3141.1K

1. Purpose. To publish the Naval Air Station (NAS) Oceana Disaster Preparedness and Recovery Plan.
2. Cancellation. NASOCEANAINST 3440.1. Due to extensive revisions, paragraph markings have been omitted.
3. General. The Commanding Officer of NAS Oceana is responsible for developing a Disaster Preparedness and Recovery Plan for NAS Oceana per references (a) through (g). This plan provides guidance in preparing for and recovering from a wide range of disasters and emergency situations.
4. Information. Authority is granted and addressees are encouraged to extract any portion of this plan to prepare supplemental plans and/or instructions.
5. Action
 - a. This plan is effective upon receipt for planning and training. Its execution or the execution of any portion will be as directed by the Commanding Officer, NAS Oceana.
 - b. All NAS Oceana tenant Commanding Officers and Officers in Charge (OIC) shall generate supplemental plans to this plan specific to their command/activity. Commanding Officers/OICs will forward copies of their plans to the NAS Oceana Disaster Preparedness Officer.

S. E. BENSON

Distribution: (See NASOCEANAINST 5216.1N)
 Lists I (Case A), II, III, IV and V

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CHAPTER 1
BASIC PLAN

1-1. **Background.** The Commanding Officer, Naval Air Station (NAS) Oceana is responsible for establishing and directing a Disaster Preparedness Program for Oceana. This program includes a Disaster Preparedness Organization that will carry out disaster preparations and recovery operations. The authority within this plan is derived from reference (a).

1-2. **Assumptions**

1. NAS Oceana may face an emergency situation, with little or no warning, as a result of one of the following circumstances:

- a. Hostile military action.
- b. Acts of subversion or sabotage.
- c. Civil disorder.
- d. Accidents such as fires, explosions, aircraft crashes or hazardous material spills.
- e. Natural phenomena such as destructive weather or flooding.

2. Any emergency, whether accidental, natural or deliberate, could generate any or all of the following conditions:

- a. Stoppage of normal operations, services or missions.
- b. Extensive damage to buildings or facilities.
- c. Personnel casualties.
- d. Widespread conflagration.
- e. Loss of utilities.
- f. Traffic congestion.
- g. Breakdown of order and discipline.
- h. Contamination of food, water and facilities.
- i. Physical security breaches.

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1-3. Mission. The Disaster Preparedness Organization will take all measures necessary and possible, prior to, during, or following a disaster to minimize damage and casualties, initiate recovery and assist outside federal, state and local authorities when directed. This organization will be based on the normal base operating organization.

1-4. Execution

1. NAS Oceana has issued instructions covering specific emergencies which will remain in effect during an emergency. When an emergency situation overwhelms the normal base support infrastructure, this plan will be implemented as a logical response. The Disaster Preparedness and Recovery Plan (DPRP) will supplement the guidance established in individual instructions.

2. Until implemented, this plan is effective for planning and training purposes.

3. This plan will be executed for operational purposes as directed by Commander, Naval Base, Norfolk, VA (COMNAVBASENORVA) or higher authority or by the Commanding Officer, NAS Oceana.

4. All personnel involved in the execution of this plan, including principal watch standers, shall become familiar with its contents.

5. Mobilization of the Disaster Preparedness Organization shall be carried out per Chapter 3.

1-5. Definitions of Disaster Preparedness Terms

1. Accident Area. The area surrounding an accident or incident in which hazards such as wreckage, explosives, chemicals, fire and/or damage are easy to identify.

2. Adjacent Community. An inhabited area under the jurisdiction of civilian authority which is so located with respect to a Department of Defense (DoD) installation that the people living there could feasibly use DoD shelter spaces on the installation, or that DoD personnel could feasibly use shelter spaces located there.

3. Civil Defense. Protecting the civilian population from effects of an enemy attack upon the United States, its territories or possessions through:

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a. Restoring facilities and utilities including transportation, communications, power, fuel, water and other essential facilities.

b. Emergency clearance of debris and rubble including explosive ordnance from streets, highways, rail centers, dock facilities, airports, shelters and other areas to permit rescuing or moving people and emergency repairing or reconstructing of facilities.

c. Fire protection.

d. Rescuing, evacuating and providing emergency medical treatment or hospitalizing casualties, recovering critical medical supplies and safeguarding public health. This may involve sorting and treating casualties and preventive measures to control the incidence and spread of infectious diseases.

e. Recovering, identifying, registering and disposing of deceased personnel.

f. Chemical and biological monitoring and the reporting of information via the national warning system. Initial decontamination will be directed primarily at personnel and vital facilities.

g. Movement control to include plans and procedures for essential movements.

h. Issuing food, essential supplies and material to include collecting, safeguarding and issuing critical items.

i. Emergency provision of personnel, equipment and food facilities for food preparation should mass or community subsistence support be required.

j. Damage assessment.

k. Providing interim communications.

4. Civil Disaster. Any event having the potential for widespread loss of life, injury or property damage to the civilian population. Civil disasters include civil defense emergencies, civil disturbances and civil emergencies.

a. Civil Defense Emergency. An emergency situation resulting from an enemy attack on the United States and requiring

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emergency operations during and following the attack. It may be proclaimed by appropriate authority in anticipation of such an attack.

b. Civil Disturbance. A group act of violence or disorder prejudicial to public law and order within the 50 states, District of Columbia, Puerto Rico, U.S. Possessions and Territories, or any of its political subdivisions. The term includes all domestic conditions requiring the use of the Armed Forces under Chapter 15 of Title 10, U.S. Code.

c. Civil Emergency. Any natural emergency or like threat (other than civil defense or civil disturbance) which may cause substantial harm to the population or substantial property damage or loss.

5. Declared Emergency. An emergency for which the proper legal process has been followed and the proper authority has declared the situation a civil disaster. The process of declaration varies for civil defense, an emergency or a disturbance.

6. Disaster Assistance. Support given under emergency conditions which are, or threaten to be in the determination of the President, of sufficient severity and magnitude to warrant Federal disaster assistance under the Disaster Relief Act of 1974, (Public Law 93-288, 91st Congress, 42 U.S.C., Chapter 15). Assistance to state and local government efforts with available resources to alleviate damage, hardship or suffering.

7. Disaster Preparedness and Recovery Plan (DPRP). A plan to meet contingencies arising at the time of a disaster.

8. DoD Personnel. Military and civilian personnel regularly assigned to DoD installations, as well as those who have duty or conduct routine business or service operations which would cause them to be present on a DoD installation during the greater part of the working day.

9. Domestic Emergency. A public disaster or emergency occurring within the United States or its territories or possessions which affects the public welfare and disrupts the usual process of government.

10. Federal Emergency Management Agency (FEMA). The agency which establishes Federal policies for and coordinates all civil defense and civil emergency planning, management, mitigation and assistance functions of the executive agencies. FEMA assists

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local and state agencies in their emergency planning. FEMA's primary role in a nuclear weapons accident is one of coordination.

11. Major Accident. A major accident is one involving "hazardous materials." A major accident is differentiated from those daily emergencies and accidents that are routinely responded to by emergency forces. It is an accident causing extensive damage to Federal or civil property or one producing casualties and may also be of such magnitude or unusual circumstance as to reflect adversely on the U.S. Government.

12. Major Disaster. Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire or other catastrophe in any part of the United States which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal government and relief organization in alleviating the damage, loss, hardship or suffering caused by these disasters. Also called natural and emergency disasters.

13. Military Resources. Military and civilian personnel of the active and reserve components, facilities, equipment and supplies under the control of the Department of the Navy (DON) to include airlift and other transportation services.

14. National Defense Area (NDA). An area established on non-federal lands located within the United States, its possessions or territories for the purpose of safeguarding classified defense information or protecting DoD equipment and/or material. Establishing a national defense area temporarily places such non-federal land under the effective control of the DoD and results only from an emergency event. The senior DoD representative at the scene will define the boundary, mark it with a physical barrier and post warning signs. The landowner's consent and cooperation should be obtained whenever possible; however, military necessity will dictate the final decision regarding location, shape and size of the NDA.

15. On-scene Commander (OSC). An officer designated by the Commanding Officer who is appropriately trained and qualified to command emergency forces and supervise all operations at the scene of an accident.

16. On-site Field Commander. The personal representative of the OSC who is under the command of and solely responsible to the OSC. All on-scene agencies or individuals responding to the disaster are under the command and control of the On-Site Field Commander.

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17. Principal Planning Agent (PPA). The designated representatives of the Chief of Naval Operations (CNO) responsible for planning and responding to civil disasters for defined areas.
18. Regional Planning Agent (RPA). The RPA is the designated representative of the PPA responsible for disaster preparedness planning within the PPA's area of responsibility. The RPA for NAS Oceana is COMNAVBASENORVA.
19. Sub-Regional Planning Agent (SRPA). The designated representative of the RPA for sub-regions within the RPA's region for planning and responding to civil disasters. The SRPA for COMNAVBASENORVA is NAS Oceana.
20. Threatened Major Disaster. Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire or other catastrophe in any part of the United States which, in the determination of the FEMA, threatens to be of sufficient severity and magnitude as to warrant disaster assistance by the Federal government to avert or lessen the effects of such a disaster before its actual occurrence.
21. Undeclared Emergency. Disaster situation for which proper legal processes have not been completed and designated authorities have not officially declared a disaster.

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CHAPTER 2
CONCEPT OF OPERATIONS

2-1. General. This plan provides guidance for conducting disaster preparedness and recovery operations on board NAS Oceana in the event of a natural disaster, major accident or hostile action. Central to the concept of the DPRP is that recovery from any type of disaster, with some exceptions, involves the same basic planning, organization, skills and training. This plan is designed to supplement the broad guidance set forth in reference (b).

2-2. Purpose. This plan establishes the measures to be taken before, during and after a disaster to minimize damage; protect personnel, facilities and materials; and to recover as quickly and effectively as possible.

2-3. Priorities. The priorities of disaster response operations are:

1. Priority ONE. Reconstitution and continuation of essential command support missions. The following is a list of essential NAS Oceana missions; order of listing does not necessarily denote order of priority.

a. Perform the duties of Senior Officer Present Aboard (SOPA) Sub-area Coordinator for NAS Oceana.

b. Execute DPRPs.

c. Provide supervision and direction in supporting tenant activities as mutually agreed upon in Intraservice Support Agreements (ISSAs).

d. Administer and direct the physical security of the base.

e. Provide fire prevention and protection services.

f. Maintain utility plants and distribution systems.

g. Provide emergency maintenance and repair services to maintain all buildings, facilities, utility systems and runways.

h. Provide transportation services.

i. Furnish and operate food services facilities.

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2. Priority TWO. Provide assistance to other military commands, as required, to aid them in resuming their assigned missions. Emphasis shall be placed on aiding commands with operational missions.

3. Priority THREE. Provide assistance to federal agencies and activities (non-military), as required, to protect the interests and properties of the federal government.

4. Priority FOUR. Provide assistance to civil authorities if the capabilities of the established civilian agencies are overwhelmed. Such assistance to civil authorities shall be consistent with the defense priorities listed above.

5. Priority FIVE. Resume training missions and non-essential command support missions.

2-4. Recovery Operations. Actions taken to restore activity functions following a disaster or attack:

1. Emergency Recovery Operations. Measures taken to minimize loss of life and property and to restore essential services and mission capability.

2. Final Recovery Operations. Those steps taken to restore remaining services and facilities and restore complete mission capability.

2-5. Disaster Command Center. Whenever an emergency overwhelms or threatens to overwhelm the regular capabilities of base support and emergency services, the Command Center shall be activated using Chapter 3, Figure 3-1.

2-6. Disaster Response Guidelines. Chapter 6 contains the plans outlined for implementation during specific destructive weather emergencies.

2-7. Civil Disorder. The disaster preparedness organization, when required, will assist in controlling civil disturbances when such assistance does not impair disaster recovery operations.

2-8. Off-Base Assistance. Most commands are incapable of a full self-sustained recovery from a major disaster. Specialized assets required during recovery operations at NAS Oceana may be available at other commands. Conversely, assets at NAS Oceana may be needed to assist other commands in recovery operations. COMNAVBASENORVA, the RPA, will coordinate the use of all DON assets and activities. Requests for assistance by military

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activities, federal agencies or civilian organizations will usually be made to COMNAVBASENORVA as the RPA. If an emergency situation is of such imminent seriousness that immediate action is needed to safeguard lives and property, the Commanding Officer, NAS Oceana may render immediate off-base assistance and then notify the RPA. Specific assistance to off-base activities is addressed in Chapter 5.

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CHAPTER 3
DISASTER PREPAREDNESS ORGANIZATION

3-1. General. The Disaster Preparedness Organization exists within the framework of the norma NASOCEANAINST 3440.1A 1 administrative chain of command. In time of emergency, the Disaster Preparedness and Recovery Teams mobilize and integrate into the chain of command, allowing the organization to transition from normal to emergency operations with a minimum degree of disorder. In addition, the base is divided into five zones (Figure 3-2) in order to optimize command and control and to further hasten preparations and recovery.

3-2. Command Relationships

1. During periods of emergency, the chain of command for disaster recovery is as diagrammed below:

CNO

CINCLANTFLT
Principal Planning Agent

COMNAVBASE NORFOLK
Regional Planning Agent

COMMANDING OFFICER, NAS OCEANA
Subregional Planning Agent

TENANT ACTIVITIES

2. Responsibilities

a. CNO (OP-606) is responsible for managing the overall DON Civil Disaster Assistance Program.

b. CINCLANTFLT is the PPA for all naval activities east of the Mississippi River.

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c. COMNAVBASENORVA, as the RPA, is responsible for all naval activities in Virginia (less Northern Virginia) and West Virginia. COMNAVBASENORVA coordinates with First Army Headquarters which is responsible for all Military Assistance to Civilian Authorities (MACA) in the region. COMNAVBASENORVA also coordinates with FEMA, Region III.

d. Commanding Officer, NAS Oceana is the SRPA for SRPA area III, which includes Dam Neck.

e. Commanding Officer, NAS Oceana is responsible for all disaster preparedness and recovery operations on board NAS Oceana.

f. Tenant activities report to the Commanding Officer, NAS Oceana for all matters involving disaster preparedness and recovery operations on board NAS Oceana.

3-3. NAS Oceana Disaster Preparedness Organization

1. General. The Commanding Officer, NAS Oceana, is responsible for establishing and maintaining the Disaster Preparedness Organization. This organization exists within the normal NAS Oceana command structure and interacts with tenant activities. The command structure of the fully mobilized Disaster Preparedness Organization is diagrammed in Figure 3-1.

2. Command Center. Central to the effectiveness of the Disaster Preparedness and Recovery Organization is the establishment of a Command Center to provide coordinated command and control. The Command Center staff coordinates with external activities and directs the efforts of all response teams, NAS Oceana departments and tenant activities.

3. Facilities Damage Assessment and Repair Management (FDARM) Zones (See Figures 3-1.1 and 3-2)

a. The Base Civil Engineer (BCE) shall organize FDARM operations and report to the Command Center.

b. NAS Oceana is divided into six geographic zones to facilitate rapid disaster preparedness and recovery operations; zones are depicted in Figure 3-2.

c. Each zone shall have a FDARM Zone Leader assigned who is responsible for disaster preparedness and recovery operations in that zone. The Zone Leader shall report to the BCE Officer.

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d. Each zone shall be capable of limited independent recovery operations under the control of the Zone Leader. In addition, each zone will have a repair locker for secure equipment storage.

3-4. Responsibilities of Command Center Staff (Figure 3-3)

1. Commanding Officer, NAS Oceana. Responsible for all Disaster Preparedness and Recovery Operations on board NAS Oceana, ensuring that all plans are current and that the organization is ready to provide rapid response to any emergency.

2. Executive Officer (Code 01). Coordinate the operation of the Command Center staff and keep the Commanding Officer informed.

3. Administrative Officer (Code 11)

a. Coordinate a base-wide accounting of personnel.

b. Organize able-bodied survivors for integration into disaster recovery operations and advise the Executive Officer of their availability.

c. Prepare personnel casualty reports for all injured personnel and fatalities.

d. Provide administrative and clerical services to the Command Center staff.

4. NAS Oceana Dispensary OIC

a. Establish medical response teams capable of providing first aid, triage and casualty transportation.

b. Establish a medical station to provide treatment to injured personnel.

c. Coordinate outside medical team assistance.

d. Direct the evacuation of casualties to outside medical facilities.

e. Assist in the operation of personnel decontamination stations during Chemical, Biological and Radiological (CBR) recovery operations.

f. Establish a morgue.

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5. Public Affairs Officer (Code OOB)

a. Provide assistance to the Commanding Officer and Executive Officer in all matters pertaining to Public Affairs.

b. Coordinate with outside news sources to provide news and information to the Command Center staff.

6. Air Operations (Code 30)

a. Coordinate all emergency/disaster recovery operations carried out by the Disaster Preparedness Organization.

b. Coordinate all base fire fighting assets.

c. Coordinate hurricane evacuation operations.

d. Maintain/coordinate helo evacuation/replenishment operations.

7. Supply Officer (Code 19)

a. Coordinate and provide emergency supplies and personnel to stock shelters.

b. Prepare for emergency mass feeding.

c. Procure additional emergency supplies as required.

d. Provide appropriate manning support for shelter facilities.

8. Security Officer (Code 15)

a. Direct base security forces (including the Auxiliary Security Force) in support of installation security and contingency response.

b. Coordinate supplemental security support with local authorities as required.

9. Disaster Preparedness Officer (DPO)

a. Conduct base-wide emergency preparations and disaster recovery operations.

b. Implement the emergency shelter plan and coordinate the orderly movement of personnel into shelters.

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(1) Ensure personnel assignments for the shelters are correct.

(2) Ensure shelters are adequately stocked with emergency supplies.

(3) Implement mass evacuation plans when required.

c. Maintain a current plot and maps of disaster affected locations and recovery efforts keeping the Command Center apprised.

d. Ensure the Command Center is properly staffed and equipped when activated.

e. Direct the operation of the Command Center support staff and the maintenance of communications equipment.

10. BCE Officer (Code 18)

a. Minimize progressive damage to base utilities and restore damaged public works facilities necessary to resume operations.

b. Perform emergency repairs to restore vital utilities such as electric, water, sewage and telephone service and/or provide temporary services until repairs are complete and perform emergency runway repairs.

c. Coordinate assistance from civilian utility repair agencies.

d. Coordinate the best usage of available transportation and construction equipment in support of emergency operations.

e. Refuel, service and repair transportation and construction vehicles.

f. Coordinate use of transportation assets and facilities.

g. Staff and organize FDARM teams. (Figures 3-1.1 and 3-1.2)

11. Morale, Welfare and Recreation (MWR) Officer (Code 21). Coordinate the use of MWR assets in disaster preparation and recovery operations.

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12. Command Duty Officer(CDO)/Officer of the Day(OOD)

a. During non-working hours, assist in ensuring the Command Center, when activated, is properly staffed and equipped.

b. Carry out assignments as directed by the Commanding Officer or his representative.

c. Coordinate drafting all Operational Reports (OPREP-3) and Situational Reports (SITREPs).

13. Zone FDARM Teams (Figure 3-2)

a. Conduct disaster preparations and recovery operations in assigned zones.

b. Report as required to Command Center and BCE.

c. Obtain assistance from CBR teams as required.

14. NAS Oceana Departments

a. Provide designated organizational personnel at time of mobilization.

b. Provide available resources required to assist disaster preparations and recovery operations.

15. Tenant Commands and Activities

a. Provide designated organizational personnel at time of mobilization.

b. Provide additional assistance when requested by the Commanding Officer, NAS Oceana.

c. Ensure communications with Command Center and duty personnel using radio or telephone.

3-5. Mobilization

1. The Disaster Preparedness Organization will mobilize when directed by the Commanding Officer, NAS Oceana.

2. The Command Center staff will assemble and ensure that mobilization is accomplished quickly and that the organization is fully ready.

3. Disaster response teams will assemble at their specified mobilization points.

3-6. Command Center

1. General. This section outlines the establishment of and operational procedures for the NAS Oceana Command Center during emergency operations. It defines responsibilities of NAS Oceana departments with regard to activation and manning of the center.

2. Concept of Operations

a. The Command Center staff shall coordinate all aspects of emergency operations for NAS Oceana and tenant activities. The Command Center shall maintain communications with higher authorities and coordinate with outside activities as required.

b. The Commanding Officer shall activate the Command Center in the event of an emergency which overwhelms the routine capabilities of base support and emergency services. Additionally, the Commanding Officer may activate the Command Center as deemed necessary. The DPO shall coordinate activating the center.

c. Upon activation, the Command Center shall be manned by the Commanding Officer, NAS Oceana and key staff members under the Executive Officer's direction. The Command Center staff shall also include a watch officer responsible for routine operation. The initial staff organization shall remain in effect for the duration of the emergency.

3. Mission. The Command Center staff shall perform the following tasks:

a. Monitor mobilization and complete the readiness checklist in Figure 3-4.

b. Establish communications as directed by SOPA (ADMIN) Hampton Roads or the RPA.

c. Coordinate with outside activities during emergency operations.

d. Carry out operations as directed by higher authority.

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e. Ensure higher authorities are kept informed of ongoing operations, the disaster's impact and ability to carry out assigned missions.

f. Collect, evaluate and display pertinent information with regard to emergency operations, resource status and the status of tenant activities.

g. Monitor and control emergency preparations and the deployment of disaster recovery forces.

h. Implement mass evacuation plans, if required, and coordinate and control evacuation operations.

i. Maintain control of all activities remaining on station.

j. Effect the quickest possible recovery from an emergency in order to resume assigned missions.

4. Location

a. Primary: Bldg. 232, Command Center
Alternate: Quarterdeck

b. The Command Center will be established at the primary location unless events prohibit or impair effective operation. If events dictate, the Command Center will, when directed, be established at the alternate location.

c. If, during emergency operations, events prohibit or impair continued operation at the primary site, the Commanding Officer shall transfer the Command Center to the alternate location.

d. Circumstances which might dictate transferring the Command Center to its alternate location include:

- (1) Loss of power
- (2) Structural damage
- (3) Equipment casualties
- (4) Proximity to the disaster site
- (5) Danger to personnel

5. Organization. Initial staff organization (see Figure 3-3).

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6. Responsibility. Figure 3-5 outlines the Command Center staff responsibilities specific to operating the Command Center. Additionally:

a. CDO/OOD

(1) Ensure the Command Center is fully staffed and equipped.

(2) Direct the enlisted watchstanders (exclusive of yeoman) in the performance of their duties.

(3) Responsible for the performance of the following Command Center missions:

(a) Completion of the readiness checklist (see Figure 3-4).

(b) Establish, maintain and monitor internal and external communications.

(c) Collect, evaluate, display and disseminate information concerning disaster recovery operations.

(d) Execute the relocation of the Command Center when directed.

(4) Assist in ensuring the Command Center, when activated, is properly staffed and equipped.

(5) Carry out assignments as directed by the Commanding Officer or his representative.

(6) Deliver messages in the event of a radio or telephone communications failure and assist where needed in the Command Center.

(7) Assist the DPO in maintaining a current status of damage and functional team locations.

b. Radar Repeater Operator. Serve as a repeater operator.

c. RT Talker. Guard external radio circuits, as required.

d. Electronics Technician. Provide technical support in maintaining communication equipment and sensors.

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7. Command Center Equipment Requirements (Material Support)

Nautical Charts

- North Atlantic (12)
- Central Atlantic (120)
- Atlantic Coast Cape May to Cape Hatteras (12XCO-12200)
- Virginia Coast (12ACO-12207)

Maps

- NAS Oceana Base Map (Laminated)
- Virginia Beach Topographic Map
- Virginia Beach City Planners' Map (Laminated)

- | | | |
|-------------------------------|----|-------------------------|
| Dry Marker Board (Magnetic) | 20 | Cots w/blankets/pillows |
| 3 Walkie Talkies with charger | 2 | Refrigerators |
| 4 Telephones | 1 | Electric range |
| 1 Telefasimile | 1 | Microfridge |
| Desks/Tables | 1 | Television |
| Chairs | 1 | Satellite system |

Coffee Mess

Water Cooler (Stock of purified water)

Styrofoam Cups

Office Supplies

- File Folders
- Pens/Pencils
- Grease Pencils
- Rulers
- Lined Paper Pads
- Dry Markers
- Rags/Eraser
- Stapler
- Paper Clips
- 2-Hole Punch
- 3-Hole Punch
- Clip Boards
- Scotch Tape w/dispenser

HF/UHF Radio Handsets

Portable UHF Radios

Cellular Phone

3-day minimum supply of food/water available upon activation for use at Condition I.

Linen/blankets

8. Communications

a. The Command Center will guard HF/UHF nets as directed by the RPA. Watchstanders will be provided by the Air Operations Officer to guard required circuits.

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b. Command Center personnel will guard the internal command/control frequencies assigned within NAS Oceana. These frequencies are:

<u>Radio Net</u>	<u>Frequency</u>	<u>Guard*</u>
BCE	138.550 MHz	BCE
Public Works	138.550 MHz	Public Works Officer
Security Detachment	140.725 MHz	Security Officer
Disaster Preparedness	140.150 MHz	DPO

* The Net Control Station will remain as normally assigned.

3-7. Disaster Response Teams

1. General. During mobilization of the Disaster Preparedness and Recovery Organization, disaster response teams will be created, either by reorganizing existing departments or by mustering designated personnel from NAS Oceana departments and tenant activities.

2. Disaster Response Teams

a. Figure 3-1 depicts the relationships of the various disaster response teams to the Disaster Preparedness and Recovery Organization. Figure 3-5 provides detailed information on each team.

b. Disaster response teams conduct either base-wide operations or zone operations. Teams conducting zone operations are under the control of a Zone Leader who reports to the DPO. Team operations are as follows:

(1) Base-wide operations

- (a) Fire Department Teams
- (b) NAS Oceana Dispensary (Medical)
- (c) Security Force Teams
- (d) Disaster Preparedness Teams: CBR monitoring pool, personnel-decontamination.
- (e) Supply Department Teams
- (f) MWR Teams

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(g) Base Civil Engineer (FDARM) Teams

(2) Zone operations

(a) FDARM Teams

(b) Medical Response Teams (as required)

(c) Facilities CBR Decontamination Team

(d) Stretcher Bearers

3. Mobilization

a. Upon mobilization, all disaster response team members will mobilize as required. All teams will remain mobilized until released by the Commanding Officer, NAS Oceana.

b. Team members will muster at designated mobilization points and will draw equipment as required at a designated repair locker.

c. Once ready (mobilized and equipped), disaster response teams will operate per this plan as units of the Disaster Preparedness and Recovery Organization.

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DISASTER PREPAREDNESS ORGANIZATION

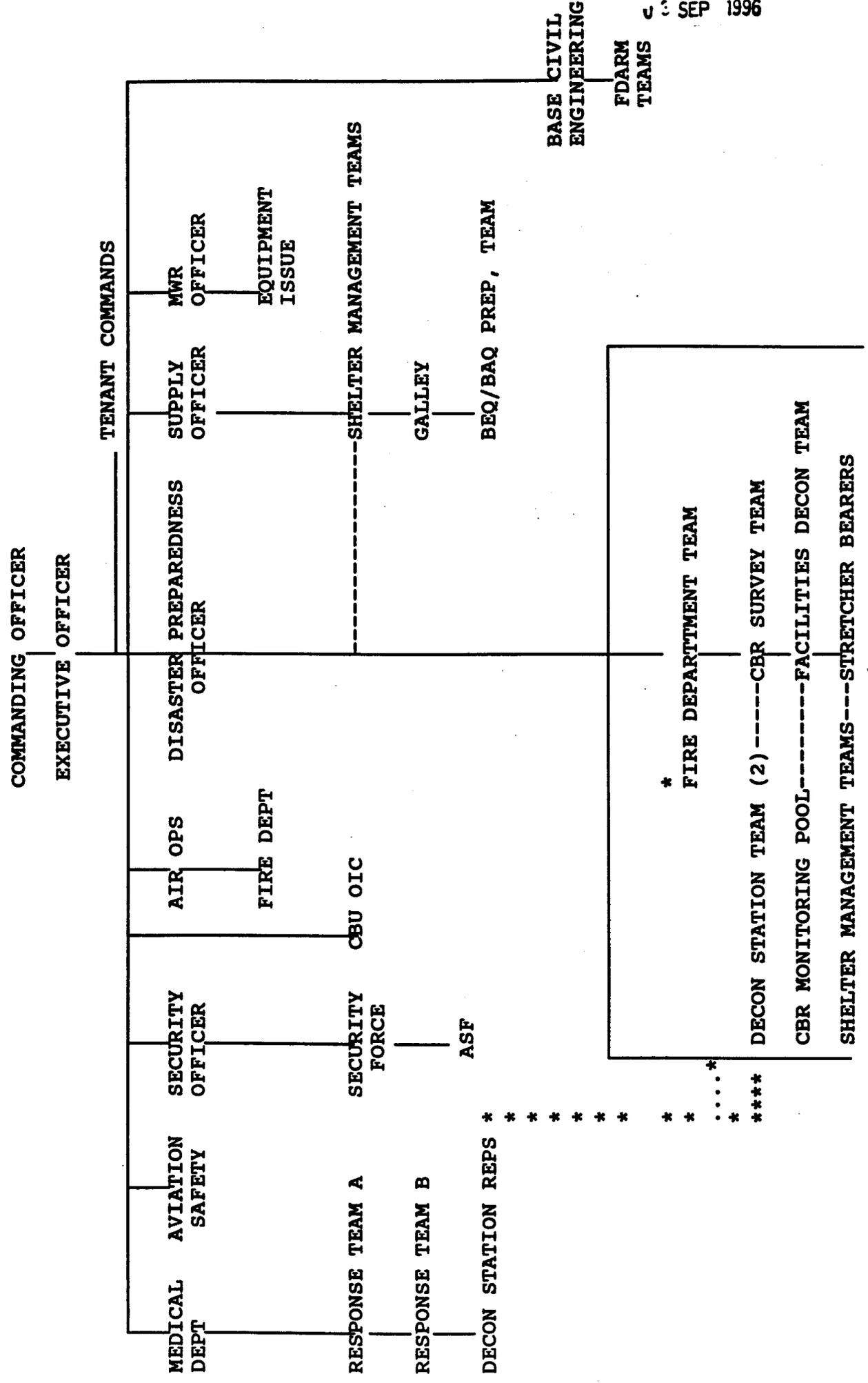
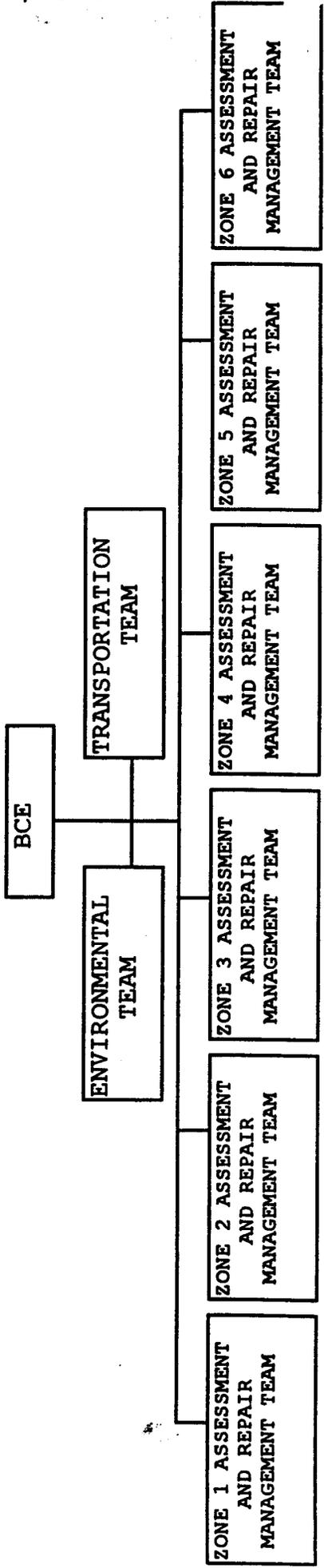
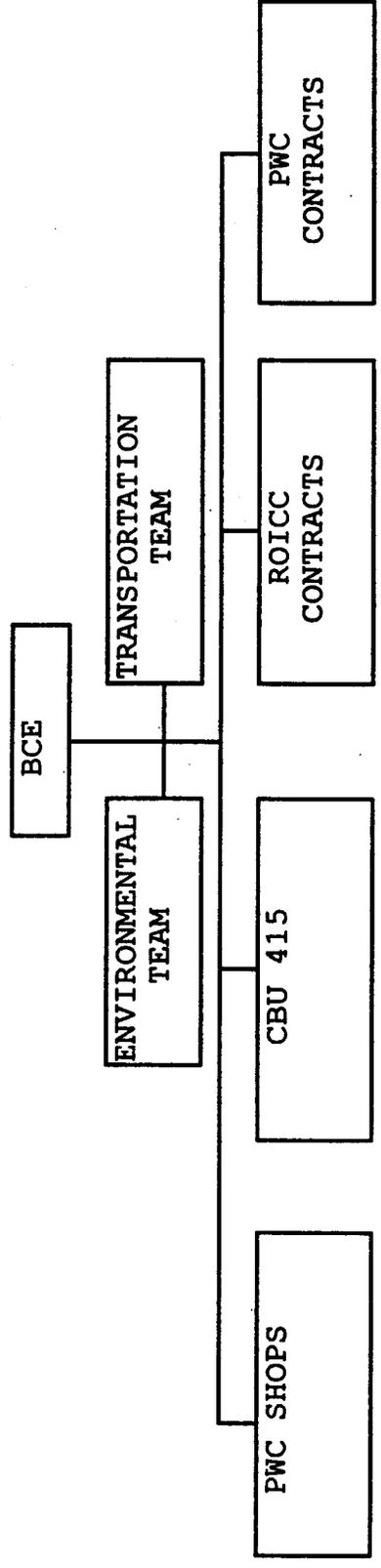


Figure 3-1

FACILITY DAMAGE ASSESSMENT AND REPAIR
FACILITY DAMAGE ASSESSMENT AND REPAIR MANAGEMENT



FACILITIES REPAIR ACTION TEAMS

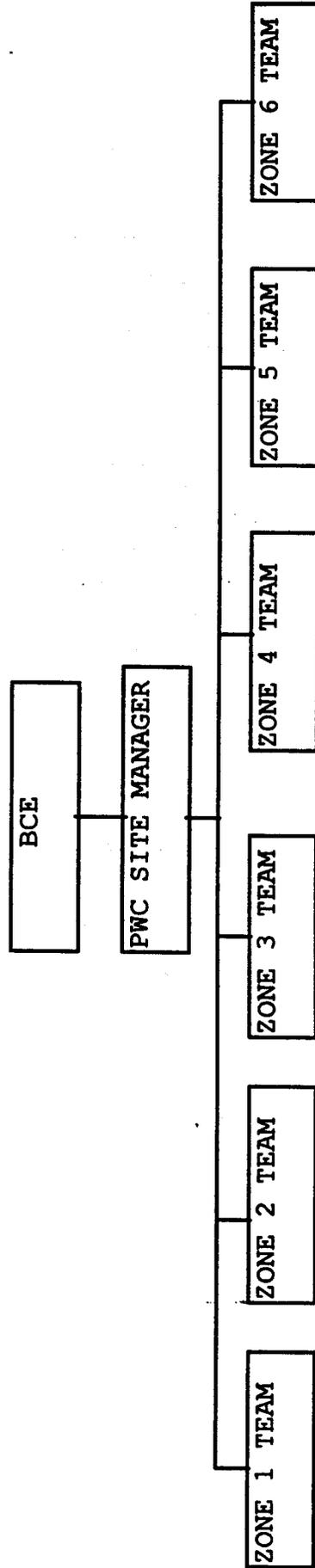


TO BE SUPPORTED BY BUILDING OCCUPANTS

Figure 3-1.1

UTILITIES ASSESSMENT AND REPAIR

UTILITIES ASSESSMENT AND REPAIR ORGANIZATION



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Figure 3-1.2

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DISASTER PREPAREDNESS ZONES

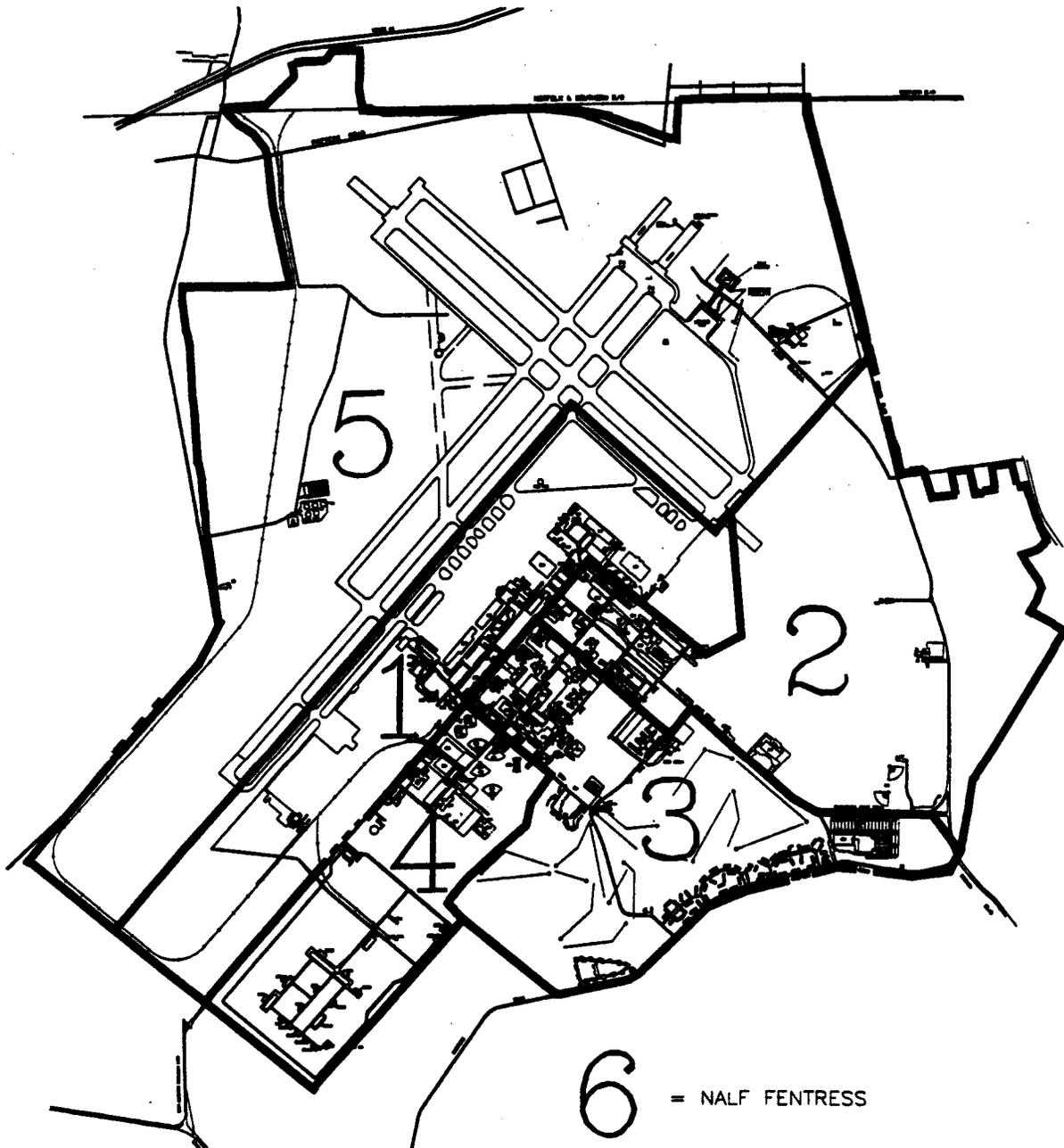
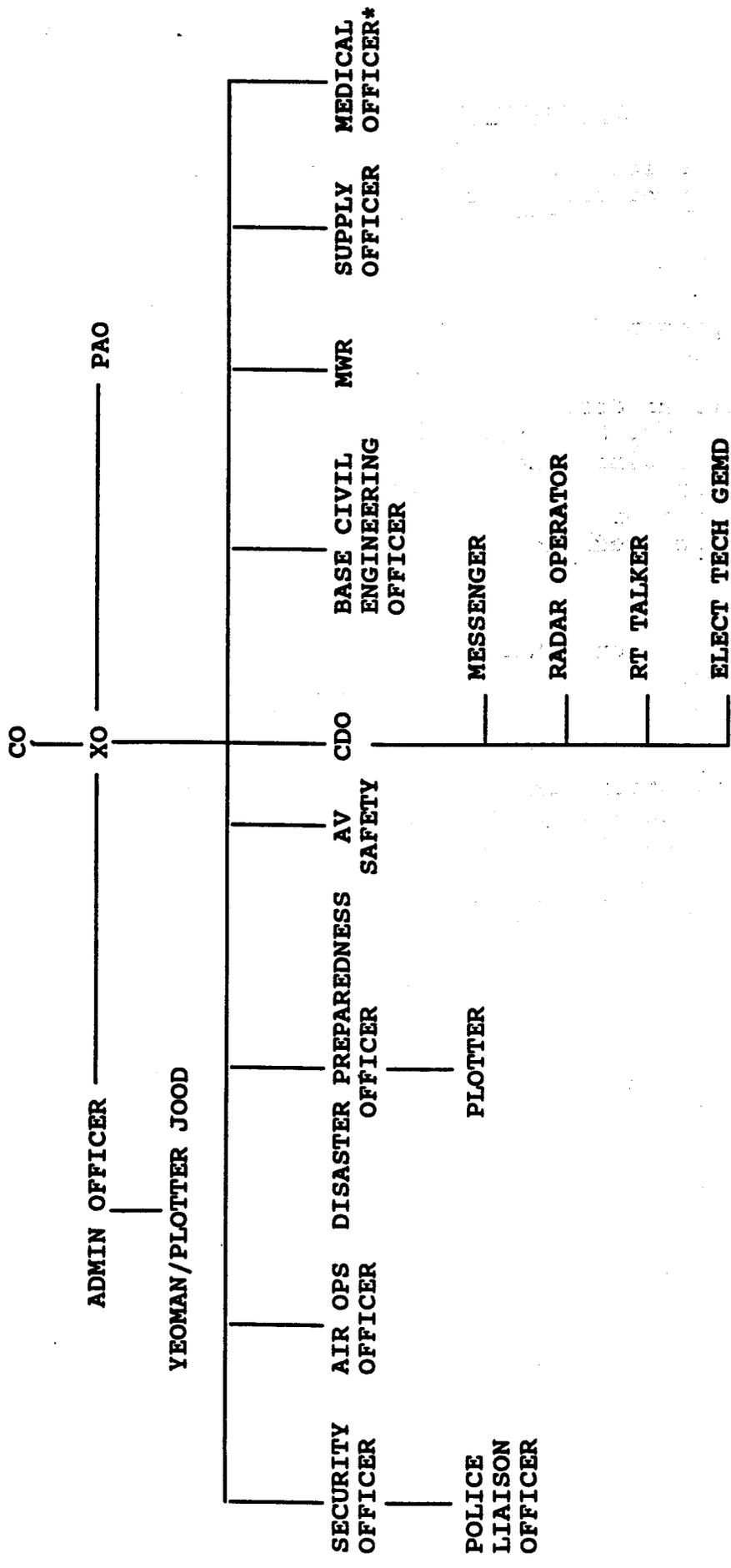


Figure 3-2

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COMMAND CENTER STAFF
INITIAL MANNING



* NOT PHYSICALLY LOCATED IN COMMAND CENTER

Figure 3-3

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READINESS CHECK LIST

The following readiness check list is designed to assist the Command Center staff in monitoring the progress of mobilizing the Disaster Preparedness Organization.

Command Center

_____ All personnel present

_____ CO	_____ CDO
_____ XO	_____ OOD
_____ Air Operations Officer	_____ Admin Officer
_____ Aviation Safety Officer	_____ Messenger
_____ Base Civil Engineering	_____ Electronics Tech
_____ MWR Director	_____ Plotter
_____ Security Officer	_____ Liaison Officer
_____ Disaster Preparedness Officer	_____ PAO
_____ Yeoman	_____ Supply Officer

_____ Internal communications check completed

_____ Security Net	_____ DPO Net (Shelters)
_____ Emergency Net	_____ Satellite TV
_____ BCE Net	

_____ External communications check completed (Heckler Net)

_____ Automatic Data Processing (ADP)/Communications Center personnel stationed at Command Center

_____ All command center equipment on station

_____ Communications check with all tenant commands via radio and telephone

_____ FITWING
_____ ATKWING
_____ PERSUPP DET
_____ Fleet Area Control and Surveillance Facility, Virginia Capes (FACSFAC VACAPES)
_____ Naval Auxiliary Landing Field (NALF) Fentress

Disaster Preparedness Organization

_____ All disaster response teams manned and ready as verified by radio

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Medical/Dental

- _____ Response Team A
- _____ Response Team B
- _____ Battle Dressing Station

MWR

- _____ Equipment Issue

Public Works Center (PWC)

- _____ Transportation
- _____ Maintenance

Security

- _____ Auxiliary Security Force (ASF)
- _____ Security Force

Supply

- _____ Stock Issue Team
- _____ Galley
- _____ BQ Prep Team

Shelter Teams

- _____ Building (536, BEQ)
- _____ Building (other available BEQs)
- _____ Building (531, Theater)

Disaster Preparedness

- _____ Fire Department
- _____ DECON Station #1
- _____ DECON Station #2
- _____ CBR Monitoring Pool

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MEDICAL RESPONSE TEAM A

MISSION SYNOPSIS: Primary response team for field injuries.

MOBILIZATION POINT: NAS Oceana Dispensary.

CALL SIGN: MED ALPHA.

VEHICLE ASSIGNMENT: One Ambulance.

TEAM FUNCTIONS:

- Establish a field triage station.
- Provide first aid to injured personnel.
- Evacuate injured personnel to Dispensary.

BILLETS:

- 1 Doctor
- 2 Corpsmen
- 1 Emergency Vehicle Operator's Course trained driver
- 1 Emergency Medical Technician

EQUIPMENT REQUIREMENTS: Normal ambulance equipment load out.

Protective clothing (per person):

- 1 protective mask
- 1 set CBR overgarment
- 1 pair gloves
- 1 pair overboots
- 1 helmet

- 1 IM-107 self-reading dosimeter
- 1 AN/PDR 27

MEDICAL RESPONSE TEAM B

MISSION SYNOPSIS: Provide assistance to Response Team A during mass casualty emergencies.

MOBILIZATION POINT: NAS Oceana Dispensary.

CALL SIGN: MED BRAVO.

VEHICLE ASSIGNMENT: Van or truck.

TEAM FUNCTIONS: Provide additional equipment and personnel to assist Response Team A.

BILLETS: 2 Corpsmen
2 Dental technicians

EQUIPMENT REQUIREMENTS:

4 Disaster Preparedness Boxes loaded with additional medical supplies.

Protective clothing (per person):

1 protective mask
1 set CBR overgarment
1 pair gloves
1 pair overboots
1 helmet

1 IM-107 self-reading dosimeter

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AUXILIARY SECURITY FORCE (ASF)

MISSION SYNOPSIS: Augments permanent security force during increased threat conditions and man-made natural disasters.

MOBILIZATION POINT: Building 320.

CALL SIGN: OCEANA DISPATCH

VEHICLE ASSIGNMENT: As provided.

TEAM FUNCTIONS:

- Physical Security
- Traffic and crowd control
- Protection of personnel and property

BILLETS:

- 4 ASF Team Leaders
- 90 ASF Patrolmen

EQUIPMENT REQUIREMENTS: Various.

DISASTER RESPONSE TEAM ORGANIZATION
BATTLE DRESSING STATION

MISSION SYNOPSIS: Provide primary care and processing for off-base treatment of injured personnel.

MOBILIZATION POINT: NAS Oceana Dispensary.

CALL SIGN: MED BASE.

VEHICLE ASSIGNMENT: None.

TEAM FUNCTIONS:

- Treat injured personnel received, directed or forwarded by response teams.
- Coordinate required off-base medical assistance.
- Coordinate the transport of injured personnel for off-base treatment.
- Establish a morgue when required using:
 - 1 dentist
 - 2 dental technicians

BILLETS:

1 doctor	3 ancillary corpsman
1 nurse practitioner	3 corpsmen
1 physician's assistant	8 dental technicians
1 independent duty corpsman	4 dental officers
1 nurse	

EQUIPMENT REQUIREMENTS: Various

Protective clothing (per person)

- 1 protective mask
- 1 set CBR overgarment
- 1 pair gloves
- 1 pair overboots
- 1 helmet

- 1 IM-107 self-reading dosimeter
- 1 PP4276 dosimeter charger (per team)
- 1 AN/PDR 27

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SHELTER MANAGEMENT TEAMS

MISSION SYNOPSIS: Manage the base emergency shelters.

MOBILIZATION POINT: Bldg 536.

CALL SIGN: (Designated Emergency) SHELTER (Bldg #).

VEHICLE ASSIGNMENT: None.

TEAM FUNCTIONS: - Activate the emergency shelter and shelter organization.
- Ensure all stocks are received and properly stored.
- Conduct sheltering operations, as directed.

BILLETS: 3 individuals per shelter
(Supply 1 Shelter Manager
Dept) 2 Management Assistants

WORKING PARTIES: Upon activation, shelter managers shall organize working parties from military personnel assigned to that shelter.

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BACHELOR QUARTERS (BQ) TEAM

MISSION SYNOPSIS: Coordinate preparations for weather proofing Bachelor Enlisted Quarters (BEQ) and Bachelor Officer Quarters (BOQ).

MOBILIZATION POINT: BOQ, Building 460.

CALL SIGN: N/A

VEHICLE ASSIGNMENT: None.

TEAM FUNCTIONS:

- Weather proof all BEQs and BOQ when directed.
- Evacuate and secure all windward rooms to safeguard the personal belongings of the residents.

BILLETTS: Comprised of personnel from the BQ Management organization.

EQUIPMENT REQUIREMENTS: None.

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GALLEY TEAM

MISSION SYNOPSIS: Provide food service for base personnel.

MOBILIZATION POINT: NAS Oceana Galley, Building 520.

CALL SIGN: N/A

VEHICLE ASSIGNMENT: As requested from PWC.

TEAM FUNCTIONS:

- Provide centralized feeding for disaster personnel and the base population.
- Assist in establishing feeding stations in emergency shelters, if required.

BILLETS: The entire food service staff.

EQUIPMENT REQUIREMENTS: Various.

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STOCK ISSUE TEAM

MISSION SYNOPSIS: Issue and help distribute all emergency stocks required for mobilization.

MOBILIZATION POINT: Supply Warehouse.

CALL SIGN: SUPPLY ONE.

VEHICLE ASSIGNMENT: 1 gasoline forklift
(Weapons Dept forklift as alternate)
2 flat-bed trucks

TEAM FUNCTIONS:

- Issue any emergency stocks required by the Disaster Preparedness Organization.
- Help distribute emergency shelter stocks drawn from the galley, barracks and Navy Exchange System.

BILLETS: 1 LCPO/LPO
5 Supply Department E1-E6

EQUIPMENT REQUIREMENTS: None.

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MWR EQUIPMENT ISSUE

MISSION SYNOPSIS: Provide any equipment required by the Disaster Preparedness Organization.

MOBILIZATION POINT: Building 529.

CALL SIGN: N/A

VEHICLE ASSIGNMENT: None.

TEAM FUNCTIONS:

- Provide any MWR recreational equipment which may be required by the Disaster Preparedness Organization.
- Provide any vehicles/boats which may be required by the Disaster Preparedness Organization.

BILLETTS: Up to three personnel (only one person is required if outside assistance provided).

EQUIPMENT REQUIREMENTS: Various.

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FACILITIES DAMAGE ASSESSMENT AND REPAIR MANAGEMENT (FDARM)

MISSION SYNOPSIS: Evaluate priorities and direct repairs of damaged facilities or vital utilities.

MOBILIZATION POINT: Building 820.

CALL SIGN: REPAIR 1, 2, 3 ETC.

VEHICLES: As required.

TEAM FUNCTIONS:

- Evaluate damage, estimate cost & time for repair.
- Organize and prioritize repairs.

BILLETS: Assigned by BCE.

EQUIPMENT REQUIREMENTS: Various.

Protective clothing (per person) - Obtainable from Safety

- 1 protective mask - half mask
- 1 set Tyvex suit or general coveralls
- 1 pair gloves - leather or rubber chemical
- 1 pair overboots - rubber work overboots
- 1 set rain slickers

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STRETCHER BEARERS TEAM

MISSION SYNOPSIS: To assist in removing injured personnel.

MOBILIZATION POINT: Zone 1, 5 - Building 100
Zone 2, 6 - Building 820
Zone 3 - Building 460
Zone 4 - Building 230

CALL SIGN: N/A

VEHICLE ASSIGNMENT: None.

TEAM FUNCTIONS: - Remove injured personnel for medical treatment.
- Remove fatally injured personnel to the designated morgue.

BILLETS: Medical, Fire Department supply 24 personnel
4 personnel per team (one team per zone).

EQUIPMENT REQUIREMENTS:

10 stretchers per team.

Protective clothing: (per person)

- 1 protective mask
- 1 set CBR overgarment
- 1 pair gloves
- 1 pair overboots
- 1 helmet

- 1 IM-107 self-reading dosimeter
- 1 IM-9 self-reading dosimeter

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CONSTRUCTION BATTALION UNIT (CBU) DISASTER RESPONSE TEAMS

MISSION SYNOPSIS: Assist in basic rescue during and after disaster. Three response teams and one assist team will be housed in BKS 523. Response direction will be provided by base Command Center.

MOBILIZATION POINT: As assigned.

CALL SIGN: TBD

VEHICLE ASSIGNMENT: Mobilize dedicated CBU vehicles and equipment for each team.

TEAM FUNCTIONS:

- Provide basic rescue services.
- Provide emergency repair, shoring and construction operations.
- Provide one assist team for supplemental repairs.

BILLETS: 10 personnel per response team (3 each)
3 personnel for assist team (1 each)
6 personnel for unit command post
1 liaison for base Command Center

EQUIPMENT REQUIREMENTS: As determined by OIC.

CBU CALL SIGNS

OIC	CHARLIE BRAVO OSCAR
IT COMMAND POST	CHARLIE BRAVO ALPHA
CP ADJUTANT	CHARLIE BRAVO ONE
MAINTENANCE FIELD CREW	CHARLIE BRAVO MIKE
RAC 1	CHARLIE BRAVO THREE
RAC 2	CHARLIE BRAVO FOUR
S4	CHARLIE BRAVO FIVE
A/6 REACT TEAM	CHARLIE ALPHA SIX
B/6 REACT TEAM	CHARLIE BRAVO SIX
C/6 REACT TEAM	CHARLIE DELTA SIX

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CHAPTER 4
READINESS AND TRAINING

4-1. General. This chapter establishes guidelines to ensure the training and readiness of the Disaster Preparedness and Recovery Organization. It includes procedures for emergency sheltering, feeding and evacuating personnel which are common to all disaster scenarios.

4-2. Personnel Assistance. An emergency or disaster may dictate the need to provide assistance to the base population or the surrounding community. This assistance may be emergency sheltering operations, mass evacuation and/or mass feeding of personnel.

4-3. Training

1. Purpose. To establish the structure and procedures for training the Disaster Preparedness Organization.

2. General. Training is instrumental in maintaining the readiness and proficiency of the Disaster Preparedness Organization. In an emergency, properly trained personnel are the most valuable resources to ensure the readiness of the Disaster Preparedness Organization, all members of the organization shall receive training in their area of operations. The DPO is responsible for the training program and shall ensure its effectiveness.

3. Standards

a. Each member of the Disaster Preparedness Organization should receive training required to carry out assigned duties and shall, as a minimum, familiarize themselves with the provisions of this instruction.

b. When practicable, members should receive cross training in related duties to increase the organization's flexibility.

c. All training lectures should consist of standard training in related duties to increase the organization's flexibility.

d. Training classes should include "hands on" instruction whenever possible.

4. Organization and Responsibilities. The DPO shall ensure that all Disaster Response Team personnel under his control are familiar with the provisions of this instruction. The Medical Officer, Security Officer, Supply Officer and Public Works

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Officers are responsible for training support personnel under their control. The DPO shall provide any required support to carry out the training.

4-4. Material Readiness

1. Background. The maintenance of equipment and consumable stock piles for disaster preparation is not economically feasible. Therefore, the majority of the equipment and supplies needed in preparing for and recovering from an emergency must come from available assets used in the course of routine operations.

2. Action

a. The DPO shall monitor distribution of all available material resources to include the resources of NAS Oceana and all tenant activities.

b. A contact sheet shall be maintained by the DPO regarding the type of equipment or material, quantity (estimated if necessary), location and point of contact. Resources to be included are vehicles, major tools, emergency equipment, medical supplies, bedding, etc.

4-5. Emergency Shelter Plan

1. Purpose. This plan establishes the organization, logistics support and training required to maintain an effective shelter program on board NAS Oceana.

2. General. The emergency shelter program is designed to provide adequate, protective shelter for personnel in the event of any disaster which threatens the base population. The key elements of the program are predetermined shelters, designated shelter stocks and a trained management organization.

3. Emergency Shelters

a. An emergency shelter is one which offers a greater amount of protection to individuals from the forces of a disaster than the surrounding environment. Two types of emergency shelters are listed below:

(1) Permanent Shelter. A predetermined structure which provides an acceptable level of personnel protection from destructive winds, radiation and chemical/biological agents.

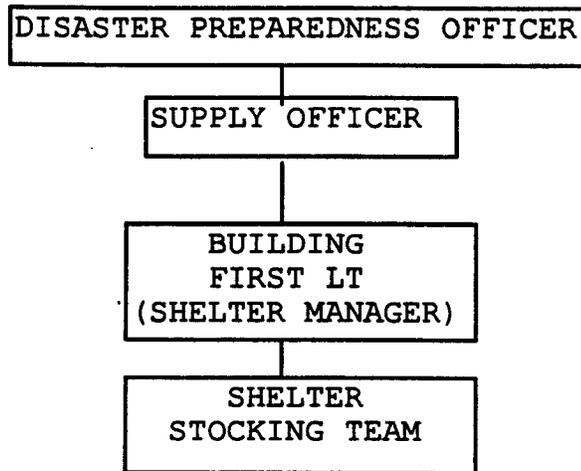
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(2) Temporary Shelter. Any substantial structure that offers limited protection from a disaster until a permanent shelter can be reached.

4. Assumptions. This plan has been developed assuming the following conditions:

- a. There will be sufficient warning to activate, stock and occupy the base emergency shelters.
- b. The emergency shelters are occupiable.
- c. The entire base population, both military and civilian, student and staff, may require shelters.
- d. No utilities will be available during shelter operations.
- e. Anticipated periods of stay are as follows:
 - 1 day: tornado, mass conflagration, hazardous material spill
 - 2 days: hurricane
 - 2 weeks: radiological attack

5. Organization. Management and operation of the emergency shelters is organized as diagrammed below:



a. Disaster Preparedness Officer (DPO). Responsible for operating all emergency shelters during disaster operations. Staff personnel shall be supplied by the Supply Officer.

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b. Building First Lieutenant. Assists the DPO by maintaining the condition of all shelters in his respective buildings.

c. Shelter Management Team. Each team consists of three people responsible for operating their respective shelters. Positions on the team are:

(1) Shelter Manager is the Building First Lieutenant who has overall responsibility for establishing and operating the respective shelter, including registering shelter occupants and assigning spaces and duties.

(2) Operations Assistant is responsible for radiological monitoring, safety, fire prevention/fire fighting, discipline and communications.

(3) Support Services Assistant is responsible for food, water, sanitation and medical care.

d. Shelter Stocking Team. The shelter stocking team, under the direction of the Supply Officer, assists in the preparatory stocking of shelter supplies prior to conducting disaster operations.

6. Training. Shelter management training shall be conducted annually.

7. Action

a. The Command Center staff, with guidance from COMNAVBASE Norfolk, shall determine whether to activate the emergency shelters and if so, the duration of the sheltering period. The DPO shall initiate the following action:

(1) Shelter management teams shall open and prepare their respective shelters for occupancy.

(2) The shelter stocking team shall initiate stocking procedures in accordance with paragraph 4-6. Upon completion, the shelter management team shall notify the DPO.

(3) Once all shelters are ready for occupancy or at such time that occupancy is necessary, the DPO shall signal all personnel except disaster operations teams to proceed to their assigned emergency shelters.

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(4) The shelter management teams shall register all personnel, assign them shelter space and begin organizing occupants. A copy of the registration list shall be forwarded to the Command Center, conditions permitting. Shelter occupants shall be assigned approximately 10 square feet of sleeping space per person.

b. The Supply Officer shall help ensure that activation, stocking and occupation is conducted in an efficient and orderly fashion. The DPO shall be notified immediately of any problems arising in executing this plan.

8. Emergency Shelter Locations

a. The following buildings are designated permanent emergency shelters at NAS Oceana. Additional fallout shelter space is available if required. The capacity of these shelters is much greater in a non-CBR emergency.

<u>BUILDING NUMBER</u>	<u>BUILDING NAME</u>	<u>SHELTER CAPACITY (UNOCCUPIED)</u>
536	BEQ	252
460	BOQ	320
531	THEATER	200

b. The emergency shelters are marked on the exterior of each building and in interior passageways to indicate fallout protected spaces.

c. Temporary shelters for use as needed:

- #223 (3,800)
- #240 (4,500)
- #340 (3,900)
- #345 (800)

4-6. Emergency Shelter Stocking Procedures

1. Purpose. To establish the procedures for stocking emergency shelters during activation.
2. General. In the past, fallout shelters were pre-stocked with food, water, medical and sanitary supplies stored in large civil defense drums. Faced with large scale stock deterioration, FEMA canceled the program and directed the destruction of all stocks.

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As a result, the emergency shelters at NAS Oceana will require stocking before occupation. See current NAVFAC Notice 3050 and FEMA Publications CDG 1-19, Guidance for Development of an Emergency Fall-Out Shelter Stocking Plan.

3. Assumptions

a. Shelter stocking operations are anticipated to occur under one of two conditions.

(1) Increased Readiness Stocking. The most optimum condition that exists when there is sufficient warning to fully stock emergency shelters.

(2) Expedient Stocking. This condition exists when little or no warning is given. Shelters will only be partially stocked with supplies that are readily available for quick distribution.

b. In stocking emergency shelters with food, water, first aid and sanitary supplies, the same basic assumptions listed in the emergency shelter plan apply.

4. Action

a. Once the Command Center staff has determined the duration of shelter occupation, the DPO and the Supply Officer shall review the emergency shelter stocking requirements.

b. The Supply Officer shall:

(1) Direct the Food Service Officer, Bachelor Quarters Officer and Supply Control Division Officer to identify those supplies required to support sheltering operations.

(2) Assemble the shelter management personnel and vehicles to collect and distribute emergency shelter stock.

(3) Ensure accountability in distributing shelter stocks.

(4) Serve as the liaison with external supply activities and the Navy Exchange system if additional supplies are required.

c. The Food Service Officer shall develop a 14-day plan suitable for use in emergency shelters and compatible with the non-perishable stocks on hand. The Food Service Officer, the DPO and each shelter manager shall maintain a copy of the plan.

d. Stocks shall be loaded onto the vehicles in a manner that allows quick distribution. At each shelter, the assigned shelter management teams shall assist in unloading supplies designated for their respective shelter.

4-7. What to Bring to Emergency Shelters. The following information provides a guide of what to bring when you are evacuated to an emergency shelter.

a. Bring only the minimum essential personal needs. This might include medication, hygiene and sanitary supplies, a change of undergarments, outer clothing, such as coats and jackets, and bedding.

b. Recreational items such as games, books and magazines are encouraged. Personal tape players and radios are permitted when using head phones.

c. Additional food items other than what will be provided in the shelter may be brought. However, food should be non-perishable and require little preparation or cooking. Such foods include precooked canned goods, canned fruits and vegetables, packaged dry goods, snack foods, soft drinks, juices, bread, etc.

d. Bring water containers, if available, to assist in storing water.

e. Families using on-base shelter should bring any items required to care for infants and small children.

f. Pets will not be permitted in the shelter.

4-8. Mass Evacuation Plan

1. Purpose. This plan provides guidance for conducting the orderly withdrawal of NAS Oceana personnel to alternate emergency shelters off-base. To assist shelter managers and commands, Figure 4.1 is provided.

2. General. An evacuation from NAS Oceana by all but critical personnel may be necessitated by an actual or impending disaster. The most probable scenario is evacuation in advance of a hurricane, when storm surge and high water threaten to shut down basic utilities. Additionally, disasters as a result of mass conflagration or a hazardous material spill might also force an evacuation of the installation.

toiletries, bedding and small recreational items. Radios and tape players are permitted, but only when using headphones.

b. Owners may be permitted to drive private vehicles to the evacuation site provided the vehicles are used to assist in evacuating personnel, parking is available and roadways are not heavily congested.

6. Responsibilities

a. Commanding Officer. Responsible for the safety of all NAS Oceana personnel. The Commanding Officer shall determine when remaining non-critical personnel are to be evacuated.

b. Executive Officer shall execute the evacuation of NAS Oceana.

c. Base Civil Engineering Officer

(1) Provide all available vehicles to transport evacuees and required supplies to off-base shelters.

(2) Procure additional government and non-government transportation as required to assist in evacuation operations.

d. MWR Director. Provide any MWR assets necessary for comforting and evacuating evacuees.

e. Supply Officer

(1) Provide necessary supplies to care for and comfort evacuees.

(2) Make preparations for and conduct emergency feeding at the evacuation shelter.

(3) Ensure all remaining BOQ/BEQ residents are evacuated to on or off-base shelters and that all rooms are secured.

(4) Provide shelter management teams.

(5) Provide construction materials to CBU for repair operations.

f. Disaster Preparedness Officer

(1) Review this plan annually and prior to conducting mass evacuation operations.

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(2) Coordinate the execution of the evacuation plan. Ensure all team elements are prepared.

(3) Prebrief all evacuation teams prior to executing this plan.

(4) Coordinate the efforts of the shelter management teams.

g. Security Officer

(1) Ensure all security personnel are trained in mass evacuation traffic control and security procedures.

(2) Assign security elements to key locations along the evacuation route to ease congestion.

(3) Provide heightened security posture on base following evacuation.

(4) Coordinate with the City of Virginia Beach Police to minimize problems along the evacuation route. (Figure 4-2)

h. CBU OIC

(1) Ensure all CBU personnel are trained in basic rescue and emergency repair.

(2) Provide: Unit Command Post
3 Response teams
1 Assist team

(3) Provide equipment and vehicles to support unit structure.

(4) Set up and maintain unit command post and liaison to base Command Center.

(5) Ensure all housing residents are evacuated and buildings are secured.

7. Action. Immediately upon the NAS Oceana Commanding Officer's decision to evacuate NAS Oceana, the Command Center staff shall initiate the following procedures:

a. Notify the City of Virginia Beach of the decision to evacuate and verify civilian shelter assignments and availability.

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- b. Assemble evacuation control teams in the Base Theater, Bldg. 531, for briefing and reviewing evacuation plans and routes.
- c. Assemble, as required, transportation in the Base Theater parking lot.
- d. Initiate loading all evacuation shelter stocks and transport to designated shelters.
- e. Deploy security and traffic control teams.
- f. Deploy the advance shelter teams to open the shelters, lay out space assignments and prepare for evacuee registration.
- g. Order all non-critical personnel to assemble in the Base Theater. Register, assign priorities to and brief all evacuees. All evacuees shall remain at the Base Theater while awaiting transportation. Ensure a copy of the evacuation registration record arrives at each shelter prior to evacuee arrival.
- h. Ensure all Married Officer Quarters are emptied and secured.
- i. Shelter teams verify arriving evacuees against the registration record. Assign space to arriving evacuees and conduct a shelter brief.
- j. Distribute shelter stock to all shelters and initiate full operation of the shelter upon arrival of the last scheduled evacuees.
- k. Upon completion of the evacuation operation, return all evacuees and equipment, secure the shelters and resume normal base functions.

4-9. Mass Feeding Plan

1. Purpose. This plan establishes the procedures for the mass feeding of base personnel under emergency conditions.
2. Feeding Facilities. In time of emergency, the Disaster Preparedness Organization may have to shelter and feed a significant portion of the base population. Two types of operations are available for the emergency feeding of base personnel:

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a. Centralized Feeding - The use of a facility such as the galley to feed large groups of people; this is the preferred operating method. The Galley (Bldg. 520) shall continue to feed personnel as long as practicable.

b. Decentralized Feeding - The establishment of dispersed feeding facilities when no central facility is available or adequate. In this instance, emergency feeding operations shall be conducted from snack bars, the Officers' Club, Chiefs' Club, Enlisted Club, in the emergency shelter or any combination thereof.

3. Contingencies. Listed below are the contingencies for emergency feeding:

a. Galley Operations

(1) Mass feeding of personnel from the Galley is the preferred method of operation.

(2) The Galley maintains a 30 to 45-day supply of food based on a normal feeding operation of 800 personnel per meal per day. It also maintains a five-day supply of paper plates, styrofoam cups and utensils based on the same consumption rate.

(3) Food preparation is normally accomplished using electrical appliances. In a loss-of-power scenario, portable generators will be hooked into the building's electrical distribution system to provide power. Steam may also be used to heat the same equipment if the electrical distribution system fails.

(4) In a loss-of-water scenario, water used for preparing food can be stored in portable containers.

(5) The Galley can continue to feed personnel with a total or partial loss of utilities; however, the menu will be limited to food items requiring little or no preparation.

b. Navy Exchange Cafeteria/MWR Clubs and Snack Bar Operations

(1) Mass-feeding operations will shift to available facilities in the event that the Galley is unavailable.

(2) Feeding personnel from the available Navy Exchange and MWR activities will require careful coordination. Most of these facilities are not designed to handle large numbers of personnel.

(3) The Supply Officer, MWR Director and the Navy Exchange Officer, as applicable, will coordinate the supply of food available for the feeding operations.

(4) The DPO will develop a schedule to regulate feeding operations.

c. Emergency Shelter Feeding Operations

(1) A contaminated environment will require decentralized feeding in emergency shelters.

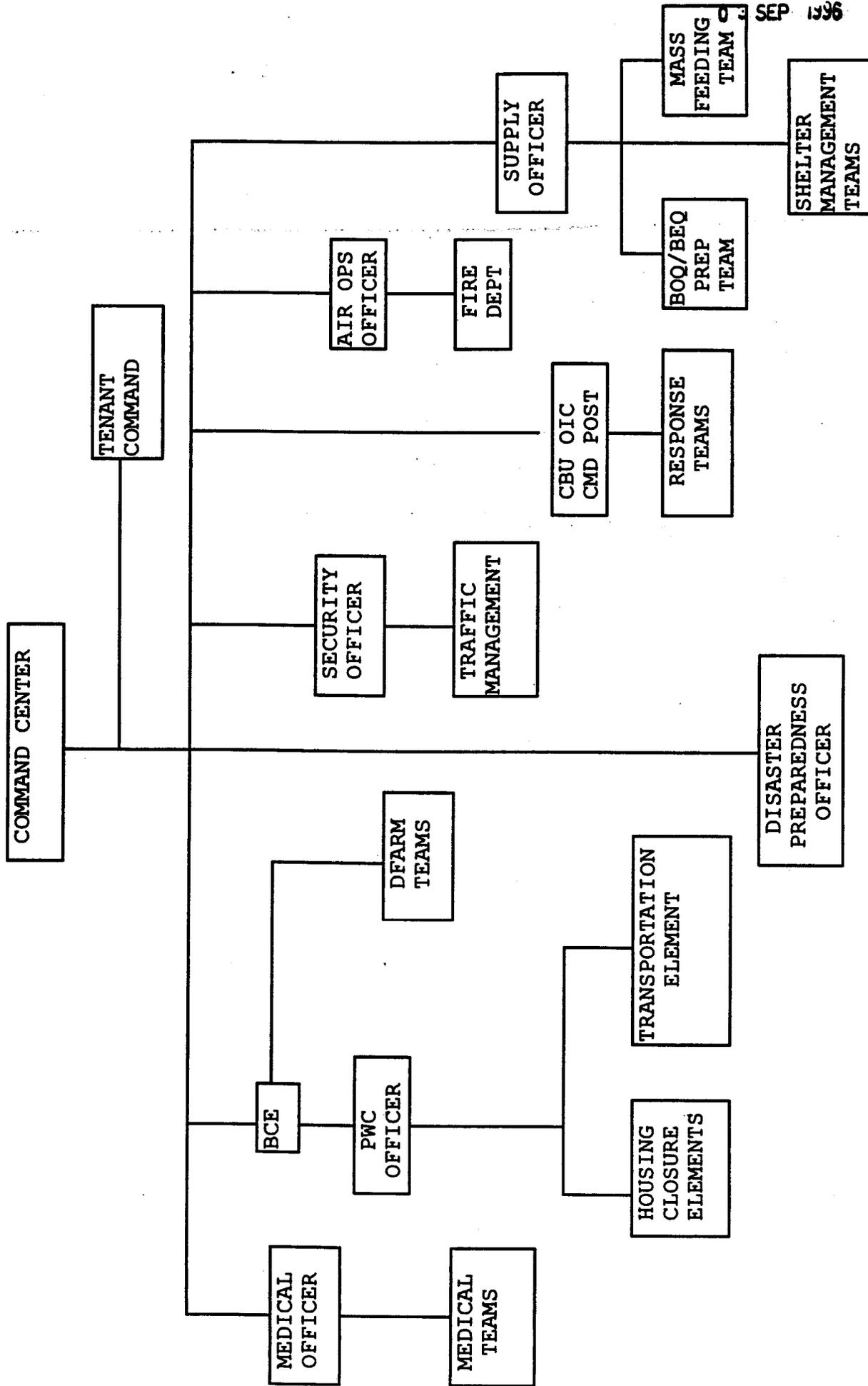
(2) Feeding personnel in shelters will require the distribution of food preparation equipment and assignment of trained personnel in designated shelters.

(3) The DPO shall coordinate the distribution of food stuffs under the Emergency Shelter Stocking Plan.

(4) Distribution of food preparation equipment and assignment of personnel shall be coordinated by the Supply Officer and the DPO.

(5) The Food Services Officer shall provide menus for use in the emergency shelters.

EMERGENCY EVACUATION ORGANIZATION



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Figure 4-1

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EVACUATION ROUTES FOR HAMPTON ROADS RESIDENTS

Evacuation routes for Hampton Roads residents. If you live:

East of I-64 (outside interstate loop) use I-64 West toward Richmond.

West of I-64 (inside interstate loop) use I-64 East toward Suffolk.

North of I-264 use Rt. 17 North (High St.) to Rt 258/32 South in Isle of Wight county.

South of I-264 use I-264 West to Rt 58/460 West toward Suffolk.

North of Rt. 125 use Rt. 17 North, to Rt. 258/32 North to Rt. 10 West toward Smithfield.

North of route 44 (Va. Beach-Norfolk Expressway) use I-64 West toward Richmond.

South of Route 44 (Virginia Beach-Norfolk Expressway) use Rt. 44 to I-64 East toward Suffolk.

Oceanfront residents and tourists will use Rt. 44 to I-64 East toward Suffolk.

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CHAPTER 5
DISASTER ASSISTANCE TO OFF-BASE ACTIVITIES

5-1. Purpose. To outline the procedures for providing emergency support to federal, state and local government activities.

5-2. General. All Navy activities at NAS Oceana are considered potentially available to provide assistance to off-base military and civil authorities during disaster recovery operations.

5-3. Command Relationships within the DoD

1. The First U.S. Army will plan and coordinate military assistance to civil authorities in the Eastern United States.

2. The DON is responsible for assisting the First U.S. Army when requested on a not-to-interfere mission basis. COMNAVBASE Norfolk shall coordinate all DON assistance within its assigned area.

5-4. Command Relationships with Civil Authorities

1. Protecting life and property and maintaining law and order within the territorial jurisdiction of any state are primarily the responsibility of that state. Civil defense plans, measures and operations are primarily a responsibility of civil government at all levels. Federal military forces provide assistance to civil authorities only after a civil authority has used all of its own forces and is unable to control the situation or when assistance is needed to help ease human suffering.

2. In emergencies beyond the scope of local and supporting civil defense organizations, the military services shall provide aid to civil governments on a not-to-interfere basis with their primary missions.

3. Except in extreme emergencies, NAS Oceana shall refer all requests for assistance from civil authorities and off-base military activities to COMNAVBASE Norfolk. In disasters of such severity that awaiting authorization from higher authority would result in unnecessary human suffering or severe property damage, the Commanding Officer, NAS Oceana may initiate assistance and then notify COMNAVBASE Norfolk as soon as practicable.

4. Military forces assisting civil authorities shall remain under the control of their military chain of command.

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5. Military forces shall not assume command of civil forces unless directed by higher authority.

6. The FEMA shall act as the coordinating agency between DoD and state and local governments during disaster or crisis situations.

5-5. Operations

1. In an emergency, the Commanding Officer, NAS Oceana shall assess the damage sustained by all commands and activities at NAS Oceana, internal and external assistance required and the ability of each tenant activity to carry out its primary mission.

2. The Commanding Officer must then assess what assistance can be provided to civil authorities without jeopardizing base recovery operations and what, if any, limitations will be placed on such assistance.

3. Assessments shall be forwarded to COMNAVBASE Norfolk; oral report will suffice.

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CHAPTER 6
PUBLIC AFFAIRS

6-1. General. Any major disaster, accident, incident or attack will undoubtedly attract the attention of the local news media and perhaps that of the national news media as well. This chapter outlines the action to be taken by the Public Affairs Officer (PAO) to keep the public and news media informed and to minimize any adverse publicity concerning NAS Oceana and the U.S. Navy.

6-2. Action. The PAO shall:

1. Proceed to the Command Center immediately following an accident or disaster.
2. Immediately establish communications with the COMNAVBASE PAO.
3. Instruct the Quarterdeck and all tenant command public affairs representatives to direct news media queries to the PAO.
4. Closely monitor all aspects of the accident/incident. The PAO shall keep a running log of:
 - a. The time of the accident and a concise description of the occurrence.
 - b. Important developments.
 - c. Date and time news releases are issued.
 - d. How and when command policies are implemented.
 - e. Copies of OPREP-3s and other pertinent messages.
5. Advise the news media that there will be no speculation as to cause(s) of an accident/incident and that an official statement shall be issued after the investigation is completed.
6. Upon approval from the Commanding Officer, release information to the public to prevent or dispel rumors. Accurate and timely news releases will assist in minimizing the spread of hysteria and media-generated misinformation.
7. If personnel have been killed or injured, coordinate with the Casualty Assistance Calls Officer (CACO) before releasing information identifying personnel injured or killed. This

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information will not be released to the news media until confirmation is received that next of kin have been notified. The initial release shall contain as much of the following information as possible:

- a. Type of accident/incident.
 - b. Location and time of accident/incident.
 - c. Persons involved.
 - d. Place of departure and destination.
 - e. Type of equipment or system involved.
 - f. Unclassified, pertinent facts about the mission at the time of the accident/incident.
8. If the cause of an accident/incident is unknown, PAO shall inform the news media that "an investigation is being conducted to determine the cause of the accident."
9. Assist senior officials in preparing contingency answers to probable news media inquiries. Statements or contingency answers shall be approved by the Commanding Officer.
10. Ensure that only those members of the news media who have been granted authorization, in writing, from the Commanding Officer are permitted on base. Access to the accident area shall be permitted only after it is cordoned off, news media personnel are briefed on safety hazards, issued identification badges and provided with an escort.
11. Ensure that the disaster is documented by video and still photography. Photographic equipment shall be issued by Fleet Imaging Center Atlantic, Detachment Oceana.

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CHAPTER 7
DISASTER NOTIFICATION AND MOBILIZATION

7-1. General. A major emergency will require mobilization of the Disaster Preparedness Organization. It may also require a large scale warning to endangered personnel. Both measures can be accomplished by an effective notification system. Depending on the emergency, mobilization of forces and disaster warnings will most likely be executed at the local level. However, in the event of a hostile attack, notification may be initiated at the national level with minimal lead time.

7-2. Mobilization and Warning Systems. Emergency warning and notification systems in place at the national and local level include:

1. Emergency Broadcast System (EBS). The network of radio and television stations that broadcast Federal and State emergency warnings, instructions and information.
2. Public Announcement. Made by radio and television stations as a public service, but not associated with the EBS.
3. National Warning Signals. Sirens placed throughout the community to warn of an attack or emergency. A steady tone indicates an attack is imminent; a wailing siren indicates a disaster other than an attack.
4. Recall Bills. A roster of assigned personnel whose assistance may be required during an emergency. Each tenant command and NAS Oceana Department is responsible for maintaining a current recall bill. The NAS Oceana Senior Watch Officer shall ensure that the current NAS Oceana recall bill is posted on the Quarterdeck. The DPO shall maintain an updated recall bill for the Disaster Preparedness Organization and provide a copy to the NAS Oceana Quarterdeck.

7-3. Action

1. Mobilization

a. The Commanding Officer, NAS Oceana, shall determine when to mobilize the Disaster Preparedness Organization based on staff recommendations assessing the ability of the normal base organization to respond to the emergency.

b. The CDO, when directed, shall mobilize the Disaster Preparedness Organization with the assistance of the DPO.

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The NAS Oceana Quarterdeck shall notify all commands of the mobilization using the Junior Officer of the Day (JOOD) command notification list. Commands providing personnel to the Disaster Preparedness Organization shall instruct designated personnel to proceed to mobilization points.

c. If the Commanding Officer directs that notification/warnings be broadcast via the media, the PAO shall coordinate this effort with the COMNAVBASE Norfolk PAO. In the absence of the PAO, the Command Duty Officer (CDO) shall assume this responsibility.

d. If the base warning system is activated, disaster preparedness personnel shall mobilize.

e. The Administrative Officer shall publish an updated recall bill on a regular basis.

2. Public Bulletins

a. The PAO shall coordinate with COMNAVBASE Norfolk the broadcast of any radio or television bulletins. These bulletins may be public warnings or mobilization instructions.

b. In the absence of the PAO, the CDO shall coordinate with COMNAVBASE Norfolk.

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CHAPTER 8
COMMUNICATIONS

8-1. Purpose. To specify communications to be used during disaster operations and to delineate all reports required by higher authority.

8-2. General. Effective communication is essential during disaster preparation and recovery operations at NAS Oceana. In addition, reports must be made to higher authorities summarizing the emergency, its impact and the status of recovery efforts.

8-3. Communications Capabilities

1. Internal. The primary internal communications networks for use on base in emergency operations include the base telephone system and UHF-FM radio communications.

a. Telephone System. The base-wide, non-secure commercial telephone system. Cellular phones will be available to Command Center personnel. Some essential phone numbers: Quarterdeck: 433-2366 (up to Condition III). To report to the Command Center (Condition III, II, I): 433-3388/3073/3284/3289.

b. UHF-FM Radio Nets. This network is comprised of base station, vehicle-mounted and hand-carried transceivers. The primary VHF nets used on board NAS Oceana are:

<u>Net</u>	<u>Frequency</u>	<u>Users</u>	<u>Mode</u>
Security, Primary	143.725 MHz	Base Police Fire Department MAA Force EST/ASF	Secure and Non- Secure
Disaster Preparedness (Security, Secondary)	140.150 MHz	Disaster Preparedness Organization	Non- Secure
Base Civil Engineering	138.550 MHz	BCE Tenant Commands	Non- Secure

2. External. The following communication systems are available to communicate with military commands and local authorities external to NAS Oceana.

a. Telephone. Non-secure DSN systems, non-secure commercial systems and a STU-II secure voice system.

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NOTE: Cellular phones will be provided by COMNAVBASE in the event of tropical storm conditions.

b. Radio Communications

(1) **Military Communications.** All NAS Oceana communication equipment is located in Building 100 and is the responsibility of the Operations Officer. **UHF** - Direct communications in teletype and voice, both secure and non-secure.

(2) **City of Virginia Beach Communications.** The following is a partial list of VHF frequencies used by the City of Virginia Beach:

<u>Net</u>	<u>Frequency</u>
Fire, Primary	460.525 MHz
Fire, Secondary	460.575 MHz
Police, Primary	158.850 MHz
Police, Secondary	158.790 MHz

8-4. Communications Operations

1. Communications on all nets shall be restricted to essential broadcasts required to maintain effective control.
2. Only authorized personnel shall utilize nets designated for emergency operations.
3. Personnel using radio nets shall follow proper communication procedures for that net. Chapter 3 lists call signs specific to each net.
4. Communications security is required even during time of emergency. Sensitive or classified information shall not be discussed or broadcast on non-secure circuits.
5. The net control station will monitor the circuit and maintain circuit discipline. All other stations are subordinate to the net control station and will remain silent if directed.

8-5. Action

1. Tenant commands shall procure portable VHF-FM radios which will allow them to communicate on frequency 138.550 MHz, BCE net.
2. NAS Oceana shall establish external communications with higher authority as directed by COMNAVBASENORVA.

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8-6. Operational Reporting. Most situations requiring mobilization of the Disaster Preparedness Organization will require an OPREP or SITREP. In the event of a CBR attack, submit a Post Attack Summary Report (PSR1) immediately following the attack.

1. OPREP/SITREP. The CDO is responsible for submitting OPREPs or SITREPs per reference (a). The Administrative Officer or the Administrative Supervisor shall assist the CDO.

2. PSR1. The Disaster Preparedness Officer shall submit a PSR1 per the provisions of this chapter.

8-7. NAS Oceana Emergency Nets. NASOCEANAINST 5580.1A provides details of the NAS Oceana security net and its capabilities.

8-8. Post-Attack Status Report (PSR1)

1. General. The PSR1 is to be submitted by all DoD commands to their respective State Area Command (STARC) following a nuclear attack. The report is designed to provide the DoD with a brief overview of the effects of the attack.

2. Purpose. This section explains the PSR1 and how to submit the report per reference (a).

3. Discussion

a. The PSR1 is the first level of reporting and is the report individual commands submit to the STARC for their respective state. This report is submitted directly to the state National Guard (who works for the Force Command) and bypasses the normal chain of command.

b. NAS Oceana shall submit the report for all NAS Oceana commands directly to the Adjutant General of the State of Virginia in his capacity as STARC.

c. The PSR1 shall be submitted by any means available to STARC. If a written message cannot be submitted, call: STU III commercial (757) 775-9134 or DSN 953-2134 for voice reporting.

4. Action

a. The DPO shall draft the PSR1 following a nuclear attack and transmit the PSR1 by any means available.

b. If the DPO is unavailable or incapacitated, the CDO shall assume reporting responsibility.

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5. Exercise

a. Force Command conducts a quarterly test of the Emergency Regional Reporting (ERR) system. NAS Oceana participates by submitting a PSR1.

b. The DPO is responsible for drafting and submitting exercise reports.

8-9. PSR1 Submission Guidance

1. Purpose. To provide guidance for submitting the PSR1.

2. Guidance

a. Data Element Description

<u>Data Element</u>	<u>Description</u>	<u>Example</u>
(1) Report Identification	PSR1	PSR1
(2) From	Abbreviated name of sending organization	CO NAS Oceana
(3) To	Abbreviated name of receiving organization. If more than one organization is to receive the PSR1, separate the names by commas (,).	TAG VA Richmond, VA
(4) Date	Report date written as the day (01-31) and month (01-12)	2907
(5) Sender's Parent HQ	Organization exercising operational command or control of the sending organization.	COMNAVBASE Norfolk, VA
(6) Sender's Location Data Element	Five digit ZIP Code Description where sender is located	23460

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- (7) Radiation Level Current Centi Grey per hour reading at current location expressed as:
 0 = Less than 1
 1 = 1 to less than 70
 2 = 70 to 150
 3 = Greater than 150
- (8) Possessed Strength Number of actual on-hand or possessed personnel strength of sending organization.
- (9) Unit Percent Effectiveness Organization Commander's evaluation of percent effectiveness of unit.
- (10) Status and Activity Codes Sending organization's current status and activity. Select maximum of two codes from below: ZMAB
- | <u>Code</u> | <u>Definition</u> |
|-------------|--------------------------------------|
| ZA | Awaiting Mission |
| AB | Damage Assessment |
| AC | Area Damage Control |
| ZO | Guard/Security Ops |
| ZE | Law and Order |
| ZG | Dispersal (of sending organization) |
| ZH | Radiological Defense/Survey |
| ZI | Transportation Support |
| ZK | Communications Support |
| AL | OPLAN/OPORD Execution |
| ZM | Regroup/Regeneration of Organization |
- (11) Rank of Command Rank of sending organization's commander expressed in digits (01-10). 06

b. Message Text Format

- (1) Left justify lines of message text.
- (2) Start with a slash (/) before the first data element.

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(3) Place a slash (/) after each data element, except the final data element. Place a double slash (//) after the final data element.

(4) Place a hyphen (-) for any data element for which no data is available.

(5) Place no more than 69 characters per line. If a data element extends past 69 characters, move that data element to the next line.

(6) Complete messages will be prepared per appropriate message standards for the transmission media (e.g., messages will be prepared per JANAP 128 standards).

(7) CONUS ERR Test PSR1 sent by message traffic shall be identified as "CONUS ERR Test" messages.

c. Transmission

(1) Use the secure voice STU-III.

(2) The entire PSR1 message, in plain text, shall be classified "SECRET." However, if line 8 or 9 on the PSR1 are not addressed (/-/), then the PSR1 will be treated as "UNCLASSIFIED."

(3) Encrypted PSR1 messages are "UNCLASSIFIED."

(4) Decrypted PSR1 messages will be marked "SECRET" unless item 8 or 9 is not addressed with declassification instructions "DECL OADR."

(5) The PSR1 message format, without data, is "UNCLASSIFIED."

d. Sample Format

FM NAS OCEANA VA
TO TAG VA RICHMOND VA//VAOT-OPA//
INFO COMNAVBASE NORFOLK VA
COMNAVAIRLANT NORFOLK VA

BT

UNCLAS //N02030//

/PSR1/NAS OCEANA VA/TAG VA RICHMOND VA/2907/COMNAVBASE NORFOLK
VA/23460/1/11000/-/ZMAB/06//

BT

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CHAPTER 9
CONTINUITY OF OPERATIONS

9-1. Purpose. To provide for continuity of essential operations within NAS Oceana and to outline the succession followed by COMNAVBASENORVA.

9-2. Background. Continuity of operations planning is designed to ensure that essential military functions and operations can continue without unacceptable degradation or interruption.

9-3. NAS Oceana Continuity of Operations. The following procedures are established:

1. The Commanding Officer, NAS Oceana and the Command Center staff shall continue to operate from Building 230 as long as conditions permit. When conditions force the evacuation of Building 230, the Commanding Officer and staff shall relocate to Building 232 (Telecommunications Bldg.).
2. In the event that the Commanding Officer and his Command Center staff are incapacitated, the Senior NAS Oceana Unrestricted Line Officer, according to the NAS Oceana lineal list, capable of exercising command, assumes responsibility for continued recovery operations.
3. The command relationships between tenants and NAS Oceana remain unchanged unless directed by higher authority.
4. All NAS Oceana instructions remain in effect until canceled or superseded by the succeeding Commanding Officer.
5. All tenants and NAS Oceana departments are to draft plans for continuity of operations in their areas of responsibility.

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CHAPTER 10
DESTRUCTIVE WEATHER PLAN

10-1. Purpose. To establish procedures for all NAS Oceana commands and activities to prepare for and recover from destructive weather.

10-2. General. This plan promulgates information concerning hazardous and destructive weather phenomena. Reference (d) prescribes the basic conditions of readiness for all Navy commands and activities in the SOPA (ADMIN) Hampton Roads area. Reference (e) elaborates on reference (d) and prescribes more specific guidance for the Little Creek Sub-area. Reference (f) is a directive which includes procedures for the administrative dismissal of Civil Service personnel during destructive weather. Reference (g) promulgates aircraft hurricane evacuation procedures.

10-3. Discussion. The Tidewater region of Virginia experiences several different forms of destructive weather throughout the year. Meteorologic and oceanographic data indicates, however, that storms of tropical origin, hurricanes and tropical storms, are the most serious threat in terms of destructive potential. The hurricane season, during which these storms are generated, lasts from 1 June through 30 November. Storms of non-tropical origin such as frontal passages, local thunderstorms and tornadoes, although much more frequent, are usually limited in their destructive potential but should not be discounted. Advanced planning, especially in the event of a hurricane or tropical storm, will do much to minimize loss of life, destruction of property and disruption of operations.

10-4. Definitions

1. Destructive Weather Terms

- a. Destructive Winds. Sustained winds greater than 35 knots.
- b. Thunderstorms. A local storm produced by cumulonimbus clouds; always accompanied by lightning and thunder and may generate hailstorms and violent wind gusts.
- c. Severe Thunderstorm. Intense thunderstorm capable of producing heavy rain showers, hail (3/4 inch diameter or greater), strong winds (50 knots or greater) and tornadoes.

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d. Tornado. An intense, rotating column of air that extends from a cumulonimbus cloud in the shape of a funnel or a rope and touches the ground.

e. Gale Force Winds. Winds 35 to 49 knots.

f. Storm Force Winds. Winds 50 knots or greater.

g. Tropical Cyclone. An organized circulation of tropical origin.

h. Tropical Depression. A tropical cyclone with wind speeds less than 34 knots.

i. Tropical Storm. A tropical cyclone with wind speeds from 34-63 knots.

j. Hurricane. A tropical cyclone with wind speeds of 64 knots or greater.

Category 1 - Winds of 64 to 82 knots.

Category 2 - Winds of 83 to 95 knots.

Category 3 - Winds of 96 to 113 knots.

Category 4 - Winds of 114 to 135 knots.

Category 5 - Winds above 135 knots.

2. SOPA Hampton Roads Destructive Weather Advisories/Warnings.

Naval Atlantic Meteorology and Oceanography Center (NAVLANTMETOCCEN) Norfolk issues the following advisories and warnings for the entire SOPA Hampton Roads area. These advisories/warnings are received by NAS Oceana via message traffic. Because of the large area covered by the advisories/warnings, specific conditions at NAS Oceana may differ from the forecast.

a. Small Craft Warning. Harbor and inland waters are experiencing or are forecast to experience winds from 18-34 knots and wind driven waves of concern to small craft.

b. Gale Warning. Gale force winds are forecast for land, harbors and/or inland waters.

c. Storm Warning. Storm force winds are forecast for land, harbors and/or inland waters.

d. Thunderstorm Warning. Thunderstorms with wind gusts to 49 knots are forecast to impact the Hampton Roads area.

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e. Severe Thunderstorm Warning. Severe thunderstorms are forecast to impact the Hampton Roads area.

f. Tornado Warning. Tornadoes have been sighted in or adjacent to the Hampton Roads warning area or have a strong potential to develop in the area.

3. NAS Oceana Destructive Weather Warnings/Conditions. Naval Atlantic Meteorology and Oceanography Detachment (NAVLANTMETOC DET) Oceana issues the following warnings/conditions specifically for NAS Oceana:

a. High Wind Warning. Sustained winds of 20 knots or greater, or gusts of 25 knots or greater, are forecast or are occurring at NAS Oceana.

b. Thunderstorm/Severe Thunderstorm/Tornado Condition II. Thunderstorms or severe thunderstorms/tornadoes (as specified) are expected within 25 nautical miles (NM) of NAS Oceana within six hours.

c. Thunderstorm/Severe Thunderstorm/Tornado Condition I. Thunderstorms or severe thunderstorms/tornadoes (as specified) are expected at NAS Oceana within one hour or are occurring.

4. Tropical Cyclone Conditions of Readiness (COR). The following ~~Tropical Cyclone~~ COR are issued by SOPA (Admin) Hampton Roads ~~when warranted. Notification is received via message traffic and phone call notification from SOPA (Admin) Little Creek~~ when warranted. NAS Oceana is notified via message traffic & phone call by SOPA (Adm Subarea NAB Little Creek).

a. Tropical Cyclone Condition V. Destructive winds ~~of the force indicated are possible at Norfolk/Virginia Beach within 96 hours~~ of the associated tropical system are possible in the area within 96 hours.

b. Tropical Cyclone Condition IV. Destructive winds ~~of the force indicated are possible at Norfolk/Virginia Beach within 72 hours~~ of the associated tropical system are possible in the area within 72 hours.

c. Tropical Cyclone Condition III. Destructive winds ~~of the force indicated are possible at Norfolk/Virginia Beach within 48 hours~~ of the between 34 & 63 knots associated with a tropical system are possible in the area within 48 hours.
Hurricane Condition III.

d. Tropical Cyclone Condition II. Destructive winds ~~of the force indicated are anticipated at Norfolk/Virginia Beach within 24 hours~~ of the 64 knots or greater associated with a tropical system are possible in the area within 48 hours.

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Tropical Storm Condition II.

e. ~~Tropical Storm Condition II.~~ Destructive winds of the between 34 and 63 knots associated with a tropical system are anticipated in the area with 24 hours.

f. Hurricane Condition II. Destructive winds of 64 knots or greater associated with a tropical system are anticipated in the area within 24 hours.

g. Tropical Storm Condition I. Destructive winds between 34 and 63 knots associated with a tropical system are anticipated in the area within 12 hours.

h. Hurricane Condition I. Destructive winds of 64 knots or greater associated with a tropical system are anticipated in the area within 12 hours."

b. Make an all-stations' call on the weathervision circuit, state the condition to be set and briefly describe the expected weather phenomena.

c. Notify the following activities as indicated:

NAS Oceana Quarterdeck
FACSFAC VACAPES
Weapons Department
NAS Oceana OOD
Fighter Wing Atlantic (FITWINGLANT)
FITWINGLANT F-14 Simulator (M-F 0730-1630)
Attack Wing Atlantic (ATKWINGLANT)
Fleet Aviation Specialized Operational Training Group
Atlantic (FASOTRAGRULANT) Duty Officer
TACTS Range

3. The AODO shall notify the following:

Air Operations Officer
Air Traffic Control Tower
Field Support
Radar
Fuels
Ground Electronics Maintenance Division
Transient Line
Air Operations Maintenance Division
NALF Fentress
Fire Chief

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4. The Officer-of-the Day shall contact personnel using Figure 10-1.

5. Commanding Officers/Officers-in-Charge/Department Heads shall revise and ensure currency of the weather advisory call list to reflect any changes. Include on the call list the initials of person receiving the destructive wind condition call.

6. Changing the COR will be accomplished by the same procedures as setting the original COR.

10-6. Action Required for Small Area Storms. Departments shall ensure provisions are made for the action listed below to apply both during working hours and outside of working hours.

1. SEVERE THUNDERSTORM/TORNADO CONDITION II (use applicable term). Action required:

- a. Review Departmental/Activity Destructive Weather Bill.
- b. Familiarize and detail personnel.
- c. Assemble, check and distribute all gear necessary to "rig for severe windstorm."
- d. Immediately for aircraft and equipment not employed, otherwise at the end of the working day:
 - (1) Double secure all aircraft.
 - (2) Police area of responsibility for loose material.
 - (3) Stow or tie down fire bottles and cans.
 - (4) Tie down equipment or supplies susceptible to high winds.
- e. Take such preliminary precautions as practicable to reduce time and manpower required to set CONDITION I.
- f. Defer liberty for such personnel as may be required for execution of CONDITION I.
- g. Be prepared to immediately execute CONDITION I of this bill.

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2. SEVERE THUNDERSTORM/TORNADO CONDITION I/HIGH WIND WARNING (FOR 50 KT SUSTAINED WIND OR GREATER) (use applicable term).

Action required:

a. All activities shall "rig for severe windstorm" according to Destructive Wind Bills.

b. All equipment, vehicles, tools and materials of all kinds which may become flying debris shall be secured.

c. Aircraft which cannot be hangared shall:

(1) Be moved into position facing into forecast wind.

(2) Have controls locked and parking brakes set.

(3) Be anchored securely to prevent movement.

(4) Have main wheels checked and chocks secured.

(5) Have tail wheels locked (as applicable).

10-7. Tropical Cyclone Concept of Operations

1. When directed by SOPA/SOPA (ADMIN) Hampton Roads, NAS Oceana will execute the Destructive Weather Plan and set the specified Tropical Cyclone COR.

a. For each storm condition, the NAS Oceana Quarterdeck will notify all station departments and tenant commands and direct them to set the specified condition. They in turn will promptly notify the Quarterdeck when each condition has been attained.

b. When the base has attained the specified condition, the NAS Oceana CDO will then notify SOPA (ADMIN) Little Creek (464-7597/7791) and report attainment.

c. If there will be prolonged delay in setting the specified condition at Oceana, the NAS Oceana CDO will notify the Sub-Area Coordinator of the delay and an anticipated time of attainment. Once the condition is set, the CDO will notify the Sub-Area Coordinator of attainment.

d. Attainment reports will be made by the quickest means of communications available. Primarily, this will be done by

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telephone or by use of the Heavy Weather Common Net (Figure 10-2). No follow up message reports are required, unless otherwise directed.

2. As a means of reducing the number of personnel on base, Commanding Officers and activity OICs will designate their personnel as either category ALPHA or BRAVO as defined below.

a. Category ALPHA Personnel. Military and civilian personnel critical to physical security, utility operations, facility repair, transportation functions, traffic control and other duties deemed critical by cognizant commanders. All hurricane team personnel are considered ALPHA personnel until their duties are completed.

b. Category BRAVO Personnel. All personnel not designated ALPHA.

c. Category BRAVO personnel will be released when directed. Category ALPHA personnel will remain to complete hurricane preparations and carry out vital duties. Once preparations are complete, Commanding Officers and OICs may send home category ALPHA personnel no longer needed in order to further reduce the base population. Reductions in ALPHA personnel shall be coordinated with the Commanding Officer, NAS Oceana.

3. Each NAS Oceana department and tenant command will create and assign personnel to Hurricane Readiness teams. Personnel assigned to these teams should not be part of the Disaster Preparedness Organization, since early mobilization of the organization would remove personnel from ongoing hurricane preparations. Commanding Officers and OICs may, at their discretion, direct their hurricane readiness team's personnel to shift into working uniforms. The teams are as follows:

a. Outside Area Team. Responsible for securing outside areas and the surrounding grounds. They will either remove potential wind blown hazards or secure them so the objects are of minimal hazard.

b. Window Team. Responsible for securing building windows.

c. Sandbag Team. Sandbag doorways and other ground level openings to prevent flooding by high water.

d. Building Security Team. Provides physical security for buildings and safeguards sensitive material or spaces; maintained during the hurricane as required.

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4. Commanding Officers and OICs determine, prior to the start of Hurricane Season, the degree of protection required to safeguard assigned buildings (i.e., the number of sandbags required and which windows require boarding as discussed below).

a. NAS Oceana departments and tenant commands shall forward, in writing to the DPO, any critical requirement for plywood or other construction materials needed to secure buildings. Modification to a standing request must also be made in writing. (Note: The BCE Officer cannot maintain on hand sufficient materials to barricade all windows and openings.)

b. In instances where requests for sandbags or construction materials exceed stocks on hand, the Commanding Officer, NAS Oceana, will establish distribution priority.

5. Non-essential government vehicles will be returned to PWC Transportation Department, Virginia Beach site, for reassignment and/or relocation as the storm approaches. The BCE Officer will select a vehicle evacuation site where non-critical government vehicles will be moved in order to reduce the potential of damage from storm surge and flooding. The Commanding Officer, NAS Oceana, will direct the evacuation of all vehicles critical to the safety of personnel and property (i.e., fire trucks and utility trucks to a safe haven as the situation dictates). If the decision is made to evacuate all critical vehicles, these vehicles will be retained on base until the last possible moment.

6. Only the most essential buildings will remain staffed. Remaining ALPHA personnel will be concentrated in designated emergency shelters. Commands and activities shall reduce remaining watch teams to the bare minimum required.

7. NAS Oceana intends to shelter personnel remaining on board in designated emergency shelters. The Commanding Officer, NAS Oceana, will designate which shelters are to be activated based on the anticipated population requiring housing. If the destructive potential of the approaching storm is sufficiently great, remaining personnel may be evacuated.

8. Following storm passage, tenant commands will assist the Commanding Officer, NAS Oceana in assessing storm damage to the base. The NAS Oceana CDO will then notify SOPA (ADMIN) Sub-Area Little Creek (464-7791) and provide a status report and damage assessment.

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10-8. Action Required for Tropical Cyclone Conditions. The following are prescribed measures to be taken during the appropriate tropical cyclone condition:

1. Tropical Cyclone Condition V (96 hours)

- a. Review pertinent areas of the Disaster Preparedness and Recovery Plan (DPRP). (ALL)
- b. Review standing requirements for sandbags and construction materials. (Note: Stocks on hand may fall short of any additional requirements.) (ALL)
- c. Verify hurricane team assignments and telephone recall listings. (ALL)
- d. Maintain normal operating/liberty schedules. (ALL)
- e. Report attainment of Tropical Cyclone Condition V to CDO. (ALL)
- f. NAS Oceana query all tenant commands which have not reported attainment within 12 hours. (CDO)

2. Tropical Cyclone Condition IV (72 hours)

- a. Ensure all prescribed measures for Condition V are completed. (ALL)
- b. Muster and brief all hurricane team leaders. (ALL)
- c. Inspect all buildings and surrounding grounds and identify any problems with doors, windows, supports, poles, drains, trees, signs or other potential hazards. (ALL)
- d. Oncoming duty section leaders instruct duty personnel to bring in working uniforms and any articles needed to remain overnight. (ALL)
- e. DPO schedule a brief for all NAS Oceana departments and tenant commands, reviewing hurricane/tropical storm procedures. (DPO)
- f. Verify readiness to establish the NAS Oceana Command Center using the check list provided in Figure 10-1. (CDO)

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- g. Maintain normal operating/liberty schedules as feasible. (ALL)
- h. NAS Oceana verify readiness to establish communication on the Heavy Weather Common Net as listed in Figure 10-2 or Heckler Net. (Code 30)
- i. Report attainment. (ALL)
- j. NAS Oceana query all tenant commands which have not reported attainment within eight hours. (CDO)
Hurricane or Tropical Storm Condition III (48 Hours)
- 3. ~~Tropical Cyclone Condition III (48 hours)~~
 - a. Ensure all prescribed measures for Condition IV are completed. (ALL)
 - b. NAS Oceana activate the Heavy Weather Common Net and establish guard or Heckler Net. (Code 30)
 - c. Commence securing buildings. (ALL)
 - (1) Outside area teams relocate or secure all potential missile hazards. (ALL)
 - d. BCE Department prepare the following for emergency use:
 - (1) Passenger vehicles and buses.
 - (2) Front end loaders, bulldozers and fork trucks.
 - (3) Cargo trucks and the Light Amphibious Recovery Craft (LARC).
 - (4) Portable generators, pumps and communications equipment.
 - e. Supply Department coordinate the berthing of all military and civilian personnel required to remain on base.
 - f. Housing Director distribute hurricane information to Military Housing residents. (Example, Figure 10-3.)
 - g. NAS Oceana review procedures and verify stocks for activating emergency shelters.
 - h. Report attainment. (ALL)

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- i. NAS Oceana query all tenant commands who have not reported attainment within four hours. (CDO)
Hurricane or Tropical Storm Condition II (24 Hours)
4. ~~Tropical Cyclone Condition III (24 hours)~~
- a. Ensure all prescribed measures for Condition III are completed. (ALL)
- b. Complete securing buildings and surrounding areas.
- (1) Sandbag teams secure all doorways except main entrances. (ALL)
- (2) Window teams and outside area teams reinspect buildings and grounds to ensure proper readiness. (ALL)
- (3) Building security teams ensure all classified material is properly stowed; office equipment is relocated (preferably to a second floor) to avoid water damage; and keys to locked spaces are available to remaining security teams. All office equipment moved should be tagged to indicate its original location.
- c. NAS Oceana activate the Disaster Command Center per NASOCEANAINST 3440.1. All designated staff members are to report to the Command Center.
- d. Activate emergency shelters; shelter management teams are to mobilize at the designated shelters.
- e. The NAS Oceana Supply Officer, when directed, shall activate the mass feeding plan.
- f. The NAS Oceana Security Officer shall recall the duty ASF.
- g. Fill water storage containers with fresh water and distribute them to emergency shelters.
- h. Cancel leave and liberty as required. (ALL)
- i. Muster and brief all personnel on the impending weather conditions. Ensure personnel understand the precautions they should take at home and the location of their neighborhood emergency shelters. Dismiss all category BRAVO personnel upon completion of all Condition II measures. Reference (c) applies to the dismissal of civilian personnel.

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- j. Maintain a modified watch routine. (ALL)
 - k. BCE Department shift into ALPHA team organization.
 - l. Test security alarms in coordination with the Base Police. (ALL)
 - m. All retail establishments turn in excess money to the PSD Disbursing Office for storage.
 - n. The NAS Oceana DPO shall obtain the latest weather bulletin every three hours. NAVLANTMETOCEN bulletins are available on recording at 444-7356.
 - o. Report attainment. (ALL)
 - p. NAS Oceana query tenant commands which have not reported attainment within four hours. (CDO)
5. Hurricane or Tropical Storm Condition I (12 Hours)
~~Tropical System Condition I (12 Hours)~~
- a. Ensure all prescribed measures for Condition II are completed. (ALL)
 - b. NAS Oceana mobilize the Disaster Preparedness and Recovery Organization including the remainder of the ASF. (ALL)
 - c. Base Police, if directed by the Commanding Officer, NAS Oceana, notify all housing residents to evacuate to designated emergency shelters.
 - d. If directed by the Commanding Officer, NAS Oceana initiate the evacuation of ALPHA personnel and Bachelor Quarters personnel into the designated emergency shelters.
 - e. Secure all outside watches except security personnel. All watches not required to perform duties outdoors remain in buildings.
 - f. Tenant commands secure all buildings not required to remain staffed and evacuate personnel to designated shelters. Remaining watch standers are to contact the NAS Oceana Command Center with a count of remaining personnel.
 - g. Base Police secure all traffic except emergency vehicles and essential movement.

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h. Prop open all electric lock doors to permit passage in the event of power loss.

i. NAS Oceana shall hook up a Record-A-Call machine on the Quarterdeck (433-2366) with a taped message concerning reporting for work and the securing of the base. (CDO)

j. Slightly open the windows on all vehicles to equalize the pressure during storm passage. (ALL)

k. Fill BEQ and BOQ sinks and bathtubs with fresh water.

l. Report attainment. (ALL)

m. NAS Oceana query tenant commands which have not reported attainment within two hours. (CDO)

6. Post Tropical Cyclone Action

a. All tenant commands are to report any damage sustained to NAS Oceana as soon as feasible.

b. NAS Oceana shall consolidate all damage reports and report them to the SOPA (ADMIN) Sub-Area Little Creek (464-7791). NAS Oceana will report directly to SOPA (ADMIN) Hampton Roads (444-7097/7098) if SOPA (ADMIN) Sub-Area Little Creek cannot be contacted.

c. NAS Oceana tenant commands will stand down from the current tropical cyclone condition when directed.

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SEVERE WEATHER CONDITIONS NOTIFICATION

THUNDERSTORM CONDITION I II DATE _____

TROPICAL CYCLONE CONDITION I II III IV V TIME _____

HIGH WINDS WARNING: WINDS AT _____ - _____ KTS GUSTING TO _____ KTS ASST/JOOD _____

TIME CONDITION STARTED _____ TIME CONDITION SECURED _____

<u>OFFICE</u>	<u>PHONE #</u>	<u>NAME OF CONTACT</u>	<u>TIME CONTACTED</u>	<u>REASON NOT CONTACTED</u>	<u>TIME COND SET</u>
*AIMD	5933	_____	_____	_____	_____
*CBU-415	2252	_____	_____	_____	_____
HRO (CIV PERS)	3241	_____	_____	_____	_____
CMAA	2551	_____	_____	_____	_____
*DATA PROCESSING	2531	_____	_____	_____	_____
*DENTAL	677-7190	_____	_____	_____	_____
FLT SIMULATOR	2548	_____	_____	_____	_____
GALLEY	2194	_____	_____	_____	_____
LSO SCHOOL	2515	_____	_____	_____	_____
*MEDICAL	677-7036	_____	_____	_____	_____
MWR	2560	_____	_____	_____	_____
*NAMTRAGRUDET	3362	_____	_____	_____	_____
NAVY EXCHANGE	425-4201	_____	_____	_____	_____
NCIS	3291	_____	_____	_____	_____
*PSD	2760	_____	_____	_____	_____
ROICC	2621	_____	_____	_____	_____
*SECURITY	3123	_____	_____	_____	_____
*SUPPLY	2298	_____	_____	_____	_____
1ST LT	2205/2534	_____	_____	_____	_____
NALF FENTRESS	2259	_____	_____	_____	_____

CONTACT THE FOLLOWING OFFICES IN ADDITION TO THE PREVIOUS LIST ONLY WHEN WEATHER CONDITIONS ARE MORE SEVERE THAN THUNDERSTORM WARNING; CONTACT WEEKEND/HOLIDAYS.

<u>OFFICE</u>	<u>PHONE #</u>	<u>NAME OF CONTACT</u>	<u>TIME CONTACTED</u>	<u>REASON NOT CONTACTED</u>	<u>TIME COND SET</u>
NLMOD	2274	_____	_____	_____	_____
RED CROSS	446-7756	_____	_____	_____	_____
AIR OPS	2162	_____	_____	_____	_____
BEQ	2574	_____	_____	_____	_____
BOQ	3293/4	_____	_____	_____	_____
CHAPEL	2871	_____	_____	_____	_____
CO/XO	2922	_____	_____	_____	_____
COMMISSARY	2808	_____	_____	_____	_____
*ENLISTED POOL	2825	_____	_____	_____	_____
*OFFICER POOL	3285	_____	_____	_____	_____
NFSC	2941	_____	_____	_____	_____
NAESU	5161	_____	_____	_____	_____
NLSO	3135	_____	_____	_____	_____
*OFFICER'S CLUB	428-0036	_____	_____	_____	_____
*PHOTO LAB	3426/7	_____	_____	_____	_____
BCE	3321	_____	_____	_____	_____
*STABLES	3266	_____	_____	_____	_____

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ATKWING	9112/9130
FITWING	4015
FASO	3232
PUBLIC WORKS	2575/5805
WEAPONS	2352
FACSFAC VACAPES	2851/1320

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*AFTER NORMAL WORKING HOURS ONLY

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COMMUNICATIONS PROCEDURES

1. Address Indicator Groups (AIGs) and Collective Address Designator (CADs). The following AIGs and CADs have been established to issue destructive weather information to commands/activities throughout the SOPA Hampton Roads area:

a. AIG 138. Established by NAVLANTMETOCEN Norfolk to issue warnings of destructive winds of 35 knots or greater within 100 NM of COMNAVBASE Norfolk and expected to pass through the SOPA Hampton Roads Area.

b. AIG 137. Established by NAVLANTMETOCEN Norfolk to issue severe weather warnings for Hampton Roads, Chesapeake and Delaware Bays, and VACAPES and Cherry Point OPAREAS. Small craft warnings will be sent via this AIG.

c. AIG 7729. Established by Commander, Naval Base, Norfolk [SOPA (ADMIN) Hampton Roads] to issue information to all naval activities in the Hampton Roads area. Tropical cyclone conditions of readiness will be distributed via this AIG.

d. HURRIWARNLANT. Established by NAVLANTMETOCEN Norfolk to advise all shore and afloat commands and activities of tropical depressions, tropical storm and hurricane developments.

2. Communications Plan. The following clear voice circuits have been designated for use during tropical cyclone conditions:

<u>Line #</u>	<u>Description</u>	<u>Frequency</u>	<u>Net Control</u>	<u>Guard</u>
LP 176A primary	Heavy Weather Command	*352.55MHz	SOPA Hampton Roads areas	All Hampton Roads Navy
LP 176B secondary		6840.0 KHS 6838.0 KHS (Roads Upper Side Band)		
LP 177A primary	Heavy Weather Command	318.95MHz	SOPA Hampton Roads areas	Subarea SOPAs/ SOPAs (Admin)
LP 177B secondary		5446.0 KHz 5440.0 KHS (Roads Upper Side Band)	SOPA Hampton Roads areas	Hampton Roads Navy (listen only)

Note: Communications will use Plain Language call signs: i.e., NAS Oceana is "OCEANA" and NAB Little Creek is "NAVPHIBASE Little Creek."

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HURRICANE INFORMATION

AT HOME PREPARATION FOR A HURRICANE

1. Keep a radio tuned for the latest weather report and advisories from your city government.
2. Keep a flashlight, portable radio and other emergency equipment handy in case of a power loss.
3. Move inside or secure any loose items outside of the house such as lawn furniture, tools and garbage cans. Take extra care to secure trailers and boats.
4. Keep a two to three day stock of foods that require little preparation and are ready to eat. Fill as many containers, including bath tubs, with water.
5. Tape, shutter, or board up windows, especially large single pane windows.
6. Stay inside and off the roads unless you decide to evacuate.
7. Do not plan on the phone working.
8. Fill the gas tank of your car in case power is lost at filling stations. Park away from trees and poles.
9. Be sure a window on the side of your house facing away from the winds can be opened to equalize the air pressure inside. This will help prevent windows from breaking.
10. If the eye of the storm passes overhead, the winds will become calm for up to a half hour. However, once the eye passes the winds will resume suddenly and violently.
11. Move small craft or move to safe haven.
12. Move valuables to upper floors.
13. Bring pets inside.

EVACUATING TO A SHELTER

1. If evacuation is recommended, you should leave.
2. Your house will probably provide adequate shelter if it is well built and in no danger from high tides, pounding surf or

erosion. Mobile homes and trailers do not provide shelter against high winds. Anyone living in a mobile home/trailer or low-lying area should evacuate.

3. If you decide to evacuate, plan an evacuation route to avoid low lying areas. Evacuate early if necessary. (See Chapter 4, Figure 4-2).