



DEPARTMENT OF THE NAVY

OFFICER IN CHARGE
NAVAL SUPPORT ACTIVITY, NORFOLK
NORTHWEST ANNEX
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CHESAPEAKE, VIRGINIA 23322-4094

NAVSUPPACTHRNWINST 3440.1E
N00

21 Oct 15

NAVSUPPACT HAMPTON ROADS NORTHWEST ANNEX INSTRUCTION 3440.1E

From: Officer in Charge, Naval Support Activity, Hampton Roads
Northwest Annex

Subj: DESTRUCTIVE WEATHER PLAN

Ref: (a) COMNAVREGMIDLANTINST 3141.1D
(b) NAVSUPPACTHRINST 3440.17A
(c) HRO Manual - 94

Encl: (1) Disaster Preparedness Officer (DPO) Thunderstorm or
Tornado Watch Checklist
(2) DPO Severe Thunderstorm Warning Checklist
(3) DPO Tornado Warning Checklist
(4) Hurricane Readiness Condition Action Table NSA NWA
CDO
(5) Thunderstorm/Tornado Readiness Action Table NSA NWA
CDO
(6) Winter Storm Checklists
(7) Destructive Weather Emergency Shelter Plan
(8) DPO Notification Check-off Sheet
(9) Very High Frequency Hecklar Radio System Callsigns
(10) General Safety Precautions for Hurricane Conditions
(11) Hurrex Guidance SOP

1. Purpose. To publish guidance and procedures to be employed by Naval Support Activity, Hampton Roads Northwest Annex (NSAHR Northwest Annex) storefronts and tenant activities in the event of destructive weather (tropical) cyclones, nor'easters, thunderstorms, tornadoes, gales, severe windstorms and snow storms.

2. Cancellation. NAVSUPPACTHRNWINST 3440.1D

3. Information. Reference (a) provides guidance and procedures to be employed by command and activities in the Senior Officer Present Afloat (SOPA) Hampton Roads area in the event of destructive weather. Reference (b) provides guidance from the Commanding Officer in particular for the duties of the Command Duty Officer (CDO).

Reference (c) specifies regulations for administrative dismissal of civilian personnel due to destructive weather.

4. Discussion

a. Severe/destructive weather phenomena can occur anytime of the year in this locale. Such weather may endanger life, destroy property, and significantly impair the ability of NSAHR Northwest Annex and its tenant activities to carry out their assigned missions. It is imperative that all personnel are aware of actions to be taken to minimize loss of life or property, and to carry out recovery operations when destructive weather occurs per enclosures (1) through (6).

b. Snow conditions for the Hampton Roads area including securing/recall of personnel are set and canceled upon orders of Commander, Navy Region, Mid-Atlantic (CNRMA) by message and/or telephone and are given wide publicity on local radio and television stations. All news releases concerning winter storm conditions in the Hampton Roads area will be released by NSA Hampton Roads apply to NSAHR Northwest Annex unless modified by the Officer-in-Charge. If the Officer-in-Charge modifies or sets a snow condition for NSAHR Northwest Annex, this information will be reported to NSA Hampton Roads CDO at (757)438-3783.

c. Notification of severe weather will be from the Regional Operational Center VIA NSA Norfolk CDO. The NSA Hampton Roads CDO will immediately notify the NSAHR Northwest Annex CDO.

5. Responsibilities

a. The Officer-in-Charge shall:

(1) Establish the Emergency Operations Center (EOC) at Building 145 when deemed necessary.

(2) Include all tenant activities in disaster preparedness planning.

(3) Maintain an up-to-date listing of internal resources, which may be made available for disaster assistance.

(4) Provide for emergency shelter of essential personnel at the Unaccompanied Housing Quarters.

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(5) Recommend approval to the Commanding Officer for all requests for mutual aid assistance from the City of Chesapeake, and local military and civilian organizations.

(6) Recommend to the Commanding Officer the release of non-essential personnel as the situation warrants.

(7) Establish emergency communications with local military establishments on the HECKLAR Net.

(8) Assign and coordinate the duties of all weather-related working parties.

(9) In accordance with reference (a), notify NSA Hampton Roads at 757 438-3783 of attainment of preparations via enclosure (1).

(10) Coordinate and direct all post-storm cleanup operations.

(11) Conduct a yearly review of this instruction.

b. Tenant Activities shall:

(1) Provide a copy of their Destructive Weather Instruction/Standard Operating Procedures to the Officer-in-Charge by 1 June every year.

(2) Ensure personnel are aware of their local community's Destructive Weather Emergency Shelter Plan, enclosure (7).

(3) Brief personnel on general safety precautions for hurricane conditions, enclosure (10).

(4) Brief personnel on siren signals for tornado warning/sighting, enclosure (3).

(5) Provide a roster to NSA Northwest Annex CDO of all personnel staying within their perspective buildings/base during destructive weather conditions.

c. Food Services Officer shall:

(1) Follow Galley Emergency Action Plan (EAP).

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(2) Coordinate with Marine Corps Security Force Training Company (MCSFTCO) to augment civilian galley personnel.

d. Unaccompanied Housing shall establish a plan to provide housing for essential personnel.

e. Assistant Security Officer (ASECO) shall:

(1) Maintain responsibility for the operational management of the YARDMARKER radio net.

(2) Coordinate the activation of the Auxiliary Security Force (ASF) as necessary.

(3) Coordinate with MCSFTCO in the augmentation of extra personnel for assignment as needed for base security purposes.

f. Fire Department shall sound an "alert" signal from the siren located on top of the Fire Department, Building #6, upon notification of a Tornado. The warning signal is a constant 45-second wailing siren. The sighting signal is a constant three to five minute wailing siren.

g. NSAHR Northwest Annex CDO shall:

(1) Notify the Officer-in-Charge via phone of the receipt of weather messages and their content.

(2) Maintain and update as necessary, storm position(s).

(3) Maintain all hurricane-related messages for record purposes until the end of the season.

(4) Notification to Tenant Commands VIA Athoc, Giant Voice, and Phone Tree.

(5) CDO Check Sheets.

(6) Activate EOC IAW OIC Level.

h. Civilian Personnel. Per reference (c), the release, retention, or recall of civilian personnel assigned to the command will be at the discretion of the CO. Personnel will be informed to return to work by announcements on television or radio. It is the responsibility of the employee to keep abreast of the situation by listening to public media announcements.

If notification by radio or television has been given, personnel are expected to report to work as announced. Personnel who do not report to work will be placed in an annual leave status for the period not covered by administrative excuses.

i. Emergency Operations Center (EOC) Staffing. The EOC staff will consist of the following personnel (at OIC discretion): NSA Northwest Annex Officer-in-Charge, Assistant Public Works Officer, Assistant Security Officer, Security Dispatcher, NSA Northwest Annex Disaster Preparedness Officer (DPO), Chaplain, and NSA Northwest Annex Fire Department representative to be dispatched at EOC discretion. The EOC Staff will coordinate all command preparedness efforts, recovery, and cleanup actions and act as official information sources and media release to military and civilian inquiries.

6. Guidelines for Implementing Destructive Weather Instruction/Standard Operating Procedures (SOPs).

a. All storefronts and tenant activities will establish instructions/SOPs for destructive weather procedures, which will include at a minimum, the following topics:

(1) Procedures for protecting life and property during destructive weather conditions.

(2) Assign selected personnel to hurricane readiness teams. The teams are as follows:

(a) Outside Area Team. Responsible for securing Potential wind-driven missile hazards from surrounding grounds.

(b) Sandbag Team. Responsible for the placement of filled sandbags in doorways and ground level openings (as needed) to minimize flooding.

(3) Protection of vital classified material and records from being lost or damaged.

(4) Establishment of ALPHA/BRAVO personnel watchbill including procedures for recall of ALPHA personnel, release of BRAVO personnel, and provisions to modify the watchbill as conditions warrant.

(5) Allowing ALPHA personnel the time necessary to secure their personal residences, and take care of their families before reporting to work.

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(6) Maintaining communications with EOC. All unnecessary and unofficial communications with EOC should be kept to an absolute minimum. All reports will be made to NSAHR Northwest Annex DPO.

(7) Keeping all personnel informed of current conditions.

(8) Controlling, handling, and issuing emergency rations to personnel on watch.

7. Winter Storm Conditions. Severe winter weather conditions can cause accumulation of ice and snow on roads in the South Chesapeake Area causing hazardous driving conditions for military and employees who transit to and from NSA Northwest Annex daily. SOPA (Admin) Hampton Roads will evaluate weather forecasts and after notification to SOPA Hampton Roads Duty Office, set a winter storm condition in the Norfolk sub-area via phone tree, followed by message. SOPA (Admin) Hampton Roads will notify other sub-area coordinators of the current condition via phone. The decision to set a snow condition for NSA Northwest Annex must be made and reported to the sub-area coordinator as soon as feasible.

a. Responsibilities

(1) NSAHR Northwest Annex Officer in Charge shall:

(a) Make recommendations for the report of essential/non-essential personnel attached to NSA Northwest Annex, tenant activities and storefronts to the Commanding Officer based on the status of current local condition in the South Chesapeake Area.

(b) Designate installation staff as essential or non-essential personnel.

(c) Coordinate with the Public Works Officer to ensure the effective snow and ice removal on base.

(d) By 0200 or as storm progresses, assess local weather situation and obtain weather forecast for the next six to 12 hours. (This information is obtainable via Internet access.)

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(e) By 0300 or as storm progresses advise the CO or Executive Officer of local weather and road conditions, including Norfolk/Virginia Beach/Elizabeth City areas, and provide recommendations on setting snow condition at Northwest Annex.

(f) If a snow condition is set, notify those personnel contained in enclosure (10).

(g) Initiate Alpha recall as necessary.

(h) Coordinate with the Public Works Officer to recall Public Works Alpha personnel and alert base support contractor for snow removal as necessary.

(i) If watch personnel cannot reach the Galley or if the Galley is unable to serve meals, inform the Food Service Officer to be prepared to make box lunches in lieu of meals for those personnel on duty at all tenant activities and storefronts.

(j) If conditions are such that travel on local roadways is considered hazardous for personnel to return to their residences, a shelter may be opened to support those individuals stranded by weather. (Coordinate with the Combined Bachelor Housing Office to determine barracks availability.)

(k) The Officer in Charge may recall personnel from Northwest Annex to assist in snow removal.

(2) Food Service Officer shall:

(a) Ensure availability of rations to personnel who remain on base during winter weather conditions.

(b) Recall alpha personnel in time to provide meals for Alpha personnel and personnel on base.

(3) Tenant Activities shall:

(a) Ensure common walk areas in the immediate vicinity of their buildings be kept free of ice or other hazardous conditions which affect the safety of personnel.

(b) Designate essential and non-essential personnel.

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b. Action. Snow and ice removal vehicles will have the right of way over all vehicles except emergency vehicles. Other vehicles will give way to snow removal vehicles in the same manner accorded emergency vehicles.


B. C. DEMANGE

Distribution: (NAVSUPPACTHRNWINST 5216.1E)
Lists I through III

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DISASTER PREPAREDNESS OFFICER (DPO) THUNDERSTORM/TORNADO WATCH
CHECKLIST

Initial/Local Time:

- _____ Immediately notify personnel contained in the notification check-off sheet via AT HOC CDNS and telephone, enclosure (11).

- _____ Request Security to rove the base (i.e., barracks, brig, base housing) to notify personnel of impending weather threat, and take necessary precautions.

- _____ If time permits, every effort should be made to secure loose objects around the station, especially those that may serve as destructive missiles during high winds.

- _____ Make periodic weather observations. If conditions worsen, the Officer in Charge may deem it necessary to issue additional notifications/advisories.

DISASTER PREPARDNESS OFFICER (DPO) SEVERE THUNDERSTORM WARNING
CHECKLIST

Severe thunderstorms (with wind gusts equal to or greater than 50 knots and/or hail 3/4 inch diameter or greater) are forecast to impact the warning area. It is imperative that all actions be accomplished quickly. The most common source of a tornado is a severe thunderstorm. Conditions could degenerate very quickly during a thunderstorm.

Initial/Local Time

- _____ Immediately notify personnel contained in the notification check-off sheet via AT HOC CDNS and telephone, enclosure (11). Notify everyone to stop outside activity, secure exterior equipment, and clean up all trash and loose objects.

- _____ Direct security to tour the entire station, particularly the housing area, and notify everyone playing or working outside of the weather threat.

- _____ Maintain a continuous weather watch, reporting dangerous conditions to the Officer in Charge immediately.

DISATER PREPAREDNESS OFFICER (DPO) TORNADO WARNING CHECKLIST

Tornadoes have been sighted in or adjacent to the warning area or have a strong potential to develop in the warning area. If the warning is for Chesapeake, Virginia, or Currituck County, North Carolina, and there is threatening weather such as dark clouds in the distance or a thunderstorm in progress, EMO will take the following actions:

Initial/Local Time

- _____ Immediately notify personnel contained in the notification check-off sheet via AT HOC CDNS and telephone, enclosure (11) to "SHELTER IN PLACE". Inform each person of the immediate threat to life and property. The warning justifies immediate action to protect everyone.
- _____ Direct Security to tour the entire station and notify everyone to stop all outside activities, secure loose equipment, clean up all trash and loose objects, and find shelter.
- _____ Maintain a continuous weather watch, reporting any dangerous or suspicious conditions to the Officer in Charge immediately.
- _____ If conditions permit, direct Security to tour the entire station and notify everyone outside of the weather threat.
- _____ If a tornado is sighted or reported, the Quarterdeck Watch will immediately call the Fire Department at 421-8244/3Have the Firemen sound the "alert" signal from the siren located on top of the Fire Department building.
- _____ Once tornado has passed and all is safe outside, pass via AT HOC CDNS "ALL CLEAR."

**TROPICAL CYCLONE CONDITION OF READINESS
NSA NWA CDO**

START DATE: _____ **COMPLETION DATE:** _____

| DESCRIPTION OF TASK | V 96 | IV 72 | III 48 | II 24 | I 12 |
|---|---------|----------|-----------|----------|---------|
| 1. Notify all tenant commands to initiate telephone tree. Inform them that a Condition (V, IV, III, II or I) status attainment report is required via reverse telephone tree in six hours (Condition I requires one hour report). If a tenant command is unable to comply in the time frame given, notify the NSA HR CDO. | | | | | |
| 2. Ensure NSA HR Admin Office is screening all message traffic and keeping Northwest Annex up-to-date. | | | | | |
| 3. Post a notice at the front gate indicating that we are in Condition (V, IV, III, II or I). | | | | | |
| 4. At the OIC discretion, meet with all COs/OICs of tenant activities to discuss areas of responsibilities and assignment of duties. | | N/A | N/A | N/A | N/A |
| 5. Direct Housing Office to provide list of current residents. | | N/A | N/A | N/A | N/A |
| 6. Contact PWC to check the status of fuel for all emergency generators and make arrangements to refill as necessary. | | N/A | N/A | N/A | N/A |
| 7. Direct working party to start filling sandbags. | | N/A | N/A | N/A | N/A |
| 8. Using the public announcement system on the Fire Chief's vehicle, notify all housing occupants of the situation. Emphasize the need to store all loose items that are outside. Prepare to evacuate. | | N/A | | N/A | N/A |
| 9. Maintain normal operations/liberty schedule as feasible. | | | | N/A | N/A |
| 10. Test all hand-held radios to ensure they are in good working order. Contact Security for assistance if problems arise. | N/A | | N/A | N/A | N/A |
| 11. Direct all storefronts, contractors and tenant commands to inspect outside areas for missile hazards. Secure all exterior equipment and store all loose objects. Place sandbags where needed. | N/A | | | N/A | N/A |
| 12. Fuel all vehicles. | N/A | N/A | | N/A | N/A |
| 13. Notify Alpha personnel of Condition III attainment and allow ample time to take care of personal requirements. | N/A | N/A | | N/A | N/A |
| 14. Conduct inventory of all shelter equipment. | N/A | N/A | | N/A | N/A |
| 15. Position disaster supplies at Bldg. 8 and EOC. | N/A | N/A | | N/A | N/A |
| 16. Direct Bachelor Quarters watch personnel to notify all Bachelor Quarters occupants to store bicycles and motorcycles in Bldg. 281 and prepare to evacuate if necessary. | N/A | N/A | | N/A | N/A |
| 17. Activate EOC. | N/A | N/A | N/A | | N/A |

Enclosure (4)

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| | | | | | |
|---|-----|-----|-----|-----|-----|
| 18. Establish communications guard on the HECKLAR radio net. | N/A | N/A | N/A | | N/A |
| 19. Contact PWC to assist the EOC as necessary. | N/A | N/A | N/A | | N/A |
| 20. Based on the forecasted winds and destructive weather, direct MWR Department to suspend all activities, preferably at the end of normal working hours. | N/A | N/A | N/A | | N/A |
| 21. Recall Alpha personnel. | N/A | N/A | N/A | | N/A |
| 22. Dismiss Bravo personnel. However, Bravo personnel may be retained as needed to accomplish hurricane preparations. | N/A | N/A | N/A | N/A | |
| 23. When the OIC is reasonably sure all actions have been or will be completed, and all tenant and storefronts have reported attainment of Condition (V, IV, III, II or I), notify the NSA HR CDO that Northwest Annex has attained such Condition. | | | | | |
| 24. Keep all personnel in the shelters until conditions improve and the "all clear" has been given by the OIC. | N/A | N/A | N/A | N/A | |

*The safety of personnel is paramount. Minimize exposure of personnel to foul weather. Personnel should not be ordered outside except to prevent loss of life or serious injury to others. Ensure any personnel sent outside do so only on the Officer in Charge's / Senior Enlisted's direct orders. These personnel must be properly outfitted with foul weather gear, hard hats, be competent to complete the task assigned, given clear direction and supervision, and remain outside only as long as it takes to complete the task.

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THUNDERSTORM / TORNADO READINESS ACTION TABLE
NSA NWA CDO

START DATE: _____ **COMPLETION DATE:** _____

| DESCRIPTION OF TASK | THUNDERSTORM/TORNADO WATCH | SEVERE THUNDERSTORM WARNING | TORNADO WARNING |
|--|----------------------------|-----------------------------|-----------------|
| 1. Immediately notify personnel contained in the notification check-off sheet via AT-HOC CDNS and telephone (for TORNADO WARNING utilize "Shelter in Place" enclosure.) | | | |
| 2. Notify everyone to stop outside activity, secure exterior equipment, and clean-up all trash and loose objects. | N/A | | |
| 3. Request Security to rove the base (i.e., barracks, brig, base housing) to notify personnel of impending weather threat and take necessary precautions. | | | |
| 4. If time permits, every effort should be made to secure loose objects around the station, especially those that may serve as destructive missiles during high winds. | | | |
| 5. If a tornado is sighted or reported, the QD Watch will immediately call the Fire Dept. at 8243/4 and have the firemen sound the "alert" signal. | N/A | N/A | |
| 6. Maintain a continuous weather watch, reporting dangerous conditions to the OIC immediately. If conditions worsen, the OIC may deem it necessary to issue additional notifications/advisories. | | | |

*The safety of personnel is paramount. Minimize exposure of personnel to foul weather. Personnel should not be ordered outside except to prevent loss of life or serious injury to others. Ensure any personnel sent outside do so only on the Officer in Charge's / Senior Enlisted's direct orders. These personnel must be properly outfitted with foul weather gear, hard hats, be competent to complete the task assigned, given clear direction and supervision, and remain outside only as long as it takes to complete the task.

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SELF HELP WINTER STORM CHECKLIST

Initial/Local Time

_____ When notified about possible winter storm, distribute bags of salt as necessary to requesting commands. At the very least the following buildings will be provided salt.

- _____ NSA Quarterdeck
- _____ NSA Galley
- _____ NSA BEQ
- _____ NSA Gate Security

_____ Ensure shovels and ice breakers are ready to distribute when requested.

_____ Ensure all snow is removed from main sidewalk areas, to include around NSA bldg., 1st Lieutenant bldg and sidewalk all the way to the main gate.

_____ Ensure once snow is removed from sidewalks that salt/sand is laid down to prevent freezing over.

_____ Ensure all steps and entrances are free of snow and ice.

_____ Closely monitor areas to ensure once complete these areas do not re-freeze.

COMMAND DUTY OFFICER WINTER STORM CHECKLIST

Initial/Local Time

- _____ Gather information from local news stations and National Weather Service on pending winter storm.

- _____ Notify Tenant commands via AT HOC CDNS of pending winter storm.

- _____ Contact Emergency Management Officer on current road conditions.

- _____ Update Northwest Annex information line with pertinent data. (421-8226)

- _____ Contact OIC if conditions worsen to discuss possible base delay/closure options.

- _____ Coordinate with NSA Security to conduct patrols along Ballahack rd. to assess road conditions.

- _____ Notify OIC and EMO on overall current conditions and any measures you have taken so far.

- _____ Coordinate with 1st Lt to ensure all winter supplies are on hand and all procedures and necessary steps are being taken.

- _____ Make/coordinate with NSA Security on base rounds to assess current conditions.

DESTRUCTIVE WEATHER EMERGENCY MANAGEMENT CENTERS (EMC)

Call Emergency Management Centers prior to showing up at shelters. The Emergency Management Centers will inform you on which shelters will be opened and which shelters will remain closed.

Norfolk EMC (757) 441-5600

Lake Taylor Middle School, 1380 Kempsville Road
Bayview Recreation Center, 8613 Willow Terrace
Granby High School, 7101 Granby Street
Norview High School, 6501 Chesapeake Blvd.
Maury High School, 322 Shirley Avenue
Berkley Community Center, 121 W. Liberty Street

Chesapeake EMC (757) 382-6504

Butts Road Intermediate School, 1571 Mt. Pleasant
Great Bridge Middle School, 441 Battlefield Blvd. South
Greenbrier Middle School, 1016 Greenbrier Pkwy.
Indian River Junior High School, 2300 Greenbrier Road
Oscar Smith High School, 1994 Tiger Drive
Hickory High School, 1996 Hawk Drive
Thurgood Marshall Elementary School, 2706 Border Road
Western Branch Junior High School, 4201 Hawksley Drive

Virginia Beach EMC (757) 427-4228

Birdneck Elementary School, 957 South Birdneck Road
Corporate Landing Middle School, 1597 Corporate Landing Parkway
Cox High School, 2425 Shorehaven Drive
Green Run High School, 1700 Dahlia Drive
Landstown High School, 2001 Concert Drive
Landstown Middle School, 2204 Recreation Drive
Larkspur Middle School, 4696 Princess Anne Road
Salem High School, 1993 Sun Devil Drive
Salem Middle School, 2380 Lynnhaven Parkway
Tallwood High School, 1668 Kempsville Road

Portsmouth EMC (757) 393-8338

Churchland Academy, 4061 River Shore Road
Churchland Primary School, 5700 Hedgerow Lane
Churchland Middle School, 4051 River Shore Road
Lakeview Elementary School, 1300 Horne Avenue

Elizabeth City/Pasquatank/Camden EMC (252) 335-4444

K.E. White Education Center, 1704 Weeksville Road

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DISASTER PREPAREDNESS OFFICER (DPO) NOTIFICATION CHECK-OFF SHEET

| WEATHER CONDITION | | TIME SET | | TIME SECURED | |
|-----------------------|----------------------------------|------------------|---------------|--------------------|--|
| ACTIVITY | PHONE | PERSON CONTACTED | TIME NOTIFIED | TIME CONDITION SET | |
| USMC MCSFTCO (QD) | 421-8600 | | | | |
| CENSECFOR (ATO) | 359-0616 | | | | |
| USCG MSRT (CDO) | 421-1541 342-9096 | | | | |
| USCG COMCOM (CDO) | 421-6240 | | | | |
| FSSC (BLDG 310) | 421-8451 421-8438 421-8095 | | | | |
| NAVSATCOMMFAC/MUOS | 421-8300 421-8301 | | | | |
| NAVCONBRIG | 421-8675 | | | | |
| Galley | 421-8331 421-8328 | | | | |
| Chapel | 421-8204 421-8205 | | | | |
| Unaccompanied Housing | 421-8698 421-8793 | | | | |
| Security | 421-8181 421-8000 | | | | |
| Fire Department | 421-8243 421-8244 | | | | |
| MWR | 421-8260 421-8261 | | | | |
| FFSC | 421-8770 | | | | |
| NEX | 421-8364 421-8254 | | | | |
| Supply | 421-8233 | | | | |
| Base Housing | 204-4258 438-9335 | | | | |
| IT | 421-8777 | | | | |
| Public Work Office | 421-8801 421-8242 | | | | |
| Cell | 535-2207 | | | | |
| Medical/Dental | 953-6246 953-6225 953-6283 | | | | |
| Cell | 373-2483 | | | | |
| Cell (559) | 816-7346 | | | | |

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| ACTIVITY | PHONE | PERSON CONTACTED | TIME NOTIFIED | TIME CONDITION SET |
|--------------------|----------------------|------------------|---------------|--------------------|
| USMC MCSFTCO | 421-8582 | | | |
| OOD | 421-8100 | | | |
| QD | 421-8600 | | | |
| USCG CDO CAMSLANT | 421-6240 | | | |
| FSSC | 376-9677 544-3582 | | | |
| USCG MSRT | 421-4610 | | | |
| CDO | 342-9096 | | | |
| NAVSATCOMMFAC/MUOS | 421-8300 421-8301 | | | |
| SPAWAR 751 BETS | 421-8050 421-8369 | | | |
| Chapel | 421-8204 | | | |
| CELL | 438-3309 | | | |
| MWR | 421-8260 | | | |
| Housing | 204-4258 438-9335 | | | |
| Bachelor Housing | 421-8282 | | | |
| Galley | 421-8331 | | | |
| FFSC | 421-8770 | | | |
| NEX | 421-8254 421-8364 | | | |
| Supply | 421-8233 | | | |
| Security | 421-8000 421-8181 | | | |
| Fire Department | 421-8244 421-8243 | | | |
| IT | 421-8777 | | | |
| Public Work Office | 421-8801 | | | |
| CELL | 421-8242 | | | |
| Medical/Dental | 953-6246 953-6253 | | | |
| CENSECFOR | 359-0616 | | | |

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VERY HIGH FREQUENCY HECKLAR RADIO SYSTEM CALLSIGNS

Command

NAVSUPPACTHR, Northwest Annex
 Naval Air Station, Norfolk
 NAVFAC MIDLANT, Norfolk
 Naval Station Norfolk
 Naval Air Station, Oceana
 Naval Support Activity, Hampton Roads

 Naval Amphibious Base, Little Creek
 Norfolk Navy Shipyard, Portsmouth

Callsign

HECKLAR YARDMARKER
 HECKLAR NAS Norfolk
 HECKLAR NAVFAC Norfolk
 HECKLAR NAVSTA Norfolk
 HECKLAR NAS Oceana
 HECKLAR NSA Hampton
 Roads
 HECKLAR Little Creek
 HECKLAR Shipyard Norfolk

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GENERAL SAFETY PRECAUTIONS FOR HURRICANE CONDITIONS

1. General. Safety precautions included herein are not to be considered the only precautions required. They are presented as a checklist. Common sense and the requirements on the scene may dictate additional measures to be taken.

2. Hurricane Safety Precautions

a. Keep your radio/television on and listen for the latest weather bureau warning/advisories. If electrical power fails, use a battery-powered radio.

b. Pay no attention to rumors.

c. Get away from low-lying beaches or other locations, which may be swept by high tides or storm waves. If passage to high ground is over a road likely to be under water, leave early. Don't run the risk of being marooned.

d. If your quarters are well built and in no danger from high tides, then it is probably the best place to weather the storm.

e. Stock extra food, especially things that can be eaten without cooking or very little preparation. Remember, electric power may be out and you may be without refrigeration.

f. If emergency cooking facilities are necessary, be sure they are in working order. Other facilities for emergency cooking are butane/kerosene camping stoves, Canned Heat, outdoor barbecue grills and fireplaces.

g. Store a supply of water for drinking and other purposes by filling bathtubs, bottles and cooking utensils.

h. Have flashlights and/or other emergency lights in working condition and keep them handy.

i. Have first aid supplies ready.

j. Be sure there's gas in your car. If electrical power is out, filling stations may not be able to operate pumps for several days.

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k. Secure anything that might be blown away or torn loose. Garbage cans, garden tools, toys, signs, porch furniture, Enclosure (10) awnings, and other objects become weapons of destruction in hurricane winds. Store them inside if possible. Know the location of the closest hurricane shelter. Don't wait until the last minute, or after the high winds strike, if you are planning to use these facilities.

3. During the Hurricane

a. Keep your radio tuned for the latest reports.

b. If the center or "eye" of the storm passes directly over, there will be a lull in the wind lasting from a few minutes to half an hour or more. Stay in a safe place. Make emergency repairs during the lull, if necessary. Remember the wind will return suddenly from the opposite direction, often with greater violence.

c. Keep calm.

d. Don't go outside during the storm.

e. Be sure that a window or door can be opened on the lee side of the house (i.e., the side opposite the one facing the wind).

f. Stay away from windows, especially on the windward side of the building. Remain in rooms on the leeward (i.e., away from the wind) side.

g. Use only essential electrical appliances and the minimum of lighting fixtures during storm conditions I and II. Electrical demand will be high and supply may be low; and you will want to limit the number of electrical hazards, should your building receive damage.

4. After the Hurricane

a. Persons injured during the storm should seek medical attention.

b. Don't touch loose or dangling electrical wires.

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- c. Report broken water or sewer mains.
- d. Guard against spoiled food in refrigerators if electrical power has been out for any length of time.
- e. Unless you are qualified to render valuable emergency assistance, stay away from disaster areas where you may hamper first aid or rescue work.
- f. Drive automobiles cautiously. Debris-filled streets are dangerous, so keep your eye on the road. Along the coast, soil may be washed from beneath the pavement, which may collapse under the weight of vehicles.
- g. Be alert to prevent fires. Lowered water pressure makes fire fighting difficult after storms.
- h. Do not use charcoal grills or other carbon monoxide producing cookers/heat sources indoors, and ensure all heat sources are adequately ventilated.

HURREX GUIDANCE/SOP

Guidelines for HURREX Exercise

1. Purpose. To provide all Tenant commands and storefronts and Lincoln Military Housing guidance on Hurricane Exercises. Hurrex emphasizes preps for the upcoming Hurricane/Tropical Cyclone season and is intended to enhance preparedness and execution. This exercise is a prime opportunity to emphasize and review Emergency Management plans and conduct individual/team training. Each tenant command/storefront shall open, inspect, and inventory emergency shelters/supplies on hand.
2. The Emergency Management Officer (EMO)/Command Duty Officer (CDO) shall:
 - (1) Provide all tenants and storefronts with a copy of NAVSUPPACT Northwest Annex Instruction 3440.1D.
 - (2) Provide all tenant/storefronts with sandbags upon request.
 - (3) EMO will be responsible for getting all message updates and relaying it to tenants/storefronts/Lincoln Military Housing.
 - (4) Be responsible for alerting tenant commands to recall their alpha personnel to the base by seniority as directed by the OIC/AOIC.
3. Security Officer shall:
 - (1) Maintain responsibility for the operational management of the NAVSUPPACT Security Dispatch YARDMARKER radio net.
 - (2) Coordinate the activation of the Auxiliary Security Force (ASF) as necessary.
4. Tenants and storefronts/Lincoln Military Housing shall:
 - (1) Review all Emergency Action Plans/Emergency Management Plans for their respective areas of responsibilities and make sure that all personnel have been trained and briefed on what the responsibilities are in regard to their plan and NAVSUPPACT Northwest Annex Instruction 3440.1D.

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(2) Lincoln Military Housing shall provide the EMO with an up to date list of housing residents in case of emergency evacuation, to be placed in the CDO turnover log. Information will be afforded protection IAW Privacy Act 1974.

(3) Tenant commands will provide a list of Alpha personnel and points of contact to the EMO. Information will be afforded protection IAW Privacy Act 1974.