



## DEPARTMENT OF THE NAVY

NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:  
NAVPHIBASELCREEKINST 3141.2J  
N7

**19 MAY 2004**

### NAVPHIBASELCREEK INSTRUCTION 3141.2J

Subj: DESTRUCTIVE WEATHER PLAN

Ref: (a) COMNAVREG MIDLANT/SOPA (ADMIN) HAMPINST 3141.1A  
(b) NAVENVPREDRSCHFAC TR 82-03  
(c) HRO Manual-94  
(d) COMNAVREG MIDLANT/SOPA (ADMIN) HRINST 5400.1  
(e) OPNAVINST 3440.16C  
(f) COMNAVREGMIDLANTINST 3440.24  
(g) NAVPHIBASELCREEKINST 3440.16B

Encl: (1) Tropical Cyclone Condition of Readiness Action Tables  
(2) SOPA (Admin) Subarea Descriptions  
(3) Sample Tropical Cyclone Attainment Message  
(4) Communications Plan  
(5) Tropical Cyclone Safety Procedures  
(6) Emergency Control Center Watch Assignments

1. Purpose. To publish guidance and procedures to be employed by Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) staff, tenant commands, and storefront operations in the event of destructive weather (tropical cyclones, nor'easters, thunderstorms, tornadoes, gales, and severe windstorms).

2. Cancellation. NAVPHIBASELCREEKINST 3141.2I is hereby canceled. Due to numerous significant changes, paragraph markings have been omitted.

3. Background. Reference (a) assigns responsibility for prescribing the appropriate conditions of readiness for all commands present in the Hampton Roads Area and Little Creek Subarea respectively. It also assigns the Commanding Officer, NAVPHIBASE LCREEK, as SOPA (Admin) Little Creek Subarea, the responsibility of setting the appropriate condition of readiness for NAVPHIBASE ships and fleet units present in the Little Creek Subarea. Reference (b) provides guidance on suitability of Atlantic ports as "hurricane havens". Reference (c) sets forth specific regulations for administrative dismissal of civil service personnel due to destructive weather. Reference (d) contains information on small boat/service craft operations during destructive weather. Reference (e) is the Navy Civil Emergency Management Program that assigns Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) as a Regional Planning Agent. Reference (f) is the Navy Civil Disaster Assistance and Joint Key Asset Protection Program for the COMNAVREG MIDLANT area of operation. Reference (g) is the NAVPHIBASE

**19 MAY 2004**

LCREEK Disaster Preparedness and Recovery Plan. Enclosures (1) through (6) detail procedures and provide information necessary for area commands to adequately prepare for approaching destructive weather.

4. Information. Enclosure (1), Tropical Cyclone Condition of Readiness Action Table, is intended to be used as a basic guideline for disaster preparedness and is not intended to be all-inclusive. All NAVPHIBASE LCREEK departments, storefronts, and tenant commands are encouraged to modify their checklist to meet their specific operational missions.

5. Scope

a. In accordance with reference (a), NAVPHIBASE LCREEK is assigned as one of five Hampton Roads Subarea SOPAs (Admin). SOPA (Admin) Little Creek is Commanding Officer, NAVPHIBASE LCREEK and maintains overall authority and responsibility for the entire Subarea. SOPA (Admin) Little Creek may not own all installations in this Subarea, but is responsible for the disaster preparedness for their geographical areas, to include destructive weather notification (updating and executing phone trees) and coordinating sheltering for personnel in this Subarea.

b. SOPA (Admin) Little Creek will coordinate the setting/securing of Tropical Cyclone Conditions of Readiness (COR) within assigned Area of Operation (AO) similar to those contained in reference (a). COMNAVREG MIDLANT will inform SOPA (Admin) Little Creek of the setting of Tropical COR in the Hampton Roads area.

c. The guidance and procedures contained in this instruction are applicable to all commands and activities in the SOPA (Admin) Little Creek AO. Enclosure (2) refers.

d. Annually, before 15 April, each installation in the Little Creek Subarea AO shall provide POC and phone number for their Destructive Weather Coordinator to the NAVPHIBASE LCREEK Disaster Preparedness Officer via phone, email, or message. An annual notice containing the Little Creek Subarea Points of Contact information will be promulgated by 1 May.

6. Discussion

a. Severe weather phenomena can occur at any time of the year in the Hampton Roads area. Such weather phenomena may endanger life, destroy property, and require expenditure of funds for repair. Analysis of meteorological and oceanographic data for this area indicates that the most serious threat of storm damage comes from tropical cyclones in which winds of destructive force are sustained

**19 MAY 2004**

for long periods of time. The annual hurricane season for the Hampton Roads area is 1 June through 30 November. Storms of non-tropical origin (nor'easters, gales, thunderstorms, tornadoes), while of shorter duration and generally localized in nature, can also disrupt operations and endanger life and property. There is no substitute for advance planning and preparation before the onset of destructive weather.

b. Tropical Cyclone COR is set based on a timeline for the arrival of destructive winds. Due to the Hampton Roads geographical location and the large number of ships that may have to sortie, additional time is required to prepare ships to sortie and complete a sortie with ample sea room to maneuver before the arrival of destructive winds. Reference (a) outlines further information concerning Sortie Conditions/procedures.

## 7. Definitions

a. Destructive Winds. Sustained winds greater than 50 knots.

b. Small Area Storms

(1) Thunderstorm. Produced by cumulonimbus clouds and usually affect a small area. Thunderstorms are always accompanied by thunder and lightning and may produce large hailstones, strong gusty winds, and occasionally microbursts.

(2) Tornado. Tight rotary windstorm. Although small in scale, tornadoes are among the most violent storms with winds of over 200 knots possible.

(3) Waterspout. Tight rotary windstorm over water.

(4) Gale. A non-tropical windstorm with wind speeds of 34-47 knots.

(5) Storm. A non-tropical windstorm with wind speeds of 48 knots or greater.

(6) Nor'easter. A non-tropical cyclonic storm on the East coast of North America, so called because the winds over the coastal area are from the northeast. Nor'easters may occur at any time of the year but are most frequent and intense between September and April. They typically develop within 100 miles of the coast, generally progress northward to northeastward, and typically attain maximum intensity near New England and the Canadian maritime provinces. Abundant precipitation and frequently winds of gale force are associated with a Nor'easter.

**19 MAY 2004**

c. Small Area Storm Warnings

(1) Small Craft Warning. Harbor and inland waters are experiencing or are forecast to experience winds between 18 and 33 knots and wind driven waves of concern to small craft.

(2) Gale Warning. Winds between 34 and 47 knots are forecast to impact land, harbor, and/or inland waters within 12 hours.

(3) Storm Warning. Winds 48 knots or greater are forecast for and, harbor, and/or inland waters within 12 hours.

(4) Thunderstorm Warning. Thunderstorms are forecast to impact the designated warning area.

(5) Severe Thunderstorm Warning. Severe thunderstorms (with wind gusts equal to or greater than 50 knots and/or hail  $\frac{3}{8}$  inch diameter or greater) are forecast to impact the designated area.

(6) Tornado Warning. Tornadoes have been sighted in or adjacent to the warning area or have a strong potential to develop in the warning area. (Note: Naval Meteorology and Oceanographic Center (NAVLANTMETOCCEN) does not issue tornado warnings via message due to minimal lead time and short-lived nature of the event.)

(7) Storm surge Warning. High tides four feet or greater above normal tides are forecast for the coastal areas, harbor, and/or inland waters. This warning will most likely be issued in conjunction with a tropical cyclone or gale/storm warning.

d. Thunderstorm Condition of Readiness

(1) Thunderstorm Condition II. Set by individual stations based upon forecasts/recommendations from NAVLANTMETOCCEN or its detachments. Thunderstorms are expected within 25 Nautical Miles (NM) of the immediate area within six hours. Associated lightning, torrential rain, hail, severe downbursts, destructive winds, and sudden wind shifts are possible. Take precautions that will ensure an appropriate state of readiness on short notice.

(2) Thunderstorm Condition I. Set by individual stations based upon forecasts/recommendations from NAVLANTMETOCCEN or its detachments. Thunderstorms are occurring or are forecast to occur in the immediate area within one hour. Associated lightning, torrential rain, hail, severe downbursts, destructive winds, and sudden wind shifts are possible. Take immediate precautions and seek shelter.

e. Tornado Watch. Conditions are conducive for tornado activity and severe thunderstorms within and close to the watch area.

19 MAY 2004

NAVLANTMETOCEN readdresses Tornado Watches issued by the National Weather Service to affected areas.

f. Wind Storm Condition of Readiness. When conditions permits, sufficient advanced forecasting of impending gale/storm force winds of significant duration, Gale/Storm COR will be issued by SOPA (Admin) Hampton Roads as specified below.

(1) Gale Storm Condition III (as applicable). Destructive winds of the force indicated are possible within 48 hours.

(2) Gale Storm Condition II (as applicable). Destructive winds of the force indicated are possible within 24 hours.

(3) Gale Storm Condition I (as applicable). Destructive winds of the force indicated are possible within 12 hours.

g. Tropical Systems

(1) Tropical Depression. Tropical system with wind speeds up to 33 knots that are expected to intensify.

(2) Tropical Storm. Tropical system with wind speeds from 34 to 63 knots.

(3) Tropical Cyclone (Hurricane). Tropical system with wind speeds of 64 knots or above.

Category 1 - Winds of 64 to 82 knots. Storm surge 4 to 5 feet above normal.

Category 2 - Winds of 83 to 95 knots. Storm surge 6 to 8 feet above normal.

Category 3 - Winds of 96 to 113 knots. Storm surge 9 to 12 feet above normal.

Category 4 - Winds of 114 to 135 knots. Storm surge 13 to 18 feet above normal.

Category 5 - Winds above 135 knots. Storm surge more than 18 feet above normal.

h. Tropical Cyclone Conditions of Readiness

(1) Tropical Cyclone Condition V. Destructive winds associated with a tropical system are possible within 96 hours.

**19 MAY 2004**

(2) Tropical Cyclone Condition IV. Destructive winds associated with a tropical system are possible within 72 hours.

(3) Tropical Cyclone Condition III. Destructive winds associated with a tropical system are possible within 48 hours.

(4) Tropical Cyclone Condition II. Destructive winds associated with a tropical system are possible within are anticipated within 24 hours.

(5) Tropical Cyclone Condition I. Destructive winds associated with a tropical system are anticipated within 12 hours.

#### 8. Sortie and Evasion

a. None of the harbors in the Hampton Roads area are safe havens during sustained tropical cyclone winds. Evasion at sea is the recommended course of action for all seaworthy vessels when Norfolk is directly threatened with destructive force winds of 50 knots or greater. However, if winds are less than 50 knots, Hampton Roads harbors will normally provide shelter for most pierside ships. Ships with large sail areas and especially aircraft carriers and large deck amphibious ships should usually evade at sea when threatened by greater than 50 knots sustained winds.

b. Reference (b) outlines the general balance-of-risk evaluation process that should precede any leave/stay decision. The high cost of a Hampton Roads sortie and the low threat frequency of direct tropical cyclone strikes on Hampton Roads encourage a decision to stay. Fleet safety, however, is paramount and must be a key factor in a timely decision to sortie. Any tropical cyclone on a westward track toward Hampton Roads would devastate the fleet, if caught in port.

c. Timeliness of a sortie decision is essential. Ideally, the fleet should be prepared and expect to get underway at Condition III. However, the forecast storm track may dictate an earlier start to the sortie. The following time considerations are critical factors of a sortie decision:

d. Night sorties should be avoided due to safety of navigation (possible delay of eight hours, or longer). A Norfolk night sortie may require up to 12 hours. Sea and Anchor Details may be longer than normal due to limited harbor pilot assets and shipping congestion. Due to potential storm curvature and inherent forecast error, ships may need to transit east nearly 200NM (37N, 070W) to evade the storm (13 hour transit at 15 knots). This transit will be in less than optimal sea states due to rapid swell propagation in advance of tropical cyclones. Factoring in the above delays, sortie could take

**19 MAY 2004**

more than 36 hours from first ship's departure until the last ship reaches the rendezvous point.

9. Readiness Attainment Reporting Procedures

a. Ships. In accordance with reference (a), attainment reports for Condition V, IV, III, II, and I are set via the administrative chain of command, through Type Commanders, to CTG 183.1.

b. Shore Activities. Attainment reports by storefronts and tenant commands in the Little Creek SOPA (Admin) Subarea for Condition V, IV, III, II, and I will be made via phone to disaster preparedness personnel as directed when the notification phone tree has been activated. SOPA (Admin) Subarea Little Creek will report attainment of Condition V, IV, III, II, and I to SOPA (Admin) Hampton Roads by phone followed by message to SOPA (Admin) Hampton Roads (enclosure (3) refers).

10. Sheltering. Because most Navy shelters are located in flood-prone areas, they will only be used to shelter mission essential personnel and personnel living on berthing barges. All other Navy personnel and families should seek shelters provided by the local community or evacuate the Hampton Roads area if necessary or ordered. Ensure all staff and storefront military personnel are aware that there are no shelters available on NAVPHIBASE LCREEK.

11. Action: SOPA (Admin) Little Creek Subarea Staff, Tenants, and Storefronts (as applicable)

a. When directed by COMNAVREG MIDLANT, the Destructive Weather Plan will be executed in accordance with references (a) through (g), as required.

b. Commanding Officers (except ships) are to assign each military and civilian personnel to one of two categories as defined below in order to efficiently reduce the number of personnel on bases or facilities during periods of destructive weather. Fax lists to the Disaster Preparedness Officer at 462-7827.

(1) Essential. Mission essential military and civilian personnel designated by cognizant commanders, formerly referred to as ALPHA personnel.

(2) Non-Essential. All personnel not designated mission essential, formerly referred to as BRAVO personnel.

c. COMNAVREG MIDLANT delegates the establishment of personnel reporting criteria to Installation Commanders (reference (a) refers).

**19 MAY 2004**

d. Review destructive weather precautions and items for consideration in references (a) through (g) and other available sources prior to 1 June annually. Review all destructive weather plans and bills. Ensure that all assigned military and civilian personnel are familiar with their contents. Utilize the NAVPHIBASE LCREEK Website: [www.nablc.navy.mil](http://www.nablc.navy.mil) to access the Destructive Weather Instruction and other disaster preparedness information.

e. Prepare and maintain destructive weather plans which include preparations to be taken for Wind Storm and any Tropical Cyclone COR. Modify existing instructions and directives to comply with SOPA (Admin) Little Creek instruction. Utilize enclosure (1) to prepare and maintain an up-to-date check-off list for each destructive weather COR.

f. Maintain up-to-date copies of all directives necessary to implement this plan. Review this instruction annually and submit recommended changes to the NAVPHIBASE LCREEK Disaster Preparedness Officer no later than 30 April.

g. Implement COR as directed by SOPA (Admin) Little Creek.

h. Ensure enclosure (5) is available to military personnel and their dependents. Inform personnel about destructive weather conditions, warnings, and shelter information and to utilize [www.nablc.navy.mil](http://www.nablc.navy.mil) and local TV and radio reports for additional information.

i. To the maximum extent possible, continue to perform critical command functions during destructive weather conditions.

j. Render maximum support to fleet units.

k. Use the guidelines published in reference (c) (Chapter 610, Subchapter 3) for the administrative discharge of non-essential civilian personnel.

l. Take appropriate action to minimize damage from destructive wind storms (thunderstorms, tornadoes, small craft winds, gales, or storm force winds) by securing loose objects, hangaring/tying down aircraft, etc., in accordance with individual command destructive weather bills. When a Tornado Warning is issued, personnel safety becomes the primary concern. SOPA/SOPA (Admin) Subareas will employ every reasonable means to inform exposed personnel to the dangers of approaching waterspouts or tornadoes.

(1) Clear Grounds

**1 9 MAY 2004**

(a) It is imperative that loose articles which might become missile hazards to life and property be properly stowed or secured. These items include, but are not limited to: loose lumber, sheet metal, garbage cans, or other potential hazards. This should be done weekly during hurricane season.

(b) Clearing operations must be completed during Condition III. Staff Departments/Storefronts Managers having extensive areas of responsibility (e.g., Public Works, Port Operations, MWR) must begin clearing operations early enough to ensure timely completion.

(c) Staff Departments, Storefront Managers, and tenant commands occupying a particular building are responsible for clearing the grounds within 50 feet of the perimeter of the building.

(d) If a building is occupied by more than one department/storefront/tenant, the senior officer in the building is responsible for assuming, dividing, or delegating the task.

(e) Safeguard material exposed to weather in order to minimize damage.

(f) All other grounds not covered above will be the responsibility of the Storefront PWC Officer.

(g) Accept responsibility for all boats, crafts, pontoons, barges, and other miscellaneous gear under your cognizance in the Little Creek Harbor. If assistance from the Storefront Port Operations Officer is needed, requests for the removal of camels, paint floats, cranes, etc., should be submitted as soon as possible to minimize conflicts with ship moves and sortie plans.

(2) Securing of Buildings

(a) Buildings must be secured so the structure and contents will sustain minimum damage from destructive weather.

(b) Board up and brace weak points such as large doors, large glass windows, broken windows, etc.

(c) Close all doors and windows securely.

(d) Close all interior doors to minimize damage in case part of the building should collapse.

(e) Place on pallets, desk tops, or other furniture all valuable equipment and files that may be damaged by flooding. Turn off all lights, water, steam, and inactivate power switches when vacating a building.

**19 MAY 2004**

(f) Use plastic to cover all computer equipment, copiers, facsimile machines, and other electrical devices.

(g) Take appropriate measures to secure all classified material.

(h) Mark all buildings within your area of responsibility with red survey tape if the building is occupied or blue survey tape for buildings left unoccupied. Tape should be visible on all main entrances. Colored tape may be obtained at the NAVPHIBASE LCREEEK Self Help Center.

(i) Security of buildings should be planned and accomplished with available personnel prior to the arrival of destructive winds.

(j) The Port Operations/Security (Sierra Tango) Tower is capable of withstanding winds of up to 70 knots. However, it will be evacuated when wind speed or gusts exceed 50 knots (reference (g) refers).

(k) Upon completion of the new Port Operations building, the tower will be capable of withstanding winds of up to 92 knots. However, it will be evacuated when wind speed or gusts exceed 70 knots.

The responsibility assigned for securing buildings is the same as that prescribed for clearing grounds.

### (3) Securing Automotive Equipment

(a) Automotive equipment, particularly those parked in open areas, must have their hand brakes set tightly. If the vehicle has a manual transmission, it shall be placed in gear to minimize the danger of movement.

(b) Automotive equipment must be positioned where it will not be in danger from collapsing structures.

(c) Staff Departments, Storefront Managers, and tenant commands may park their assigned vehicles in their own parking areas, guided by the principles described above.

m. Consider hoisting boats onboard when winds of small craft warning force or greater create sea conditions in slips which endanger boats and landing craft. Boats that cannot be hoisted should be evacuated, if feasible. For safe haven berthing assignments call Naval Station (NAVSTA), Norfolk (444-7118/7119) or NAVPHIBASE LCREEEK (NAVPHIBASE) (462-7791) Port Operations. NAVSTA Norfolk will

**1 9 MAY 2004**

coordinate safe haven requests for NAVSTA Norfolk and NAVPHIBASE LCREEK with Naval Shipyard Norfolk (NAVSHIPYD) (section 11.t.1 through 11.t.3e refers).

n. Annually, prior to 1 June, and periodically thereafter, make thorough inspections of all logistic preparations for the hurricane season (1 June through 30 November).

o. Manage the notification process of attainment for your area of responsibility.

(1) Inform NAVPHIBASE LCREEK SOPA (Admin) Emergency Control Center at 462-7388/7650/7827 of action taken when Conditions V, IV, III, II, and I are set in response to phone tree notification.

(2) Make preliminary and occurring damage reports to the Emergency Control Center. Make complete report of damage sustained within 24 hours after securing from readiness condition.

(3) Submit a muster report via fax to the Emergency Control Center at 462-7827 upon notification of Condition II or I within 30 after notification. Data should include total number of personnel assigned and work force available.

p. Anticipate employment of personnel in carrying out assigned responsibilities to preclude unnecessary exposure to destructive weather.

q. Encourage maximum utilization of the General Mess. Normal meal rates will apply. Expanded meal hours will be established as follows:

BREAKFAST	0530 - 0830
LUNCH	1100 - 1330
DINNER	1600 - 1830

If personnel cannot go to the General Mess, arrangements for "box lunches" should be made well in advance of requirements by calling the Storefront Food Services Officer at 462-7546.

r. Familiarize personnel with the Destructive Weather Communications Plan. The NAVPHIBASE LCREEK Electronics Division will be prepared to furnish and operate emergency communications equipment in accordance with enclosure (4). Personnel will also man the Emergency Control Center when Condition II is set (see enclosure (6)).

s. In the event a base-wide evacuation is ordered by the Installation Commander, refer to reference (g) for evacuation and recovery procedures.

**19 MAY 2004**

t. Boating and Craft in Dry Storage Areas

(1) The securing of boats in dry storage areas and the removal of waterborne boats to these areas represents one of the major expenses and tasks encountered in the preparation for destructive weather. Although no effort will be spared to minimize the damage to this equipment, care must be used to avoid wasting funds and effort.

(2) Boats and craft in dry storage areas should normally be secured so that a minimum amount of effort will be required to prepare them for destructive weather.

(3) Hoisting of Waterborne Boats and Craft

(a) Preparations should be made for hoisting all waterborne boats and craft, and for stowing them in a dry storage area as soon as any destructive weather condition of readiness is set.

(b) All commands having waterborne craft in Little Creek Harbor to be hoisted will provide the Little Creek Port Operations Support Office (462-8680) with a list of boats and craft to be hoisted as soon as destructive weather conditions are set.

(c) Hoisting of boats and craft is the responsibility of the Storefront Port Operations Officer. Craft will be hoisted to designated areas by yard crane. The Little Creek Port Operations Office will coordinate scheduling of crane services.

(d) All boats and craft not in use or not needed will be hoisted when Hurricane Condition III is set.

(e) All other boats and craft will be hoisted when Condition II is set.

(f) Waterborne boats and craft of NAVPHIBASE LCREEK will not be hoisted until directed by the Installation Commander.

(g) Personnel of units and departments having custody of boats and craft will assist with their handling and securing.

(4) Boats, Craft and Equipment Remaining in the Water

(a) Due to hoisting limitations, craft such as tugs will have to remain waterborne during the destructive weather.

(b) As many boats and craft as possible forced to remain waterborne and not secured in the Desert Cove Area will be secured to piers in the Little Creek Cove Area.

**19 MAY 2004**

(c) pontoons and floating barges that cannot be hoisted should be secured to the shore to prevent them from becoming a drift menace to ships, craft, and piers. If directed by the Installation Commander, pontoons and floating barges may be sunk to prevent possible drifting hazard.

(d) The Storefront Port Operations Officer will take charge of all NAVPHIBASE LCREEK boats and craft forced to remain in Little Creek Harbor. Boat crews will operate and secure their own boats. If urgent action is deemed necessary and the boat crew from owning command cannot respond in a timely manner, the Storefront Port Operations Officer is authorized to take necessary action to secure the craft.

(e) All tenant commands are responsible for their own boats and craft in the water. The base will render assistance as necessary.

12. Responsibilities for SOPA (Admin) Little Creek and Disaster Preparedness supporting Activities

a. CO, NAVPHIBASE LCREEK will:

(1) Prior to 15 April, send message using enclosure (2) format, requesting that all tenant commands and storefronts identify their Disaster Preparedness POC and contact information to the Disaster Preparedness Officer via telephone, email, or message reply.

(2) Set CORs for NAVPHIBASE LCREEK as ordered by SOPA (Admin) Hampton Roads or as required by local weather conditions.

(3) Establish necessary liaison with Weather Bureau and Emergency Management authorities for the Little Creek Subarea.

(4) Coordinate heavy weather plans with tenant commands and fleet units berthed at NAVPHIBASE LCREEK as necessary.

(5) Activate the Emergency Control Center when Hurricane Condition II is set.

(6) Promulgate restrictions on the granting of liberty to military personnel as necessary.

(7) With the occurrence of COMNAVREG MIDLANT, release all non-essential personnel at the time of the setting of Hurricane Condition II or I.

(8) Notify COMNAVREG MIDLANT of release of civilian and

**19 MAY 2004**

military personnel if such release is made prior to the end of the scheduled workday.

(9) Restrict or cancel boating as the situation dictates in accordance with Article 3170 of reference (b).

b. Public Affairs Officer will:

(1) In accordance with reference (a), having already received media access code words from area media outlets, will assist the Installation Commander by notifying local media outlets concerning personnel reporting requirements.

(2) It is important to ensure that the precise command name desired to appear on TV scrollers/radio announcements is correct. Monitor media announcements for accuracy and correct when necessary.

(3) Inputs should be reported to media outlets NLT 2100 in order to make the 2200 and 2300 newscasts and no later than 0400 in order to make the 0600 newscast. (NOTE: When code words are established, the installation command name will be entered into a database maintained by media outlets.)

c. Disaster Preparedness Officer will:

(1) Ensure the Disaster Preparedness Plan and Destructive Weather Plan are reviewed each year prior to 1 April.

(2) Coordinate all functions of the Disaster Preparedness Organizations, including staffing and policy.

(3) Ensure periodic maintenance of the Emergency Control Center generator and ensure it is tested each year prior to 1 April.

(4) Coordinate all hurricane preparedness functions to the storefronts and tenant commands.

(5) Ensure all NAVPHIBASE LCREEK departments, storefronts, and resident commands meet all preparatory requirements.

(6) Track storm as it approaches, keeping the Commanding Officer appraised of conditions.

(7) Activate the Little Creek Subarea notification phone tree for each change in condition as directed by the Installation Commander.

**19 MAY 2004**

(8) Be responsible for preparing condition attainment messages and other disaster preparedness message traffic to be typed by the Duty Yeoman and released by the Command Duty Officer (CDO).

(9) Coordinate all requests for assistance during the storm.

(10) Coordinate all recovery efforts after the hurricane has passed.

(11) Keep the COMNAVREG MIDLANT OPCON Center informed of current conditions throughout the hurricane.

d. Storefront Bachelor Housing Manager will:

(1) Primary function will be to provide temporary housing for base (including tenant commands) essential personnel. It is acknowledged that the current number of available rooms in any given period are not sufficient to house all base essential personnel; however, every attempt should be made to house as many as possible.

(2) Upon setting of Condition II provide the Disaster Preparedness Officer with exact number of occupants.

(3) Upon receiving notification that a hurricane is approaching, establish a Hurricane Information Center in Shields Hall to provide information to the base and tenant commands concerning housing of essential personnel.

(4) Provide cots, mattresses, linens, and blankets to all essential personnel that request them. Ensure enough supplies are on-hand for maximum occupancy of Bachelor Housing. Refer all requests for additional assistance that cannot be satisfactorily coordinated from the Hurricane Information Center to the Emergency Control Center Duty Officer.

e. Storefront Food Service Officer will be prepared to provide emergency meals for both military and civilian personnel, including base essential personnel.

f. Storefront Regional Resource Support Office will be responsible for coordinating reimbursement procedures using the guidelines set forth in references (e) and (g) such as when expenses are incurred in support of requests from civil authorities, reimbursement will be made by the Office of Emergency Planning. Only COMNAVREG MIDLANT or the Installation Commander may authorize the use of military personnel in support of civil authorities.

g. Storefront Supply Manager will:

**19 MAY 2004**

(1) Monitor bulk fuel inventories. Work closely with Craney Island Fuel Depot to ensure fuel is available for ship sorties.

(2) Provide ground fuels to all government vehicles. Be prepared to refuel during recovery.

(3) Provide emergency procurement service.

h. Storefront Security Officer will:

(1) Upon first notification of a storm condition, inspect all areas of the base to detect possible sources of danger.

(2) Locate and earmark all possible missile hazards such as garbage cans, loose lumber, boxes, etc. Report findings to Storefront Public Works Center Trouble Desk.

i. Storefront Public Works Officer will:

(1) Annually, prior to 1 June, coordinate the inspection of buildings and surrounding areas to detect possible sources of danger, locate and earmark all possible missile hazards such as garbage cans, loose lumber, and benches. Be prepared to remove these items to safe storage or have them secured in the event of destructive weather.

(2) Promulgate instructions on the proper method of venting closed buildings through the use of windows, storm shutters, and other areas.

(3) Coordinate required services with the Navy Public Works Center, Norfolk.

(4) Be prepared to furnish and operate trucks, bulldozers, tractors, passenger vehicles, emergency pumping equipment, portable lifting equipment, emergency lighting, and other equipment as directed.

(5) Make monthly tests of all auxiliary systems such as emergency power and pumping equipment to ensure procedures and equipment are adequate and ready for the most severe weather conditions.

(6) Provide crane operators, riggers, and equipment operators necessary to handle boats and other waterborne equipment from hoisting point to dry storage areas.

(7) Have electrical power distribution personnel on stand-by once Condition I is set.

**19 MAY 2004**

(8) Provide emergency power to the base as required.

j. Storefront Port Operations Officer will:

(1) Relay all information concerning destructive weather to the Emergency Control Center, in particular, local thunderstorm, tornado, and destructive weather watches/warnings.

(2) Plan for dispersal of ships and craft as directed by the Program Manager for Port Operations.

(3) Provide tug and pilot services as necessary.

(4) Provide equipment and personnel necessary to prepare waterborne craft for riding out destructive weather at the piers.

(5) Take charge of all NAVPHIBASE LCREEK boats, craft, barges, etc., forced to remain in the water.

(6) Adhere to responsibilities set forth in reference (a).

(7) Will act as the Sortie Coordinator for NAVPHIBASE LCREEK and keep shore commands and ships informed when:

(a) Reduced boating has been directed.

(b) Boats departing the landings have been detained.

(c) Landings are unusable.

(d) Alternate foul weather landings are to be used.

k. Officer in Charge, Admiral Joel T. Boone Clinic will standby to provide medical services as required.

l. Storefront Morale, Welfare, and Recreation Director will:

(1) When notified by the Emergency Control Center, be responsible for making required facilities in Rockwell Hall available for safe-guarding MWR and base equipment/supplies.

(2) Ensure the Storefront MWR checklist is complete.

m. Hurricane Watches will:

(1) When Hurricane Condition II is set, the Emergency Control Center will become operational.

**19 MAY 2004**

(2) A specific hurricane watch bill will become effective (see enclosure (4)) when Condition II is set. The watch bill will be stood in the Emergency Control Center (Bldg 3532 or alternate location - telephone number is 462-7388/7650/7827).

(3) Emergency Control Center watch will plot the progress of the storm, maintain a log, and receive the required reports from staff departments, tenant commands, and storefront offices.

(4) Other officers not assigned watches may be permitted to leave the base but will be required to check out with the Executive Officer first, remain in the Tidewater area, and keep the Emergency Control Center informed of their whereabouts at all times.

(5) Non-essential personnel (all personnel not actually required to provide services, maintain security, or involved in command and control during the actual storm/hurricane) will normally be secured when Hurricane Condition II is set.

13. General Safety Precautions. Enclosure (5) is a guide listing general safety precautions, which should be considered when a hurricane watch warning has been announced.



G. E. COOPER

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID - Case B

List II

List III

Copy to:

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Stocked:

Commanding Officer

Naval Amphibious Base Little Creek

2600 Tarawa Court, Suite 100

Norfolk, VA 23521-3297

19 MAY 2004

TROPICAL CYCLONE CONDITION OF READINESS ACTION TABLES INDEX

1. The Tropical Cyclone Condition of Readiness Action Table is intended to be used as a basic guideline for the disaster preparedness and is not intended to be all inclusive. All NAVPHIBASE LCREEK departments, storefronts, and tenant commands are encouraged to modify their checklist to meet their specific operational missions. The following is how the checklist is broken down:

a. Pages 1 through 7 will be performed by all tenant commands, ships, and storefronts present onboard NAVPHIBASE LCREEK.

b. Page 8 will be performed by NAVPHIBASE LCREEK Administrative Department.

c. Page 9 will be performed by CO, NAVPHIBASE LCREEK and the Disaster Preparedness Officer.

d. Page 10 will be performed by NAVPHIBASE LCREEK Staff Plans and Training Department.

e. Pages 11 and 12 will be performed by Storefront Bachelor Housing.

f. Page 13 will be performed by Storefront Fire Department.

g. Pages 14 and 15 will be performed by Storefront Food Service Manager.

h. Pages 16 and 17 will be performed by Storefront MWR.

i. Page 18 will be performed by Storefront Navy Exchange.

j. Page 19 will be performed by Storefront Ordnance.

k. Pages 20 through 22 will be performed by Storefront Port Operations and the Port Operations Officer.

l. Pages 23 through 25 will be performed by Storefront Public Works Center and the Public Works Officer.

m. Page 26 will be performed by Storefront Security Department.

n. Pages 27 and 28 will be performed by Storefront Supply Manager.

Enclosure (1)

1 9 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Boating and Craft in Dry Storage Areas: (1) The securing of boats in the dry storage areas and the removal of waterborne boats to these areas represents one of the major expenses and tasks encountered in the preparation for destructive weather. Although no effort will be spared to minimize the damage to this equipment, care must be used to avoid wasting funds and effort. (2) Boats and craft in the dry storage areas should normally be secured so that a minimum amount of effort will be required to prepare them for destructive weather.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Boats, Craft and Equipment remaining in the water: (1) Due to hoisting limitations, craft such as tugs will have to remain waterborne during the destructive weather. (2) As many boats and craft as possible forced to remain waterborne and not secured in the Desert Cove Area, will be secured to piers in the Little Creek Cove area. (3) Pontoons and floating barges that cannot be hoisted should be secured to the shore to prevent them from becoming a drifting menace to ships, craft, and piers. If directed by the Installation Commander, pontoons and floating barges may be sunk to prevent possible drifting hazard. (4) The Storefront Port Operations Officer will take charge of all NAVPHIBASE LCREEK boats and craft forced to remain in the water and berthed in Little Creek Harbor. Boat crews will operate and secure their own boats. If urgent action is deemed necessary and the boat crew from owning command cannot respond in a timely manner, the Storefront Port Operations Officer is authorized to take necessary action to secure the craft. (5) All tenant commands are responsible for their own boats and craft in the water.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	All NAVPHIBASE LCREEK departments and storefronts can pick up copies of their respective check-off lists at NAVPHIBASE Little Creek Administrative Department as an addendum to this instruction.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Annually, prior to 1 June, and periodically thereafter, make thorough inspections of all logistic preparations for the hurricane season (1 June through 30 November).
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Anticipate employment of personnel in carrying out assigned responsibilities to preclude unnecessary exposure to destructive weather.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Assign personnel to ALPHA or BRAVO category fax listing to 462-7827.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Be responsible for automotive equipment assigned.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Encourage maximum utilization of the General Mess. Normal meal rates will apply. Expanded meal hours will be established as follows: BREAKFAST 0530 - 0830, LUNCH 1100 - 1330, DINNER 1600 - 1830. If personnel cannot go to the General Mess, then arrangements for "box lunches" should be made well in advance of requirements by calling the Storefront Food Services Officer at 462-7546.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Inform NAVPHIBASE LCREEK SOPA (Admin) at 462- 7388/7650 of action taken when Conditions V, IV and III are set. Notify the Emergency Control Center at 462-7650/7388/7827 of actions taken for Conditions I and II. Ensure all military and civilian personnel are aware of their local community's Hurricane Shelter Program, in addition to Hurricane Safety Procedures (enclosure (2)).
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Maintain up-to-date copies of all directives necessary to implement this plan. Review this instruction annually and submit recommended changes to the NAVPHIBASE LCREEK Disaster Preparedness Officer no later than 30 April.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Make preliminary and occurring damage reports to the Emergency Control Center. Make complete report of damage sustained within 24 hours after securing from readiness condition.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Manage the notification process and of reports of attainment for your area of responsibility.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Prepare and maintain an up-to-date check-off list for each destructive weather condition of readiness.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Safeguard material exposed to weather in order to minimize damage.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Be responsible for clearing grounds, securing buildings, and securing automotive equipment in areas of responsibility.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Ensure all staff and storefront military personnel are aware that there are no shelters available on NAVPHIBASE LCREEK.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Inform civilian and military personnel that destructive weather conditions, warnings, and instructions will be announced on local TV and radio stations, eliminating the necessity for individuals to tie up command telephones.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Be responsible for all boats, crafts, pontoons, barges, and other miscellaneous gear under their cognizance in Little Creek Harbor. If assistance from the Storefront Port Operations Officer is needed, requests for the removal of camels, paint floats, cranes, etc., should be submitted as soon as possible to minimize conflicts with ship moves and sortie plans.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Familiarize themselves with all enclosures and references to this directive.
Prior to Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Inform personnel that destructive weather conditions, warnings, and instructions to civilian and military personnel will be announced on local TV and radio stations, eliminating the necessity for individuals to tie up command telephones. All tenant commands will assign personnel to ALPHA or BRAVO categories.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Alert all assigned personnel.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Advise assigned military personnel and their dependents of procedures to be followed in enclosure (2). Ensure all military and civilian personnel are aware of their local community's Hurricane Shelter Program. In addition, ensure all personnel are aware that there are no shelter facilities on NAVPHIBASE LCREEK.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Mark building with red survey tape for buildings occupied and blue survey tape for building unoccupied. Colored tape may be obtained at the NAVPHIBASE LCREEK Self Help Center.

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Clearing of grounds: (1) It is imperative that loose articles, which might become missile hazards to life and property, be properly stowed or secured. These items include, but are not limited to: loose lumber, sheet metal, garbage cans, or other potential hazards. (2) Clearing operations must be completed during Condition III. Staff departments/Storefront Managers having extensive areas of responsibility (e.g., Public Works, Port Operations, MWR) must begin clearing operations early enough to ensure timely completion. (3) Staff departments, Storefront Managers, and tenant commands occupying a particular building are responsible for clearing the grounds within 50 feet of the perimeter of the building. (4) If a building is occupied by more than one department/storefront/tenant, the senior officer in the building is responsible for assuming, dividing, or delegating the task. (5) All other grounds not covered above will be the responsibility of the Storefront PWC Officer.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Hoisting of Waterborne Boats and Craft: (1) Preparations should be made for hoisting all waterborne boats and craft, and for stowing them in a dry storage area as soon as any destructive weather condition of readiness is set. (2) All commands having waterborne craft in Little Creek Harbor to be hoisted will provide the Little Creek Port Operations Support Office (462-8680) with a list of boats or craft to be hoisted as soon as destructive weather conditions of readiness are set. (3) Hoisting of boats and craft is the responsibility of the Storefront Port Operations Officer. Craft will be hoisted to designated areas by yard crane. The Little Creek Port Operations Support Office will coordinate scheduling of crane services. (4) All boats and craft not in use or needed will be hoisted when Hurricane Condition III is set. (5) All other boats and craft will be hoisted when Condition II is set. (6) Waterborne boats and craft of NAVPHIBASE LCREEK will not be hoisted until directed by the Installation Commander. (7) Personnel of units and departments having custody of boats and craft will assist with their handling and securing.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Activate Emergency Control Center phone tree to notify all SUBAREA commands to set Condition V.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Activate Hampton Roads Heavy Weather Common, 6840 KHz (SSB) (V) (UPPER S/B), if possible. Those commands with HF communications equipment monitor Disaster Control frequency.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Begin hoisting designated craft from water. If directed by cognizant commanders, sortie craft to protected anchorages.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Commence securing buildings and removing missile hazards within 50 feet of assigned buildings.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Ensure recall bills are updated/accurate for designated ALPHA and BRAVO personnel.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Inspect assigned buildings, parking lots, and external areas and report all loose electrical lines, dead trees, and any conditions which may cause personal injury, destruction of property, or traffic hazards to Storefront Public Works Center Trouble Desk (462-7238).
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Provide SOPA (ADMIN) Little Creek Subarea a list of craft which will sortie from NAVPHIBASE LCREEK and those which will require hoisting from the water.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Refuel all vehicles.
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Refuel all vehicles.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Report attainment of Condition III to SOPA (ADMIN) Little Creek Subarea (462-7288/7650).
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Report attainment of Condition IV to SOPA (ADMIN) Little Creek Subarea (462-7388/7650).
Tropical Storm/Hurricane Condition V	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Report attainment of Condition V to SOPA (Admin) Hampton roads using enclosure (3), Format E, in reference (a).
Tropical Storm/Hurricane Condition IV	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Alert all assigned personnel.
Tropical Storm/Hurricane Condition IV	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Securing of Buildings: (1) Buildings must be secured so the structure and contents will sustain the minimum amount of damage from destructive weather. (2) The following is to be used as a guide in securing buildings: (a) Board up and brace weak points such as large doors, large glass windows, broken windows, etc. DO NOT TAPE WINDOWS. (b) Close all doors and windows securely. (c) Close all interior doors to minimize damage in case part of the building should fall. (d) Place on pallets, desk tops, or other furniture all valuable equipment and files that may be damaged by flooding. (e) Turn off all lights, water, steam, and inactivate power switches when vacating a building. (f) Use plastic to cover all computer equipment, copiers, facsimile machines, and other electrical devices. (g) Take appropriate measures to secure all classified material. (3) Security of buildings should be planned and accomplished with available personnel prior to the arrival of destructive winds. (4) The Port Operations Tower is capable of withstanding winds of up to 70 knots. However, it will be evacuated when wind speed or gusts exceed 50 knots. (5)
Tropical Storm/Hurricane Condition III	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Alert all assigned personnel.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Alert all assigned personnel.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Mark building with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape may be obtained at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Submit a muster report to the Emergency Control Center upon notification of condition II or I within 30 minutes after notification. Data should include total personnel assigned and total work force available.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	BRAVO Personnel (all personnel not actually required to provide services, maintain security, or involved in command and control during the actual storm/hurricane) will normally be secured when Hurricane Condition II is set.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Securing Automotive Equipment: (1) Automotive equipment must be positioned where it will not be in danger from falling structures. (2) All automotive equipment, particularly those parked in open areas, must have their hand brakes set tightly. If the vehicle has a manual transmission, it shall be placed in gear to minimize the danger of movement. (3) Staff departments, Storefront Managers, and tenant commands may park their assigned vehicles in their own parking areas, guided by the principles described above.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Complete securing of assigned buildings, closing and fastening exterior doors and windows, placing valuable equipment and files on upper decks, desk tops, or pallets to avoid flooding damage, and securing interior doors to minimize damage should a part of building fall.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Cover all computers, copiers, facsimile machines, and other electronic devices with plastic.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Dismiss category BRAVO personnel (all personnel not primarily concerned with security, operations, and other duties not designated "critical" by cognizant commanders).
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Remaining craft take refuge in Little Creek Cove or Desert Cove as directed by the Storefront Port Operations Officer.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Remove all vehicles from waterfront, low-lying areas, and relocate them to protected locations.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Remove classified files and electronic equipment from quonset huts and ground level work spaces to more secure areas.
Tropical Storm/Hurricane Condition II	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Report attainment of Condition II to the Emergency Control Center at 462-7650/7388/7827
Tropical Storm/Hurricane Condition I	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Alert all assigned personnel.
Tropical Storm/Hurricane Condition I	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Make periodic inspection of assigned spaces and open storage areas as consistent with personnel safety. Inspectors shall be sent out in pairs and exposure to the storm shall be limited.
Tropical Storm/Hurricane Condition I	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Notify Emergency Control Center of buildings which will be occupied during the storm and the number of personnel in each building. This includes all buildings under the respective CO/OIC's cognizance.
Tropical Storm/Hurricane Condition I	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Report attainment of Condition I to the Emergency Control Center at 462-7650/7388/7827
Tropical Storm/Hurricane Condition I	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Report damage as it occurs to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Secure doors and windows and ensure all are closed and locked. DO NOT TAPE WINDOWS.
Tropical Storm/Hurricane Condition I	All Tenant commands/ships/storefronts present at NAVPHIBASE LCREEK shall:	Unplug all electrical equipment not used in the disaster preparedness process.

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
After the Hurricane Passes	SECURE FROM HURRICANE CONDITIONS OR READINESS	Be prepared to provide assistance in repairing damage and clearing debris. The Emergency Control Center (462-7650/7388/7827 ) will provide coordination of recovery efforts.
After the Hurricane Passes	SECURE FROM HURRICANE CONDITIONS OR READINESS	Provide a preliminary damage assessment to the Emergency Control Center within 3 hours of securing. Provide requests that require outside assistance to Storefront Public Works Center within 12 hours. These reports need not include estimated cost of repairs.
After the Hurricane Passes	SECURE FROM HURRICANE CONDITIONS OR READINESS	Resume normal watches and routine as applicable and take a complete muster report of all personnel.

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition V	ADMINISTRATIVE DEPARTMENT	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition IV	ADMINISTRATIVE DEPARTMENT	Alert all NAVPHIBASE LCREEK Staff personnel residing in building 1602.
Tropical Storm/Hurricane Condition IV	ADMINISTRATIVE DEPARTMENT	Determine the need for an emergency generator for building 1602 and coordinate requirements with Storefront PWC Officer.
Tropical Storm/Hurricane Condition IV	ADMINISTRATIVE DEPARTMENT	Fuel Gator Van, CO's vehicle, and any other government vehicles owned by the occupants of building 1602.
Tropical Storm/Hurricane Condition IV	ADMINISTRATIVE DEPARTMENT	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	ADMINISTRATIVE DEPARTMENT	Review plans and instructions. The Admin Officer will be in charge of building 1602 preparations and will divide/task other staff personnel located in 1602 appropriately.
Tropical Storm/Hurricane Condition III	ADMINISTRATIVE DEPARTMENT	Alert all NAVPHIBASE LCREEK Staff personnel residing in building 1602.
Tropical Storm/Hurricane Condition III	ADMINISTRATIVE DEPARTMENT	Refuel all vehicles as necessary.
Tropical Storm/Hurricane Condition III	ADMINISTRATIVE DEPARTMENT	Report condition attainment to SOPA Admin Little Creek Subarea (462-7388/7650).
Tropical Storm/Hurricane Condition III	ADMINISTRATIVE DEPARTMENT	Secure or remove all missile hazards within 50 feet of building 1602.
Tropical Storm/Hurricane Condition II	ADMINISTRATIVE DEPARTMENT	Alert all NAVPHIBASE LCREEK Staff personnel residing in building 1602.
Tropical Storm/Hurricane Condition II	ADMINISTRATIVE DEPARTMENT	Cover all computers, copiers, facsimile machines and other electrical equipment with plastic.
Tropical Storm/Hurricane Condition II	ADMINISTRATIVE DEPARTMENT	Notify Duty Yeoman to report to Emergency Control Center until after the storm has passed.
Tropical Storm/Hurricane Condition II	ADMINISTRATIVE DEPARTMENT	Release civilian personnel as directed by the Installation Commander.
Tropical Storm/Hurricane Condition II	ADMINISTRATIVE DEPARTMENT	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition II	ADMINISTRATIVE DEPARTMENT	Take appropriate measures to secure all classified material.
Tropical Storm/Hurricane Condition I	ADMINISTRATIVE DEPARTMENT	Alert all NAVPHIBASE LCREEK Staff personnel residing in building 1602.
Tropical Storm/Hurricane Condition I	ADMINISTRATIVE DEPARTMENT	Dismiss BRAVO personnel.
Tropical Storm/Hurricane Condition I	ADMINISTRATIVE DEPARTMENT	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	ADMINISTRATIVE DEPARTMENT	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the program manager's cognizance.
Tropical Storm/Hurricane Condition I	ADMINISTRATIVE DEPARTMENT	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	ADMINISTRATIVE DEPARTMENT	Report damage to Emergency Control Center as it occurs.
Tropical Storm/Hurricane Condition I	ADMINISTRATIVE DEPARTMENT	Unplug all electrical equipment not used in the disaster preparedness process.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Prior to Tropical Storm/Hurricane Condition V	CO, NAVPHIBASE LCREEK will:	Coordinate heavy weather plans with tenant commands and fleet units berthed at NAVPHIBASE LCREEK as necessary.
Tropical Storm/Hurricane Condition V	CO, NAVPHIBASE LCREEK will:	Establish necessary liaison with Weather Bureau and Civil Defense authorities in Little Creek Subarea.
Tropical Storm/Hurricane Condition V	CO, NAVPHIBASE LCREEK will:	Notify COMNAVREG MIDLANT of release of civilian and military personnel if such release is made prior to the end of the scheduled workday.
Tropical Storm/Hurricane Condition V	CO, NAVPHIBASE LCREEK will:	Promulgate restrictions on the granting of liberty to military personnel as necessary.
Tropical Storm/Hurricane Condition V	CO, NAVPHIBASE LCREEK will:	Restrict or cancel boating as the situation dictates in accordance with Article 3170 of reference (c).
Tropical Storm/Hurricane Condition V	CO, NAVPHIBASE LCREEK will:	Set conditions of readiness for NAVPHIBASE LCREEK as ordered by SOPA (Admin) Hampton Roads or as required by local weather conditions.
Tropical Storm/Hurricane Condition II	CO, NAVPHIBASE LCREEK will:	Activate the Emergency Control Center when Hurricane Condition II is set.
Tropical Storm/Hurricane Condition II	CO, NAVPHIBASE LCREEK will:	With the concurrence of Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT), release all unnecessary personnel at the time of the setting of Hurricane Condition I or II.
Tropical Storm/Hurricane Condition II	CO, NAVPHIBASE LCREEK will:	The NAVPHIBASE LCREEK Electronics Division will be prepared to furnish and operate emergency communications equipment in accordance with enclosure (3). Personnel will also man the Emergency Control Center beginning at Condition II (see enclosure (4)).
Tropical Storm/Hurricane Condition V	Disaster Preparedness Officer will:	Coordinates all requests for assistance during the storm.
Tropical Storm/Hurricane Condition V	Disaster Preparedness Officer will:	Keeps Commander, Navy Region, Mid Atlantic OPCON Center informed of current conditions throughout the hurricane.
Tropical Storm/Hurricane Condition V	Disaster Preparedness Officer will:	Responsible for preparing all condition attainment messages and other disaster preparedness message traffic to be typed by the Duty Yeoman and released by the CDO.
Tropical Storm/Hurricane Condition V	Disaster Preparedness Officer will:	Track storm as it approaches, keeping the Commanding Officer apprised of current conditions.
Tropical Storm/Hurricane Condition III	Disaster Preparedness Officer will:	Emergency Control Center watch will plot the progress of the storm, maintain a log, and receive the required reports from staff departments, tenant commands, and storefront offices.
Tropical Storm/Hurricane Condition II	Disaster Preparedness Officer will:	A specific hurricane watchbill will become effective (see enclosure (4)) when condition II is set. The watch will be stood in the Emergency Control Center (Bldg. 3532 or alternate location - telephone number is 462-7650/7388/7827).
Tropical Storm/Hurricane Condition II	Disaster Preparedness Officer will:	Other officers, not assigned watches, may be permitted to leave the base, but will be required to check out with the Executive Officer first, remain in the Tidewater area, and keep the Emergency Control Center informed of their whereabouts at all times.
Prior to Tropical Storm/Hurricane Condition V	Disaster Preparedness Officer will:	Coordinate all functions of the Disaster Preparedness Organizations, including staffing and policy.
Prior to Tropical Storm/Hurricane Condition V	Disaster Preparedness Officer will:	Ensure all NAVPHIBASE LCREEK departments, storefronts, and resident commands meet all preparatory requirements.
Prior to Tropical Storm/Hurricane Condition V	Disaster Preparedness Officer will:	Ensure Disaster Preparedness Plan and Destructive Weather Plan are reviewed each year prior to 1 April.
Prior to Tropical Storm/Hurricane Condition V	Disaster Preparedness Officer will:	Ensure periodic maintenance of Emergency Control Center generator and ensure it is tested each year prior to 1 April.
After the Hurricane Passes	Disaster Preparedness Officer will:	Coordinates all recovery efforts after the hurricane has passed.

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition V	STAFF PLANS/TRAINING DEPARTMENT	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STAFF PLANS/TRAINING DEPARTMENT	Assign ET personnel to notify commands of weather conditions and report to the Disaster Control Officer when conditions for the subarea have been achieved. This will begin at Condition IV and proceed until Condition 1 is achieved. This function will be performed at the ET Shop until Condition II, when the function is transferred to the Emergency Control Center.
Tropical Storm/Hurricane Condition IV	STAFF PLANS/TRAINING DEPARTMENT	Check all emergency power generators (5 KW) which are used by the Electronics Division for proper operation under load and ensure fuel tanks are full.
Tropical Storm/Hurricane Condition IV	STAFF PLANS/TRAINING DEPARTMENT	Fuel government vehicles.
Tropical Storm/Hurricane Condition IV	STAFF PLANS/TRAINING DEPARTMENT	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STAFF PLANS/TRAINING DEPARTMENT	Review plans and instructions.
Tropical Storm/Hurricane Condition IV	STAFF PLANS/TRAINING DEPARTMENT	Set DRV up for remote operation and provide operators as required by the DCO.
Tropical Storm/Hurricane Condition III	STAFF PLANS/TRAINING DEPARTMENT	When Hurricane Condition II is set, the Emergency Control Center will become operational.
Tropical Storm/Hurricane Condition III	STAFF PLANS/TRAINING DEPARTMENT	Contact NAVREG MIDLANT OPCON Center to inquire about picking up coded cell phones.
Tropical Storm/Hurricane Condition III	STAFF PLANS/TRAINING DEPARTMENT	Prepare to move DRVs and other vehicles, as required for recovery operations.
Tropical Storm/Hurricane Condition III	STAFF PLANS/TRAINING DEPARTMENT	Prepare to secure Building 3532.
Tropical Storm/Hurricane Condition III	STAFF PLANS/TRAINING DEPARTMENT	Refuel all vehicles as necessary.
Tropical Storm/Hurricane Condition III	STAFF PLANS/TRAINING DEPARTMENT	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition III	STAFF PLANS/TRAINING DEPARTMENT	Secure all training evolutions.
Tropical Storm/Hurricane Condition III	STAFF PLANS/TRAINING DEPARTMENT	Secure or remove all missile hazards within 50 feet of building 3532.
Tropical Storm/Hurricane Condition II	STAFF PLANS/TRAINING DEPARTMENT	Cover all computers, copiers, facsimile machines, and other electrical equipment with plastic.
Tropical Storm/Hurricane Condition II	STAFF PLANS/TRAINING DEPARTMENT	Hookup and test all Emergency Control Center radios and equipment.
Tropical Storm/Hurricane Condition II	STAFF PLANS/TRAINING DEPARTMENT	Pickup coded cell phones and notify tenant command CDO's to pick them up from the Emergency Control Center.
Tropical Storm/Hurricane Condition II	STAFF PLANS/TRAINING DEPARTMENT	Release civilian personnel as directed by the Installation Commander.
Tropical Storm/Hurricane Condition II	STAFF PLANS/TRAINING DEPARTMENT	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition II	STAFF PLANS/TRAINING DEPARTMENT	Secure power at pistol and rifle ranges. Stow all loose range gear. Ensure all access gates to training beaches are secured.
Tropical Storm/Hurricane Condition II	STAFF PLANS/TRAINING DEPARTMENT	Take appropriate measures to secure all classified material.
Tropical Storm/Hurricane Condition I	STAFF PLANS/TRAINING DEPARTMENT	Dismiss BRAVO personnel.
Tropical Storm/Hurricane Condition I	STAFF PLANS/TRAINING DEPARTMENT	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAB Self Help Center.
Tropical Storm/Hurricane Condition I	STAFF PLANS/TRAINING DEPARTMENT	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the program manager's cognizance.
Tropical Storm/Hurricane Condition I	STAFF PLANS/TRAINING DEPARTMENT	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STAFF PLANS/TRAINING DEPARTMENT	Report damage to Emergency Control Center as it occurs.
Tropical Storm/Hurricane Condition I	STAFF PLANS/TRAINING DEPARTMENT	Unplug all electrical equipment not used in the disaster preparedness process.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Prior to Tropical Storm/Hurricane Condition V	Storefront Supply, Bachelor Housing, and Food Service Managers will:	The primary function of the Storefront Bachelor Housing Manager will be to provide temporary housing for base (including tenant commands) ALPHA personnel. It is acknowledged that the current number of available rooms in any given period are not sufficient to house all base ALPHA personnel; however, every attempt should be made to house as many as possible. (a) Upon receiving notification that a hurricane is approaching, establish a Hurricane Information Center in Shields Hall to provide information to the base and tenant commands concerning housing of ALPHA personnel. For the purposes of this instruction, ALPHA personnel are defined as both military and civilian personnel so designated by their assigned NAVPHIBASE LCREEK department, storefront, or parent command. (b) Provide cots, mattresses, linens, and blankets to all ALPHA personnel that request them. Ensure enough supplies are on-hand for maximum occupancy of Bachelor Housing. Refer all request for additional assistance which cannot be satisfactorily coordinated from the Hurricane Information Center to the Disaster Control Center Duty Officer.
Tropical Storm/Hurricane Condition V	Storefront Supply, Bachelor Housing, and Food Service Managers will:	Ensure that respective checklists are completed.
Tropical Storm/Hurricane Condition V	Storefront Supply, Bachelor Housing, and Food Service Managers will:	The Storefront Food Service Officer shall be prepared to provide emergency meals for both military and civilian personnel, including base ALPHA personnel.
Tropical Storm/Hurricane Condition V	STOREFRONT BACHELOR QUARTERS MANAGER	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Assign responsibility for securing buildings.
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Brief personnel.
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Check hurricane lockers against requirements listing.
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Check on material, tools, and equipment required to board up windows (Galley).
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Coordinate with Storefront Public Works Center on the need for additional emergency generators and the testing of existing emergency generators.
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Evaluate on-hand fuel quantities.
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Fuel all vehicles.
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Notify Division Officers.
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Plan personnel and transportation requirements.
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT BACHELOR QUARTERS MANAGER	Review procedures and instructions.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Designate Billeting Coordinator for Galley personnel.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Ensure all vehicles have been fueled.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Finalize ALPHA roster.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Notify Division Officers.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Place sufficient personnel on standby status for accomplishing tasks listed below.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Prepare to procure emergency water supplies and obtain additional emergency water containers.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Put remaining outside storage material inside building 3090.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Re-evaluate on-hand fuel quantities.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Report condition attainment report to SOPA Admin (462-7388/7650).
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Review emergency post storm procurement procedures.
Tropical Storm/Hurricane Condition III	STOREFRONT BACHELOR QUARTERS MANAGER	Secure or remove all missile hazards within 50 feet of each building.
Tropical Storm/Hurricane Condition II	STOREFRONT BACHELOR QUARTERS MANAGER	Continue to board and brace large windows and doors. DO NOT TAPE WINDOWS.
Tropical Storm/Hurricane Condition II	STOREFRONT BACHELOR QUARTERS MANAGER	Notify Division Officers.

**19 MAY 2004**

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition II	STOREFRONT BACHELOR QUARTERS MANAGER	Secure equipment and supplies and place on tabletops or pallets to protect from possible high water.
Tropical Storm/Hurricane Condition I	STOREFRONT BACHELOR QUARTERS MANAGER	Dismiss BRAVO personnel.
Tropical Storm/Hurricane Condition I	STOREFRONT BACHELOR QUARTERS MANAGER	Make periodic inspection of all spaces and buildings consistent with personal safety.
Tropical Storm/Hurricane Condition I	STOREFRONT BACHELOR QUARTERS MANAGER	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT BACHELOR QUARTERS MANAGER	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the respective Storefront Manager's cognizance.
Tropical Storm/Hurricane Condition I	STOREFRONT BACHELOR QUARTERS MANAGER	Provide rooms for Emergency Control Center personnel as required.
Tropical Storm/Hurricane Condition I	STOREFRONT BACHELOR QUARTERS MANAGER	Report condition attainment to Emergency Control Center at the above listed number.
Tropical Storm/Hurricane Condition I	STOREFRONT BACHELOR QUARTERS MANAGER	Report damage as it occurs to Emergency Control Center at 462-7650/7388/7827 ..
Tropical Storm/Hurricane Condition I	STOREFRONT BACHELOR QUARTERS MANAGER	Unplug all electrical equipment not used in the disaster preparedness process.

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition V	STOREFRONT FIRE DEPARTMENT	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT FIRE DEPARTMENT	Alert all fire personnel on duty of set condition and review plans, instructions and check-off list. Review recall lists.
Tropical Storm/Hurricane Condition IV	STOREFRONT FIRE DEPARTMENT	Fuel all fire vehicles and check radios.
Tropical Storm/Hurricane Condition IV	STOREFRONT FIRE DEPARTMENT	Inspect installation and equipment and make plans for recalling off duty personnel and securing for the gale/storm hurricane.
Tropical Storm/Hurricane Condition IV	STOREFRONT FIRE DEPARTMENT	Report all loose electric lines, unsecured buildings, and any conditions which may cause personal injury, destruction of property, or traffic hazards.
Tropical Storm/Hurricane Condition IV	STOREFRONT FIRE DEPARTMENT	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT FIRE DEPARTMENT	Tour base with Storefront Safety representatives and determine any potential hazards.
Tropical Storm/Hurricane Condition III	STOREFRONT FIRE DEPARTMENT	Alert all personnel going off duty of possible recall to duty.
Tropical Storm/Hurricane Condition III	STOREFRONT FIRE DEPARTMENT	Ensure sufficient personnel are onboard to prepare for set condition.
Tropical Storm/Hurricane Condition III	STOREFRONT FIRE DEPARTMENT	Make final check of base with Storefront Safety personnel.
Tropical Storm/Hurricane Condition III	STOREFRONT FIRE DEPARTMENT	Refuel all vehicles. Check with Storefront Supply Manager to determine procedures for fueling after condition II has been set.
Tropical Storm/Hurricane Condition III	STOREFRONT FIRE DEPARTMENT	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	Be prepared to call back all off-duty fire fighters, including the Assistant Fire Chiefs, and Fire Inspectors, if so directed.
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	Check all buildings to ensure that they are properly secured.
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	Cover all computers, copiers, FAX machine and other
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	Dismiss category BRAVO personnel when directed.
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	Duty Assistant Fire Chief assume command of Fire Station No. 2 and make timely reports to the Fire Chief.
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	electrical devises with plastic.
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	Ensure all vacant buildings have ventilation and the electric lights are turned off.
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	Fire Captain of Engine Company No. 1 assume the watch at Headquarters.
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	Refuel all vehicles.
Tropical Storm/Hurricane Condition II	STOREFRONT FIRE DEPARTMENT	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STOREFRONT FIRE DEPARTMENT	Assist CDO and Disaster Preparedness Officer with situations that occur during the storm.
Tropical Storm/Hurricane Condition I	STOREFRONT FIRE DEPARTMENT	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAB Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT FIRE DEPARTMENT	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the program manager's cognizance.
Tropical Storm/Hurricane Condition I	STOREFRONT FIRE DEPARTMENT	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STOREFRONT FIRE DEPARTMENT	Report damage as it occurs to the Emergency Control Center.
Tropical Storm/Hurricane Condition I	STOREFRONT FIRE DEPARTMENT	Unplug all electrical equipment not used in Disaster Preparedness.

1 9 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Prior to Tropical Storm/Hurricane Condition V	Storefront Supply, Bachelor Housing, and Food Service Managers will:	The primary function of the Storefront Bachelor Housing Manager will be to provide temporary housing for base (including tenant commands) ALPHA personnel. It is acknowledged that the current number of available rooms in any given period are not sufficient to house all base ALPHA personnel; however, every attempt should be made to house as many as possible. (a) Upon receiving notification that a hurricane is approaching, establish a Hurricane Information Center in Shields Hall to provide information to the base and tenant commands concerning housing of ALPHA personnel. For the purposes of this instruction, ALPHA personnel are defined as both military and civilian personnel so designated by their assigned NAVPHIBASE LCREEK department, storefront, or parent command. (b) Provide cots, mattresses, linens, and blankets to all ALPHA personnel that request them. Ensure enough supplies are on-hand for maximum occupancy of Bachelor Housing. Refer all request for additional assistance which cannot be satisfactorily coordinated from the Hurricane Information Center to the Disaster Control Center Duty Officer.
Tropical Storm/Hurricane Condition V	Storefront Supply, Bachelor Housing, and Food Service Managers will:	Ensure that respective checklists are completed.
Tropical Storm/Hurricane Condition V	Storefront Supply, Bachelor Housing, and Food Service Managers will:	The Storefront Food Service Officer shall be prepared to provide emergency meals for both military and civilian personnel, including base ALPHA personnel.
Tropical Storm/Hurricane Condition V	STOREFRONT FOOD SERVICES MANAGER	Report condition attainment to Emergency Control Center (462 -7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Arrange for the delivery of materials being held in receiving, building 3090.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Assign responsibility for securing buildings.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Brief personnel.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Check hurricane lockers against requirements listing.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Check on material, tools, and equipment required to board up windows.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Check to ensure adequate supply of bottled propane is available.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Coordinate with Storefront Public Works Center on the need for additional emergency generators and the testing of existing emergency generators.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Evaluate on-hand fuel quantities.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Fuel all vehicles.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Notify Division Officers.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Plan personnel and transportation requirements.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Review Food Service Emergency Feeding Plan.
Tropical Storm/Hurricane Condition IV	STOREFRONT FOOD SERVICES MANAGER	Review procedures and instructions.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Assemble equipment required for delivery of soup, sandwiches, and coffee to outlying area if directed by the Installation Commander.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Begin boarding up Galley windows. Call base First Lieutenant Division for assistance.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Designate specific steam jacketed kettles to be earmarked for emergency water supply.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Ensure all vehicles have been.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Ensure provision requirements are calculated and prepared. Prepare requisitions as necessary.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Notify Division Officers.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Place sufficient personnel on standby status for accomplishing tasks listed below.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Plan menus to feed base ALPHA personnel for a minimum of 72 hours.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Re-evaluate on-hand fuel quantities.
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Report condition attainment report to SOPA Admin (462-7388/7650).

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition III	STOREFRONT FOOD SERVICES MANAGER	Secure or remove all missile hazards within 50 feet of each building.
Tropical Storm/Hurricane Condition II	STOREFRONT FOOD SERVICES MANAGER	Activate Department Command Post in Torgenson Hall.
Tropical Storm/Hurricane Condition II	STOREFRONT FOOD SERVICES MANAGER	Continue to board and brace large windows and doors. DO NOT TAPE WINDOWS.
Tropical Storm/Hurricane Condition II	STOREFRONT FOOD SERVICES MANAGER	Make necessary arrangements with Prime Vendor for requesting subsistence items need to feed personnel.
Tropical Storm/Hurricane Condition II	STOREFRONT FOOD SERVICES MANAGER	Man the Hurricane Information Center in Shields Hall when directed by the Installation Commander. Refer to the Emergency Control Center for all requests for additional assistance which cannot be satisfactorily coordinated from the Hurricane Information Center.
Tropical Storm/Hurricane Condition II	STOREFRONT FOOD SERVICES MANAGER	Notify Division Officers.
Tropical Storm/Hurricane Condition II	STOREFRONT FOOD SERVICES MANAGER	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition II	STOREFRONT FOOD SERVICES MANAGER	Secure equipment and supplies and place on tabletops or pallets to protect from possible high water.
Tropical Storm/Hurricane Condition II	STOREFRONT FOOD SERVICES MANAGER	Use plastic to cover all computers, copiers, facsimile machines, and other electrical devices.
Tropical Storm/Hurricane Condition I	STOREFRONT FOOD SERVICES MANAGER	Dismiss BRAVO personnel.
Tropical Storm/Hurricane Condition I	STOREFRONT FOOD SERVICES MANAGER	Fill designated steel jacketed kettles with water for emergency use.
Tropical Storm/Hurricane Condition I	STOREFRONT FOOD SERVICES MANAGER	Make periodic inspection of all spaces and buildings consistent with personal safety.
Tropical Storm/Hurricane Condition I	STOREFRONT FOOD SERVICES MANAGER	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT FOOD SERVICES MANAGER	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the respective Storefront Manager's cognizance.
Tropical Storm/Hurricane Condition I	STOREFRONT FOOD SERVICES MANAGER	Provide meals for Emergency Control Center personnel as required.
Tropical Storm/Hurricane Condition I	STOREFRONT FOOD SERVICES MANAGER	Report condition attainment to Emergency Control Center at the above listed number.
Tropical Storm/Hurricane Condition I	STOREFRONT FOOD SERVICES MANAGER	Report damage as it occurs to Emergency Control Center at 462-7650/7388/7827 ..
Tropical Storm/Hurricane Condition I	STOREFRONT FOOD SERVICES MANAGER	Unplug all electrical equipment not used in the disaster preparedness process

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition V	STOREFRONT MWR	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition V	STOREFRONT MWR	Ensure Storefront MWR Checklist is complete.
Tropical Storm/Hurricane Condition V	STOREFRONT MWR	When notified by the Emergency Control Center, be responsible for making required facilities in Rockwell Hall available for safe-guarding MWR and base equipment and supplies.
Tropical Storm/Hurricane Condition IV	STOREFRONT MWR	Coordinate with PWC on installation and testing of emergency generator for refrigeration equipment.
Tropical Storm/Hurricane Condition IV	STOREFRONT MWR	Fuel all vehicles.
Tropical Storm/Hurricane Condition IV	STOREFRONT MWR	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT MWR	Review plans and instructions.
Tropical Storm/Hurricane Condition IV	STOREFRONT MWR	Suspend issue of boats and motors.
Tropical Storm/Hurricane Condition III	STOREFRONT MWR	Coordinate with PWC on emergency generator installation for refrigeration units for Open Messes.
Tropical Storm/Hurricane Condition III	STOREFRONT MWR	Marina personnel commence patron notification to ensure boats are secured.
Tropical Storm/Hurricane Condition III	STOREFRONT MWR	Notify all supervisors of hurricane condition.
Tropical Storm/Hurricane Condition III	STOREFRONT MWR	Refuel vehicles if necessary.
Tropical Storm/Hurricane Condition III	STOREFRONT MWR	Report Condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Cancel all bookings.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Cover all computers, copiers, facsimile machine, and other electrical devises with plastic.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Park club vehicles in a secure location.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Place sandbags as needed to prevent flooding.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Procure emergency water supply.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Remove all boats from the lakes.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Remove furniture and cleaning equipment from tennis courts to a protected location.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Remove furniture and equipment around the beaches to a secure location.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Remove furniture and equipment around the swimming pool to a secure location.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Remove outboard motors and turn into the boat shop.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Remove outside furniture at the golf course to a protected location.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Remove signs and secure canopies.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Remove TV antenna from roof of Open Mess.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Remove window fans and secure all windows.
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition II	STOREFRONT MWR	Stow trash cans and swabs racks inside.
Tropical Storm/Hurricane Condition I	STOREFRONT MWR	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT MWR	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building.
Tropical Storm/Hurricane Condition I	STOREFRONT MWR	Release all BRAVO personnel.
Tropical Storm/Hurricane Condition I	STOREFRONT MWR	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STOREFRONT MWR	Review security of all messes.
Tropical Storm/Hurricane Condition I	STOREFRONT MWR	Secure all buildings. Secure lights and unnecessary power. Ensure windows and doors are closed and locked.

**19 MAY 2004**

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Tropical Storm/Hurricane Condition I	STOREFRONT MWR	Store all boats in building 3021.
Tropical Storm/Hurricane Condition I	STOREFRONT MWR	Unplug all electrical equipment not used in disaster preparedness.

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition V	STOREFRONT NAVY EXCHANGE	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT NAVY EXCHANGE	Commence plan for destructive weather measures.
Tropical Storm/Hurricane Condition IV	STOREFRONT NAVY EXCHANGE	Indoctrinate and alert all personnel.
Tropical Storm/Hurricane Condition IV	STOREFRONT NAVY EXCHANGE	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT NAVY EXCHANGE	Re-read plans pertaining to Disaster Control.
Tropical Storm/Hurricane Condition III	STOREFRONT NAVY EXCHANGE	Inspect all Navy Exchange areas for loose gear (i.e. trucks, pallets, vending machines, etc.) and tie down or stow.
Tropical Storm/Hurricane Condition III	STOREFRONT NAVY EXCHANGE	Place all Managers and Supervisors on standby notice (obtain phone number) in case needed.
Tropical Storm/Hurricane Condition III	STOREFRONT NAVY EXCHANGE	Prepare to secure all warehouses and buildings in outlying areas.
Tropical Storm/Hurricane Condition III	STOREFRONT NAVY EXCHANGE	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition II	STOREFRONT NAVY EXCHANGE	Be ready to assist Storefront Food Services Manager in food service if requested.
Tropical Storm/Hurricane Condition II	STOREFRONT NAVY EXCHANGE	Close all West Annex Operations.
Tropical Storm/Hurricane Condition II	STOREFRONT NAVY EXCHANGE	Close Snack Bar (building 3560) when Bowling Alley Food Service Department is secured.
Tropical Storm/Hurricane Condition II	STOREFRONT NAVY EXCHANGE	Cover all computers, copiers, fax machines and other electrical equipment with plastic.
Tropical Storm/Hurricane Condition II	STOREFRONT NAVY EXCHANGE	Move vehicles not in use to a protected area (Navy Exchange Garage).
Tropical Storm/Hurricane Condition II	STOREFRONT NAVY EXCHANGE	Report condition attainment to the Emergency Control Center
Tropical Storm/Hurricane Condition II	STOREFRONT NAVY EXCHANGE	Secure all Mobile Canteens.
Tropical Storm/Hurricane Condition I	STOREFRONT NAVY EXCHANGE	Assist Storefront Food Service Manager in providing mobile provisions if requested.
Tropical Storm/Hurricane Condition I	STOREFRONT NAVY EXCHANGE	Department Managers and ALPHA personnel return to base and remain onboard until secured.
Tropical Storm/Hurricane Condition I	STOREFRONT NAVY EXCHANGE	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT NAVY EXCHANGE	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the program manager's cognizance.
Tropical Storm/Hurricane Condition I	STOREFRONT NAVY EXCHANGE	Place all vehicles in Navy Exchange Garage.
Tropical Storm/Hurricane Condition I	STOREFRONT NAVY EXCHANGE	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STOREFRONT NAVY EXCHANGE	Report damage as it occurs to Emergency Control Center at 462-7650/7388/7827 ..
Tropical Storm/Hurricane Condition I	STOREFRONT NAVY EXCHANGE	Secure all Navy Exchange operations.
Tropical Storm/Hurricane Condition I	STOREFRONT NAVY EXCHANGE	Unplug all electrical equipment not used in the disaster preparedness process.

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition V	STOREFRONT ORDNANCE	Alert all personnel, instruct personnel on hurricane procedures.
Tropical Storm/Hurricane Condition V	STOREFRONT ORDNANCE	Fuel all vehicles.
Tropical Storm/Hurricane Condition V	STOREFRONT ORDNANCE	If condition IV occurs over weekend grant only overnight liberty.
Tropical Storm/Hurricane Condition V	STOREFRONT ORDNANCE	Keep sufficient personnel aboard to secure all necessary equipment to prevent injury to personnel and government property.
Tropical Storm/Hurricane Condition V	STOREFRONT ORDNANCE	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition V	STOREFRONT ORDNANCE	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT ORDNANCE	Have sufficient personnel on standby status.
Tropical Storm/Hurricane Condition IV	STOREFRONT ORDNANCE	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT ORDNANCE	Stow all loose gear.
Tropical Storm/Hurricane Condition II	STOREFRONT ORDNANCE	Board and brace large doors and windows in buildings 3024 and 772.
Tropical Storm/Hurricane Condition II	STOREFRONT ORDNANCE	Cover all computers, copiers, facsimile machines, and other electronic devices.
Tropical Storm/Hurricane Condition II	STOREFRONT ORDNANCE	Dismiss BRAVO personnel.
Tropical Storm/Hurricane Condition II	STOREFRONT ORDNANCE	Park vehicles on the leeward side of Building 3025, set hand brake and engage gears.
Tropical Storm/Hurricane Condition II	STOREFRONT ORDNANCE	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition II	STOREFRONT ORDNANCE	Secure all buildings.
Tropical Storm/Hurricane Condition II	STOREFRONT ORDNANCE	Secure all magazine fire water barrels/buckets in respective magazine and stow CO2 extinguisher in magazine M-10.
Tropical Storm/Hurricane Condition II	STOREFRONT ORDNANCE	Secure magazine doors.
Tropical Storm/Hurricane Condition I	STOREFRONT ORDNANCE	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT ORDNANCE	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the program manager's cognizance.
Tropical Storm/Hurricane Condition I	STOREFRONT ORDNANCE	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STOREFRONT ORDNANCE	Report damage as it occurs to the Emergency Control Center.
Tropical Storm/Hurricane Condition I	STOREFRONT ORDNANCE	Unplug all electrical equipment not used in disaster preparedness.

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition V	STOREFRONT PORT OPERATIONS	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Activate Heavy Weather Circuits #1 and #2 as specified in enclosure (6). Net control is SOPA Hampton Roads or their designated alternate.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Check fuel status and determine fuel requirements in the event of a sortie. Coordinate fuel requirements with Supply Program Manager.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Commence planning for hurricane and destructive weather.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Compile squadron status of where ships are berthed when Condition IV has been set.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Coordinate with SOPA Little Creek Hurricane anchorage assignments, evasion at sea plans and designation of ships to remain in port.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Ensure that all of Little Creek Subarea is made aware of conditions by SOPA Hampton Roads/SOPA LCREEK/CO NAVPHIBASE.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Fuel all tugs and vehicles.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Indoctrinate and alert all personnel.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Keep ALCON informed of changes in readiness/material status of ships in LCREEK SUBAREA.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Obtain local squadron assignments from TYCOM for U.S. Navy ships visiting Hampton Roads, to assist in coordination.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Receive status of MSC ships in the area.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Remind pier SOPA's of the policy that all pallets must be stacked and picked up prior to attaining condition III. Pallets should be stacked and ready for pickup at the beginning of Condition III.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Report available safe boat havens to SOPA Hampton Roads, SOPA (ADMIN) Hampton Roads, SOPA LCREEK, all ships LCREEK, and all resident commands LCREEK.
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT PORT OPERATIONS	Review plan pertaining to disaster preparedness. Review ships sortie plan.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Be prepared to provide tug and pilot services to ships ordered to sortie from LCREEK.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Check status of fuel for all vehicles, generators, and tugs. Coordinate test of emergency generators with PWC.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Compile squadron status of where ships are berthed when Condition III is set.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Contact ACU-2, PHIBCB-2, and NAVPHIBSCOL and arrange for safe berthing of craft and causeways.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Contact civilian waterfront activities to determine if any hazardous conditions exist.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Determine an order of sortie to anchorage/sea of ships in port Little Creek, based on Port Services assets, and provide to Port Services Norfolk.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Ensure that extra mooring lines are stowed in the oil spill building for emergency use.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Hoist all boats and craft not in use.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Notify ships that steam and electric power to piers will be secured when Condition I is set.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Place all personnel on standby status.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Plan safer berthing for crafts at piers 1 through 7.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Prepare to sortie ships if required. Finalize sortie plan if required.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Report condition attainment to SOPA Admin Little Creek Subarea (462-7388/7650).
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Secure division buildings.
Tropical Storm/Hurricane Condition III	STOREFRONT PORT OPERATIONS	Test radios on tugs.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Check waterfront areas for loose gear.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Cover all computers, copiers, facsimile machine, and other electrical devices with plastic.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Dismiss category BRAVO personnel when directed.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Hoist assigned work boats from water.

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	If applicable, report to Emergency Control Center once sortie evolution has been completed.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	If sortie is ordered, update Emergency Control Center on the status of ship movements every two hours.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Inspect ships and craft at all berths to ensure maximum security. During Hurricane Condition II ships remaining in port must not remain in nests. Coordinate with affected units and squadrons to make required berth shifts.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Move vehicles to protected area. All vehicles should be removed from piers. Coordinate with Security as required.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Prepare to secure the Port Operations Tower.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Provide safe haven for boats stranded and hoist remaining camels, etc., out of the water, placing them in Desert Cove.
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition II	STOREFRONT PORT OPERATIONS	Report hourly wind direction and speed as well as barometric pressure data to the Port Operations Officer and Emergency Control Center, if activated.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Cancel all boating.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	If possible, attempt to calculate potential tide surge at the piers. Notify Emergency Control Center.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Insure checks made on fuel at regular intervals of all operating vehicles and generators.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the program manager's cognizance.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Report damage as it occurs to the Emergency Control Center.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Report half-hourly wind direction and speed as well as barometric pressure data to the Emergency Control Center.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Report muster and condition attainment to Port Operations Officer.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Secure pier utilities.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Secure Port Operations Tower.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Secure YTBs in safe haven.
Tropical Storm/Hurricane Condition I	STOREFRONT PORT OPERATIONS	Unplug all electrical equipment not used in disaster preparedness.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Prior to Tropical Storm/Hurricane Condition V	Storefront Port Operations Officer will:	Be responsible for setting the appropriate destructive weather condition of readiness for U.S. Navy assets in the Morehead City port area and Radio Island. In this responsibility, use the procedures outlined in reference (a).
Tropical Storm/Hurricane Condition V	Storefront Port Operations Officer will:	Adhere to responsibilities set forth in reference (a).
Tropical Storm/Hurricane Condition V	Storefront Port Operations Officer will:	Arrange for tug and pilot services if necessary.
Tropical Storm/Hurricane Condition V	Storefront Port Operations Officer will:	Ensure respective checklist is completed.
Tropical Storm/Hurricane Condition V	Storefront Port Operations Officer will:	Keep shore commands and ships informed when: (a) Reduced boating has been directed. (b) Boats departing the landings have been detained. (c) Landings are unusable. (d) Alternate foul weather landings are to be used
Tropical Storm/Hurricane Condition V	Storefront Port Operations Officer will:	Plan for dispersal of ships and craft as directed by the Program Manager for Port Operations.
Tropical Storm/Hurricane Condition V	Storefront Port Operations Officer will:	Plan for dispersal of U.S. Navy ships and craft and assist in dispersal if required.
Tropical Storm/Hurricane Condition V	Storefront Port Operations Officer will:	Relay all information concerning destructive weather to the Emergency Control Center. In particular, local thunderstorm, tornado, destructive weather watches/warnings will be promulgated immediately by the Emergency Control Center phone tree upon notification by NAVEASTOCEANCEN or SOPA (ADMIN) Hampton Roads Area.
Tropical Storm/Hurricane Condition IV	Storefront Port Operations Officer will:	Provide equipment and personnel necessary to prepare waterborne craft for riding out destructive weather at the piers.
Tropical Storm/Hurricane Condition IV	Storefront Port Operations Officer will:	Provide tug and pilot services as necessary.
Tropical Storm/Hurricane Condition III	Storefront Port Operations Officer will:	Take charge of all NAVPHIBASE LCREEK boats, craft, barges, etc., forced to remain in the water.
Tropical Storm/Hurricane Condition III	Storefront Port Operations Officer will:	Take charge of all U.S. Navy boat crews, boats, and craft forced to remain in the water. (Ships will be responsible to provide crews for their own boats left in the water at Morehead City).

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Prior to Tropical Storm/Hurricane Condition V	Storefront Public Works Officer will:	Annually, prior to 1 June, coordinate the inspection of buildings and surrounding areas to detect possible sources of danger, locate and earmark all possible missile hazards such as garbage cans, loose lumber, and benches. Be prepared to remove these items to safe storage or have them secured in the event of destructive weather.
Prior to Tropical Storm/Hurricane Condition V	Storefront Public Works Officer will:	Be prepared to furnish and operate trucks, bulldozers, tractors, passenger vehicles, emergency pumping equipment, portable lifting equipment, emergency lighting, and other equipment as directed.
Prior to Tropical Storm/Hurricane Condition V	Storefront Public Works Officer will:	Make periodic tests of all auxiliary systems such as emergency power and pumping equipment to ensure procedures and equipment are adequate and ready for the most severe weather conditions.
Tropical Storm/Hurricane Condition V	Storefront Public Works Officer will:	Coordinate required services with the Navy Public Works Center, Norfolk.
Tropical Storm/Hurricane Condition V	Storefront Public Works Officer will:	Ensure that respective checklists are completed.
Tropical Storm/Hurricane Condition IV	Storefront Public Works Officer will:	Promulgate instructions on the proper method of venting closed buildings through the use of windows, storm shutters, and other areas.
Tropical Storm/Hurricane Condition IV	Storefront Public Works Officer will:	Provide crane operators, riggers, and equipment operators necessary to handle boats and other waterborne equipment from hoisting point to the dry storage area.
Tropical Storm/Hurricane Condition IV	Storefront Public Works Officer will:	Provide emergency power to the base as required.
Tropical Storm/Hurricane Condition I	Storefront Public Works Officer will:	Have electrical power distribution personnel on stand-by once Condition I is set.
Tropical Storm/Hurricane Condition V	STOREFRONT PUBLIC WORKS CENTER	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	CBU 423 clean and certify water buffaloes for service if required. Contact BEACHGRU 2 if additional water buffaloes are required.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	CBU 423/Utilities Division ensure all light plants and emergency lighting are operational.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Check hurricane locker.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Commence securing of PWC buildings and equipment.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Determine storage locations for brows, dumpsters, and other equipment that will be removed from the pier at condition III. Notify Transportation Division of storage location.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Engineering technicians identify customers that may need to lease generators.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Engineering technicians tour base to identify possible missile hazards.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Ensure all requests for transportation are directed to PWC Transportation Director.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Fuel all PWC vehicles including PWC fuel storage vehicles.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Fuel emergency generators.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Obtain job order numbers and accounting procedures from Storefront Regional Resources Service Office for segregation of labor and materials expended during the hurricane preps and recovery operations. Disseminate job orders to ALPHA personnel as appropriate.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Procure additional sandbags, plastic sheeting, and red and blue tape.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Review ALPHA roster.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Review plans and instructions and alert personnel.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Ship Support Office prepare to hoist boats from the water as required.
Tropical Storm/Hurricane Condition IV	STOREFRONT PUBLIC WORKS CENTER	Transportation Division verify readiness of mulcher/chipper.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Begin utilities division hurricane checklist.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Check base for potential environmental hazards.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Determine how much fuel is on-hand in tanker storage trucks. Refuel if necessary.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Engineering technicians coordinate with ROICC/FSC contractors to secure gear and loose materials at job sites.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Engineering technicians do final check of base for missile hazards and ensure all loose material is stowed or tied down. Report all discrepancies not corrected to deputy PWO.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Engineering technicians finalize list of customers that require generator support and coordinate with production division to lease generators and utilities division for installation.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Engineering technicians tour base to identify possible missile hazards and ensure all loose material is stored or secured.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	First Lieutenant Division assist family housing in distributing hurricane flyers and assist residents as required.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Issue plastic sheeting to customers as required.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Maintenance Division check all storm sewer manholes for obstructions.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Maintenance Division lower weir gates to drain Lake Bradford.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	PWC Transportation assist Ship Support office as necessary.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Reduce brows and browstands to one per ship. Ships having vehicle ramps and accommodation ladders that can be used as brows shall have brows removed. Remove metal dumpsters, conveyors, and unnecessary equipment from the piers. Move guard shack from piers if directed by deputy PWO. Store brows and dumpsters as directed by deputy PWO.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Refuel all PWC vehicles.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Report condition attainment to SOPA Admin Little Creek Subarea (462-7388/7650).
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	ROICC will verify construction sites are secured and report findings to deputy PWO.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Secure all loose material around all PWC buildings.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Ship Support Office obtain berthing plan from the Storefront Port Operations for ships remaining pierside and sortie plan for those getting underway.
Tropical Storm/Hurricane Condition III	STOREFRONT PUBLIC WORKS CENTER	Ship Support Office/Transportation remove boats from water as requested. Move floating equipment to safe haven designated by Port Operations. Quadruple all lines using five and six-inch manila line paying particular attention to spring lines. Provide ample slack in breast lines to allow for change in water level due to storm surge.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Assist Emergency Control Center as required.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Begin installing emergency generators where required.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	CBU 423 and First Lieutenant Division assume port and starboard watch sections.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	CBU 423/Utilities Division to delivery one light plant/emergency lighting to gates one and five and instruct security personnel how to operate. Provide other light plants to security if available.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Coordinate with contractor for securing or removing of all portable toilets.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Cover all computers, copiers, facsimile machine and other electrical devices with plastic.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Ensure cranes, trucks, buses, tractors, wreckers, and other equipment required in support of emergency operations are ready for immediate use (including drivers/operators and full fuel tanks).
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Fill all fresh water reservoirs and elevated tanks to maximum capacity.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	First Lieutenant Division LCPO will make arrangements with billeting to provide bedding and/or BOQ rooms for PWC ALPHA personnel assigned duties during Condition I.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	First Lieutenant Division LCPO will make arrangements with Galley to provide meals for PWC ALPHA personnel who are assigned duties during Condition I.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	First Lieutenant Division to pick up and store all base litter barrels.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	FSC coordinate with PWC Norfolk contracts on the availability of debris dumpsters for use in the recovery process.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Issue sandbags and provide labor support if available.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Park all vehicles not in use during the storm in designated area. Set parking brake.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Secure all construction and alteration projects. Secure routine work.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Secure automotive and construction equipment and rolling stock that are not needed for emergency use. Close all windows and vents, set brakes, remove canvass coverings, and put vehicles in low gear or park.
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Ship Support Office standby to secure ship-shore utilities. Normally, only steam and electrical service will be disconnected under this condition of readiness (CHT, water and telephone will not be disconnected).
Tropical Storm/Hurricane Condition II	STOREFRONT PUBLIC WORKS CENTER	Transportation Division ensure drivers are available to assist supply in the transportation of materials and supplies.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Assist CDO and Disaster Preparedness Officer with facility problems that occur during the storm.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Dismiss BRAVO personnel.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Maintenance Division secure all sections of overhead steam system located in wooded areas.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Muster CBU 423 and First Lieutenant Division Disaster Recovery Teams and assign base sectors to each team.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the program manager's cognizance.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Report damage to Emergency Control Center as it occurs.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Secure base power. Secure pier utilities.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Send out damage assessment teams as soon as the storm has passed and it is safe to do so.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Start emergency generators as directed by the deputy PWO.
Tropical Storm/Hurricane Condition I	STOREFRONT PUBLIC WORKS CENTER	Unplug all electrical equipment not used in disaster preparedness.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Tropical Storm/Hurricane Condition V	Storefront Security Officer	Storefront Security Officer will: Upon first notification of a storm condition, inspect all areas of the base to detect possible sources of danger; locate and ear mark all possible missile hazards such as garbage cans, loose lumber, boxes etc. Report findings to Storefront Public Works Center trouble desk.
Tropical Storm/Hurricane Condition V	STOREFRONT SECURITY DEPARTMENT	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT SECURITY DEPARTMENT	Alert all police on duty of set condition and review plans, instructions and check-off list. Review recall lists.
Tropical Storm/Hurricane Condition IV	STOREFRONT SECURITY DEPARTMENT	Fuel all police vehicles and check radios.
Tropical Storm/Hurricane Condition IV	STOREFRONT SECURITY DEPARTMENT	Inspect installation and equipment and make plans for recalling off duty personnel and securing for the gale/storm hurricane.
Tropical Storm/Hurricane Condition IV	STOREFRONT SECURITY DEPARTMENT	Report all loose electric lines, unsecured buildings, and any conditions which may cause personal injury, destruction of property, or traffic hazards.
Tropical Storm/Hurricane Condition IV	STOREFRONT SECURITY DEPARTMENT	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition III	STOREFRONT SECURITY DEPARTMENT	Alert all personnel going off duty of possible recall to duty.
Tropical Storm/Hurricane Condition III	STOREFRONT SECURITY DEPARTMENT	Check with CBU/PWC Utilities on the availability of emergency generators and light plants for the gates.
Tropical Storm/Hurricane Condition III	STOREFRONT SECURITY DEPARTMENT	Continue patrol inspections of the base and report anything that may cause damage.
Tropical Storm/Hurricane Condition III	STOREFRONT SECURITY DEPARTMENT	Ensure sufficient personnel are onboard to prepare for set condition.
Tropical Storm/Hurricane Condition III	STOREFRONT SECURITY DEPARTMENT	Refuel all vehicles. Check with Storefront Supply Manager to determine procedures for fueling after condition II has been set.
Tropical Storm/Hurricane Condition III	STOREFRONT SECURITY DEPARTMENT	Report condition attainment to SOPA (Admin) Little Creek SUBAREA (462-7388/7650).
Tropical Storm/Hurricane Condition II	STOREFRONT SECURITY DEPARTMENT	Check all buildings to ensure that they are properly secured.
Tropical Storm/Hurricane Condition II	STOREFRONT SECURITY DEPARTMENT	Continue patrols and reporting of all unusual conditions to the Security Officer; man the police station; constantly monitor the radio circuit and telephones.
Tropical Storm/Hurricane Condition II	STOREFRONT SECURITY DEPARTMENT	Cover all computers, copiers, facsimile machine, and other electrical devises with plastic.
Tropical Storm/Hurricane Condition II	STOREFRONT SECURITY DEPARTMENT	Dismiss category BRAVO personnel when directed.
Tropical Storm/Hurricane Condition II	STOREFRONT SECURITY DEPARTMENT	Ensure all vacant buildings have ventilation and the electric lights are turned off.
Tropical Storm/Hurricane Condition II	STOREFRONT SECURITY DEPARTMENT	Establish additional patrols consistent with available personnel; with two policemen in each vehicle.
Tropical Storm/Hurricane Condition II	STOREFRONT SECURITY DEPARTMENT	Recall all off-duty policemen if and when directed.
Tropical Storm/Hurricane Condition II	STOREFRONT SECURITY DEPARTMENT	Refuel all vehicles.
Tropical Storm/Hurricane Condition II	STOREFRONT SECURITY DEPARTMENT	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Assist CDO and Disaster Preparedness Officer with situations that occur during the storm.
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Continue patrolling, reporting fires, fallen trees, personnel injuries and damage to the Command Post and interested parties.
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	If weather permits, block streets that have flooded.
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Make every effort to clear base roads of non-essential traffic.
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Make timely reports of observed patrol conditions to the Security Officer.
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the program manager's cognizance.
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Organize personnel into squads for possible traffic control or other duties as required.
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Report damage as it occurs to the Emergency Control Center.
Tropical Storm/Hurricane Condition I	STOREFRONT SECURITY DEPARTMENT	Unplug all electrical equipment not used in Disaster Preparedness.

19 MAY 2004

Hurricane Conditions	Storefronts/Tenants - Original	Tasks
Prior to Tropical Storm/Hurricane Condition V	Storefront Supply, Bachelor Housing, and Food Service Managers will:	The primary function of the Storefront Bachelor Housing Manager will be to provide temporary housing for base (including tenant commands) ALPHA personnel. It is acknowledged that the current number of available rooms in any given period are not sufficient to house all base ALPHA personnel; however, every attempt should be made to house as many as possible. (a) Upon receiving notification that a hurricane is approaching, establish a Hurricane Information Center in Shields Hall to provide information to the base and tenant commands concerning housing of ALPHA personnel. For the purposes of this instruction, ALPHA personnel are defined as both military and civilian personnel so designated by their assigned NAVPHIBASE LCREEK department, storefront, or parent command. (b) Provide cots, mattresses, linens, and blankets to all ALPHA personnel that request them. Ensure enough supplies are on-hand for maximum occupancy of Bachelor Housing. Refer all request for additional assistance which cannot be satisfactorily coordinated from the Hurricane Information Center to the Disaster Control Center Duty Officer.
Tropical Storm/Hurricane Condition V	Storefront Supply, Bachelor Housing, and Food Service Managers will:	Ensure that respective checklists are completed.
Tropical Storm/Hurricane Condition V	Storefront Supply, Bachelor Housing, and Food Service Managers will:	The Storefront Food Service Officer shall be prepared to provide emergency meals for both military and civilian personnel, including base ALPHA personnel.
Tropical Storm/Hurricane Condition V	STOREFRONT SUPPLY MANAGER	Report condition attainment to Emergency Control Center (462-7388/7650).
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Arrange for the delivery of materials being held in receiving, building 3090.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Assign responsibility for securing buildings.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Brief personnel.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Check hurricane lockers against requirements listing.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Check to ensure adequate supply of bottled propane is available.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Check with COMSECONDFLT on the possibility of a ship sortie and determine if underway fuel replenishment can be accomplished. If necessary, prepare to fuel ships. Determine if a fuel barge will be necessary.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Coordinate with Storefront Public Works Center on the need for additional emergency generators and the testing of existing emergency generators.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Evaluate on-hand fuel quantities.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Fuel all vehicles. Advise tenant commands and other storefront managers to fuel their vehicles. Advise them of Fuel Farm procedures for Conditions 1, 2, and 3.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Fuel PWC tanker trucks and identify other possible emergency requirements at the Fuel Farm.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Notify Division Officers.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Plan personnel and transportation requirements.
Tropical Storm/Hurricane Condition IV	STOREFRONT SUPPLY MANAGER	Review procedures and instructions.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Ensure all vehicles have been refueled and remind Security to refuel all of their vehicles prior to Condition II. Advise Security of fueling procedures for condition I.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Finalize ALPHA roster.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Notify Division Officers.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Pickup all pallets at the piers.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Place sufficient personnel on standby status for accomplishing tasks listed below.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Put remaining outside storage material inside building 3090.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Re-evaluate on-hand fuel quantities.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Remind pier SOPA's of the policy that all pallets must be stacked and picked up prior to attaining Condition III. Pallets should be stacked and ready for pickup no later than 4 hours into Condition III.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Report condition attainment report to SOPA Admin (462-7388/7650).

19 MAY 2004

Hurricane Conditions	Storefronts/Tennants - Original	Tasks
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Review emergency post storm procurement procedures.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Sandbag bay doors in building 3070.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Secure or remove all missile hazards within 50 feet of each building.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	Top-off PWC refueler trucks. Prepare emergency fuel plan.
Tropical Storm/Hurricane Condition III	STOREFRONT SUPPLY MANAGER	The Storefront Supply Manager will be responsible for coordinating reimbursement procedures using the guidelines set forth in references (c) and (d) such as: (1) When expenses are incurred in support of requests from civil authorities, reimbursement will be made by the Office of Emergency Planning. Only COMNAVREG MIDLANT or the Installation Commander may authorize the use of military personnel in support of civil authorities. (2) The Storefront Supply Manager will: a. Monitor bulk fuel inventories. Work closely with Craney Island Fuel Depot to ensure fuel is available for ship sorties. b. Provide ground fuels to all government vehicles. Be prepared to refuel during recovery. c. Provide emergency procurement service.
Tropical Storm/Hurricane Condition II	STOREFRONT SUPPLY MANAGER	Continue to board and brace large windows and doors. DO NOT TAPE WINDOWS.
Tropical Storm/Hurricane Condition II	STOREFRONT SUPPLY MANAGER	Man the Hurricane Information Center in Shields Hall when directed by the Installation Commander. Refer to the Emergency Control Center for all requests for additional assistance which cannot be satisfactorily coordinated from the Hurricane Information Center.
Tropical Storm/Hurricane Condition II	STOREFRONT SUPPLY MANAGER	Notify Division Officers.
Tropical Storm/Hurricane Condition II	STOREFRONT SUPPLY MANAGER	Refuel all security vehicles as required.
Tropical Storm/Hurricane Condition II	STOREFRONT SUPPLY MANAGER	Report condition attainment to the Emergency Control Center at 462-7650/7388/7827 .
Tropical Storm/Hurricane Condition II	STOREFRONT SUPPLY MANAGER	Secure equipment and supplies and place on tabletops or pallets to protect from possible high water.
Tropical Storm/Hurricane Condition II	STOREFRONT SUPPLY MANAGER	Use plastic to cover all computers, copiers, facsimile machines, and other electrical devices.
Tropical Storm/Hurricane Condition I	STOREFRONT SUPPLY MANAGER	Activate procedures for emergency issue of fuel.
Tropical Storm/Hurricane Condition I	STOREFRONT SUPPLY MANAGER	Dismiss BRAVO personnel.
Tropical Storm/Hurricane Condition I	STOREFRONT SUPPLY MANAGER	Make periodic inspection of all spaces and buildings consistent with personal safety.
Tropical Storm/Hurricane Condition I	STOREFRONT SUPPLY MANAGER	Mark all building main entrances with red survey tape for buildings occupied and blue survey tape for buildings unoccupied. Colored tape is available at the NAVPHIBASE LCREEK Self Help Center.
Tropical Storm/Hurricane Condition I	STOREFRONT SUPPLY MANAGER	Notify Emergency Control Center of the buildings that will be occupied during the storm and the number of personnel in each building. This includes all buildings under the respective Storefront Manager's cognizance.
Tropical Storm/Hurricane Condition I	STOREFRONT SUPPLY MANAGER	Report condition attainment to Emergency Control Center at the above listed number.
Tropical Storm/Hurricane Condition I	STOREFRONT SUPPLY MANAGER	Report damage as it occurs to Emergency Control Center at 462-7650/7388/7827 ..
Tropical Storm/Hurricane Condition I	STOREFRONT SUPPLY MANAGER	Unplug all electrical equipment not used in the disaster preparedness process.

**19 MAY 2004**SOPA (ADMIN) SUBAREA DESCRIPTION

To ease execution of SOPA responsibilities, the Hampton Roads area has been divided into five Subareas. SOPA Hampton Roads, supported by SOPA (Admin) Hampton Roads, maintains overall authority and responsibility for the entire area. A permanent SOPA (Admin) has been designated for each Subarea. SOPA (Admin) Subareas may not own all installations in their Subarea, but are responsible for disaster preparations for their geographical areas, to include destructive weather notification (updating and executing phone trees), coordinating sheltering for personnel in their Subarea, etc. SOPA (Admin) Subareas, phone numbers, major installations in each subarea are as follows:

SUBAREA	MAJOR INSTALLATIONS <u>IN SUBAREA</u>	SUBAREA PHONE NUMBERS
NORFOLK SOPA(Admin) is CO NAVSTA Norfolk	NAVSTA Norfolk NAS Oceana Det Norfolk COMLANTFLT Compound Craney Island St. Juliens Creek Annex Deperming Crib Golf Anchorages NAVSUPPACT Norfolk	Port Operations 444-1121/7118/9  QD 322-2365/66
LITTLE CREEK SOPA(Admin) is CO NAVPHIBASE Little Creek	NAVPHIBASE Little Creek NAS Oceana FCTCLANT Damneck Fentress Field Lynnhaven Anchorages NAVMASSO	Port Services 462-7791  CDO Cell 438-3930
PORTSMOUTH SOPA(Admin) is CO, NAVSHIPYD Norfolk	NAVSHIPYD Norfolk NAVMEDCEN Prtsmouth NAVSECGRUACT Northwest RADTRANSFAC Driver Shipyards at Brambleton, Berkley, and Metro ANA Shipyard Moon Engineering Jonathan Corporation St. Helena's	CDO 396-8615
NEWPORT NEWS SOPA(Admin) is CO SUBSHIP Newport News	SUPSHIP Newport News MARCORESCEN Newport News	320-4221(CO) 872-5418(CDO PGR)

NAVPHIBASELCREEKINST 3141.2J

**19 MAY 2004**

YORKTOWN  
SOPA(Admin) is CO  
WPNSTA Yorktown

WPNSTA Yorktown  
Cheatham Annex  
York River anchorages  
AEGIS Combat Systems  
Center-Wallops Island  
LANTORDCOM  
NAVCRUITDIST Richmond VA  
NAVMARCORESCEN Richmond

CDO  
833-0028(PGR)  
879-2227(CELL  
PHONE)

19 MAY 2004

SAMPLE TROPICAL CYCLONE ATTAINMENT MESSAGE

FORMAT B

R 151732Z MAY 02 ZYB  
FM NAVIPHIBASE LITTLE CREEK VA//00/01/CDO//  
TO COMNAVREG MIDLANT NORFOLK VA  
INFO NAVLANTMETOCEN NORFOLK VA//30//  
BT  
UNCLAS //N03141//  
EXER/HURREX02//  
MSGID/GENADMIN/NAVPHIBASE LCREEK VA//  
SUBJ/ATTAINMENT OF TROPICAL CYCLONE CONDITION II WITHIN LITTLE CREEK  
/SUBAREA//  
REF/A/DOC/COMNAVREG MIDLANT/10JUL2000/3141.1//  
REF/B/GENADMIN/ COMNAVREG MIDLANT/151307ZMAY2002//  
NARR/REF A IS CNRMA'S DESTRUCTIVE WEATHER PLAN. REF B IS CNRMA'S MSG  
TO SET CONDITION 2.//  
RMKS/EXERCISE EXERCISE EXERCISE  
1. TROPICAL CYCLONE CONDITION II HAS BEEN ATTAINED IN LITTLE CREEK  
SUBAREA FOR ALL SHORE BASED FACILITIES WITH THE FOLLOWING EXCEPTIONS: DECA,  
LEPS.  
2. EXEMPTIONS/REMARKS: COMMANDS LISTED AS EXCEPTIONS PER PARA 1  
COULD NOT BE CONTACTED.//  
BT  
#0001  
NNNN

19 MAY 2004

COMMUNICATIONS PLAN

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

a. AIG 138. Established by NAVEASTOCEANCEN Norfolk to disseminate warnings of destructive winds of 34 knots or greater within 100 NM of COMNAVREG MIDLANT and expected to pass through the Hampton Roads area (within a 30 mile radius of NAVSTA Norfolk).

b. AIG 137. Established by NAVEASTOCEANCEN Norfolk to disseminate environmental warnings for Hampton Roads, Chesapeake, and Delaware Bay along with Virginia Capes and Cherry Point OPAREAS. Small craft warnings will be sent via this AIG.

c. AIG 7729. Established by COMNAVREG MIDLANT (also utilized by SOPA (ADMIN) Hampton Roads) to disseminate information to all Naval activities in the Hampton Roads area. This AIG will be utilized to promulgate tropical storm and hurricane readiness conditions.

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

e. ALL SHIPS AND FLTUNITS PRESENT HAMPTON ROADS VA. Established by COMNAVREG MIDLANT (also utilized by SOPA (ADMIN) Hampton Roads) to disseminate information of short-term interest to ships and fleet units currently inport in the Hampton Roads area. Tropical storm and hurricane readiness conditions will also be distributed via this CAD.

2. Communications Procedures

a. Storms of Non-Tropical Origin. Normal inport communications are considered adequate for receiving meteorological and oceanographic forecasts and warnings.

b. Storms of Tropical Origin. All U.S. Navy ships in the Hampton Roads area will refer to reference (a). Ships unable to guard required circuits, will inform their Subarea SOPA. It is anticipated that the normal fleet broadcast, ship-to-shore circuits, and telephone services will provide adequate communications until Tropical Storm/Hurricane Condition III is set, and in many cases, through Condition I. Area commands should make use of all means at their disposal to receive timely information on tropical storms/hurricanes. Activation of Fleet Broadcast provides an excellent mean of obtaining updates. The Heavy Weather Nets are another source of information

**19 MAY 2004**

(Net Control will issue the setting, downgrading of all conditions, order to sortie, and other pertinent information over both nets). Commands in special situations, such as ships in commercial shipyards of shore commands without 24-hour watches, should coordinate with their parent command to have information relayed to them.

c. MSC Controlled Ships

(1) All MSC ships equipped with secure communications suites (Naval Fleet Auxiliary Force and selected Special Mission ships) will comply with the procedures of this plan and the current OPTASK COMMS. Ships unable to guard required circuits will inform Commander Sealift Command Atlantic (COMSCLANT).

(2) Generally, MSC ships equipped with non-secure communications suites have:

- MF-CW (manual Morse)
- VHF-FM (bridge to bridge)
- INMARSAT (marine satellite communications for voice and record message traffic)
- HF-SSB (voice)
- HF-teletype (via Coast Guard or commercial coast stations)

3. Communications Circuits

a. Tropical Storm/Hurricane. Enclosure (5) of reference (a) provides the circuits which have been designated for use during Tropical Storm/Hurricane conditions. These circuits are clear voice and ship names should be used rather than call signs. In addition, the following frequencies for Little Creek Harbor are provided:

<u>Description</u>	<u>Frequency</u>	<u>Net Control</u>	<u>Guard</u>
Harbor Tug Control	(p) 156.6 MHZ (s) 156.65 MHZ	NAVPHIBASE LCREEK Port Control	Ships requiring tug services. Ships underway.

**19 MAY 2004**

Hecklar	(XMT) 139.625 (RCV) 142.750 (pl) 103.5	SOPA (Admin) Hampton Roads	CNRMA; NAVSTA NORVA; NAS Oceana; FCTLANT; Dam Neck; NAVSECGRU; Northwest; NNSY; NAVPHIBASE LC; NWS Yorktown; NSA; NAVMEDCEN Portsmouth
Harbor Common	385.0 MHZ	NAVPHIBASE LCREEK Port Control	Ships underway
Bridge to Bridge	Ch 12	NAVPHIBASE LCREEK Port Control	Ships underway
Disaster Control	(p) 139.850 (s) 165.1375	NAVPHIBASE LCREEK Disaster Control	All NAVPHIBASE LCREEK tenants and Storefronts capability

4. Radio Discipline. To ensure effective use of existing radio circuits and avoid problems caused by interference with other user's transmissions, all users will monitor a net prior to beginning each transmission.

19 MAY 2004

TROPICAL CYCLONE SAFETY PROCEDURES

1. When a tropical cyclone threatens your area, you will have to make the decisions to evacuate or ride out the storm at home. Some guidelines to follow are:

- a. If local authorities recommend evacuation, you should leave.
- b. If you live on the coastline or offshore islands, in a mobile home, or near a river in a flood plain, plan to leave.
- c. If you live on high ground, away from coastal beaches, consider staying.

2. Normally, public shelters will provide toilet facilities and food services. Evacuees should bring:

- a. Sheet, pillows and blankets.
- b. Change of clothes.
- c. Flashlights with extra batteries.
- d. Personal toilet articles.
- e. Games to pass the time (especially if you have children).
- f. Special medicine required.
- g. Baby formula for infants.
- h. Some sterile water and small amounts of non-perishable precooked food.

3. Animals, pets, knives, guns, alcoholic beverages, and controlled drugs (without valid prescriptions) are not permitted in the shelters.

4. When a tropical cyclone warning is issued for your area:

- a. Check often for official bulletins on radio and TV.
- b. Fuel personal vehicles and park away from trees, telephone poles, and drainage ditches.
- c. Check mobile home tie-downs.
- d. Moor small craft or move to safe havens.

**19 MAY 2004**

- e. Stock canned goods, special medicines, flashlights, a battery powered AM/FM radio, and batteries.
  - f. Secure lawn furniture and all other loose material.
  - g. Board-up shutters, windows, and glass doors to prevent them from lifting from their tracks.
  - h. Move valuables to upper floors.
  - i. Bring pets inside.
  - j. Fill containers (including bath tubs) with several days' supply of drinking water.
  - k. Set refrigerator to maximum cooling temperature.
5. Leave mobile homes and areas that might be affected by storm tides or stream flooding and ensure dependents leave early (during daylight hours). Secure all water and electricity at main breakers. Leave food and water for pets.
6. High risk areas are as follows:
- a. Norfolk Area
    - (1) Any area of the city adjacent to the Elizabeth River or its tributaries.
    - (2) Any area of the city adjacent to the Chesapeake Bay.
  - b. Chesapeake. Waterfront areas most likely to experience severe flooding are South Norfolk and Fernwood Farms.
  - c. Portsmouth. Sections of the city prone to flooding: Hunters Point, Park Manor, Westhaven, Waterview, Park View, Port Norfolk, Pinner's Point, Olde Towne, Downtown, Newtown, Craddock, Academy Park, Highland Biltmore, Truxton Gardens, Loxley Gardens and extreme northeastern portion of Churchland.
  - d. Virginia Beach
    - (1) Oceanfront, including Dam Neck.
    - (2) Wadsworth Housing.
7. Primary shelters, alternative shelters, and evacuation routes will be announced over most local television and radio stations and will be published in local newspapers when evacuations are ordered.

**19 MAY 2004**

8. Plan evacuation routes to at least three area shelters. If not evacuating, minimize travel to keep roads clear for evacuees and emergency vehicles.

**19 MAY 2004**EMERGENCY CONTROL CENTER WATCH ASSIGNMENTS

<u>Assignment (No. personnel)</u>	<u>Dept/Activity</u>
Disaster Preparedness Officer (DPO)	ET Shop LCPO
Asst. DPO	As Assigned
Watch Officer	ET Shop LPO
Supervisor	ET Shop (as Assigned)
Watch Personnel(5)	ET Shop (as Assigned)
Yeoman(2)	Admin Department
Runners(2)	Range/MWR Department

The purpose of this watchbill is to augment command requirements in the event of an emergency. When Condition II is set the DPO will activate the Disaster Control Center Watch and place all other personnel on standby. Those departments/activities listed above will provide names of personnel to the Disaster Control Watch Officer upon setting Condition V. The Disaster Control Watch Officer will post the watchbill NLT the setting of Condition III and ensure its manning in the event the base sets Condition II.