



DEPARTMENT OF THE NAVY  
NAVAL AIR STATION OCEANA  
1750 TOMCAT BOULEVARD  
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 3440.1C

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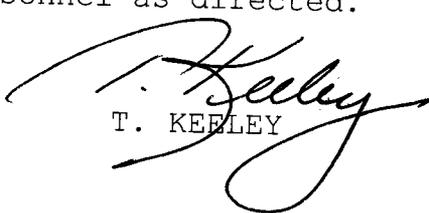
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NAS OCEANA INSTRUCTION 3440.1C

Subj: DISASTER PREPAREDNESS AND RECOVERY PLAN (DPRP)

Ref: (a) OPNAVINST 3440.16C  
(b) COMLANTFLTINST 3440.1C  
(c) COMNAVREGMIDLANTINST 3440.24  
(d) NAVFACINST 3440.17C  
(e) COMNAVREGMIDLANT/SOPA (ADMIN) HAMPINST 3141.1  
(f) NAVPHIBASELCREEKINST 3141.2I  
(g) HRO Manual 610-3  
(h) COMNAVAIRLANTINST 3141.1L  
(i) COMNAVREGMIDLANTINST 5530.5

1. Purpose. To publish the Naval Air Station (NAS) Oceana Disaster Preparedness and Recovery Plan (DPRP).
2. Cancellation. NASOCEANAINST 3440.1B. Because of numerous changes, paragraph markings have been omitted.
3. General. The Commanding Officer (CO), NAS Oceana is responsible for developing a DPRP for NAS Oceana and Naval Auxiliary Landing Field (NALF) Fentress, per references (a) through (i). Officer-in-Charge (OIC), NAS Oceana Dam Neck Annex has established a DPRP under a separate instruction (NASOCEANADAMNECKANNEXINST 3441.1 CH-2). This plan provides guidance in preparing for and recovering from a wide range of disasters and emergency situations.
4. Information. Authority is granted and addressees are encouraged to extract any portion of this plan to prepare supplemental plans and/or instructions.
5. Action
  - a. This plan is effective upon receipt for planning and training. Its execution or the execution of any portion will be as directed by the CO, NAS Oceana.
  - b. All NAS Oceana tenant COs/OICs and storefronts will generate supplemental plans to this plan specific to their command/activity. COs/OICs and storefronts will forward copies of their plans to the NAS Oceana Disaster Preparedness Officer. In the event of a disaster, all tenant commands and storefronts will come under temporary command of the CO, NAS Oceana and will provide assistance and personnel as directed.

  
T. KEELEY

NASOCEANAINST 3440.1C

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## CHAPTER 1

## BASIC PLAN

1-1. Background. The CO, NAS Oceana is responsible for establishing and directing a Disaster Preparedness Program for NAS Oceana, NAS Oceana Dam Neck Annex and NALF Fentress. This program includes a Disaster Preparedness Organization (DPO) that will carry out disaster preparations and recovery operations. The authority within this plan is derived from reference (a).

1-2. Assumptions

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

- (1) Hostile military action
- (2) Acts of subversion or sabotage
- (3) Civil disorder
- (4) Accidents such as fires, explosions, aircraft crashes or hazardous material spills
- (5) Natural phenomena such as destructive weather or flooding

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

- (1) Stoppage of normal operations, services or missions
  - (2) Extensive damage to buildings or facilities
  - (3) Personnel casualties
  - (4) Widespread conflagration
  - (5) Loss of utilities
  - (6) Traffic congestion
  - (7) Breakdown of order and discipline
  - (8) Contamination of food, water and facilities
  - (9) Physical security breaches
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1-3. Mission. The DPO will take all measures necessary and when possible, prior to, during or following a disaster to minimize damage and casualties, initiate recovery and assist outside federal, state and local authorities, when directed. This organization will be based on the normal base operating organization.

1-4. Execution

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

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

c. This plan will be executed for operational purposes as directed by Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT), higher authority or by the CO, NAS Oceana.

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

e. Mobilization of the DPO will be carried out per Chapter 3.

1-5. Definitions of Disaster Preparedness Terms

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

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

c. Civil Defense. When directed by higher authority, protecting the civilian population from effects of an enemy attack upon the United States, its territories or possessions potentially through:

(1) Restoring facilities and utilities including transportation, communications, power, fuel, water and other essential facilities.

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

(3) Fire protection.

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

(5) Recovering, identifying, registering and disposing of deceased personnel.

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

(7) Movement control, to include plans and procedures for essential movements.

(8) Issuing food, essential supplies and material, to include collecting, safeguarding and issuing critical items.

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

(10) Damage assessment.

(11) Providing interim communications.

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

(1) Civil Defense Emergency. An emergency situation resulting from an enemy attack on the United States and requiring emergency operations during and following the attack. It may be proclaimed by appropriate authority in anticipation of such an attack.

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

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

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

f. Disaster Assistance. Support given under emergency conditions which are, or threaten to be in the determination of the President, of sufficient severity and magnitude to warrant Federal disaster assistance. Assistance to state and local government efforts with available resources to alleviate damage, hardship or suffering.

g. DPRP. A plan to meet contingencies arising at the time of a disaster.

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

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

j. Federal Emergency Management Agency (FEMA). The agency which establishes federal policies for and coordinates all civil defense and civil emergency planning, management, mitigation and assistance functions of the executive agencies. FEMA assists local and state agencies in their emergency planning. FEMA's primary role in a nuclear weapons accident is one of coordination.

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

l. Major Disaster. Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire or other catastrophe in any part of the United States which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal government and relief organization in alleviating

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the damage, loss, hardship or suffering caused by these disasters. Also called natural and emergency disasters.

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

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

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

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

q. Principal Planning Agent (PPA). The designated representatives of the Chief of Naval Operations (CNO) responsible for planning and responding to civil disasters for defined areas.

r. Regional Planning Agent (RPA). The RPA is the designated representative of the PPA responsible for disaster preparedness planning within the PPA's area of responsibility. The RPA for NAS Oceana is COMNAVREG MIDLANT.

s. Sub-Regional Planning Agent (SRPA). The designated representative of the RPA for subregions within the RPA's region for planning and responding to civil disasters. The SRPA for COMNAVREG MIDLANT is NAS Oceana.

t. Threatened Major Disaster. Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire or other catastrophe in any part of the United States which, in the determination of the FEMA, threatens to be of sufficient severity and magnitude as to warrant disaster assistance by the Federal government to avert or lessen the effects of such a disaster before its actual occurrence.

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u. Undeclared Emergency. Disaster situation for which proper legal processes have not been completed and designated authorities have not officially declared a disaster.

CHAPTER 2

CONCEPT OF OPERATIONS

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

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

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

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

(1) Perform the duties of Senior Officer Present Aboard (SOPA) Subarea Coordinator for NAS Oceana.

(2) Execute DPRP.

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

(4) Maintain or restore if necessary, airfield capability to support full scale flight operations.

(5) Administer and direct physical security of the base.

(6) Provide fire prevention and protection services.

(7) Maintain utility plants and distribution systems.

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

(9) Provide transportation services.

(10) Furnish and operate food services facilities.

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

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c. Priority THREE. Provide assistance to federal agencies and activities (nonmilitary), as required, to protect the interests and properties of the federal government.

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

e. Priority FIVE. Resume training missions and nonessential command support missions.

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

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

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

2-5. Emergency Command Center (ECC). Whenever an emergency overwhelms, or threatens to overwhelm, the regular capabilities of base support and emergency services, the Emergency Command Center will be activated per Chapter 3, Figure 3-1.

2-6. Disaster Response Guidelines. Chapter 10 contains plans outlined for implementation during specific destructive weather emergencies.

2-7. Civil Disorder. The disaster preparedness organization, when required, will assist in controlling civil disturbances when such assistance does not impair disaster recovery operations. All support to civil authorities will be coordinated through COMNAVREG MIDLANT and the Military Support to Civil Authority Agency (MSCA).

2-8. Off-Base Assistance. Most commands are incapable of a full self-sustained recovery from a major disaster. Specialized assets required during recovery operations at NAS Oceana may be available at other commands. Conversely, assets at NAS Oceana may be needed to assist other commands in recovery operations. COMNAVREG MIDLANT, the RPA, will coordinate the use of all DoN assets and activities. Requests for assistance by military activities, federal agencies or civilian organizations will usually be made to COMNAVREG MIDLANT as the RPA. If an emergency situation is of such imminent seriousness that immediate action is needed to safeguard lives and property, the CO, NAS Oceana may render immediate off-base assistance and then notify the RPA. Specific assistance to off-base activities is addressed in Chapter 5.

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## CHAPTER 3

## DISASTER PREPAREDNESS ORGANIZATION

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

3-2. Command Relationships

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

CNO

COMLANTFLT  
Principal Planning Agent

COMNAVREG MIDLANT  
Regional Planning Agent

CO, NAS OCEANA  
Sub-Regional Planning Agent

Tenant Activities/Storefront Managers

b. Responsibilities

(1) CNO is responsible for managing the overall DoN Civil Disaster Assistance Program.

(2) COMLANTFLT is the PPA for all naval activities east of the Mississippi River.

(3) COMNAVREG MIDLANT, as the RPA, is responsible for all naval activities in Virginia (less Northern Virginia) and West Virginia. COMNAVREG MIDLANT coordinates with First Army Headquarters, which is responsible for all support MSCA. COMNAVREG MIDLANT also coordinates with FEMA, Region III.

(4) CO, NAS Oceana is the SRPA for SRPA area III, which includes Dam Neck Annex.

(5) CO, NAS Oceana is responsible for all disaster preparedness and recovery operations on board NAS Oceana.

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(6) Tenant activities report to the CO, NAS Oceana for all matters involving disaster preparedness and recovery operations on board NAS Oceana and provide assistance and personnel as directed.

3-3. NAS Oceana DPO

a. General. The CO, NAS Oceana is responsible for establishing and maintaining the DPO. This organization exists within the normal NAS Oceana command structure and interacts with tenant activities and storefronts. The command structure of the fully mobilized DPO is diagrammed in Figure 3-1.

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

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

(1) The Disaster Preparedness Recovery Officer (DPRO) will organize FDARM operations and oversee operations of the ECC.

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

(3) Each zone will have a FDARM Zone Leader who is responsible for disaster preparedness and recovery operations in that zone. The Zone Leader will report to the Public Works Officer (PWO).

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

3-4. Responsibilities of ECC Staff (Figure 3-3)

a. CO, NAS Oceana (Code 00). Responsible for all disaster preparedness and recovery operations on board NAS Oceana, ensuring all plans are current and the organization is ready to provide rapid response to any emergency.

b. Executive Officer (Code 01). Coordinate the operation of the ECC staff and keep the CO informed.

c. Administrative Officer (Code 11)

(1) Coordinate base-wide accounting of personnel.

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

(3) Coordinate preparation of personnel casualty reports for all injured personnel and fatalities.

d. OIC, Branch Medical Clinic, NAS Oceana

(1) Establish medical response teams capable of providing first aid, triage and casualty transportation.

(2) Establish a medical station to provide treatment to injured personnel.

(3) Coordinate outside medical team assistance.

(4) Direct the evacuation of casualties to outside medical facilities.

(5) Assist in the operation of personnel decontamination stations during chemical, biological and radiological (CBR) recovery operations.

(6) Establish a morgue.

e. Public Affairs Officer (Code 12)

(1) Provide assistance to the CO and Executive Officer in all matters pertaining to Public Affairs.

(2) Coordinate with outside news sources to provide news and information to the ECC staff.

f. Command Judge Advocate (Code 13)

(1) Provide assistance to the CO and Executive Officer in all legal matters.

(2) Evaluate all requests for assistance to civil authorities.

g. Air Operations (Code 30)

(1) Coordinate all emergency/disaster recovery operations carried out by the DPO.

(2) Coordinate aircraft hurricane evacuation operations.

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(3) Maintain/coordinate helicopter (helo) evacuation/replenishment operations.

h. Regional Supply Office Oceana (Code RSOO). Coordinate and provide emergency supplies to stock shelters.

i. Food Service Officer

(1) Prepare for emergency mass feeding.

(2) Procure additional emergency supplies, as required.

j. Housing Officer

(1) Provide adequate housing for DPO.

(2) Man/staff Bachelor Quarters (BQ) as needed.

(3) Ensure BQ supplied as required.

k. Public Safety Storefront, Virginia Beach Precinct (NAS Oceana/Dam Neck Annex) (Code N03VB)

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

(2) Coordinate supplemental security support with local authorities, as required.

l. DPRO

(1) Conduct base-wide emergency preparations and disaster recovery operations.

(2) Implement the emergency shelter plan and coordinate the orderly movement of personnel into shelters.

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

(b) Implement mass evacuation plans, when required.

(3) Maintain a current plot and maps of disaster affected locations and recovery efforts, keeping the ECC apprised.

(4) Ensure ECC is properly staffed and equipped when activated.

(5) Direct operation of the ECC staff and maintenance of communications equipment.

m. PWO (Code 22)

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

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

(3) Coordinate assistance from civilian utility repair agencies.

(4) Coordinate the best usage of available transportation and construction equipment in support of emergency operations.

(5) Refuel, service and repair transportation and construction vehicles.

(6) Coordinate use of transportation assets and facilities.

(7) Augment FDARM teams with utilities and repair personnel. (Figures 3-1.1 and 3-1.2)

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

o. Command Duty Officer (CDO)

(1) During nonworking hours, assist in ensuring the ECC, when activated, is properly staffed and equipped.

(2) Carry out assignments as directed by the CO or designated representative.

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

p. Zone FDARM Teams (Figure 3-2)

(1) Conduct disaster preparations and recovery operations in assigned zones.

(2) Report, as required, to ECC and DPRO.

(3) Obtain assistance from CBR teams, as required.

q. NAS Oceana Departments

(1) Provide designated organizational personnel at time of mobilization.

(2) Provide available resources required to assist disaster preparations and recovery operations.

r. Tenant Commands and Storefront Activities

(1) Provide designated organizational personnel at time of mobilization, to include FDARM team members.

(2) Provide additional assistance when requested by the CO, NAS Oceana.

(3) Ensure communications with ECC and duty personnel using radio or telephone.

3-5. Mobilization

a. The DPO will mobilize when directed by the CO, NAS Oceana.

b. The ECC staff will assemble and ensure that mobilization is accomplished quickly and that the organization is fully ready.

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

3-6. ECC

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

b. Concept of Operations

(1) The ECC staff will coordinate all aspects of emergency operations for NAS Oceana and tenant activities. The ECC will maintain communications with higher authorities and coordinate with outside activities, as required.

(2) The CO will activate the ECC in the event of an emergency which overwhelms the routine capabilities of base support and emergency services. Additionally, the CO may activate the ECC, as deemed necessary. The DPRO will coordinate activating the center.

(3) Upon activation, the ECC will be manned by the CO, NAS Oceana and key staff members under the Executive Officer's direction. The ECC staff will also include a watch officer responsible for routine operation. The initial staff organization will remain in effect for the duration of the emergency.

c. Mission. The ECC staff will perform the following tasks:

(1) Monitor mobilization and complete the readiness checklist in Figure 3-4.

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

(3) Coordinate with outside activities during emergency operations.

(4) Carry out operations as directed by higher authority.

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

(6) Collect, evaluate and display pertinent information with regard to emergency operations, resource status and status of tenant activities.

(7) Monitor and control emergency preparations and deployment of disaster recovery forces.

(8) Implement mass evacuation plans, if required, and coordinate and control evacuation operations.

(9) Maintain control of all activities remaining on station.

(10) Effect the quickest possible recovery from an emergency in order to resume assigned missions.

d. Location

(1) Primary: Building 230, ECC  
Alternate: Building 232, CMS facility

(2) The ECC will be established at the primary location, unless events prohibit or impair effective operation. If events dictate, the ECC will, when directed, be established at the alternate location.

(3) If, during emergency operations, events prohibit or impair continued operation at the primary site, the CO will transfer the ECC to the alternate location.

(4) Circumstances which might dictate transferring the ECC to its alternate location include:

(a) Loss of power

(b) Structural damage

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- (c) Equipment casualties
- (d) Proximity to the disaster site
- (e) Danger to personnel
- e. Organization. Initial staff organization (Figure 3-3).
- f. Responsibility. Figure 3-5 outlines the ECC staff responsibilities specific to operating the ECC. Additionally:
  - (1) CDO
    - (a) Ensure the ECC is fully staffed and equipped.
    - (b) Direct the enlisted watchstanders in the performance of their duties.
    - (c) Responsible for the performance of the following ECC missions:
      - 1. Completion of the readiness checklist (Figure 3-4)
      - 2. Establish, maintain and monitor internal and external communications.
      - 3. Collect, evaluate, display and disseminate information concerning disaster recovery operations.
      - 4. Execute the relocation of the ECC, when directed.
    - (d) Assist in ensuring the ECC, when activated, is properly staffed and equipped.
    - (e) Carry out assignments as directed by the CO or designated representative.
    - (f) Deliver messages in the event of a radio or telephone communications failure and assist where needed in the ECC.
    - (g) Assist the DPRO in maintaining a current status of damage and functional team locations.
  - (2) RT Talker. Guard external radio circuits, as required.
  - (3) Electronics Technician. Provide technical support in maintaining communication equipment and sensors.

~~SEP 15 2003~~g. ECC Equipment Requirements (Material Support)

## Nautical Charts

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

## Maps

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

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

Cellular phone - cellular phone charger/backup batteries

Chairs

Coffee mess

Cots/blankets/pillows, 20

Desks/tables

Dry marker board (magnetic)

Electric range, 1

HF/UHF radio handsets

Linen/blankets

Microfridge, 1

Portable UHF radios

Refrigerators, 2

Satellite system, 1

Styrofoam cups

Telephones, 4

Facsimile, 1

Television, 1

Walkie-Talkies with charger, 3

Water cooler (stock of purified water)

## Office Supplies

Clip boards

Dry markers

File folders

Grease pencils

Lined paper pads

Paper clips

Pens/pencils

Rags/eraser

Rulers

Stapler

2-hole punch

3-hole punch

Scotch tape/dispenser

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h. Communications

(1) The ECC will guard VHF/UHF nets as directed by the RPA. Watchstanders will be provided by the Air Operations Officer to guard required circuits.

(2) ECC personnel will guard the internal command/control frequencies assigned within NAS Oceana. These frequencies are:

<u>Radio Net</u>	<u>Frequency</u>	<u>Guard*</u>
Public Works	138.550 MHz	PWO
Public Safety Storefront		
Virginia Beach Precinct	140.725 MHz	OIC
Disaster Preparedness	140.150 MHz	DPRO
Fire Dept	142.725 MHz	

\* The Net Control Station will remain as normally assigned.

(3) Primary communication with the RPA will be via Hecklar radio.

3-7. Disaster Response Teams

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

b. Disaster Response Teams

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

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

## (a) Base-wide operations

1. Fire Department Teams
2. NAS Oceana Branch Medical Clinic, NAS Oceana
3. Security Force Teams
4. Disaster Preparedness Teams: CBR monitoring pool and personnel decontamination
5. RSOO Teams

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6. MWR Teams
  7. FDARM Teams
- (b) Zone operations
1. FDARM Teams
  2. Medical Response Teams (as required)
  3. Facilities CBR Decontamination Team
  4. Stretcher Bearers

c. Mobilization

(1) Upon mobilization, all disaster response team members will mobilize, as required. All teams will remain mobilized until released by the CO, NAS Oceana.

(2) Team members will muster at designated mobilization points and will draw equipment, as required, at a designated repair locker.

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

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DISASTER PREPAREDNESS ORGANIZATION

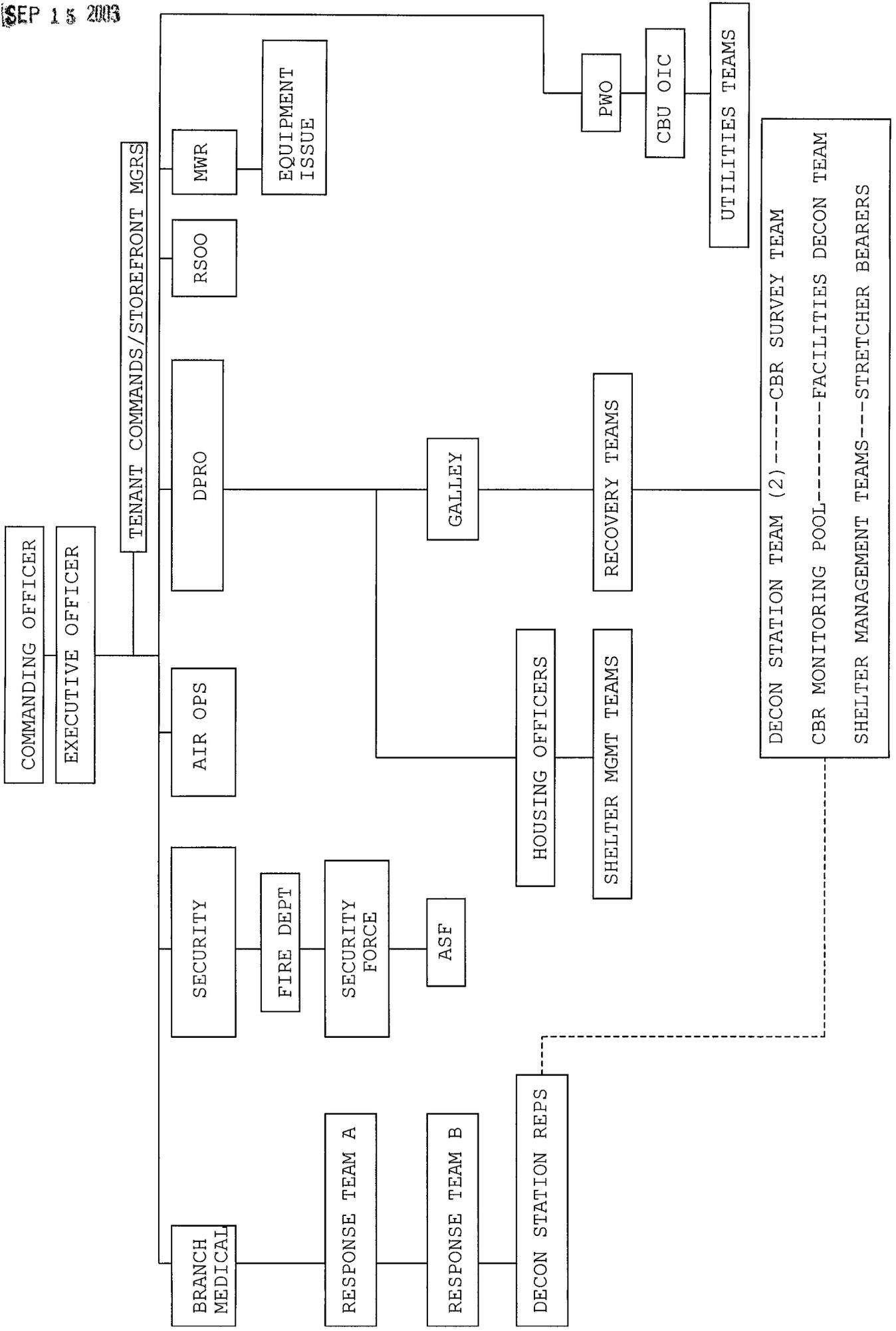
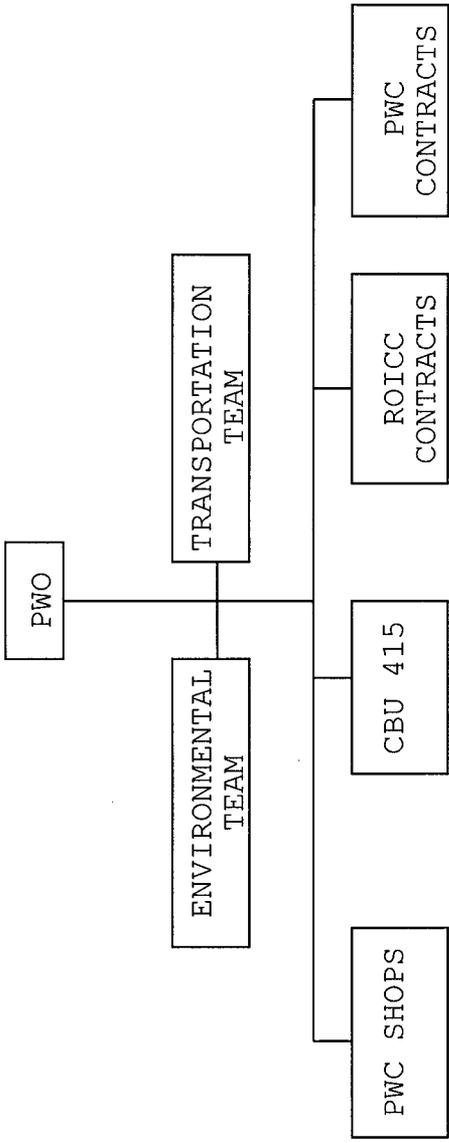


Figure 3-1

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FACILITY DAMAGE ASSESSMENT AND REPAIR

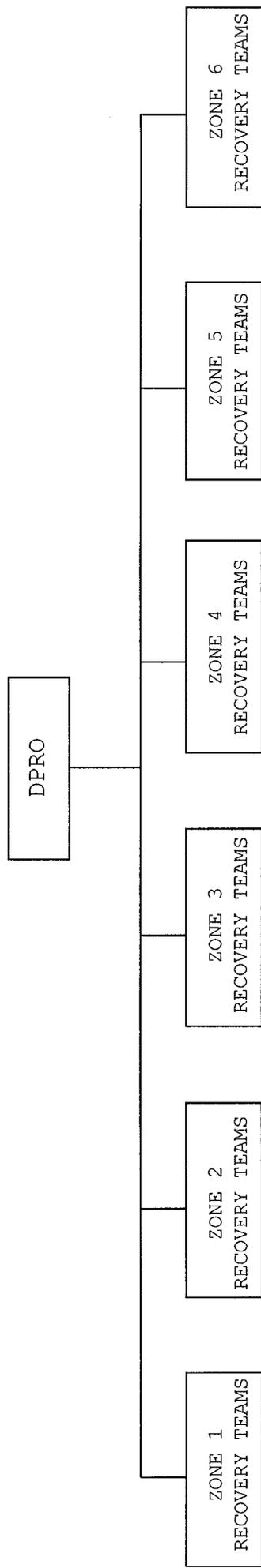


TO BE SUPPORTED BY BUILDING OCCUPANTS

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UTILITIES ASSESSMENT AND REPAIR

UTILITIES ASSESSMENT AND REPAIR ORGANIZATION



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DISASTER RECOVERY CLEANUP PLAN -- ZONE SUB-AREA MAPS

# DISASTER PREPAREDNESS ZONES

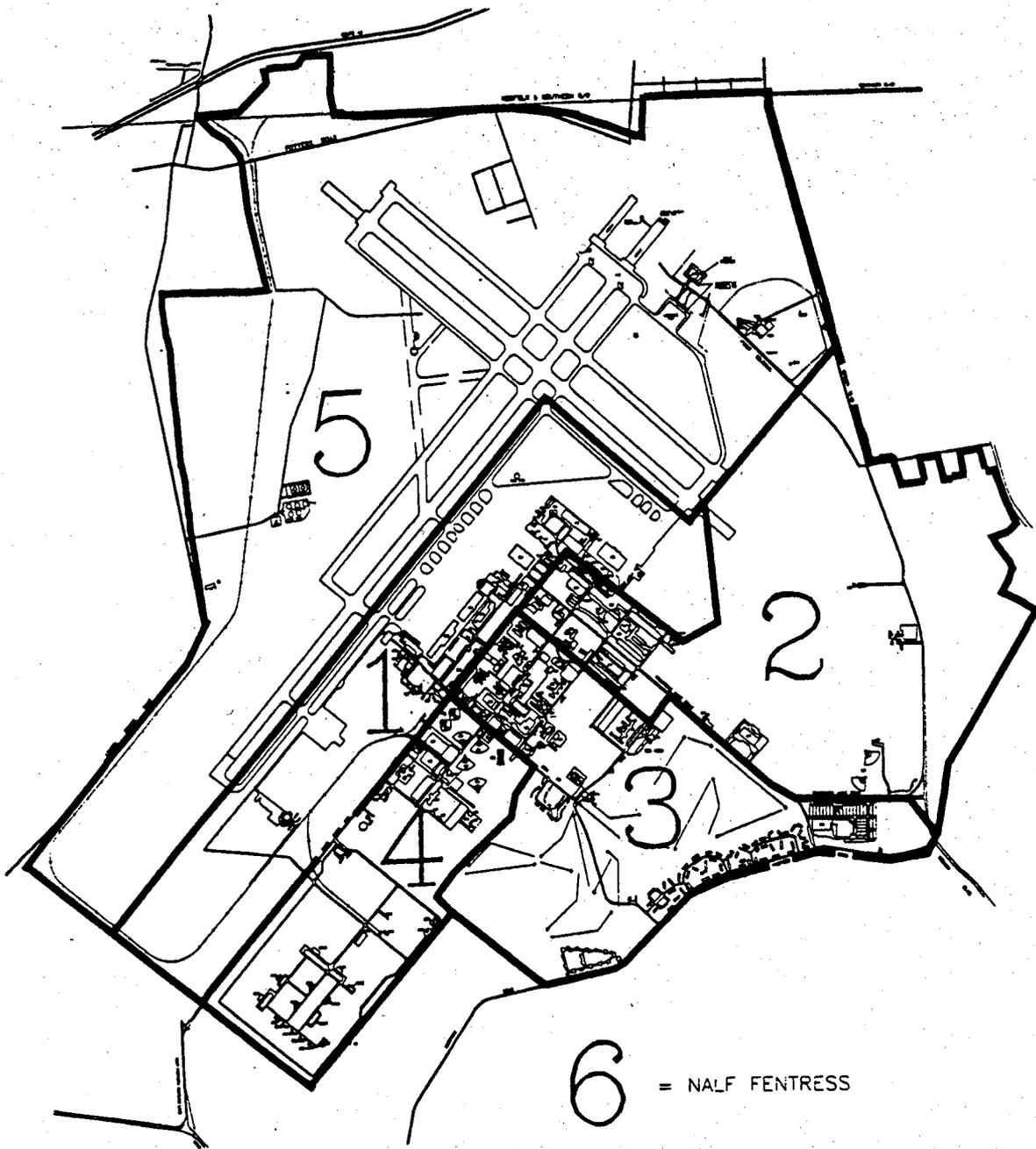
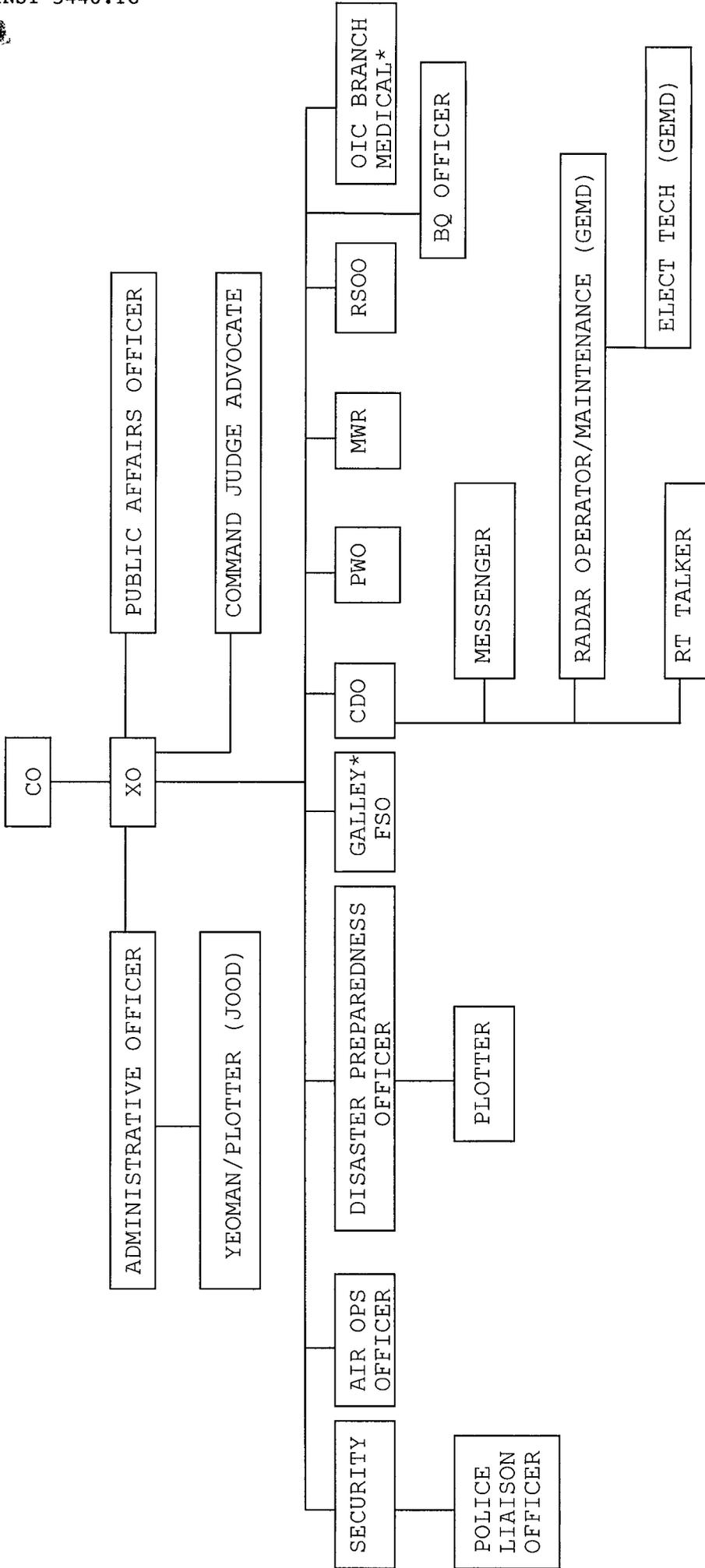


Figure 3-2

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ECC STAFF  
INITIAL MANNING



\* NOT PHYSICALLY LOCATED IN EMERGENCY COMMAND CENTER

Figure 3-3

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READINESS CHECKLIST

The following readiness checklist is designed to assist the ECC staff in monitoring the progress of mobilizing the DPO.

ECC

\_\_\_\_\_ All personnel present

- |                                     |                              |
|-------------------------------------|------------------------------|
| _____ CO                            | _____ CDO                    |
| _____ XO                            | _____ Galley/FSO             |
| _____ Air Operations Officer        | _____ Administrative Officer |
| _____ Public Works Officer          | _____ Messenger              |
| _____ MWR Director                  | _____ Electronics Tech       |
| _____ Public Safety                 | _____ Plotter                |
| _____ Disaster Preparedness Officer | _____ PAO                    |
| _____ Yeoman                        | _____ RSOO                   |
|                                     | _____ JAG                    |

\_\_\_\_\_ Internal communications check completed

- |                     |                  |
|---------------------|------------------|
| _____ Security Net  | _____ DPO Net    |
| _____ Emergency Net | _____ (Shelters) |
| _____ PWO Net       |                  |

\_\_\_\_\_ External communications check completed (Heckler Net)

\_\_\_\_\_ Information Technology (IT)/Communications Center personnel stationed at ECC

\_\_\_\_\_ All ECC equipment on station

\_\_\_\_\_ Communications check with all tenant commands via radio and telephone

- \_\_\_\_\_ FITWING
- \_\_\_\_\_ STRKFIGHTWING
- \_\_\_\_\_ PERSUPP DET
- \_\_\_\_\_ Fleet Area Control and Surveillance Facility, Virginia Capes (FACSFAC VACAPES)
- \_\_\_\_\_ Naval Auxiliary Landing Field (NALF) Fentress
- \_\_\_\_\_ DNA

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DPO

\_\_\_\_\_ All disaster response teams manned and ready as  
verified by radio

Medical/Dental

\_\_\_\_\_ Response Team A  
\_\_\_\_\_ Response Team B  
\_\_\_\_\_ Battle Dressing Station

MWR

\_\_\_\_\_ Equipment Issue

PWC

\_\_\_\_\_ Transportation  
\_\_\_\_\_ Maintenance

Public Safety Storefront, Virginia Beach Precinct  
\_\_\_\_\_ ASF  
\_\_\_\_\_ Security Force

RSOO

\_\_\_\_\_ Stock Issue Team

Shelter Teams

\_\_\_\_\_ Building (536, BEQ)  
\_\_\_\_\_ Building (other available BEQs)  
\_\_\_\_\_ Building (531, theater)

Disaster Preparedness

\_\_\_\_\_ Fire Department  
\_\_\_\_\_ DECON Station #1  
\_\_\_\_\_ DECON Station #2  
\_\_\_\_\_ CBR Monitoring Pool

Galley

\_\_\_\_\_ Mass Feeding Capability

Housing

\_\_\_\_\_ Prep Team

EMERGENCY COMMAND CENTER STAFF RESPONSIBILITIES

FIRE DEPARTMENT

MISSION SYNOPSIS: Provide fire protection for the Disaster Preparedness Organization

MOBILIZATION POINT: Fire Station, Building 220 (Oceana)  
Building 525 (Dam Neck)

CALL SIGN: "FIRE NET"

VEHICLE ASSIGNMENT: Ladder Truck, 2 (1-75' and 1-50')  
Pumper engines, 2 (1,000 gallons per minute)  
Pick up trucks, 4  
Crash, fire and rescue trucks, 3

TEAM FUNCTIONS: Provide base-wide fire protection  
Provide fire protection for Disaster Preparedness Team  
Rescue personnel from burning buildings or fire sites  
Provide any additional services, as required (HAZMAT response and confinement and Decon)  
(Confined space entry)

BILLETS: Personnel, 75

- Fire Chief, 1
- Fire Inspectors, 4
- Battalion Fire Chiefs, 4
- Fire Captains, 12
- Fire Fighters/Vehicle Operators/EMT's, 52
- Training Officer, 1
- Secretary, 1

EQUIPMENT REQUIREMENTS: Various

- Air bags
- Chain saws
- Jaws of life
- Ladders
- Portable generators
- Rope

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MEDICAL RESPONSE TEAM A

MISSION SYNOPSIS: Primary response team for field injuries

MOBILIZATION POINT: Branch Medical Clinic, NAS Oceana

CALL SIGN: "MED ALPHA"

VEHICLE ASSIGNMENT: One Ambulance

TEAM FUNCTIONS: Establish a field triage station  
Provide first aid to injured personnel  
Evacuate injured personnel to Branch Medical  
Clinic, NAS Oceana

BILLETS: Doctor, 1  
Hospital corpsmen, 2  
Emergency Vehicle Operator's Course trained driver, 1  
Emergency Medical Technician, 1

EQUIPMENT REQUIREMENTS: Normal ambulance equipment load out

Protective clothing (per person):

Protective mask, 1  
CBR over garment, 1 set  
Gloves, 1 pair  
Overboots, 1 pair  
Helmet, 1

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

~~SEP 15 2003~~MEDICAL RESPONSE TEAM B

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

MOBILIZATION POINT: Branch Medical Clinic, NAS Oceana

CALL SIGN: "MED BRAVO"

VEHICLE ASSIGNMENT: Van or truck

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

BILLETS: Hospital corpsmen, 2  
Dental technicians, 2

EQUIPMENT REQUIREMENTS: Disaster preparedness boxes loaded with additional medical supplies

Protective clothing (per person):  
Protective mask, 1  
CBR over garment, 1 set  
Gloves, 1 pair  
Overboots, 1 pair  
Helmet, 1  
IM-107 self-reading dosimeter, 1

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PUBLIC SAFETY STOREFRONT  
VIRGINIA BEACH PRECINCT  
(NAS OCEANA/DAM NECK ANNEX)

MISSION SYNOPSIS: Provide security during emergency operations

MOBILIZATION POINT: Base Security Headquarters, Building 320

CALL SIGN: "OCEANA DISPATCH"

VEHICLE ASSIGNMENT: Sedans, 12  
Blazer, 1

TEAM FUNCTIONS: Physical Security  
Traffic and Crowd Control  
Contingency Support

BILLETS: Security Officer, 1  
Assistant Security Officer, 1

EQUIPMENT REQUIREMENTS: Various

Pick up trucks, 4  
Van, 1

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AUXILIARY SECURITY FORCE (ASF)

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

MOBILIZATION POINT: Building 320

CALL SIGN: "OCEANA DISPATCH"

VEHICLE ASSIGNMENT: As provided

TEAM FUNCTIONS: Physical Security  
Traffic and crowd control  
Protection of personnel and property

BILLETS: ASF Team Leaders, 4  
ASF Patrolmen, 90

EQUIPMENT REQUIREMENTS: Various

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DISASTER RESPONSE TEAM ORGANIZATION  
BATTLE DRESSING STATION

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

MOBILIZATION POINT: Branch Medical Clinic, NAS Oceana

CALL SIGN: "MED BASE"

VEHICLE ASSIGNMENT: None

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

BILLETS:

Doctor, 1  
Nurse practitioner, 1  
Physician's assistant, 1  
Independent duty hospital corpsman, 1  
Nurse, 1

EQUIPMENT REQUIREMENTS: Various

Protective clothing (per person)  
Protective mask, 1  
CBR overgarment, 1 set  
Gloves, 1 pair  
Overboots, 1 pair  
Helmet, 1  
IM-107 self-reading dosimeter, 1  
PP4276 dosimeter charger (per team), 1  
AN/PDR 27, 1

Ancillary hospital corpsmen, 3  
Hospital corpsmen, 3  
Dental officers, 4  
Dental technicians, 6

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SHELTER MANAGEMENT TEAMS

MISSION SYNOPSIS: Manage base emergency shelters

MOBILIZATION POINT: Building 536

CALL SIGN: (Designated Emergency) SHELTER (Building #)

VEHICLE ASSIGNMENT: None

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

BILLETS:

Individuals per shelter, 3  
Shelter Manager Department, 1  
Management Assistants, 2

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

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HOUSING TEAM

MISSION SYNOPSIS: Coordinate preparations for weather proofing  
BQ

MOBILIZATION POINT: CBQ, Building 460

CALL SIGN: N/A

VEHICLE ASSIGNMENT: None

TEAM FUNCTIONS: Weather proof all BQs, when directed  
Evacuate and secure all windward rooms to  
department  
Safeguard personal belongings of residents

BILLETS: Comprised of personnel from the BQ management  
organization

EQUIPMENT REQUIREMENTS: Various

GALLEY TEAM

MISSION SYNOPSIS: Provide food service for base personnel retained on board during emergencies and recovery efforts.

MOBILIZATION POINT: NAS Oceana Galley, Building 520

CALL SIGN: N/A

VEHICLE ASSIGNMENT: As requested from PWC

TEAM FUNCTIONS: Provide centralized feeding for disaster personnel and base population  
Assist in establishing feeding stations in emergency shelters, if required

BILLETS: The entire food service staff

EQUIPMENT REQUIREMENTS: Various, to include emergency generators and boxed meals

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STOCK ISSUE TEAM

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

MOBILIZATION POINT: RSOO warehouse

CALL SIGN: "SUPPLY ONE"

VEHICLE ASSIGNMENT: Gasoline forklift, 1 (LANTORDCOM DET Oceana forklift as alternate)  
Flat-bed trucks, 2

TEAM FUNCTIONS: Issue any emergency stocks required by the DPO  
Help distribute emergency shelter stocks drawn from the galley, barracks and Navy Exchange system

BILLETS: LCPO/LPO, 1  
RSOO E1-E6, 5

EQUIPMENT REQUIREMENTS: None

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MWR EQUIPMENT ISSUE

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

MOBILIZATION POINT: Building 529

CALL SIGN: N/A

VEHICLE ASSIGNMENT: None

TEAM FUNCTIONS: Provide any MWR recreational equipment which may be required by the Disaster Preparedness Organization  
Provide any vehicles/boats which may be required by the DPO

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

EQUIPMENT REQUIREMENTS: Various (ATVs, boats, trailers)

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FACILITIES DAMAGE ASSESSMENT AND REPAIR MANAGEMENT (FDARM)

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

MOBILIZATION POINT: Building 820

CALL SIGN: "REPAIR 1, 2, 3, etc."

VEHICLES: As required

TEAM FUNCTIONS: Evaluate damage, estimate cost and time for repair  
Organize and prioritize repairs

BILLETS: Assigned by DPRO

EQUIPMENT REQUIREMENTS: Various

Protective clothing (per person) - Obtainable from Safety  
Protective mask - half mask, 1  
Tyvex suit or general coveralls, 1 set  
Gloves - leather or rubber chemical, 1 pair  
Overboots - rubber work overboots, 1 pair  
Rain slickers, 1 set

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STRETCHER BEARERS TEAM

MISSION SYNOPSIS: To assist in removing injured personnel

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

CALL SIGN: N/A

VEHICLE ASSIGNMENT: None

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

BILLETS: Medical, Fire Department supply 24 personnel,  
4 personnel per team (1 team per zone)

EQUIPMENT REQUIREMENTS:

Stretchers per team, 10

Protective clothing: (per person)

Protective mask, 1  
CBR overgarment, 1 set  
Gloves, 1 pair  
Overboots, 1 pair  
Helmet, 1

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

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CONSTRUCTION BATTALION UNIT (CBU) DISASTER RESPONSE TEAMS

MISSION SYNOPSIS: Assist in basic rescue during and after disaster. Three response teams and one assist team will be housed in Building 523. Response direction will be provided by ECC and PWO.

MOBILIZATION POINT: See below

CALL SIGN: TBD

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

TEAM FUNCTIONS: Provide basic rescue services  
Provide emergency repair, shoring and construction operations  
Provide one assist team for supplemental repairs

BILLETS:

Personnel per response team (3 each), 10  
Personnel for assist team (1 each), 3  
Personnel for unit command post, 6  
Liaison for ECC, 1

EQUIPMENT REQUIREMENTS: As determined by OIC, CBU

CBU CALL SIGNS

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

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## CHAPTER 4

## READINESS AND TRAINING

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

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

4-3. Training

a. Purpose. To establish structure and procedures for training the DPO.

b. General. Training is instrumental in maintaining readiness and proficiency of the DPO. In an emergency, properly trained personnel are the most valuable resources. To ensure readiness of the DPO, all members will receive training in their area of operations. The DPRO is responsible for the training program and will ensure its effectiveness.

c. Standards

(1) Each member of the DPO should receive training required to carry out assigned duties and will, as a minimum, familiarize themselves with the provisions of this instruction.

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

(3) Training should include "hands on" instruction, whenever possible.

d. Organization and Responsibilities. The DPRO will ensure that all Disaster Response Team personnel are familiar with the provisions of this instruction. The Medical Officer, Security Officer, Supply Officer, Air Operations Officer, Food Service Officer, Housing Officer, Public Works Officer, IT Storefront Manager and MWR Director are responsible for training support personnel under their control. The DPRO will provide any required support to carry out training.

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4-4. Material Readiness

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

b. Action

(1) The DPRO will monitor distribution of all available material resources, to include resources of NAS Oceana and all tenant activities.

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

4-5. Emergency Shelter Plan

a. Purpose. This plan establishes organization, logistics support and training required to maintain an effective shelter program on board NAS Oceana for base personnel. Emergency shelters are for personnel on the base who are involved in recovery operations. In the event of a weather related incident, all base population will seek shelter in city provided shelters. NAS Oceana will not provide shelter for local civilian community unless directed from higher authority.

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

c. Emergency Shelters

(1) An emergency shelter is one which offers a greater amount of protection to individuals from forces of a disaster than surrounding environment. The following are two types of emergency shelters:

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

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

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

(1) There will be sufficient warning to activate, stock and occupy base emergency shelters.

(2) Emergency shelters are occupiable.

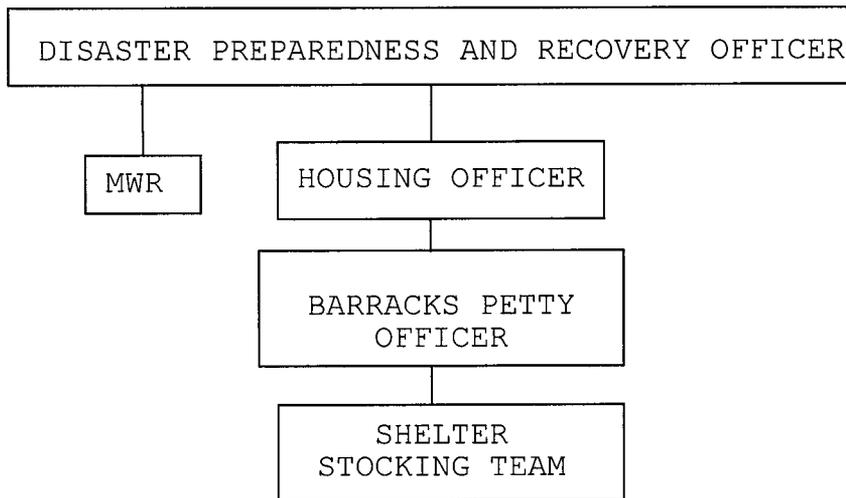
(3) The entire base population, both military and civilian, student and staff, may require shelters.

(4) No utilities will be available during shelter operations.

(5) Anticipated periods of stay are as follows:

- One day: Tornado, mass conflagration, hazardous material spill
- Two days: Hurricane
- Two weeks: Radiological attack

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



(1) DPRO. Responsible for coordinating use of all emergency shelters during disaster operations with Housing Officer. Staff personnel will be supplied by Housing Officer.

(2) Barracks Petty Officer (BPO). Assists Housing Officer by maintaining the condition of all shelters in his/her respective buildings.

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

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

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

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

(4) Shelter Stocking Team. The shelter stocking team, under direction of Housing Officer, assists in preparatory stocking of shelter supplies prior to conducting disaster operations.

f. Training. Shelter management training will be conducted annually by the Housing Officer.

g. Action

(1) The ECC staff, with guidance from CO NAS Oceana, will determine whether to activate emergency shelters and if so, duration of sheltering period. The DPO will initiate the following actions:

(a) Shelter management teams will open and prepare their respective shelters for occupancy.

(b) Shelter stocking team will initiate stocking procedures per paragraph 4-6. Upon completion, the shelter management team will notify the DPO.

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

(d) Shelter management teams will register all personnel, assign them shelter space and begin organizing occupants. A copy of the registration list will be forwarded to the ECC, conditions permitting. Shelter occupants will be assigned approximately ten square feet of sleeping space per

person.

(2) Housing Officer will help ensure that activation, stocking and occupation is conducted in an efficient and orderly fashion. The DPO will be notified immediately of any problems arising in executing this plan.

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h. Emergency Shelter Locations

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

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

(2) Emergency shelters are marked on the exterior of each building and in interior passageways to indicate fallout protected spaces.

(3) Temporary shelters for use as needed:

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

4-6. Emergency Shelter Stocking Procedures

a. Purpose. To establish procedures for stocking emergency shelters during activation.

b. General. In the past, fallout shelters were prestocked with food, water, medical and sanitary supplies stored in large civil defense drums. Faced with large scale stock deterioration, FEMA canceled the program and directed destruction of all stocks. As a result, emergency shelters at NAS Oceana will require stocking before occupation. See current NAVFAC Notice 3050 and FEMA Publication CDG 1-19, Guidance for Development of an Emergency Fall-Out Shelter Stocking Plan.

c. Assumptions

(1) Shelter stocking operations are anticipated to occur under one of two conditions:

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

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

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

d. Action

(1) Once the ECC staff has determined duration of shelter occupation, the Housing Officer and BPO will review emergency shelter stocking requirements.

(2) They will:

(a) Direct the Bachelor Quarters to identify supplies required to support sheltering operations.

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

(c) Ensure accountability in distributing shelter stocks.

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

(3) The Food Service Officer will develop a 14-day plan suitable for use in emergency shelters and compatible with nonperishable stocks on hand. The Food Service Officer, DPO and each shelter manager will maintain a copy of the plan.

(4) Stocks will be loaded onto vehicles in a manner that allows quick distribution. At each shelter, assigned shelter management teams will assist in unloading supplies designated for their respective shelter.

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

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

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

c. Additional food items, other than what will be provided in the shelter, may be brought. However, food should be nonperishable and require little to no preparation or cooking.

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Such foods include precooked canned goods, canned fruits and vegetables, packaged dry goods, snack foods, soft drinks, juices, bread, etc.

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

e. Pets will not be permitted in the shelter.

#### 4-8. Mass Evacuation Plan

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

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

c. Priorities. The following are priorities for evacuating noncritical personnel:

- (1) Priority I - Nonambulatory, injured or ill personnel.
- (2) Priority II - Pregnant women and families.
- (3) Priority III - Unaccompanied, noncritical personnel.

#### d. Evacuation Team Organization (Figure 4.1)

(1) Transportation Element - All vehicles and operators required to transport evacuees and necessary supplies.

(2) Housing Closure Element (formed from Security Force) - Ensures all family housing quarters are notified of base evacuation.

(3) Traffic Control Element - Establishes control points at key base intersections to minimize traffic congestion.

(4) Shelter Stocking Team - Readies and loads all stocks designated for transportation to emergency on base shelters for remaining recovery personnel.

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(5) Housing Element - Ensures all nonshelter BQs are secured and prepared for storm conditions.

(6) Shelter Management Teams - Operate all activated shelters on base. Each team will consist of an advance element and support element. Upon completion of an evacuation, support element will join advance element at the shelter.

(a) Advance Element - Responsible for coordinating with civilian shelter management for orderly movement of base personnel into shelters.

(b) Support Element - Remains on base to assist in registering and processing evacuees.

(c) Work parties will consist of sheltered active duty personnel.

(7) Mass Feeding Team - Feeds evacuees on base.

e. Evacuation Policies

(1) Evacuees will be permitted to bring a few personal belongings to satisfy their immediate needs, i.e., clothing, toiletries, bedding and small recreational items. Radios and tape players are permitted, but only when using headphones depending on city shelter regulations.

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

f. Responsibilities

(1) CO. Responsible for safety of all NAS Oceana personnel. The CO will determine when remaining noncritical personnel are to be evacuated.

(2) Executive Officer will execute evacuation of NAS Oceana.

(3) Public Works Officer (PWO)

(a) Provide all available vehicles to transport evacuees to off-base shelters.

(b) Procure additional government and nongovernment transportation, as required, to assist in evacuation operations.

(4) Regional Supply Officer

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

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

(5) Food Service Officer. Make preparations for and conduct emergency feeding for remaining base recovery personnel.

(6) Housing Officers. Ensure all remaining BQ residents are evacuated to on- or off-base shelters and all rooms are secured.

(a) Provide shelter management teams.

(b) Coordinate efforts of shelter management teams.

(7) Disaster Preparedness Officer

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

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

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

(8) Security Officer

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

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

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

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

(e) Notify married housing residents of evacuation.

(9) CBU OIC

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

(b) Provide unit command post, three response teams and one assist team.

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

(d) Set up and maintain unit command post and liaison to ECC.

g. Action. Immediately upon the CO's decision to evacuate NAS Oceana, the ECC staff will initiate the following procedures:

(1) Notify City of Virginia Beach of decision to evacuate and verify civilian shelter assignments and availability.

(2) Assemble evacuation control teams in Base Theater, Building 531, for briefing and reviewing evacuation plans and routes.

(3) Assemble, as required, transportation in Base Theater parking lot.

(4) Deploy security and traffic control teams.

(5) Order all noncritical personnel to assemble in the Base Theater. Register, assign priorities to and brief all evacuees. All evacuees will remain at the Base Theater while awaiting transportation. Ensure a copy of evacuation registration record arrives at each shelter prior to evacuee arrival.

(6) Shelter teams verify arriving evacuees against the registration record. Assign space to arriving evacuees and conduct a shelter brief.

(7) Upon completion of evacuation operation, return all evacuees and equipment and resume normal base functions.

#### 4-9. Mass Feeding Plan

a. Purpose. This plan establishes procedures for mass feeding of base personnel under emergency conditions.

b. Feeding Facilities. In time of emergency, the DPO may have to shelter and feed a significant portion of base population. Two types of operations are available for emergency feeding of base personnel:

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

(2) Decentralized Feeding - The establishment of dispersed feeding facilities when no central facility is available or adequate. In this instance, emergency feeding operations will be conducted normally from emergency shelters.

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c. Contingencies. Following are contingencies for emergency feeding:

(1) Galley Operations

(a) Mass feeding of personnel from the galley is the preferred method of operation.

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

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

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

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

(2) Navy Exchange Cafeteria/MWR Clubs and Snack Bar Operations. Coordination by MWR Director with Naval Support Activity Norfolk will be required to use these areas, if authorized.

(3) Emergency Shelter Feeding Operations

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

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

(c) The Food Service Officer (FSO) will coordinate distribution of food under the emergency shelter stocking plan.

(d) Distribution of food preparation equipment and assignment of personnel will be coordinated by the FSO and DPO.

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EMERGENCY EVACUATION ORGANIZATION

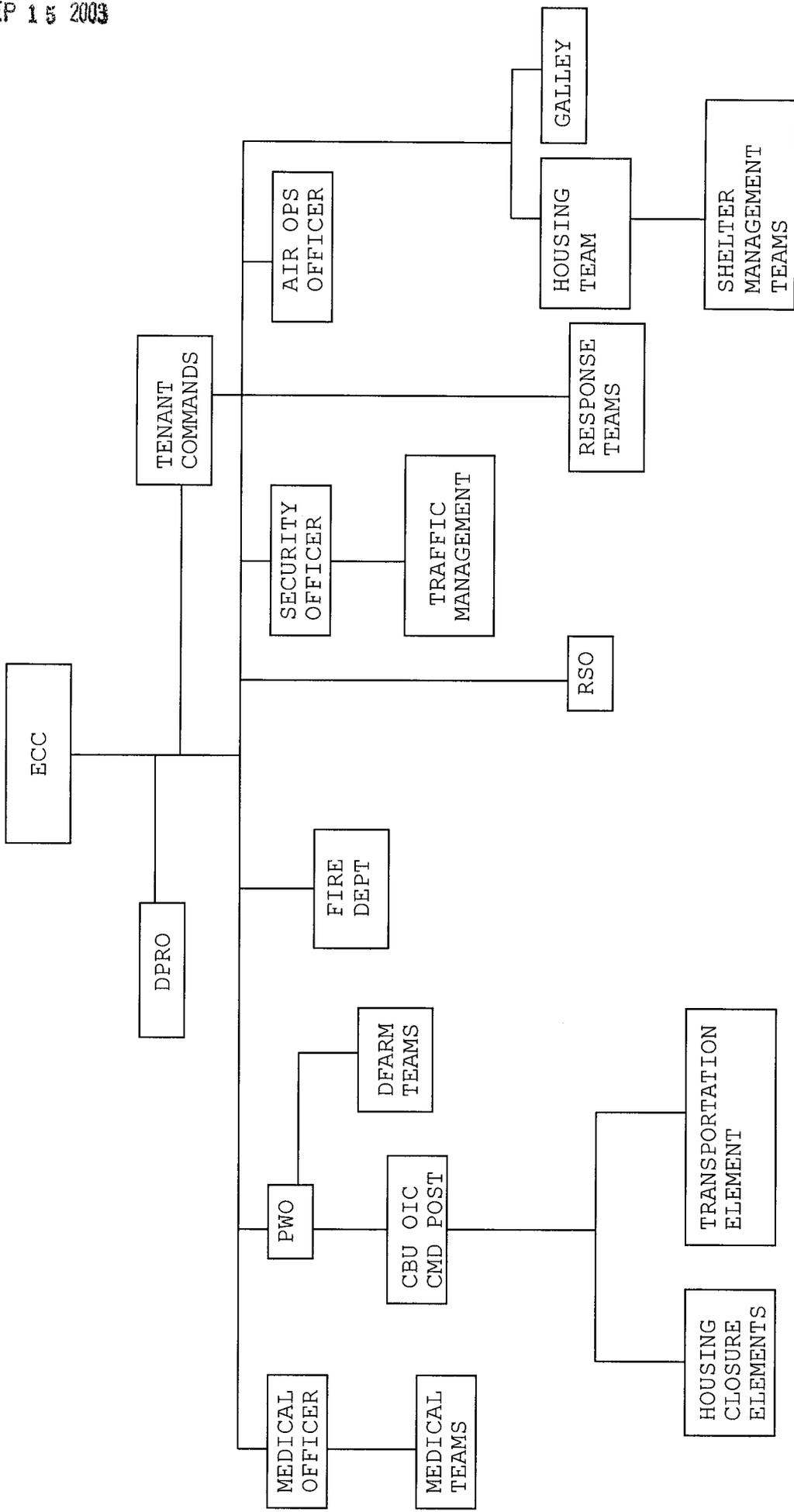
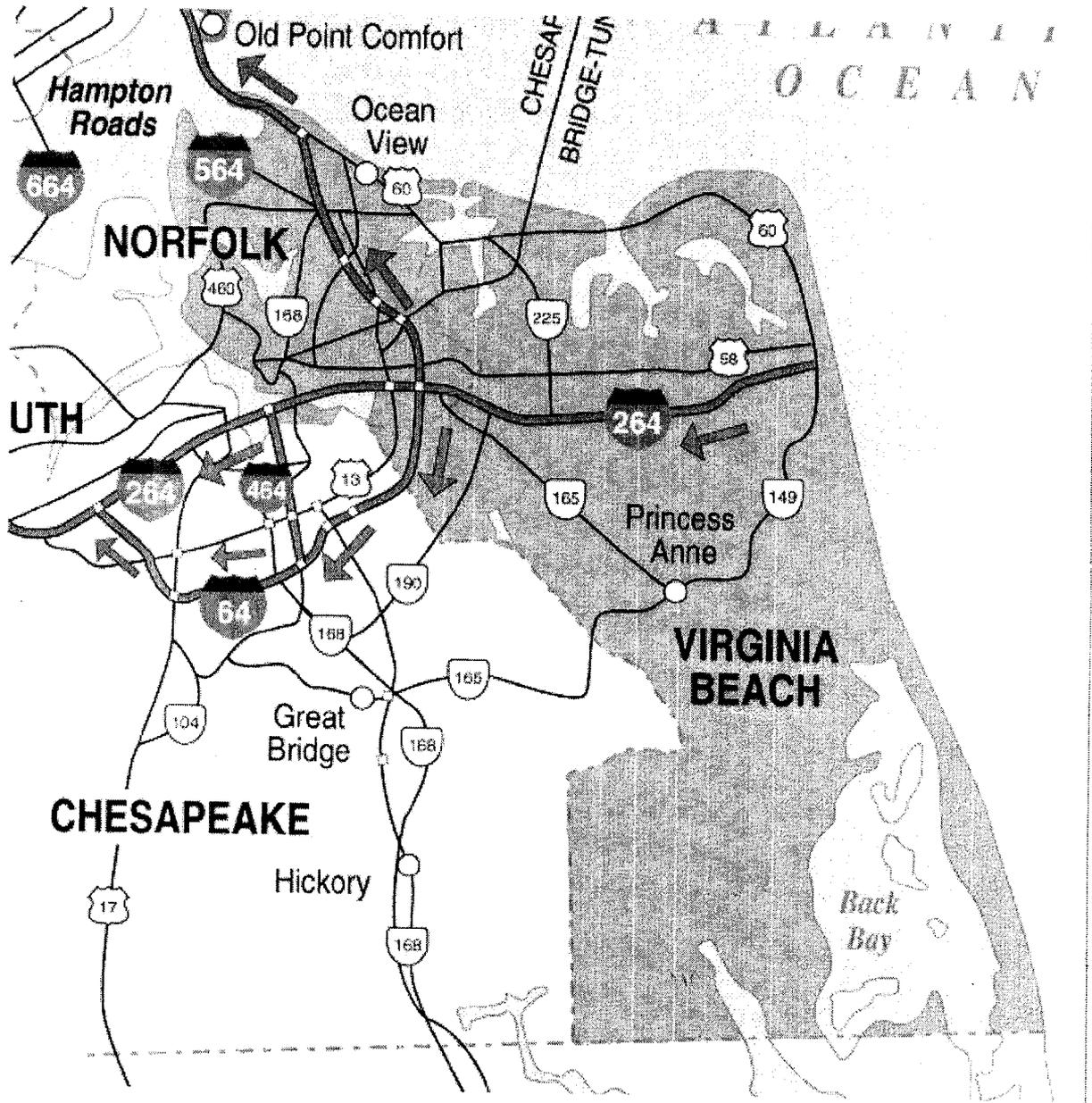


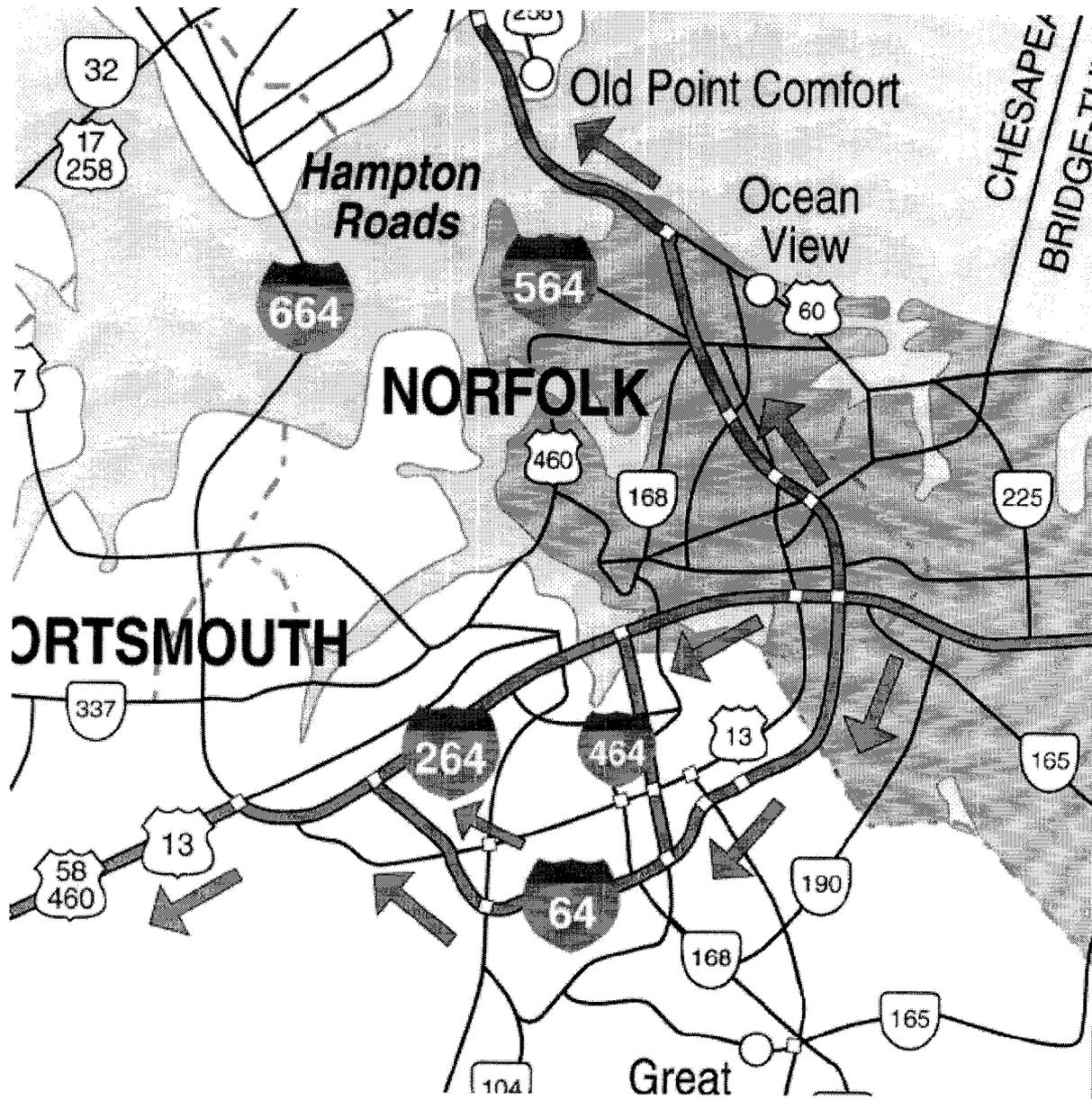
Figure 4-1

# Phase One - Virginia Beach



REV 31 2002

# Phase One - Norfolk





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CHAPTER 5

DISASTER ASSISTANCE TO OFF-BASE ACTIVITIES

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

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

5-3. Command Relationships within the DoD

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

b. The DoN is responsible for assisting the First U.S. Army, when requested, on a not-to-interfere mission basis. COMNAVREG MIDLANT will coordinate all DoN assistance within its assigned area. Joint Task Force Civil Support will coordinate joint operational support between service components.

5-4. Command Relationships with Civil Authorities

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

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

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

d. Military forces assisting civil authorities will remain under the control of their military chain of command.

e. Military forces will not assume command, unless directed by higher authority.

f. FEMA will act as coordinating agency between DoD and state and local governments during disaster or crisis situations.

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5-5. Operations

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

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

c. Assessments will be forwarded to COMNAVREG MIDLANT; oral report will suffice.

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## CHAPTER 6

## PUBLIC AFFAIRS

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

6-2. Action. The PAO will:

a. Proceed to the ECC immediately following an accident or disaster.

b. Immediately establish communications with COMNAVREG MIDLANT PAO.

c. Instruct the NAS Oceana quarterdeck and all tenant command public affairs representatives to direct news media queries to PAO.

d. Closely monitor all aspects of the accident/incident. The PAO will keep a running log of:

(1) Time of the accident and a concise description of the occurrence.

(2) Important developments.

(3) Date and time news releases are issued.

(4) How and when command policies are implemented.

(5) Copies of OPREP-3s and other pertinent messages.

e. Advise the news media there will be no speculation as to cause(s) of an accident/incident and an official statement will be issued after the investigation is completed.

f. Upon approval from the CO, release information to the public to prevent or dispel rumors. Accurate and timely news releases will assist in minimizing spread of hysteria and media-generated misinformation.

g. If personnel have been injured or killed, coordinate with the Casualty Assistance Calls Officer (CACO) before releasing information identifying personnel injured or killed. This information will not be released to the news media until

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confirmation is received that next of kin have been notified. The initial release will contain as much of the following information, as possible:

- (1) Type of accident/incident.
- (2) Location and time of accident/incident.
- (3) Persons involved.
- (4) Place of departure and destination.
- (5) Type of equipment or system involved.
- (6) Unclassified, pertinent facts about the mission at the time of the accident/incident.

h. If the cause of an accident/incident is unknown, PAO will inform the news media that "an investigation is being conducted to determine the cause of the accident."

i. Assist senior officials in preparing contingency answers to probable news media inquiries. Statements or contingency answers will be approved by the CO.

j. Ensure only those members of the news media who have been granted authorization, in writing, from the CO are permitted on base. Access to the accident area will be permitted only after it is cordoned off, news media personnel are briefed on safety hazards, issued identification badges and provided with an escort.

k. Ensure that the disaster is documented by video and still photography. Photographic equipment will be issued by Visual Information Support Center Oceana.

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## CHAPTER 7

## DISASTER NOTIFICATION AND MOBILIZATION

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

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

a. Emergency Broadcast System (EBS). The network of radio and television stations that broadcast Federal and State emergency warnings, instructions and information.

b. Public Announcement. Made by radio and television stations as a public service, but not associated with the EBS.

c. National Warning Signals. Sirens placed throughout the community to warn of an attack or emergency. A steady tone indicates an attack is imminent; a wailing siren indicates a disaster other than an attack.

d. Recall Bills. A roster of assigned personnel whose assistance may be required during an emergency. Each tenant command, storefront and NAS Oceana department is responsible for maintaining a current recall bill. The NAS Oceana Senior Watch Officer will ensure that a current NAS Oceana recall bill is kept on the NAS Oceana quarterdeck.

7-3. Actiona. Mobilization

(1) The CO, NAS Oceana, will determine when to mobilize the DPO based on staff recommendations assessing the ability of the normal base organization to respond to the emergency.

(2) The CDO, when directed, will mobilize the DPO with the assistance of the DPRO. The NAS Oceana quarterdeck will notify all commands of mobilization using the Junior Officer of the Day (JOOD) command notification list. Commands providing personnel to the DPO will instruct designated personnel to proceed to mobilization points.

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(3) If the CO directs notification/ warnings be broadcast via the media, the PAO will coordinate this effort with COMNAVREG MIDLANT PAO. In absence of the PAO, the CDO will assume this responsibility.

(4) If the base warning system is activated, disaster preparedness personnel will mobilize.

b. Public Bulletins

(1) The PAO will coordinate with COMNAVREG MIDLANT the broadcast of any radio or television bulletins, as well as command website. These bulletins may be public warnings or mobilization instructions.

(2) In the absence of the PAO, the CDO will coordinate with COMNAVREG MIDLANT.

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## CHAPTER 8

## COMMUNICATIONS

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

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

8-3. Communications Capabilities

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

(1) Telephone System. The base-wide, nonsecure commercial telephone system. Cellular phones will be available to ECC personnel. Some essential phone numbers:

(a) Quarterdeck: 433-2366 (up to Condition III).

(b) To report to the ECC (Condition III, II, I):  
433-3388/3073/3284/3289.

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

<u>Net</u>	<u>Frequency</u>	<u>Users</u>	<u>Mode</u>
Security, Primary	143.725 MHz	Base Police Fire Department MAA Force EST/ASF	Secure and Nonsecure
Disaster Preparedness (Security, Secondary)	140.150 MHz	Disaster Preparedness Organization	Nonsecure
PWC	138.550 MHz	PWC Tenant commands	Nonsecure

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

(1) Telephone. Nonsecure DSN systems, nonsecure commercial systems and a STU-II secure voice system.

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

(2) Radio Communications

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

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

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

(c) Primary emergency communications with COMNAVREG MIDLANT and SRPA will be via Hecklar radio.

8-4. Communications Operations

a. Communications on all nets will be restricted to essential broadcasts required to maintain effective control.

b. Only authorized personnel will utilize nets designated for emergency operations.

c. Personnel using radio nets will follow proper communication procedures for that net. Chapter 3 lists call signs specific to each net.

d. Communications security is required even during time of emergency. Sensitive or classified information will not be discussed or broadcast on nonsecure circuits.

e. The net control station will monitor the circuit and maintain circuit discipline. All other stations are subordinate to the net control station and will remain silent, if directed.

8-5. Action

a. Tenant commands will procure portable VHF-FM radios which will allow them to communicate on frequency 138.550 MHz, PWO net.

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b. NAS Oceana will establish external communications with higher authority, as directed by COMNAVREG MIDLANT.

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

a. OPREP/SITREP. The CDO is responsible for submitting OPREPs or SITREPs per reference (a).

b. PSR1. The Disaster Preparedness Officer will submit a PSR1 per the provisions of this chapter.

8-7. NAS Oceana Emergency Nets. NASOCEANAINST 5530.4E provides details of the NAS Oceana security net and its capabilities.

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

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

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

c. Discussion

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

(2) NAS Oceana will submit the report for all NAS Oceana commands directly to the Adjutant General of the State of Virginia in his/her capacity as STARC.

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

(4) In the event of any type of Weapons of Mass Destruction incident, immediately notify the NAVLANTMETOC DET Oceana CDO at 433-2177. The NAVLANTMETOC DET Oceana CDO will collect as much information as possible (time, location, type of weapon (nuclear/dirty or chemical/biological and type of agent symptoms, if known) about the incident and provide a chemical plume, estimated casualties and pertinent local area weather products to the base CO and/or On-Scene Commander within 30 minutes of notification or as soon as possible.

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d. Action

(1) The DPRO will draft the PSR1 following a nuclear attack and transmit the PSR1 by any means available.

(2) If the DPRO is unavailable or incapacitated, the CDO will assume reporting responsibility.

e. Exercise. The DPRO is responsible for drafting and submitting exercise reports.

8-9. PSR1 Submission Guidance

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

b. Guidance

(1) Data Element Description

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

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

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(2) Message Text Format

- (a) Left justify lines of message text.
- (b) Start with a slash (/) before the first data element.
- (c) Place a slash (/) after each data element, except the final data element. Place a double slash (//) after the final data element.
- (d) Place a hyphen (-) for any data element for which data is not available.
- (e) Place no more than 69 characters per line. If a data element extends past 69 characters, move that data element to the next line.
- (f) Complete messages will be prepared per appropriate message standards for the transmission media (e.g., messages will be prepared per JANAP 128 standards).
- (g) CONUS ERR Test PSR1 sent by message traffic will be identified as "CONUS ERR Test" messages.

(3) Transmission

- (a) Use secure voice STU-III.
- (b) The entire PSR1 message, in plain text, will be classified "SECRET." However, if line 8 or 9 on the PSR1 are not addressed (/-/), then the PSR1 will be treated as "UNCLASSIFIED."
- (c) Encrypted PSR1 messages are "UNCLASSIFIED."
- (d) Decrypted PSR1 messages will be marked "SECRET", unless item 8 or 9 is not addressed with declassification instructions "DECL OADR."
- (e) The PSR1 message format, without data, is "UNCLASSIFIED."

(4) Sample Format

FM NAS OCEANA VA  
TO TAG VA RICHMOND VA//VAOT-OPA//  
INFO COMNAVREG MIDLANT  
COMNAVVAIRLANT NORFOLK VA

BT  
UNCLAS //N02030//  
/PSR1/NAS OCEANA VA/TAG VA RICHMOND VA/2907/COMNAVREG MIDLANT  
/23460/1/11000/-/ZMAB/06//  
BT

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## CHAPTER 9

## CONTINUITY OF OPERATIONS

9-1. Purpose. To provide for continuity of essential operations within NAS Oceana.

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

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

a. The CO, NAS Oceana and the ECC staff will continue to operate from Building 230 as long as conditions permit. When conditions force evacuation of Building 230, the CO and staff will relocate to Building 232 (Telecommunications Building).

b. In the event the CO and ECC staff are incapacitated, the senior NAS Oceana Unrestricted Line Officer, according to the NAS Oceana lineal list capable of exercising command, assumes responsibility for continued recovery operations.

c. Command relationships between tenants, storefronts and NAS Oceana remain unchanged, unless directed by higher authority.

d. All NAS Oceana instructions remain in effect until canceled or superseded by the succeeding CO.

e. All tenants and NAS Oceana departments will draft plans for continuity of operations in their areas of responsibility.

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## CHAPTER 10

## DESTRUCTIVE WEATHER PLAN

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

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

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

10-4. Definitions

a. Destructive Weather Terms

(1) Destructive Winds. Sustained winds greater than 50 knots.

(2) Thunderstorms. A local storm produced by cumulonimbus clouds; always accompanied by lightning and thunder and may generate hailstorms and violent wind gusts.

(3) Severe Thunderstorm. Intense thunderstorm capable of producing heavy rain showers, hail (3/4 inch diameter or greater), strong winds (50 knots or greater) and tornadoes.

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

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- (5) Gale Force Winds. Winds 35 to 49 knots.
- (6) Storm Force Winds. Winds 50 knots or greater.
- (7) Tropical Cyclone. An organized circulation of tropical origin.
- (8) Tropical Depression. A tropical cyclone with wind speeds less than 34 knots.
- (9) Tropical Storm. A tropical cyclone with wind speeds from 34-63 knots.
- (10) Hurricane. A tropical cyclone with wind speeds of 64 knots or greater.
  - Category 1 - Winds of 64 to 82 knots.
  - Category 2 - Winds of 83 to 95 knots.
  - Category 3 - Winds of 96 to 113 knots.
  - Category 4 - Winds of 114 to 135 knots.
  - Category 5 - Winds above 135 knots.

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

- (1) Small Craft Warning. Harbor and inland waters are experiencing or are forecast to experience winds from 18-34 knots and wind driven waves of concern to small craft.
- (2) Gale Warning. Gale force winds are forecast for land, harbors and/or inland waters.
- (3) Storm Warning. Storm force winds are forecast for land, harbors and/or inland waters.
- (4) Thunderstorm Warning. Thunderstorms with wind gusts to 49 knots are forecast to impact the Hampton Roads area.
- (5) Severe Thunderstorm Warning. Severe thunderstorms are forecast to impact the Hampton Roads area.
- (6) Tornado Warning. Tornadoes have been sighted in or adjacent to the Hampton Roads warning area or have strong potential to develop in the area.

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

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

(2) Thunderstorm/Severe Thunderstorm/Tornado Condition II. Thunderstorms or severe thunderstorms/tornadoes (as specified) are expected within 25 nautical miles (NM) of NAS Oceana within 6 hours.

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

d. Tropical Cyclone Conditions of Readiness (COR).  
The following COR are issued by SOPA (Admin) Hampton Roads (COMNAVREG MIDLANT), when warranted. NAS Oceana is notified via message traffic and telephone call by SOPA (Admin) Subarea NAB Little Creek.

(1) Tropical Cyclone Condition V. Onset of destructive winds possible within 96 hours.

(2) Tropical Cyclone Condition IV. Onset of destructive winds possible within 72 hours.

(3) Tropical Cyclone Condition III. Onset of destructive winds possible within 48 hours.

(4) Tropical Cyclone Condition II. Onset of destructive winds anticipated within 24 hours.

(5) Tropical Cyclone Condition I. Onset of destructive winds anticipated within 12 hours.

10-5. High Wind Warning/Thunderstorm Conditions - Procedures and Responsibilities

a. The duty forecaster NAVLANTMETOC DET Oceana will advise the Air Operations Duty Officer (AODO) of anticipated approach of destructive winds/weather and recommend that applicable condition be set. The weather advisory will include information as to maximum gusts expected, direction of wind and duration.

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b. NAVLANTMETOC DET Oceana will:

(1) Place destructive condition/warning set by the AODO on weathervision.

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

(3) Notify the following activities, as indicated:

NAS Oceana Quarterdeck (CDO)  
FACSFAC VACAPES  
LANTORDCOMDET Oceana  
Fighter Wing Atlantic (FITWINGLANT)  
FITWINGLANT F-14 Simulator  
Strike Fighter Wing Atlantic (CSFWL)  
TACTS Range  
Airfield Manager  
OIC, Dam Neck Annex  
NOPF Dam Neck  
Dam Neck MWR

c. The AODO will notify the following:

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

d. The JOOD will contact personnel using Figure 10-1.

e. COs/OICs/department heads/storefront managers will revise and ensure currency of the weather advisory call list to reflect any changes. Include on the call list initials of person receiving the destructive wind condition call.

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

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

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

(1) Review departmental/activity destructive weather bill.

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

b. SEVERE THUNDERSTORM/TORNADO CONDITION I/HIGH WIND WARNING (FOR 50 KT SUSTAINED WINDS OR GREATER) (use applicable term).  
Action required:

- (1) All activities will "rig for severe windstorm" per destructive wind bills.
- (2) All equipment, vehicles, tools and materials, which may become flying debris, will be secured.
- (3) Aircraft which cannot be hangared will:
  - (a) Be moved into position facing into forecast wind.
  - (b) Have controls locked and parking brakes set.
  - (c) Be anchored securely to prevent movement.
  - (d) Have main wheels checked and chocks secured.
  - (e) Have tail wheels locked (as applicable).

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10-7. Tropical Cyclone Concept of Operations

a. When directed by SOPA/SOPA (ADMIN) Hampton Roads, NAS Oceana will execute the destructive weather plan and set specified tropical cyclone COR.

(1) For each storm condition, the NAS Oceana quarterdeck will notify all station departments, NAS Oceana Dam Neck Annex DPRO and tenant commands and direct them to set the specified condition. They, in turn, will promptly notify the quarterdeck when each condition has been attained.

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

(3) **If there will be prolonged delay in setting the specified condition at NAS Oceana, the NAS Oceana CDO will notify the Subarea Coordinator of the delay and an anticipated time of attainment.** Once the condition is set, the CDO will notify the Subarea Coordinator of attainment.

(4) Attainment reports will be made by the quickest means of communication available. Primarily, this will be done by telephone or by use of Heavy Weather Common Net (Figure 10-2). No follow up message reports are required, unless otherwise directed.

b. As a means of reducing number of personnel on base, COs, OICs and Storefront Managers will designate their personnel as either category ALPHA or BRAVO, as defined below.

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

(2) Category BRAVO Personnel. All personnel not designated ALPHA.

(a) Category BRAVO personnel will be released, when directed. Category ALPHA personnel will remain to complete hurricane preparations and carry out vital duties. Once preparations are complete, COs, OICs and Storefront Managers may send home category ALPHA personnel no longer needed in order to further reduce the base population. Reductions in ALPHA personnel will be coordinated with the CO, NAS Oceana.

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c. Each NAS Oceana department, tenant command and storefront will create and assign personnel to hurricane readiness teams. Personnel assigned to these teams should not be part of the DPO, since early mobilization of the organization would remove personnel from ongoing hurricane preparations. COs, OICs and Storefront Managers may, at their discretion, direct their hurricane readiness teams' personnel to shift into working uniforms. The teams are as follows:

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

(2) Window Team. Responsible for securing building windows.

(3) Sandbag Team. Sandbag doorways and other ground level openings to prevent flooding by high water. PWC provides sandbags and has about 6,500 in stock.

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

d. COs, OICs and Storefront Managers determine, prior to start of hurricane season, degree of protection required to safeguard assigned buildings (i.e., number of sandbags required and which windows require boarding, as discussed below).

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

(2) In instances where requests for sandbags or construction materials exceed stocks on hand, the CO, NAS Oceana will establish distribution priority.

e. Nonessential government vehicles will be returned to PWC Transportation Department, Virginia Beach site, for reassignment and/or relocation as the storm approaches. The PWO will select a vehicle evacuation site where noncritical government vehicles will be moved in order to reduce potential damage from storm surge and flooding. The CO, NAS Oceana, will direct evacuation of all vehicles critical to safety of personnel and property (i.e., fire trucks and utility trucks to a safe haven, as the situation dictates). If the decision is made to evacuate all critical vehicles, these vehicles will be retained on base until the last possible moment. The primary evacuation site for government vehicles is the Navy Exchange parking lot. Secondary evacuation site is the lot in front of Building 232.

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

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

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

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

a. Tropical Cyclone Condition V (96 hours)

(1) Review pertinent areas of the Disaster Preparedness and Recovery Plan (DPRP). (ALL)

(2) Review standing requirements for sandbags and construction materials. (NOTE: Stock on hand may fall short of any additional requirements.) (ALL)

(3) Verify hurricane team assignments and telephone recall listings. (ALL)

(4) Maintain normal operating/liberty schedules. (ALL)

(5) Report attainment of Tropical Cyclone Condition V to NAS Oceana Quarterdeck. (ALL)

(6) NAS Oceana query all tenant commands and storefronts which have not reported attainment within 12 hours. (CDO)

b. Tropical Cyclone Condition IV (72 hours)

(1) Ensure all prescribed measures for Condition V are completed. (ALL)

(2) Muster and brief all hurricane team leaders. (ALL)

(3) Inspect all buildings and surrounding grounds and identify any problems with doors, windows, supports, poles, drains, trees, signs or other potential hazards. (ALL)

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(4) Alpha personnel instructed to bring in working uniforms and any articles needed to remain overnight. (ALL)

(5) DPRO schedule a brief for all NAS Oceana departments, tenant commands and storefronts reviewing hurricane/tropical storm procedures. (DPRO)

(6) Verify readiness to establish the NAS Oceana ECC using the checklist provided in Figure 10-1. (CDO)

(7) Maintain normal operating/liberty schedules, as feasible. (ALL)

(8) NAS Oceana verify readiness to establish communication on Heavy Weather Common Net, as listed in Figure 10-2 or Heckler Net. (Code 30)

(9) Report attainment. (ALL)

(10) NAS Oceana query all tenant commands and storefronts which have not reported attainment within eight hours. (CDO)

c. Tropical Cyclone Condition III (48 Hours)

(1) Ensure all prescribed measures for Condition IV are completed. (ALL)

(2) NAS Oceana activate Heavy Weather Common Net and establish guard or Heckler Net. (Code 30)

(3) Commence securing buildings. Outside area teams relocate or secure all potential missile hazards. (ALL)

(4) PWC prepare the following for emergency use:

(a) Passenger vehicles and buses.

(b) Front end loaders, bulldozers and fork trucks.

(c) Cargo trucks and light amphibious recovery craft (LARC).

(d) Portable generators, pumps and communications equipment.

(5) Housing Officers coordinate berthing of all military and civilian personnel required to remain on base.

(6) Housing Director distribute hurricane information to military housing residents. (Example, Figure 10-3.)

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(7) NAS Oceana review procedures and verify stocks for activating emergency shelters for recovery personnel.

(8) Report attainment. (ALL)

(9) NAS Oceana query all tenant commands and storefronts who have not reported attainment within four hours. (CDO)

d. Tropical Cyclone Condition II (24 Hours)

(1) Ensure all prescribed measures for Condition III are completed. (ALL)

(2) Complete securing buildings and surrounding areas.

(a) Sandbag teams secure all doorways, except main entrances. (ALL)

(b) Window teams and outside area teams reinspect buildings and grounds to ensure proper readiness. (ALL)

(c) Building security teams ensure all classified material is properly stowed, office equipment relocated (preferably to a second floor) to avoid water damage and keys to locked spaces are available to remaining security teams. All office equipment moved should be tagged indicating its original location. (ALL)

(3) NAS Oceana activate ECC per NASOCEANAINST 3440.1C. All designated staff members will report to the ECC.

(4) Activate emergency shelters; shelter management teams are to mobilize at designated shelters.

(5) Food Service Officer, when directed, will activate mass feeding plan.

(6) Public Safety Storefront, Virginia Beach Precinct (NAS Oceana/Dam Neck Annex) Security Officer will recall the duty ASF.

(7) Fill water storage containers with fresh water and distribute them to emergency shelters. (FSO)

(8) Cancel leave and liberty, as required. (ALL)

(9) Muster and brief all personnel on impending weather conditions. Ensure personnel understand precautions they should take at home and location of their neighborhood emergency shelters. Dismiss all category BRAVO personnel upon completion of all Condition II measures. Reference (g) applies to dismissal of civilian personnel.

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- (10) Maintain modified watch routine. (ALL)
  - (11) PWC shift into ALPHA team organization.
  - (12) Test security alarms in coordination with base police. (ALL)
  - (13) All retail establishments turn in excess money to Personnel Support Activity Detachment (PSD) disbursing office for storage.
  - (14) The NAS Oceana ECC will obtain latest weather bulletin every three hours. Recorded NAVLANTMETOCEN bulletins are available at 444-7356.
  - (15) Report attainment. (ALL)
  - (16) NAS Oceana query tenant commands and storefronts which have not reported attainment within four hours. (CDO)
- e. Tropical Cyclone Condition I (12 Hours)
- (1) Ensure all prescribed measures for Condition II are completed. (ALL)
  - (2) NAS Oceana mobilize the Disaster Preparedness and Recovery Organization, including the remainder of the ASF. (ALL)
  - (3) Base Police, if directed by the CO, NAS Oceana, notify all housing residents to evacuate to designated emergency shelters.
  - (4) If directed by the CO, NAS Oceana, initiate evacuation of ALPHA personnel and BQ personnel into designated emergency shelters.
  - (5) Secure all outside watches, except security personnel. All watches not required to perform duties outdoors remain in buildings.
  - (6) Tenant commands and storefronts secure all buildings not required to remain staffed and evacuate personnel to designated shelters. Remaining watch standers will contact the NAS Oceana ECC with a count of remaining personnel.
  - (7) Base police secure all traffic, except emergency vehicles and essential movement.
  - (8) Prop open all electric lock doors to permit passage in the event of power loss.

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(9) PAO pass reporting to work instructions to all local TV and radio stations.

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

(11) Fill BQ sinks and bathtubs with fresh water. (BPOs)

(12) Report attainment. (ALL)

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

f. Post Tropical Cyclone Action

(1) All tenant commands and storefronts will report any damage sustained to ECC as soon as feasible.

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

(3) NAS Oceana tenant commands and storefronts will stand down from current tropical cyclone condition, when directed.

SEVERE WEATHER CONDITIONS NOTIFICATION

THUNDERSTORM CONDITION I II DATE \_\_\_\_\_  
 TROPICAL CYCLONE CONDITION I II III IV V TIME \_\_\_\_\_  
 HIGH WINDS WARNING: WINDS AT \_\_\_\_\_ - \_\_\_\_\_ KTS GUSTING TO \_\_\_\_\_ KTS ASST/JOOD \_\_\_\_\_  
 TIME CONDITION STARTED \_\_\_\_\_ TIME CONDITION SECURED \_\_\_\_\_

OFFICE	PHONE	NAME OF CONTACT	TIME CONTACTED	REASON NOT CONTACTED	TIME COND SET
*AIMD	5933	_____	_____	_____	_____
*CBU-415	2252	_____	_____	_____	_____
HRO (CIV PERS)	3459	_____	_____	_____	_____
CMAA	2551	_____	_____	_____	_____
Dam Neck Annex	492-6299	_____	_____	_____	_____
After hours	403-1558	_____	_____	_____	_____
*IT	2531	_____	_____	_____	_____
*DENTAL	677-7190	_____	_____	_____	_____
FIRE DEPT	2043	_____	_____	_____	_____
FLT SIMULATOR	2684	_____	_____	_____	_____
GALLEY	2194	_____	_____	_____	_____
LSO SCHOOL	2515	_____	_____	_____	_____
*MEDICAL	677-7036	_____	_____	_____	_____
MWR	2560	_____	_____	_____	_____
*NAMTRAU	3362	_____	_____	_____	_____
NAVY EXCHANGE	425-4201	_____	_____	_____	_____
NCIS	3291	_____	_____	_____	_____
*PSD	2760	_____	_____	_____	_____
ROICC	2621	_____	_____	_____	_____
*SECURITY	3103	_____	_____	_____	_____
*RSOO	2298	_____	_____	_____	_____
FIRST LT	2205/2534	_____	_____	_____	_____
NALF FENTRESS	2259	_____	_____	_____	_____

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

OFFICE	PHONE	NAME OF CONTACT	TIME CONTACTED	REASON NOT CONTACTED	TIME COND SET
NLMOD	2274	_____	_____	_____	_____
RED CROSS	440-1111	_____	_____	_____	_____
AIR OPS	2162	_____	_____	_____	_____
BEQ	2574	_____	_____	_____	_____
BOQ	2574	_____	_____	_____	_____
CHAPEL	2871	_____	_____	_____	_____
CO/XO	2922	_____	_____	_____	_____
COMMISSARY	422-9397	_____	_____	_____	_____

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*ENLISTED POOL	2825	_____	_____	_____	_____
*OFFICER POOL	3285	_____	_____	_____	_____
FFSC	2912	_____	_____	_____	_____
NAESU	3512	_____	_____	_____	_____
NLSO	2230	_____	_____	_____	_____
*OFFICERS' CLUB	428-0036	_____	_____	_____	_____
*VISC	3426/7	_____	_____	_____	_____
PWO	3321	_____	_____	_____	_____
*STABLES	3266	_____	_____	_____	_____
STRKFITWING	9160	_____	_____	_____	_____
FITWING	4020	_____	_____	_____	_____
FASO	7236	_____	_____	_____	_____
AOCD	2352	_____	_____	_____	_____
FACSFAC VACAPES	1320	_____	_____	_____	_____

\*AFTER NORMAL WORKING HOURS ONLY

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## COMMUNICATIONS PROCEDURES

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

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

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

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

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

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

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

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

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## HURRICANE INFORMATION

## AT HOME PREPARATION FOR A HURRICANE

1. Keep a radio tuned for latest weather report and advisories from your city government.
2. Keep a flashlight, portable radio and other emergency equipment handy in case of a power loss.
3. Move inside or secure any loose items outside of the house, such as lawn furniture, tools and garbage cans. Take extra care to secure trailers and boats.
4. Keep a two to three day stock of food that require little to no preparation and are ready to eat. Fill as many containers, including bath tubs, with water.
5. Tape, shutter or board up windows, especially large single pane windows.
6. Stay inside and off roads, unless you decide to evacuate.
7. Do not plan on the telephone working.
8. Fill the gas tank of your car in case power is lost at filling stations. Park away from trees and poles. Open windows slightly to equalize pressure.
9. Be sure a window on the side of your house facing away from winds can be opened to equalize air pressure inside. This will help prevent windows from breaking.
10. If the eye of the storm passes overhead, winds will become calm for up to a half hour. However, once the eye passes, winds will resume suddenly and violently.
11. Move small craft or move to safe haven.
12. Move valuables to upper floors.
13. Bring pets inside.

## EVACUATING TO A SHELTER

1. If evacuation is recommended, you should leave.
2. Your house will probably provide adequate shelter if it is well built and in no danger from high tides, pounding surf or erosion. Mobile homes and trailers do not provide shelter against high winds. Anyone living in a mobile home/trailer or low-lying area should evacuate.

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3. If you decide to evacuate, plan an evacuation route to avoid low-lying areas. Evacuate early, if necessary. (See chapter 4, figure 4-2).
4. Shelter locations can be found at [www.vbjov.com](http://www.vbjov.com). **DO NOT COME TO BASE FOR SHELTERING.**

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## CHAPTER 11

## INCIDENT COMMAND STRUCTURE (ICS)

11-1. Purpose. To establish a common emergency response management system that can be used in response to disasters, emergencies and requests for MSCA. This structure is for short term, no-notice events until the DPO is stood up.

11-2. Background. The Incident Command Structure (ICS) is used to manage an emergency incident or a nonemergency event. It can be used equally well for both small and large situations.

a. The system has considerable internal flexibility. It can grow or shrink to meet different needs. This makes it a very cost-effective and efficient management system. The system can be applied to a wide variety of emergency and nonemergency situations. Following are examples of incidents and events that can use ICS:

- (1) Fires, HAZMAT and multicasualty incidents
- (2) Multijurisdiction and multiagency disasters
- (3) Wide-area search and rescue missions
- (4) Pest eradication programs
- (5) Oil spill response and recovery incidents
- (6) Single and multiagency law enforcement incidents
- (7) Air, rail, water or ground transportation incidents
- (8) Planned events; e.g. celebrations, parades, concerts
- (9) Private sector emergency management programs
- (10) State or local major natural hazards management

11-3. ICS Organization. Built in modular fashion and can be as large or small as incident requires. Intended to flex and reorganize during course of an incident to meet emerging needs. ICS enables integrated communications and planning by establishing manageable span of control.

a. Command Function. Sets objectives and priorities, has overall responsibility at incident or event.

- (1) Directed by Incident Commander

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(2) Billets include:

(a) Information Officer (PAO). The central point of dissemination of information to news media and other agencies and organizations.

(b) Safety Officer. Assesses hazardous and unsafe situations and develops measures for assuring personnel safety.

(c) Liaison Officer. Point of contact at the incident for personnel from assisting or cooperating agencies. There is only one Liaison Officer on any incident. Very large incidents may require the use of assistants.

(d) Legal Officer (JAG). Tracks and maintains all legal procedures required from the incident.

b. Operations Section. Conducts tactical operations to carry out the plan. Develops tactical objectives, organization and directs all resources.

(1) Responsible for carrying out response activities in the ECC

(a) Develop operations portion of ECC

(b) Supervise execution of ECC

(c) Request resources needed to implement tactics in support of ECC

(2) Billets include:

(a) Air Operations Branch Director

(b) Emergency Response Branch Director

1. SAR group

2. Fire suppression group

3. HAZMAT group

4. Medical (EMS) group

5. Law enforcement group

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c. Planning Section. Develops action plan to accomplish objectives, collects and evaluates information, maintains resource status.

(1) Responsible for information management and "long-term" planning

incident

(a) Collect/process information regarding the

(b) Determine need for specialized resources

(c) Develop alternate strategies

(d) Provide periodic prediction on incident potential

(2) Branches/groups include:

(a) Situation Branch

1. Display Processor

2. Field Observer(s)

(b) Resources Branch

1. Volunteer Coordinator

2. Documentation Group

3. Demobilization Group

(c) Technical Specialists

d. Logistics Section. Provide support to meet incident needs, provides resources and all other services needed to support the incident.

(1) Responsible for providing facilities, service and materials (including personnel to operate requested equipment) in support of the incident response.

(2) Branches/groups include:

(a) Service Branch

1. Communications Unit

2. Medical Unit

3. Food Unit

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(b) Support Branch

1. Supply Unit
2. Ordering Manager
3. Receiving/Distribution Manager
4. Facilities Unit
5. Ground Support Unit
6. Vessel Support Unit

e. Administrative/Finance Section. Monitors costs related to the incident, provides accounting, procurement, time recording and cost analyses.

(1) Responsible for all financial/cost analysis and administrative support functions

(2) Branches/groups include:

- (a) Cost Unit
- (b) Time Unit
- (c) Procurement Unit
- (d) Compensation/Claims Unit
- (e) Human Resources Specialist

11-4. Action

a. Implement ICS at installation/regional levels.

(1) Determine structure and manning requirements based on review of disaster preparation/recovery instruction, NASOCEANAINST 3440.1C.

b. Determine training resources and requirements.