DEPARTMENT OF THE NAVY
NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:
NASOCEANADAMNECKANNEXINST 3440.1
17

31 AUG 2000

NAS OCEANA DAM NECK ANNEX INSTRUCTION 3440.1

Subj: NAVAL AIR STATION (NAS) OCEANA DAM NECK ANNEX DISASTER PREPAREDNESS AND RECOVERY PLAN

1. Purpose. To provide detailed guidance for Disaster Preparedness and Recovery Plan (DPRP) for Naval Air Station (NAS) Oceana Dam Neck Annex. This plan provides guidance for preparing for and recovering from a wide range of disasters and emergency situations.

2. General. Authority is granted and addressees are encouraged to extract any portion of this plan to prepare supplemental plans and/or instructions for tenant activities on board NAS Oceana Dam Neck Annex.

3. Action

a. This plan is effective upon receipt for planning and training. Its execution or the execution of any portion will be as directed by the Commanding Officer (CO), NAS Oceana or the Officer in Charge (OIC), NAS Oceana Dam Neck Annex.

b. All Dam Neck Annex tenant COs and OICs shall generate supplemental plans in support of this plan specific to their command/activity. COs/OICs will forward copies of their plan to the NAS Oceana Dam Neck Annex, Disaster Preparedness Officer (DPO).

W. C. ZOBEL

Distribution:
NASOCEANAINST 5216.1V
Lists I (00I, 11, 12, 13, 16 and 17 only), II, III (15, 192, 198, 22, FA45, N041VB, N05VB and RSOO) and IV

Copy to:
CINCLANTFLT
NAVPHIBASE LITTLE CREEK VA

RECORD OF CHANGES

CHANGE NO.		DATE OF CHG		DATE ENTERED		ENTERED BY

TABLE OF CONTENTS

Record of Changes		i
Table of Contents		ii, iii
SECTION	SUBJECT	PAGE
	Basic Plan	1
Annex A	**Concept of Operations**	**A-1**
Annex B	**Disaster Preparedness and Recovery Organization**	**B-1**
Appendix I	Emergency Command Center	B-I-1
Tab A	Command Center Staff Responsibilities	B-I-A-1
Tab B	Equipment Requirements	B-I-B-1
Tab C	Readiness Checklist	B-I-C-1
Appendix II	Disaster Response Teams	B-II-1
Tab A	Team Organization	B-II-A-1
Appendix III	Disaster Recovery Teams	B-III-1
Tab A	Team Organization	B-III-A-1
Annex C	**Readiness and Training**	**C-1**
Appendix I	Emergency Shelter Plan	C-I-1
Tab A	Emergency Shelter Locations	C-I-A-1
Tab B	Emergency Shelter Stocking Procedures	C-I-B-1
Tab C	Minimum Shelter Stock List	C-I-C-1
Tab D	What to Bring to an Emergency Shelter	C-I-D-1
Tab E	Disaster Shelter Registration Form	C-I-E-1
Appendix II	Mass Evacuation Plan	C-II-1
Appendix III	Mass Feeding Plan	C-III-1
Appendix IV	Training Program	C-IV-1
Tab A	Minimum Training Requirements	C-IV-A-1
Appendix V	Available Material Resources	C-V-1
Annex D	**Disaster Assistance to Off-Base Activities**	**D-1**
Annex E	**Specific Disaster Plans**	**E-1**
Appendix I	Destructive Weather Plan	E-I-1
Tab A	Notification Checklist	E-I-A-1
Tab B	Initial Damage Assessment Report	E-I-B-1
Tab C	Communications Procedures	E-I-C-1

Appendix II	CBR Defense Plan	E-II-1
Tab A	CBR Defense Measures	E-II-A-1
Tab B	Personnel Decontamination Procedures	E-II-B-1
Tab C	Equipment and Facilities Decontamination Procedures	E-II-C-1
Appendix III	Major Conflagration Response Plan	E-III-1
Appendix IV	Hazardous Material Spill Recovery Plan	E-IV-1
Appendix V	Air Crash Response Plan	E-V-1
Appendix VI	Unexpected Hostile Attack Response Plan	E-VI-1
Annex F	**Civil Disorder**	**F-1**
Annex G	**Public Affairs**	**G-1**
Annex H	**Disaster Notification and Mobilization**	**H-1**
Appendix I	Mobilization Notification List	H-I-1
Annex I	**Communications**	**I-1**
Appendix I	Dam Neck Annex Emergency Radio Nets	I-I-1
Tab A	Primary Security Net	I-I-A-1
Tab B	First Lieutenant/Disaster Preparedness Net	I-I-B-1
Tab C	Fire Department Net	I-I-C-1
Appendix II	Post Attack Status Report (PSR1)	I-II-1
Tab A	PSR1 Submission Guidance	I-II-A-1
Annex J	**Continuity of Operations**	**J-1**
Annex K	**List of Disaster Preparedness References**	**K-1**

BASIC PLAN FOR NAVAL AIR STATION (NAS) OCEANA DAM NECK ANNEX DISASTER PREPAREDNESS AND RECOVERY

Ref: (a) COMNAVREGMIDLANTINST 3440.24
(b) DOD Directive 3025.1 (NOTAL), Military Support to Civil Authorities (MSCA)
(c) DOD Directive 3025.15 (NOTAL), Military Assistance to Civil Authorities DOD Directive 3025.12 (NOTAL), Military Assistance for Civil Disturbances (MACDIS)
(e) DOD Directives 5100.46 (NOTAL), Foreign Disaster Relief
(f) DOD Directive 5200.46 (NOTAL) Security of Department Of Defense Installations and Resources
(g) DOD Directives 4500.9 (NOTAL), Transportation and Traffic Management
(h) SECNAVINST 5820.7 Series (NOTAL), Cooperation with Civilian Law Enforcement Officials
(i) SECNAVINST 53030.4 Series (NOTAL)
(j) OPNAVINST 3440.16 Series (NOTAL), Navy Civil Emergency Management Program
(k) CINCUSACOM OPORD 200-95, Annex U (NOTAL), Military Support to Civil Authorities and Military Support for Civil Disturbances (MSCA/MACDIS)
(l) USACOMINST 3440.1, USACOM Policy Directive for Military Support to Civil Authorities and Military Support for Civil Disturbances (MSCA/MACDIS)
(m) USACOM INST 3440.2, USACOM Policy Directive for Lead Operational Authority (LOA) for Military Support to Civil Authorities and Military Support for Civil Disturbances (MSCA/MACDIS)
(n) CINCLANTFLT 3440.1 Series (NOTAL), Civil Emergency Preparedness/Assistance Program
(o) CINCLANTFLT OPORD 2000 (Annex N) (NOTAL)
(p) NASOINST 5530.4D, Physical Security Plan/ Anti-Terrorism Force Protection Plan
(q) COMNAVREGMIDLANT 3141.1 Series, Destructive Weather Plan
(r) UNSCINCRED CONPLAN 7040 (NOTAL), Joint Key Assets Protection
(s) UNSCINCRED CONPLAN 7045, Military Support of Civil Defense Joint Strategic Capabilities Plan (Annex H) for Civil Defense, Recovery and Reconstitution (NOTAL)
(t) NAVFACNOTE 3050 (NOTAL) of 3 Jan 84
(u) NAVFACINST 3440.17B, Chemical, Biological and Radiological Defense (CBR-D) Material and Equipment Allowance for Naval Shore Activities

1. Background. The CO, NAS Oceana, is responsible for establishing and directing the Disaster Preparedness Program

for NAS Oceana Dam Neck Annex. This program includes a Disaster Preparedness Organization that will carry out disaster preparations and recovery operations. The authority within this plan is derived from reference (a). The OIC, NAS Oceana Dam Neck Annex is authorized to effect this plan upon direction of the CO, NAS Oceana.

2. Assumptions

a. NAS Oceana Dam Neck Annex 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.

3. Mission. The Disaster Preparedness Organization will take all measures necessary and possible, prior to, during or following a disaster to minimize damage and casualties, initiate

recovery and assist outside federal, state and local authorities when directed. This organization will be based on the normal base operating organization.

4. Execution

a. NAS Oceana has issued instructions covering specific emergencies, such as destructive weather, 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. This plan is effective for planning and training purposes.

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

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

e. Upon implementing this plan, mobilization of the Disaster Preparedness Organization will be carried out per the Annexes.

Annexes:

A - Concept of Operations
B - Disaster Preparedness and Recovery Organization
C - Readiness and Training
D - Disaster Assistance to Off-Base Activities
E - Specific Disaster Plans
F - Civil Disorder
G - Public Affairs
H - Disaster Notification and Mobilization
I - Communications
J - Continuity of Operations
K - List of Disaster Preparedness References

ANNEX A

CONCEPT OF OPERATIONS

1. General. This plan provides guidance for conducting disaster preparedness and recovery operations on board Dam Neck Annex 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.

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

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 Dam Neck Annex missions. The order of listing does not necessarily denote order of priority.

(1) Perform the duties of Senior Officer Present Afloat (SOPA) Sub-area coordinator for NAS Oceana Dam Neck Annex.

(2) Execute DPRPs.

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

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

(5) Provide fire prevention and protection services.

(6) Coordinate with Public Works Center (PWC) to maintain utility plants and distribution systems.

(7) Coordinate with PWC emergency maintenance and repair services to maintain all buildings, facilities and utility systems.

(8) Coordinate transportation services with PWC.

(9) 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 shall be placed on aiding commands with operational missions.

c. Priority THREE. Provide assistance to federal agencies and activities (non-military), 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 shall be consistent with the defense priorities listed above.

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

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.

5. Definitions. Key terms normally associated with disaster preparedness and recovery operations are defined in Annex B.

6. Emergency Command Center (ECC). Whenever an emergency overwhelms or threatens to overwhelm the regular capabilities of base support and emergency services, the Command Center shall be activated using Appendix I to Annex B.

7. Disaster Response Guidelines. Annex E contains the plans outlined below for implementation during specific emergencies:

a. Destructive Weather, Appendix I

b. Chemical Biological and Radiological (CBR) Defense, Appendix II

c. Major Conflagration, Appendix III

d. Hazardous Material Spill, Appendix IV

e. Air Crash, Appendix V

f. Unexpected Hostile Attack, Appendix VI

8. Civil Disorder. The Disaster Preparedness Organization, when required, will assist in controlling civil disturbances on Dam Neck Annex when such assistance does not impair disaster recovery operations. Specific guidance is contained in Annex F.

9. Off-Base Assistance. Most commands are incapable of a full self-sustained recovery from a major disaster. Specialized assets required during recovery operations at Dam Neck Annex may be available at other commands. Conversely, assets at Dam Neck Annex may be needed to assist other commands in recovery operations. CNRMA, as the Regional Planning Agent (RPA), will coordinate the use of all Department of the Navy (DoN) assets and activities as a pool for mutual assistance. Requests for assistance by military activities, federal agencies or civilian organizations will usually be made to CNRMA 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 direct immediate off-base assistance and then notify the RPA. Specific assistance to off-base activities is addressed in Annex D.

ANNEX B

DISASTER PREPAREDNESS AND RECOVERY ORGANIZATION

1. General. The Disaster Preparedness Organization 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 in order to optimize command and control and to better support preparations and recovery.

2. Command Relationships

a. During periods of emergency, the chain of command for disaster recovery is as diagrammed in Figure B-1.

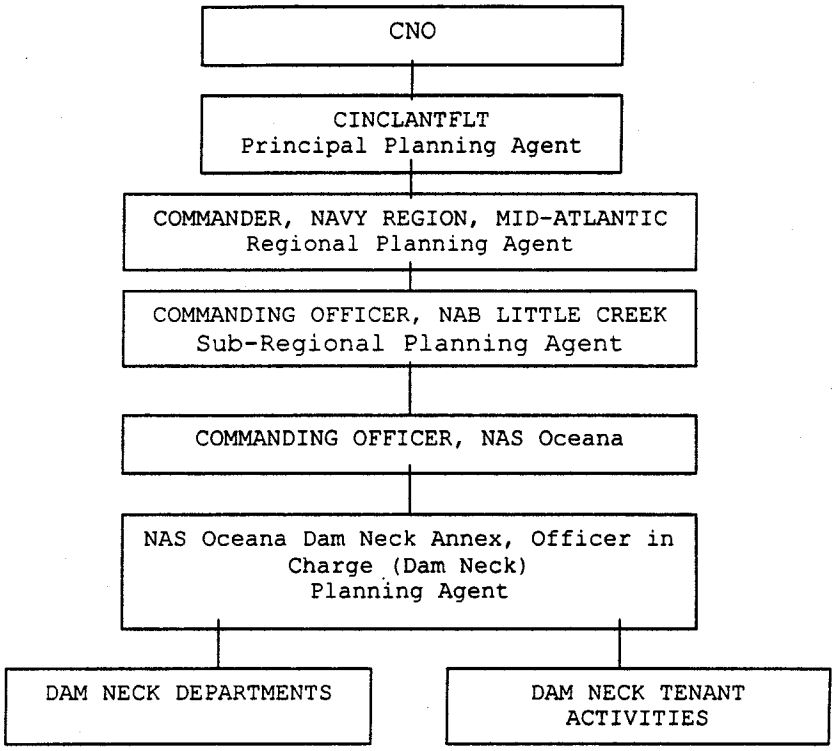


Figure B-1

b. Responsibilities

(1) Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT) is the principal planning agent for all naval activities east of the Mississippi.

(2) CNRMA, as the RPA, is responsible for all naval activities in Virginia (less Northern Virginia) and West Virginia. CNRMA liaisons with the First Army Headquarters which is responsible for all Military Assistance to Civilian Authorities (MACA) in the region. CNRMA also liaisons with the Federal Emergency Management Agency (FEMA), Region III.

(3) CO, Naval Amphibious Base (NAB) Little Creek is the Sub-Regional Planning Agent (SRPA) for SRPA Area III, which includes Dam Neck Annex.

(4) CO, NAS Oceana is responsible for all disaster preparedness and recovery operations on board Dam Neck Annex.

(5) Tenant activities report to the CO, NAS Oceana in coordination with the OIC, NAS Oceana Dam Neck Annex for all matters involving disaster preparedness and recovery operations on board Dam Neck Annex.

3. NAS Oceana Dam Neck Annex Disaster Preparedness and Recovery Organization

a. General. The OIC, NAS Oceana Dam Neck Annex, is responsible for establishing and maintaining the Dam Neck Annex Disaster Preparedness and Recovery Organization. This organization exists within the normal NAS Oceana Dam Neck Annex command structure and interrelationships with tenant activities.

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

c. Disaster Response Teams. During mobilization of the Disaster Preparedness and Recovery Organization, Disaster Response Teams shall be created. These teams, in addition to the normal base emergency teams, are the primary response forces to a disaster or emergency. Upon mobilization, all departments and tenant activities shall release all designated personnel to the control of the OIC, NAS Oceana Dam Neck Annex. Appendix II to this annex provides detailed guidance.

d. Disaster Recovery Teams. During mobilization of the Disaster Preparedness and Recovery Organization, Disaster Recovery Teams shall be formed. These teams will be responsible for the operational recovery phase and final recovery phase after a disaster or emergency. Upon mobilization, all departments and tenant activities shall release all designated personnel to the control of the NAS Oceana Dam Neck Annex First Lieutenant (1ST LT). Appendix III to this annex provides detailed guidance.

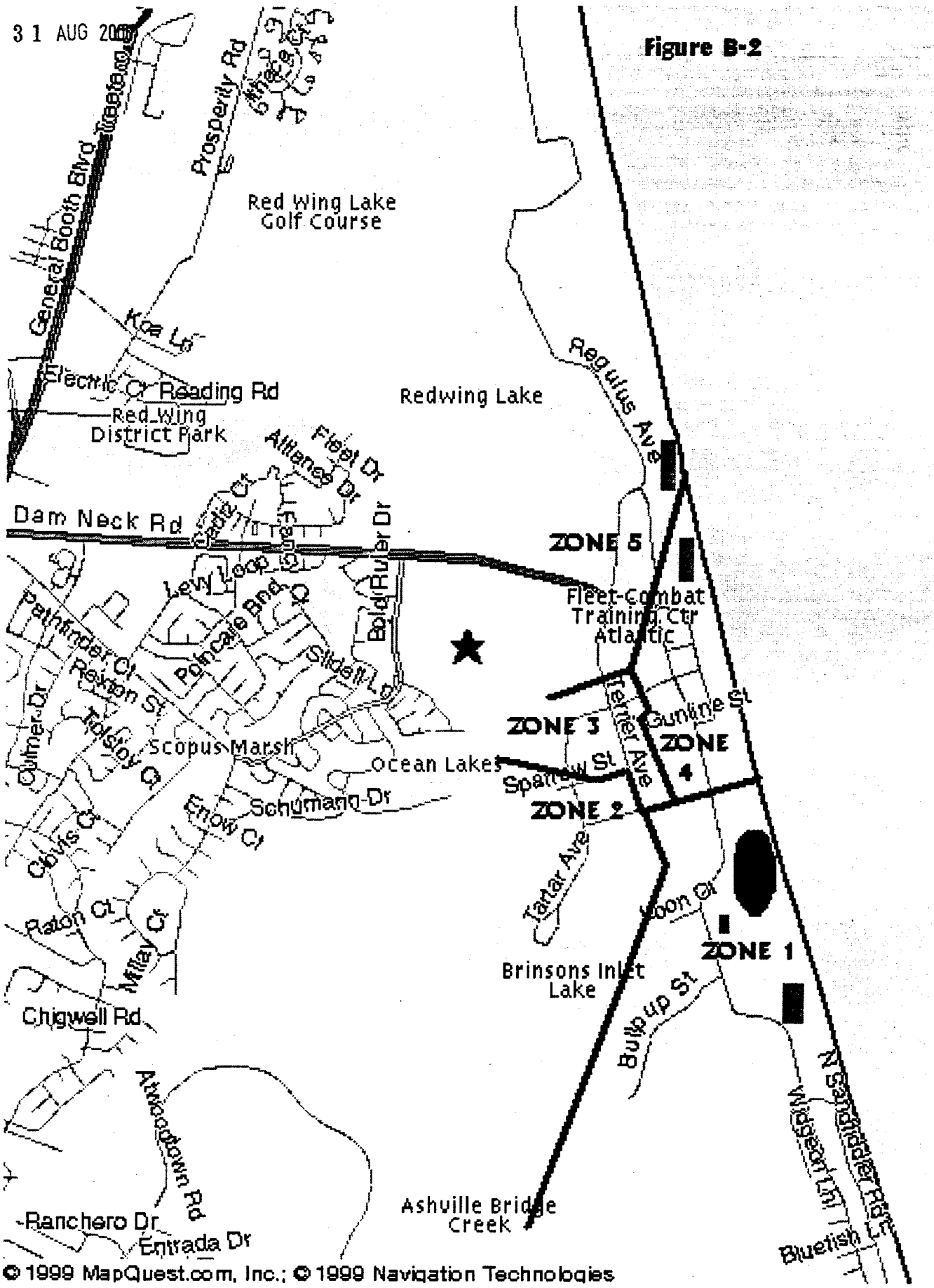
e. Disaster Preparedness Zones. (Figure B-2)

(1) Dam Neck Annex is divided into five geographic zones to facilitate rapid disaster preparedness and recovery operations. The zone descriptions are:

ZONE	DESCRIPTION
1	All land south of a line that extends along Polaris Avenue from the intersection of Polaris and Terrier east to the shoreline.
2	All land south of a line extending from the intersection of Polaris and Terrier, along Terrier Avenue to the intersection of Sparrow and Terrier, along Sparrow Street to the west parking lot of Base Galley, 432 Sparrow Street and then due northwest through the parking lot north of Personnel Support Detachment (PSD)/Auditorium, 488 Sparrow Street to the western perimeter.
3	The area bounded to the north by the Sadlers Pond drainage creek and Sadlers Pond, to the east by the drainage slough west of McDonald's, 328 Talos Street and Walker Hall, 1905 Regulus Avenue and east of Bachelor Enlisted Quarters, 1940, 1960 and 1976 Terrier Avenue to the west by the western perimeter and to the south by Zone 2.
4	All land area bounded by Zone 3, Zone 1 and by a line extending northeast from the Chapel, 1884 Terrier Avenue to Beach Bath House, 1738 Regulus Avenue.
5	All land north of Zones 3 and 4.

31 AUG 2000

Figure B-2



(2) Each zone shall have a Zone Repair Leader assigned who is responsible for disaster preparedness and recovery operations in that zone. The Zone Repair Leaders shall report to the DPO/1ST LT.

(3) Each zone shall be capable of limited independent recovery operations and have disaster response teams assigned under the control of the zone repair leader. These teams may include: CBR Survey Team, Facilities CBR Decontamination Team, Stretcher Bearers, Operational Recovery Teams and Final Recovery Teams.

4. Responsibilities

a. CO, NAS Oceana. Responsible for all Disaster Preparedness and Recovery Operations on Dam Neck Annex, ensuring that all plans are current and that the organization is ready to provide rapid response to any emergency.

b. OIC, NAS Oceana Dam Neck Annex. Coordinate the operation of the Command Center staff and keep the CO informed.

c. Command Duty Officer (CDO), Naval Ocean Processing Facility (NOPF)

(1) During off-duty hours, assist in ensuring the Command Center, when activated, is properly equipped.

(2) Coordinate preparation and transmission of all Operational Reports (OPREP-3) and Situational Reports (SITREPS).

d. OIC, Branch Medical Clinic Dam Neck Annex

(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 evacuating casualties to outside medical facilities.

(5) Assist in operating personnel decontamination stations during CBR recovery operations.

(6) Establish a morgue.

e. Public Affairs Officer (PAO) NAS Oceana

(1) Provide assistance to the OIC in all matters pertaining to Public Affairs.

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

f. Assistant OIC, NAS Oceana Dam Neck Annex

(1) Coordinate a base-wide accounting of personnel.

(2) Prepare personnel casualty reports for all injured personnel and fatalities.

(3) Coordinate administrative and clerical services for the Command Center staff.

g. Combined Bachelor Housing (CBH) Officer. Provide emergency supplies and personnel to stock shelters.

h. DPO, NAS Oceana Dam Neck Annex

(1) Coordinate all emergency/disaster response and recovery operations carried out by the Disaster Preparedness Organization.

(2) Coordinate integration of working parties in support of disaster preparedness and recovery operations.

(3) Coordinate disposal of unexploded munitions, relocating stored ammunition when required and using explosives in demolition and emergency destruction.

(4) Coordinate all base firefighting assets.

(5) Assign and coordinate the base security forces as required to maintain base security and discipline.

(6) Coordinate all supply support for emergency/disaster recovery operations.

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

(8) Coordinate activation of emergency shelter(s), the orderly movement of personnel into shelters and ensure shelters are adequately stocked with emergency supplies.

(9) Implement mass evacuation plans when required.

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

i. Security Officer, NAS Oceana

(1) Direct the base security forces, consisting of the police department and the Auxiliary Security Force (ASF) in law enforcement and physical security matters.

(2) Coordinate with external law enforcement agencies/ organizations as directed.

j. Food Service Officer, NAS Oceana Dam Neck Annex

(1) Prepare for emergency mass feeding.

(2) Assist in the procurement of additional emergency supplies.

k. Morale, Welfare and Recreation (MWR) Director. Coordinate the use of MWR assets in disaster preparation and recovery operations, to include the Single Sailor Program.

l. Regional Engineer Representative (RER)

(1) Coordinate with PWC to minimize progressive damage to base utilities and restore damaged public works facilities necessary to resume operations.

(2) Coordinate with PWC the emergency repairs to restore vital utilities such as electric, water, sewage and telephone service and/or provide temporary services until repairs are complete.

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

(4) Coordinate with PWC to refuel, service and repair transportation and construction vehicles.

m. Zone Repair Leaders

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

(2) Coordinate establishing and stocking emergency shelters in the zone. Ensure an orderly movement of personnel into shelters.

n. NAS Oceana Dam Neck Annex Storefronts

(1) Provide the necessary personnel at the time of mobilization.

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

o. Tenant Commands and Activities

(1) Provide designated personnel assets at the time of mobilization.

(2) Provide additional assistance as requested by the OIC, NAS Oceana Dam Neck Annex.

5. Mobilization. The Disaster Preparedness Organization will mobilize when directed by the CO, NAS Oceana or the OIC, NAS Oceana Dam Neck Annex.

a. When directed, the Command Center staff will assemble and ensure that mobilization is accomplished quickly and that the organization is ready.

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

Appendix I - Emergency Command Center
Appendix II - Disaster Response Teams
Appendix III - Disaster Recovery Teams

APPENDIX I TO ANNEX B

EMERGENCY COMMAND CENTER

1. General. This annex outlines the establishment of, and operational procedures for, the Dam Neck Annex Command Center during emergency operations. It defines responsibilities with regard to activation and manning of the center.

2. Concept of Operations

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

b. The CO, NAS Oceana shall direct the activation of the Command Center in the event of an emergency which has the potential to overwhelm the capabilities of base support and emergency services. Additionally, the CO may activate the Command Center as deemed necessary. The OIC, NAS Oceana Dam Neck Annex will coordinate with the NOPF CDO when activating the center.

c. Upon activation, the Command Center shall be initially manned by the OIC, NAS Oceana Dam Neck Annex, NOPF CDO and key staff members under their direction. The initial staff organization shall remain in effect for the duration of the emergency. However, if the emergency is projected to extend beyond eight hours, the Command Center will shift to a port and starboard watch organization. This shift will be conducted in a manner which will ensure continuity of Command Center operations. A watch will be established at that time.

3. Mission. The Command Center staff shall perform the following tasks; some of these functions may be executed through the NOPF Quarterdeck Watch Officer, radio central and the normal duty section:

a. Monitor mobilization and complete the readiness checklist in Tab C.

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

c. Coordinate with outside activities for mutual support and assistance during emergency operations.

d. Carry out operations as directed by higher authority.

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

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

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

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

i. Maintain control of all activities remaining on station.

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

4. Location

a. Primary: NOPF
352 Bullpup Street, Bldg. 470

Alternate: Taylor Hall, 1912 Regulus Avenue,
Rm. 104/105/108

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

c. If, during emergency operations, events prohibit or impair continued operation at the primary site, the OIC, NAS Oceana Dam Neck, shall transfer the Command Center to the alternate location.

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

(1) Loss of Power

(2) Structural Damage

(3) Equipment Casualties

(4) Proximity to the Disaster Site

(5) Danger to Personnel

5. Organization

a. Initial Staff Organization:

(1) OIC, NAS Oceana Dam Neck Annex

(2) Public Affairs Rep, NAS Oceana

(3) OIC, Branch Medical Clinic

(4) Fire Chief

(5) CBH Director

(6) Assistant OIC, NAS Oceana Dam Neck Annex

(7) RER

(8) ECC Operations Support (NOPF)

(9) CDO (ECC Watch Officer, NOPF)

(10) Officer of the Day (OOD) (Assistant ECC Watch Officer, NOPF)

(11) Telephone Operator

(12) Hecklar Radio Operator

(13) Base Radio Operator

(14) Yeoman (Duty)

(15) Messenger

(16) Plotter

(17) Communications Electronics Technician

b. Modified Staff Organization

Port	**Starboard**
OIC NAS Oceana Dam Neck Annex	AOIC, NAS Oceana Dam Neck Annex
Public Affairs Rep (NAS Oceana)	Public Affairs Rep (NAS Oceana)
AOIC, Medical Clinic	OIC, Medical Clinic
CBH Officer	Asst CBH Officer
Fire Chief	Asst Fire Chief
RER (Rep)	RER (Rep)

6. Responsibility. See Tab A.

7. Material Support. See Tab B.

8. Telephone Numbers

Room 126A - NOPF, Bldg 470, 492-2136/2133; FAX: 492-2134

9. Communications

a. Command Center will guard Very High Frequency (VHF) and Hecklar nets as directed by the CO, NAS Oceana or the RPA.

b. VHF frequencies assigned within Dam Neck Annex are:

Radio Net	Frequency	Guard*
Emergency Services	1-148.425MHz	Emergency Dispatcher
(Security, Fire & Medical)	2-140.975MHz(T)	Emergency Dispatcher
	148.350MHz(R)	Emergency Dispatcher
	3-148.350MHz	Emergency Dispatcher
Disaster Preparedness	150.075MHz	DP Officer
PWC Virginia Beach Site	140.850MHz	PWC Site Manager

*Net Control Station will remain as normally assigned.

TAB A TO APPENDIX I TO ANNEX B

EMERGENCY COMMAND CENTER STAFF RESPONSIBILITIES

1. Command Center Staff Responsibilities Specific to Operating the Command Center

a. OIC, NAS Oceana Dam Neck Annex. Coordinate operations of the Command Center staff and keep the CO, NAS Oceana informed.

b. Public Affairs Representative

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

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

c. DPO. Maintain a current plot and maps of disaster site locations and recovery efforts, keeping the OIC apprised.

d. 1ST LT. Coordinate preparations and recovery teams efforts.

e. Telephone Operator

(1) Respond to the ECC to act as ECC Telephone Operator.

(2) Answer the telephone in a proper military manner, i.e. "Good Morning/afternoon, Dam Neck Annex ECC, this is a non-secure line, Petty Officer _____, may I help you?"

(3) Obtain as much information as possible from the caller. Specifically, who, what, where, when, how and why. Always try to obtain the caller's name and call back number.

(4) Maintain a telephone log recording all calls, both incoming and outgoing.

(5) Carry out duties as directed by higher authorities.

(6) The Telephone Operator reports to the DPO in the performance of all duties.

f. Hecklar Radio Operator (RT Talker)

(1) Respond to the ECC to act as Hecklar Radio Operator.

(2) Maintain a radio log recording all transmissions, both incoming and outgoing.

(3) Carry out duties as directed by higher authorities.

(4) The Hecklar Radio Operator reports to the DPO in the performance of all duties.

g. Base Radio Operator

(1) Respond to the ECC to act as Base Radio Operator.

(2) Maintain a radio log recording all transmissions, both incoming and outgoing.

(3) Carry out duties as directed by higher authorities.

(4) The Base Radio Operator reports to the DPO in the performance of all duties.

h. Yeoman (Duty)

(1) Respond to the ECC to act as Yeoman.

(2) Assist the DPO in all administrative matters as required.

(3) Maintain the ECC log recording all personnel arrivals and departures, decisions made and orders given or received pertinent to the emergency situation and message traffic received or transmitted by date-time group and subject.

(4) Carry out duties as directed by higher authorities.

(5) The Yeoman reports to the DPO in the performance of all duties.

i. Messenger

(1) Upon completion of duties specified in paragraph 1 above or when Hurricane Condition II is set, respond to the ECC to act as Messenger.

(2) Deliver messages as directed by the DPO.

(3) Maintain a messenger log recording all messages delivered or received.

(4) Carry out duties as directed by higher authorities.

(5) The Messenger reports to the DPO in the performance of all duties.

j. Communications Technician

(1) Provide technical support in maintaining communications equipment and sensors in Radio Central and ECC.

(2) Respond to Radio Central to assist the Radio Central Work Center Supervisor in monitoring radio frequencies as necessary.

(3) Carry out duties as directed by higher authorities.

(4) The Communications Technician reports to the DPO in the performance of all duties.

TAB B TO APPENDIX I TO ANNEX B

EQUIPMENT REQUIREMENTS
(when fully manned)

Maps:

- Dam Neck Base Map
- Virginia Beach City Map
- Atlantic Coast Map
- Evacuation Routes Map

Dry Marker Board
Four Telephones (Two phone lines and two data lines in ECC Operations Room 126A)
Desks/Tables
Chairs
Water Cooler
Coffee Mess and Supplies

Admin Supplies:

- File Folders
- Pens/Pencils
- Dry Erase Markers and Erasers
- Grease Pencils
- Rulers
- Lined Paper Pads
- Stapler
- Paper Clips
- Two-hole Punch
- Scotch Tape w/Dispenser
- Log Books
- Portable Radios and Chargers
- Cellular Phone (OIC, Dam Neck Annex 647-0436)
- Emergency Cell Phones
- Fax Machine
- Computer

TAB C TO APPENDIX I TO ANNEX B

READINESS CHECKLIST

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

ECC

All personnel present (Command and Control)

OIC, NAS Oceana Dam Neck Annex
Fire Chief
PAO Rep
Food Service
CBH Officer
DPO
OIC Medical Clinic
MWR Director
RER

All personnel present (Operations Support)

CDO
OOD
Telephone Operator
Hecklar Radio Operator
Base Radio Operator
Yeoman
Messenger
Communications Electronics Technician
Communications Watch

Internal communications check completed

Base Radio
Hecklar Radio
Fax
Secure Telephone Unit - Third Generation (STU III) Secure Phone
PWC Net

All ECC Equipment on Station

Fax Machine
STU III Secure Phone
Cellular Telephone
Computer

External Communications Check Completed (Radio and Telephone)

/ NOPF	/ Naval Surface Warfare Center (NSWC)
/ Commander, Under Sea Surveilance (CUS)	/ Navy Exchange (NEX)
/ Navy/Marine Corps Intelligence Training Center (NMITC)	/ Combat Systems Training (CST)
/ Fleet Composite Squadron Six Detachment (VC-6 Det)	/ Naval Special Warfare Development Group (NSWDG)
/ Norfolk Regional Electronic Media Center (NREMC)	/ Marine Air Control Squadron TWENTY-FOUR (MACS-24)
/ Tactical Training Group Atlantic (TACTRAGRULANT)	/ MEDICAL/DENTAL
/ Fleet Combat Training Center Atlantic (FCTCL)	/ MWR

Disaster Preparedness Organization (to be established as needed on a case by case basis):

All disaster response teams manned and ready as established by radio:

Medical/Dental:

Response Team A *** Response Team B ***

*** May require assistance from PWC/RER for four-wheel drive emergency vehicles.

MWR Equipment Issue
Fire Department
CBH Closure Team
Galley

Supply Department:

Stock Issue Team

Shelter Teams:

Primary Walker Hall, 1905 Regulus Avenue
Alternates (Taylor Hall, Raborn Hall, NOPF), if activated

Disaster Preparedness Organization:

DECON Station #1 DECON Station #2
CBR Monitoring Pool

Zones	1	2	3	4	5
CBR Survey Team					
Facilities Decon Team					
Stretcher Bearers					

Disaster Recovery Organization:

Zones	1	2	3	4	5
Operational Recovery Team					
Final Recovery Team					

APPENDIX II TO ANNEX B

DISASTER RESPONSE TEAMS

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

2. Disaster Response Teams

a. The efforts of the various disaster response teams will be controlled by the Command Center and coordinated by the DPO. Tab A to Annex B provides detailed information on each team.

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

(1) Base-wide operations

(a) Medical/Dental teams

(b) Security teams

(c) Disaster preparedness teams: CBR monitoring pool, personnel decontamination and working parties

(d) CBH (shelter management) teams

(e) Supply department teams

(f) MWR teams

(g) PWC/RER teams

(2) Zone operations

(a) CBR survey teams

(b) Facilities CBR decontamination team

(c) Stretcher Bearers

(d) Working parties

3. Mobilization

a. Disaster response team members will be mobilized as required. Such teams will remain mobilized until released by the OIC, NAS Oceana Dam Neck Annex.

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

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

d. The organization of each disaster response team is addressed in Tab A.

TAB A TO APPENDIX II TO ANNEX B

DISASTER RESPONSE TEAM ORGANIZATION

MEDICAL RESPONSE TEAMS

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

MOBILIZATION POINT: Walker Hall, 1905 Regulus Avenue

CALL SIGN: Team Alpha/Bravo (etc.)

TEAM FUNCTIONS:

- Treat injured personnel received directly from or forwarded from response teams.

- Coordinate required off-base medical assistance.

- Coordinate the transport of injured personnel for off-base treatment.

- Establish a morgue, when required.

BILLETS: As designated by the Senior Medical Officer

SPECIAL EQUIPMENT REQUIREMENTS:

- As designated by the Senior Medical Officer

- 4X4 emergency vehicle support may be needed from PWC/RER

DAM NECK ANNEX BASE SECURITY

MISSION SYNOPSIS: Provide security during emergency operations.

MOBILIZATION POINT: Base Security, 413 Dam Neck Road

CALL SIGN: Dam Neck (Dispatcher)

TEAM FUNCTIONS:

- Physical security.

- Traffic and crowd control.

- Protection of personnel and property.

BILLETS: Current Emergency Response (ER) manning

SPECIAL EQUIPMENT REQUIREMENTS: Protective clothing (per person)*

- One protective mask
- One set CBR overgarment
- One pair gloves
- One pair overboots
- One helmet
- One IM-107 self-reading dosimeter
- Fourteen PP4276 dosimeter charger (Base Security, 413 Dam Neck Road)

* when required for CBR operations

ASF

MISSION SYNOPSIS: Augments the base's permanent security force during increased threat conditions.

MOBILIZATION POINT: Surface Missile Systems, 2025 Tartar Avenue

CALL SIGN: MIKE CHARLIE

TEAM FUNCTIONS:

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

BILLETS:

- One OIC
- One AOIC
- Four to twenty member platoons, or current ASF manning

SPECIAL EQUIPMENT REQUIREMENTS: As specified in OPNAVINST 5530.14B. Additional protective clothing (per person)*

- One set CBR overgarments
- One pair gloves
- One pair overboots
- Six IM-107 self-reading dosimeters

* when required for CBR operations

CBH CLOSURE TEAM

MISSION SYNOPSIS: Coordinate evacuating and closing CBHs.

MOBILIZATION POINT: Stetham Hall, 1976 Terrier Avenue

CALL SIGN: None assigned

TEAM FUNCTIONS:

- Evacuate CBHs when directed.
- Secure all rooms to safeguard personal belongings of the residents.

BILLETS: Comprised of personnel from the CBH management organization as required/available

SPECIAL EQUIPMENT REQUIREMENTS: None

GALLEY TEAM

MISSION SYNOPSIS: Provide food service for base personnel.

MOBILIZATION POINT: Base Galley, 432 Sparrow Street

CALL SIGN: None assigned

TEAM FUNCTIONS:

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

BILLETS: The entire food service staff

SPECIAL EQUIPMENT REQUIREMENTS: None

STOCK ISSUE TEAM

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

MOBILIZATION POINT: Supply Warehouse, 2089 Tartar Avenue

CALL SIGN: Supply 1

TEAM FUNCTIONS:

- Issue any emergency stocks required by the Disaster Preparedness Organization.

- Help distribute emergency shelter stocks drawn from the galley, barracks and NEX system.

BILLETS:

- One Regional Supply Storefront Leading Chief Petty Officer (LCPO)/Leading Petty Officer (LPO)

- Four Regional Supply Storefront E-1 to E-6

SPECIAL EQUIPMENT REQUIREMENTS: None

MWR EQUIPMENT ISSUE TEAM

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

MOBILIZATION POINT: MWR Maintenance, 1828 Regulus Avenue

CALL SIGN: None assigned

TEAM FUNCTIONS:

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

- Provide any vehicles that may be required by the Disaster Preparedness Organization.

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

SPECIAL EQUIPMENT REQUIREMENTS: None

PWC/RER MAINTENANCE TEAM

MISSION SYNOPSIS: Perform required maintenance to repair and restore vital utilities and base functions.

MOBILIZATION POINT: PWC/RER Station, 2053 Tartar Avenue

CALL SIGN: Alpha 3

TEAM FUNCTIONS:

- Repair and restore vital utility service.

- Rig temporary services when regular utilities cannot be immediately restored.

- Make any repairs required to allow activities to carry out their primary missions.

BILLETS: As determined by the RER, in conjunction with the PWC, Virginia Beach Site Manager.

SPECIAL EQUIPMENT REQUIREMENTS: Protective clothing (per person)*

- One protective mask

- One set CBR overgarments

- One pair gloves

- One pair overboots

- One helmet

- One set rain slickers

- Eight IM-107 self reading dosimeter (one per shop)

- One PP4276 dosimeter charger

* when needed for CBR operations

FIRE DEPARTMENT

MISSION SYNOPSIS: Provide fire protection for the base.

MOBILIZATION POINT: Fire Station, 489 Polaris Street

CALL SIGN:

- Dispatcher 300

- Fire Chief Car ONE

TEAM FUNCTIONS:

- Provide base-wide fire protection.

- Provide fire protection for Disaster Preparedness Teams.

- Evaluate and rescue personnel from burning buildings or fire sites.

- Provide any additional services, as required.

BILLETS:

- One Fire Chief

- Two Assistant Fire Chiefs

- Four Fire Captains

- Six Driver/Operators

- Eleven Fire Fighters

- Three Fire Inspectors

SPECIAL EQUIPMENT REQUIREMENTS:

- Protective clothing (per person)

- One set CBR overgarments

- Three IM-107 self-reading dosimeters

- One PP4276 dosimeter charger (Fire Station, 489 Polaris Street)

PERSONNEL DECONTAMINATION STATION TEAM

MISSION SYNOPSIS: Establish and operate Personnel Decontamination Station.

MOBILIZATION POINT: CALL SIGN:

- Gallery Hall, 1904 Regulus Avenue Decon 1

- Raborn Hall, 472 Polaris Street Decon 2

TEAM FUNCTIONS:

- Establish and operate two decontamination stations, one per team in areas of little or no contamination.

- Conduct personnel monitoring for contamination.

BILLETS: As determined by Fire Department, FEMA units

SPECIAL EQUIPMENT REQUIREMENTS: (per team)*

- Ten large garbage cans (32 gallons)
- Two reels (600 ft) of 1/2 inch line
- Two water trucks (1,000 gals each)
- One M12A1 Decon Apparatus
- Forty bars soap
- Ten protective masks
- Ten sets CBR overgarments
- Ten pairs gloves
- Ten pairs overboots
- Ten helmets
- Ten rain slickers
- Two AN PDR 27 Low Intensity Radiacs
- Ten IM-9 self-reading dosimeters
- Ten IM-107 self-reading dosimeters
- One PP 4276 Dosimeter Charger
- Two MK 256 Chemical Detection Kits
- Ten M258A1 Decon Kits

* when needed for CBR operations

CBR MONITORING POOL

MISSION SYNOPSIS: Provide assistance to Disaster Response Teams by monitoring contamination levels.

MOBILIZATION POINT: Gallery Hall, 1904 Regulus Avenue

CALL SIGN: CBR Pool

TEAM FUNCTIONS:

- Provide assistance to Disaster Response Teams by monitoring work area for contamination.

- Record and report all contamination.

BILLETS: Six personnel

- One Team Leader

- Five Monitors

SPECIAL EQUIPMENT REQUIREMENTS:

- Six protective masks

- Six sets CBR overgarments

- Six pairs gloves

- Six pairs overboots

- Six helmets

- Six AN/PDR 43 High Intensity Radiacs

- Six AN/PDR 27 Low Intensity Radiacs

- Six IM-9 self-reading dosimeters

- Six IM-107 self-reading dosimeters

- One PP4276 dosimeter charger

- Six M258A1 Decon Kits

CBR SURVEY TEAM

MISSION SYNOPSIS: Conduct contamination monitoring of assigned zones.

MOBILIZATION POINT:	CALL SIGN:
Zone 1 - NOPF, 352 Bullpup Street	Survey 1
Zone 2 - Raborn Hall, 472 Polaris Street	Survey 2
Zone 3 - Walker Hall, 1905 Regulus Avenue	Survey 3
Zone 4 - Chamberlain Hall, 1887 Viking Avenue	Survey 4
Zone 5 - Taylor Hall, 1912 Regulus Avenue	Survey 5

TEAM FUNCTIONS:

- Conduct a rapid external contamination survey of the zone during the operational phase. Record and report readings to the ECC.

- Conduct a detailed contamination survey of the zone during the final recovery phase. Record and report readings to the ECC.

- Survey decontaminated areas to monitor effectiveness of the operation.

BILLETS:

- Four personnel per team (one team per zone)
- One Team Leader
- Two Monitors
- One Recorder

SPECIAL EQUIPMENT REQUIREMENTS:

- Four protective masks
- Four sets CBR overgarments
- Four pairs gloves
- Four pairs overboots

- Four helmets
- Two AN/PDR 43 High Intensity Radiacs
- Two AN/PDR 27 Low Intensity Radiacs
- Four IM-9 self-reading dosimeters
- Four IM-107 self-reading dosimeters
- One PP4276 dosimeter charger
- One CBR Marking Set
- Three M256 Chemical Detector Kits
- Four M258A1 Decon Kits

FACILITIES DECONTAMINATION TEAM

MISSION SYNOPSIS: Conduct decontamination of base structures, facilities and major equipment.

MOBILIZATION POINT:	CALL SIGN:
Zone 1 - NOPF, 352 Bullpup Street	FAC One
Zone 2 - Raborn Hall, 72 Polaris Street	FAC Two
Zone 3 - Walker Hall, 1905 Regulus Avenue	FAC Three
Zone 4 - Chamberlain Hall, 1887 Viking Avenue	FAC Four
Zone 5 - Taylor Hall, 1912 Regulus Avenue	FAC Five

TEAM FUNCTIONS:

- Conduct a raid decontamination of base structures, facilities and equipment during the operational phase.

- Initiate a detailed decontamination of the base during the final recovery phase.

- Assist the personnel decontamination teams in establishing contamination free station sites.

BILLETS: Thirty Personnel, six personnel per team (one team per zone)

- One Team Leader

- Five Decontamination Equipment Operators

SPECIAL BILLET REQUIREMENTS:

- Six protective masks
- Six sets CBR overgarments
- Six pairs gloves
- Six pairs overboots
- Six helmets
- Six sets of rain slickers
- Six IM-9 self-reading dosimeters
- Six IM-107 self-reading dosimeters
- Ten units antiset (6.5 lbs)
- One PP4276 dosimeter charger
- Fifteen units PS-2 solution
- One AN/PDR 43 High Intensity Radiacs
- One AN/PDR 27 Low Intensity Radiacs
- Two M256 Chemical Detector Kits
- Six M258A1 Decon Kits
- One CBR Marking Set
- One M12A1 Decon Apparatus
- Three Gallon Decon Apparatus
- Four M11 Decon Apparatus
- Two tarpaulins
- Two tons bleach
- 1500 lbs detergent

SHELTER MANAGEMENT TEAMS

MISSION SYNOPSIS: Manage base emergency shelters.

MOBILIZATION POINT:		CALL SIGN:
Primary -	Walker Hall, 1905 Regulus Avenue	Shelter 1905
Alternates-	Raborn Hall, 472 Polaris Street	Shelter 472
	Taylor Hall, 1912 Regulus Avenue	Shelter 1912
	NOPF, 352 Bullpup Street	Shelter 352

TEAM FUNCTIONS (One team per shelter):

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

BILLETS:

- One Primary Emergency Shelter Manager
- Three personnel per shelter
- One Shelter Manager
- One Operations Assistant
- One Support Services Assistant

SPECIAL EQUIPMENT REQUIREMENTS: (per shelter)*

- One AN/PDR 43 High Intensity Radiac
- One AN/PDR 27 Low Intensity Radiac
- Three IM-9 self-reading dosimeters
- Three IM-143 self-reading dosimeters
- One PP4276 dosimeter charger
- One M256 Chemical Detector Kits
- Shelter supplies as required for population

* when needed for CBR operations

STRETCHER BEARERS

MISSION SYNOPSIS: Assist in transporting injured personnel.

MOBILIZATION POINT:

Zone 1 - NOPF, 352 Bullpup Street

Zone 2 - Raborn Hall, 472 Polaris Street

Zone 3 - Walker Hall, 1905 Regulus Avenue

Zone 4 - Chamberlain Hall, 1887 Viking Avenue

Zone 5 - Taylor Hall, 1912 Regulus Avenue

CALL SIGN: None assigned

TEAM FUNCTIONS:

- Transport injured personnel to designated medical treatment area.

- Transport fatally injured personnel to the designated morgue.

BILLETS: Thirty personnel; six personnel per team (one team per zone)

SPECIAL EQUIPMENT REQUIREMENTS:

- Twenty stretchers per team

- Protective clothing (per person)*

- One protective mask

- One set CBR overgarments

- One pair gloves

- One pair overboots

- One helmet

- One IM-107 self-reading dosimeter

- One IM-9 self-reading dosimeter

* when needed for CBR operations

APPENDIX III TO ANNEX B

DISASTER RECOVERY TEAMS

1. General. During mobilization of the Disaster Preparedness and Recovery Organization, disaster recovery teams will be created and mobilized. All NAS Oceana Dam Neck Annex Departments and tenant activities shall provide designated personnel to these teams.

2. Disaster Recovery Teams

a. Comprised of personnel with knowledge of a variety of repair skills and engineering ratings.

b. Efforts of the team will be controlled by the ECC and coordinated by the DPO.

c. Each team will conduct zone recovery operations under the supervision of a Zone Team Leader who reports to the DPO.

d. Team Operations are as follows:

(1) Operational Recovery. Primary objective is to restore vital services/utilities and recover limited operational capability.

(2) Final Recovery. Once vital services are restored, all hands conduct a thorough investigation, prepare detailed reports and initiate follow-up actions.

TAB A TO APPENDIX III TO ANNEX B

DISASTER RECOVERY TEAM ORGANIZATION

TROPICAL CYCLONE RECOVERY TEAMS

MISSION SYNOPSIS: Perform Operational Recovery Operations.

MOBILIZATION POINT:	CALL SIGN:
Zone 1 - NOPF, 352 Bullpup Street	Romeo 1
Zone 2 - Raborn Hall, 472 Polaris Street	Romeo 2
Zone 3 - Walker Hall, 1905 Regulus Avenue	Romeo 3
Zone 4 - Chamberlain Hall, 1887 Viking Ave	Romeo 4
Zone 5 - Taylor Hall, 1912 Regulus Avenue	Romeo 5

TEAM FUNCTIONS:

- Initial damage assessment.
- Dewatering.
- Structural emergency repair.
- Vital services/utilities emergency repair.
- Emergency electrical hook-ups.
- Emergency equipment connections.
- Assist in final recovery operations.

BILLETS: Ninety personnel with a variety of skills. One team per zone as assigned by the DPO. Optimally, each team has:

- Two Team Leaders
- Two Electricians (EM)
- Two Damage Control (DC) Personnel
- Two Interior Communication (IC) Personnel
- Two Hull Technicians (HT)

- Two Carpenters/Woodworkers
- Two Electronics Technicians (ET)
- Two Forklift Operators
- Two Utilities Personnel

TEAM OPERATION: Team operation will be coordinated by respective Zone Leaders. Teams will muster when directed by the DPO to assist with disaster response/recovery efforts. Teams will be secured when directed by the OIC. Teams assigned to zones two and five are designated as the on-station recovery teams and will remain on board Dam Neck Annex throughout the disaster to assist with immediate recovery efforts. The DPO will provide all necessary team equipment.

ANNEX C

READINESS AND TRAINING

1. Purpose. This Annex establishes guidelines to ensure the training and readiness of the Disaster Preparedness and Recovery Organization. It includes procedures for emergency sheltering, feeding and evacuating personnel which are common to all disaster scenarios. Tab A establishes the minimum training requirements for members of the Disaster Preparedness Organization.

2. Personnel Assistance

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

(1) Emergency Sheltering. Appendix I details procedures to relocate the base population to on-base shelters.

(2) Emergency Mass Evacuation. Appendix II provides procedures for conducting a mass evacuation of the base population. An evacuation will be conducted in the event of an emergency, which effects the safety of personnel if they remain on board Dam Neck Annex. Personnel will be relocated to evacuation shelters off-base.

(3) Emergency Mass Feeding. Appendix III provides guidance for mass feeding the base population and Disaster Preparedness Organization in the event that an emergency disrupts normal galley operations.

b. Since all contingencies of emergency operation cannot be anticipated, these plans are designed to be implemented at any time. To be implemented, the Disaster Preparedness Organization must be mobilized.

c. Annex D provides guidance for rendering assistance to the civilian community.

3. Training

a. To ensure the readiness of the Disaster Preparedness Organization, all members of the organization shall receive training in their area of operation. The DPO is responsible for the training program and shall ensure its effectiveness.

b. Appendix IV provides a framework for the structured training of the Disaster Preparedness Organization. Training will be billet specific and consist of both classroom and field sessions. The training will include periodic disaster exercises throughout the year.

4. Material Readiness. Appendix V provides a listing of all available disaster preparedness and recovery resources, their location, quantity and point of contact.

Appendix I - Emergency Shelter Plan
Appendix II - Mass Evacuation Plan
Appendix III - Mass Feeding Plan
Appendix IV - Training Program
Appendix V - Available Material Resources

31 AUG 2000

APPENDIX I TO ANNEX C

EMERGENCY SHELTER PLAN

Ref: (a) NAVFAC Notice 3050 (DON Fallout Shelter Program)
(b) FEMA Publication CPG 2-8 (Sheltering and Care Operation)

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

2. Purpose. This plan establishes the organization, logistics support and training required to maintain an effective shelter program on board Dam Neck Annex.

3. Emergency Shelters

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

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

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

b. Tab A lists the permanent emergency shelters on Dam Neck Annex, the rated capacity of each and personnel assignment by code/activity.

c. Emergency shelters on Dam Neck Annex shall be visibly posted. All primary entrances into a shelter shall be marked with the personnel capacity of the shelter. Interior shelter spaces shall also be marked with signs designating the shelter boundaries.

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

a. There will be sufficient warning to activate, stock and occupy the base emergency shelters.

b. The emergency shelters are occupiable.

c. In the event there is little or no sufficient warning of a disaster which threatens the entire base population, all military, civilians, students and staff, will require shelters.

d. No utilities will be available during shelter operations.

e. Anticipated periods of stay are:

(1) One day - Tornado, mass conflagration, hazardous material spill

(2) Two days - Hurricane

(3) Two weeks - Radiological attack

5. Management and operation of the emergency shelters is organized as diagrammed in Figure C-1:

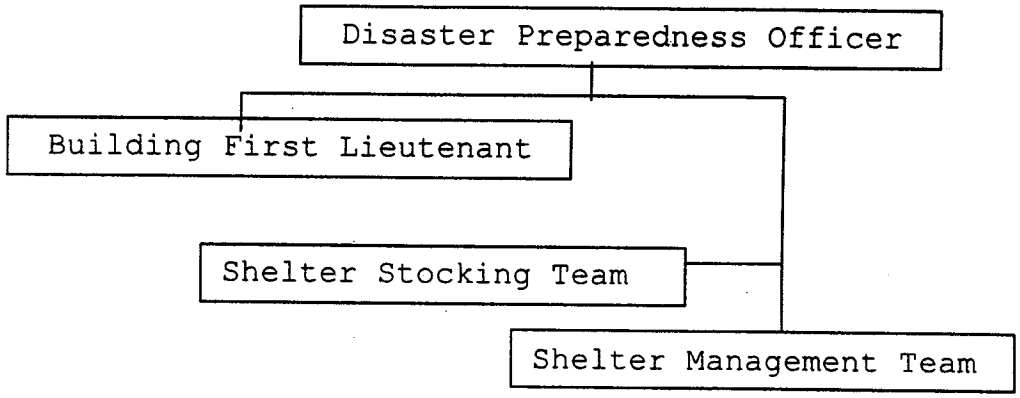


Figure C-1

a. DPO. Responsible for maintaining and operating all emergency shelters during normal and disaster operations.

b. Building 1ST LT. Assists the DPO by maintaining the condition of all shelters in his/her respective buildings.

c. Primary Emergency Shelter Manager. Overall responsible for maintaining and managing the Primary Emergency Shelter at Walker Hall, Building 1905 Regulus Avenue. A Primary Shelter Management Team comprised of personnel from tenant activities shall report to him/her for all primary shelter functions, duties and responsibilities.

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

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

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

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

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

6. Training. Shelter management training is conducted per Appendix IV of this Annex.

7. Action

a. The ECC staff, with guidance from CNRMA, shall determine whether to activate the emergency shelters and the duration of the sheltering period. The DPO shall initiate the following action:

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

(2) The shelter stocking team shall initiate stocking procedures per Tab B. Upon completion, the shelter management team shall notify the DPO via the zone repair leader.

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

(4) The shelter management teams shall register all personnel, assign them shelter space and begin organizing occupants. A copy of the registration list shall be forwarded to the ECC, conditions permitting. Shelter occupants shall be assigned approximately ten square feet of sleeping space per person. Tab E of Appendix I to Annex C, Disaster Shelter Registration Form, shall be used for all shelter registration.

(5) Shelter occupants shall remain until directed to leave.

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

8. Tab D provides information on what shelter occupants can and should bring in the way of personal effects.

Tab A - Emergency Shelter Locations
Tab B - Emergency Shelter Stocking Procedures
Tab C - Minimum Shelter Stock List
Tab D - What to Bring to an Emergency Shelter
Tab E - Disaster Shelter Registration Form

TAB A TO APPENDIX I TO ANNEX C

EMERGENCY SHELTER LOCATIONS

1. The following buildings are designated emergency shelters on Dam Neck Annex and represent 25,231 of 30,676 shelter spaces available. Additional fallout shelter space is available, if required. The capacity of these shelters is much greater in a non-CBR emergency.

		CAPACITY:
Primary:	Walker Hall, 1905 Regulus Ave	2,220
Alternates:	Raborn Hall, 472 Polaris Street	3,565
	Taylor Hall, 1912 Regulus Avenue	16,310
	NOPF, 470 Bullpup Street	3,226
	Total Capacity	25,231

2. The following is a list of shelter assignments by Dam Neck Annex code and tenant activity, assuming that only 50% of each building's floor space is occupiable. Actual assignments will vary with the emergency and occupancy needs at that time.

BLDG #	SHELTER CAPACITY	OCCUPIABLE SPACE	PLANNED OCCUPANCY	INITIAL SHELTER ASSIGNMENTS
1905	2,220	1,110	750	NREMC, PSD, MEDICAL, DENTAL, MACS-24, NSWDG, NEX, VC-6 DET, NAVY COLLEGE, SATO, MOQ RESIDENTS, POST OFFICE
586	3,565	1,782	1,760	2025 TARTAR STREET STAFF & STUDENTS, RER, FIRE DEPT, REGIONAL SUPPLY STOREFRONT
1912	16,310	8,155	3,940	FCTCL STAFF & STUDENTS, NSWC, TTGL STAFF & STUDENTS, NMITC STAFF & STUDENTS
470	3,226	1,613	475	NOPF, CUS

TAB B TO APPENDIX I TO ANNEX C

EMERGENCY SHELTER STOCKING PROCEDURES

Ref: (a) NAVFAC Notice of 3 Jan 84
(b) FEMA Publication CPG 1-19 (Guidance for Development of an Emergency Fallout Shelter Stocking Plan)

1. Background. In the past, fallout shelters were pre-stocked with food, water, medical and sanitary supplies stored in large civil defense drums. Faced with large-scale stock deterioration, FEMA canceled the program and directed the destruction of all stocks. As a result, the emergency shelters on Dam Neck Annex will require stocking before occupation. References (a) and (b) provide guidance.

2. Purpose. To establish the procedures for stocking emergency shelters during activation.

3. Assumptions

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

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

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

b. In stocking emergency shelters with food, water, medical and sanitary supplies, the same basic assumptions listed in Appendix I to Annex C apply.

4. Action

a. Once the ECC staff has determined the duration of shelter occupation, the DPO and the Regional Supply Officer, NAS Oceana shall review the emergency shelter stocking requirements.

b. The OIC, NAS Oceana Dam Neck Annex shall:

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

(2) Assemble the required personnel and vehicles to collect and distribute emergency shelter stocks.

(3) Ensure adequate accountability in distributing shelter stocks.

(4) Serve as the liaison with external supply activities and the NEX system if additional supplies are required from these sources.

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

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

TAB C TO APPENDIX I TO ANNEX C

MINIMUM SHELTER STOCK LIST

Chairs - 100

TVs and VCRs - Two ea

Cots - 250

Boxed Meals - Three day supply for up to 250 people

Bottled water - Three day supply for up to 250 people

Cups

Linen - 250 sets of sheets and pillows for up to 250 people

Tissues

Trash cans for waste food, containers and diapers

Telephone - Official use

Two-way radio - Communications link with Command Center

Paper and pencils for registration, etc.

Generator

Emergency first aid station - Fire Department

Trash bags

Paper plates/plastic utensils

Reading material - magazines, books, etc.

PROCURE FROM NEX, IF NECESSARY:

- Diapers - Three day supply for ten infants
- Baby powder
- Sanitary Napkins - Three day supply for 25

31 AUG 2000

TAB D TO APPENDIX I TO ANNEX C

WHAT TO BRING TO AN EMERGENCY SHELTER

This handout provides information on what to bring when you are evacuated to an emergency shelter.

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

- Recreational items such as games, books and magazines are encouraged. Personal tape players and radios are permitted when used with headphones.

- Personnel entering shelters may bring personal food items. However, any food brought should be non-perishable and require little to no preparation or cooking. Such foods include precooked canned goods, canned fruits and vegetables, packaged dry goods, snack foods, soft drinks, juices, bread, etc.

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

- Families using base shelter should bring any items required for caring for infants and small children.

- Facilities are not available to properly care for house pets. Since lack of proper facilities for pets presents additional sanitary and health issues above those already anticipated, pets will not be allowed in shelters.

31 AUG 2000

TAB E TO APPENDIX I TO ANNEX C

DISASTER SHELTER REGISTRATION FORM
NAS OCEANA DAM NECK ANNEX
VIRGINIA BEACH, VIRGINIA

Any unauthorized disclosure of personal information contained herein may subject the individual who makes such unauthorized disclosure to criminal prosecution or civil liability for damages under provisions of the Privacy Act of 1974, U.S.C. 522a.

FAMILY LAST NAME: _____

HOW MANY IN GROUP: _____

ADDRESS: _____

_____
CITY STATE ZIP

TELEPHONE NUMBER: (757)_____

List only family members who will be registering (All adult females, please include your maiden name)

	NAME	AGE	GENDER	MEDICAL PROBLEMS (if any)	PRESCRIBED MEDICATIONS
HEAD OF HOUSEHOLD	_____		M/F		_____
SPOUSE	_____		M/F		_____
CHILDREN	_____		M/F		_____
	_____		M/F		_____
	_____		M/F		_____
	_____		M/F		_____
OTHER	_____		M/F		_____
	_____		M/F		_____
	_____		M/F		_____
	_____		M/F		_____

NASOCEANADAMNECKANNEXINST 3440.1

31 [illegible] 2000

FAMILY MEMBER(S) NOT IN SHELTER:

NAME: _____

WHEREABOUTS/LOCATION: _____

NAME: _____

WHEREABOUTS/LOCATION: _____

NAME: _____

WHEREABOUTS/LOCATION: _____

I DO/DO NOT AUTHORIZE RELEASE OF ALL INFORMATION CONCERNING MY WHEREABOUTS OR GENERAL CONDITION.

_____

SIGNATURE DATE

SHELTER LOCATION: _____

SHELTER TELEPHONE NUMBER: _____

DATE OF ARRIVAL: _____ TIME: _____

DATE OF DEPARTURE: _____ TIME: _____

APPENDIX II TO ANNEX C

MASS EVACUATION PLAN

1. General. An evacuation from Dam Neck Annex, by all but critical personnel, may be required by an actual or impending disaster. The most probable scenario is a hurricane, when storm surge and high water threaten to shut down basic utilities. Additionally, disasters as a result of mass conflagration or a hazardous material spill might also force an evacuation.

2. Purpose. This plan provides guidance for conducting the orderly withdrawal of Dam Neck Annex personnel to alternate emergency shelters off base.

3. Priorities. Priorities for evacuating non-critical personnel will be determined by the Senior Medical Officer, guidelines are:

a. Priority I - non-ambulatory, injured or ill personnel.

b. Priority II - pregnant women and families.

c. Priority III - unaccompanied, non-critical personnel.

4. Organization and Policies

a. Evacuation Team Organization

(1) Transportation Element (PWC/RER) - all vehicles and operators required to transport evacuees and necessary supplies.

(2) Married Quarters (MQ) Closure Element (NAS Oceana Housing/Security) - ensures all MQ's are evacuated and secured.

(3) Traffic Control Element (NAS Oceana Security) - establishes control points at key base intersections to minimize traffic congestion.

(4) Shelter Stocking Team (Tenants/Storefronts) - readies and loads all stocks earmarked for transportation to emergency shelters.

(5) CBH/Barracks Closure Element (CBH Officer) - ensures all CBH and barracks are evacuated and secured.

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

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

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

(7) Mass Feeding Team (Food Services) - feeds evacuees on base.

b. Evacuation Policies

(1) Evacuees shall 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 if used with headphones. Tab D to Appendix I to Annex C provides additional information for shelter occupants.

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

5. Responsibilities

a. CO, NAS Oceana. Responsible for the safety of all Dam Neck Annex personnel. The COs of NMITC and FCTCL activities shall determine when their students are to be evacuated. All other activities will follow station evacuation notices.

b. The OIC, NAS Oceana Dam Neck Annex shall execute the evacuation of Dam Neck Annex in coordination with COs of tenant activities.

c. CBH Officer shall ensure all remaining CBH residents are evacuated to on- or off-base shelters and that all rooms and buildings are secured.

d. OIC, NAS Oceana Dam Neck Annex shall coordinate the security, logistic and organizational support to execute the mass evacuation plan.

e. Security Officer (NAS Oceana)

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

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

(3) Provide heightened security on base following evacuation.

(4) Liaison with the City of Virginia Beach Police to minimize problems along the evacuation route.

(5) Ensure all MQ residents are evacuated.

f. DPO, NAS Oceana Dam Neck Annex

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

(2) Coordinate the evacuation plan ensuring all team elements are prepared.

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

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

g. Regional Supply Storefront, NAS Oceana Dam Neck Annex. Work with the CBH Officer to provide necessary supplies to care for and comfort evacuees.

h. MWR Director. Provide MWR assets necessary for comforting and evacuating personnel. Activate the Single Sailor Program upon evacuation.

i. RER

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

(2) Coordinate via PWC, the procurement of additional government and non-government transportation as required to assist in evacuation operations.

(3) Ensure all MQ buildings are secured.

j. Food Services Officer. Make preparations for and conduct emergency feeding at the evacuation shelter.

6. Action. Immediately upon CO, FCTCL and CO, NMITC's decision to evacuate students, the ECC staff shall initiate the following procedures:

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

b. Assemble evacuation control teams in the Base Gym, 1977 Terrier Avenue, for briefing and reviewing evacuation plans and routes.

c. Assemble all required transportation in the Enlisted Barracks, 1976 Terrier Avenue, parking lot.

d. Initiate loading all evacuation shelter stocks and transport to designated shelters.

e. Deploy security and traffic control teams.

f. Deploy the advance shelter teams to open the shelters, layout space assignments and prepare for evacuee registration.

g. Order all non-critical personnel to assemble in the gym. Register, assign priorities to and brief all evacuees. All evacuees shall remain in the gym while awaiting transportation. Ensure a copy of the evacuation registration record arrives at each shelter prior to evacuee arrival.

h. Ensure all barracks are emptied and secured.

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

j. Distribute shelter stock to all shelters and initiate full operation of the shelter upon arrival of the last scheduled evacuees.

k. Upon completion of the evacuation operation, return all evacuees and equipment, secure the shelters and resume normal base functions.

31 AUG 2000

APPENDIX III TO ANNEX C

MASS FEEDING PLAN

1. Purpose. This plan establishes the procedures for mass feeding base personnel under emergency conditions.

2. Discussion. In time of emergency, the Disaster Preparedness Organization may have to shelter and feed a significant portion of the base population. Two types of operations are available for emergency feeding of base personnel:

a. Centralized Feeding - Involves using a facility such as the galley to feed large groups of people and is the preferred operating method. The Base Galley, 432 Sparrow Street, shall continue to feed personnel as long as practicable.

b. Decentralized Feeding - Involves establishing many feeding facilities when no central facility is available or adequate. In this instance, emergency feeding operations shall be conducted from snack bars, Officer's Club, Consolidated Enlisted Club, emergency shelter or any combination thereof.

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

a. Galley Operations

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

(2) The Galley maintains a 30-day supply of food based on normal daily feeding operations. It also maintains a five-day supply of paper plates, styrofoam cups and utensils based on the same consumption rate.

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

(4) If the drinking (potable) water supply system fails, water used for preparing food can be stored in portable containers.

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

b. MWR Clubs and Snack Bar Operations

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

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

(3) The Food Services Officer, MWR Director and the NEX Officer, as applicable, will coordinate the supply of food available for the feeding operations.

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

c. Emergency Shelter Feeding Operations

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

(2) Feeding personnel in shelters will require distributing food, food preparation equipment and trained personnel among designated shelters.

(3) The DPO shall coordinate distributing food under the Emergency Shelter Stocking Procedures (See Tab B to Appendix I of this Annex).

(4) The Food Services Officer and the DPO shall coordinate food preparation equipment and personnel distribution.

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

APPENDIX IV TO ANNEX C

TRAINING

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

2. General. Training is instrumental to maintaining the readiness and proficiency of the Disaster Preparedness Organization. In an emergency, properly trained personnel are the most valuable resource.

3. Standards

a. Each member of the Disaster Preparedness Organization shall receive training per Tab A, required to carry out assigned duties.

b. When practicable, members shall receive cross-training in related duties to increase the organization's flexibility of response.

c. All training lectures shall consist of standard training materials from FEMA, Commander, Naval Education and Training (CNET), Red Cross and other recognized emergency organizations.

d. Training classes shall include "hands on" course work whenever possible.

e. The Disaster Preparedness Organization shall participate in the annual CINCLANTFLT exercise for destructive weather.

4. Organization and Responsibilities

a. The DPO is responsible for training the Disaster Preparedness Organization. Once fully equipped, the DPO shall schedule regular training and maintain records documenting attendance. The DPO shall publish training schedules and topics well in advance of actual course dates.

b. The DPO shall conduct training for all Disaster Response Team personnel under his/her control.

c. The Medical Officer, Security Officer, Regional Supply Storefront and RER are responsible for training support personnel under their control. The DPO shall provide any required support to carry out the training.

5. Schedule. To be published separately.

TAB A TO APPENDIX IV TO ANNEX C

MINIMUM TRAINING REQUIREMENTS

TRAINING TOPICS

POSITIONS	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r
ECC STAFF							X					X	X					
SHELTER MANAGEMENT	X	X	X		X	X		X				X		X	X			
CBR MONITORING	X	X	X	X	X	X	X		X	X	X	X						
POOL		X																
DECON and CBR SURVEY TEAMS	X	X	X	X	X	X	X		X	X	X	X						
		X																
STRETCHER BEARERS	X	X	X	X	X	X	X		X	X		X	X					
BMC DAM NECK	X			X	X	X	X						X					
SECURITY/ASF	X	X	X	X	X	X	X					X			X	X		
FIRE DEPT	X	X	X	X	X	X	X		X	X		X						
		X																
STOCK ISSUE TEAM	X				X	X												

POSITIONS	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r
RER	X	X	X	X	X	X	X					X						X
MWR	X				X	X												
GALLEY	X				X	X		X										

Table C-1

TRAINING TOPICS

a. DPRP REVIEW
b. FIRST AID
c. CBR/EMERGENCY VENTILATION
d. CBR PROTECTIVE CLOTHING
e. CBR DETECTORS
f. CBR AGENT EFFECTS
g. PERSONNEL DECON PROCEDURES
h. MASS FEEDING
i. FIRE SUPPORT ASSISTANCE PART A
j. FIRE SUPPORT ASSISTANCE PART B
k. RADIOLOGICAL RESPONSE TEAMS
l. RESCUE SKILLS
m. MANAGEMENT OF RADIATION INJURIES
n. SHELTER MANAGEMENT
o. LAW AND ORDER PART A
p. LAW AND ORDER PART B
q. EMERGENCY PLANNING
r. FACILITIES DECON PROCEDURES

APPENDIX V TO ANNEX C

AVAILABLE MATERIAL RESOURCES

1. Background. The maintenance of equipment and consumable stockpiles for disaster preparation is not economically feasible. Therefore, the majority of the equipment and supplies needed in preparing for and recovering from an emergency must come from onhand assets used in the course of routine work. Firsthand experience at Naval Station, Charleston, SC (Hurricane Hugo) and Homestead Air Force Base (Hurricane Andrew) has shown that immediate recovery efforts must be effected with only those materials not destroyed by a hurricane's passage.

2. Action

a. All NAS Oceana Dam Neck Annex Departments and tenant activities shall maintain a listing of available material resources. The listing shall be updated annually during the CINCLANTFLT hurricane drill.

b. The listing shall contain information regarding the type of equipment or material, quantity (estimated if necessary), location and point of contact. Resources to be included are vehicles, major tools, emergency equipment, medical supplies, bedding, portable radios, etc.

ANNEX D

DISASTER ASSISTANCE TO OFF-BASE ACTIVITIES

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

2. General. All Navy and Marine Corps activities on Dam Neck Annex are considered potentially available to provide assistance to off-base military and civil authorities during disaster recovery operations.

3. Command Relationships within the Department of Defense (DoD)

a. The Joint Task Force, Civil Support (JTF-CS) will plan and coordinate military assistance to civil authorities in the Eastern United States.

b. The DoD has a responsibility to assist the JTF-CS when requested on a "not to interfere" mission basis. CNRMA Norfolk shall coordinate all DoD assistance within its assigned area.

3. Command Relationships with Civil Authorities

a. Protecting life and property and maintaining law and order within the territorial jurisdiction of any state is 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 shall provide aid to civil governments on a not-to-interfere basis with their primary missions.

c. Except in extreme emergencies, NAS Oceana Dam Neck Annex shall refer all requests for assistance from civil authorities and off base military activities to CNRMA Norfolk. 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 CNRMA Norfolk as soon as practicable.

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

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

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

4. Operations

a. In an emergency, the OIC, NAS Oceana Dam Neck Annex, shall assess the damage sustained by all commands and activities on Dam Neck Annex, internal and external assistance required and the ability of each tenant activity to carry out its primary mission.

b. The OIC must then assess what assistance can be provided to civil authorities without jeopardizing base recovery operations and what, if any, limiting conditions will be placed on such assistance. That information will be passed to the CO, NAS Oceana.

c. Assessments shall be forwarded to CNRMA. An oral report will suffice.

ANNEX E

SPECIFIC DISASTER PLANS

1. Purpose. To provide detailed guidance for responding to specific disasters or emergencies.

2. General. This annex integrates individual measures outlined in other annexes into a cohesive response. Programs outlined in other portions of the DPRP are not specifically referenced in the following disaster plans.

3. Plans. Specific disaster plans are located in appendices to this annex.

Appendix I - Destructive Weather Plan
Appendix II - CBR Defense Plan
Appendix III - Major Conflagration Response Plan
Appendix IV - Hazardous Material Spill Recovery Plan
Appendix V - Air Crash Response Plan
Appendix VI - Unexpected Hostile Attack Response Plan

APPENDIX I TO ANNEX E

DESTRUCTIVE WEATHER PLAN

Ref: (a) COMNAVREGMIDLANTINST 3040.24B
(b) NASOCEANAINST 3440.1A CH-1
(c) Federal Personnel Manual (FPM) 630-11-6 (c)

1. Purpose. To establish procedures for NAS Oceana Dam Neck Annex to prepare for and recover from destructive weather.

2. General. Reference (a) prescribes the basic conditions of readiness for all Navy commands and activities in the SOPA (ADMIN) Hampton Roads area. Reference (b) elaborates on reference (a) and prescribes more specific guidance for the NAS Oceana Sub-area. Reference (c) is a directive which includes procedures for the administrative dismissal of civil service personnel during destructive weather.

3. Discussion. The Tidewater Region of Virginia experiences several different forms of destructive weather throughout the year. Meteorological and oceanographical data indicates, however, that storms of tropical origin, hurricanes and tropical storms are the most serious threat in terms of destructive potential. The hurricane season, during which these storms are generated, lasts from 1 June through 30 November. Storms of non-tropical origins such as frontal passage, local thunderstorms and tornadoes, although much more frequent, are limited in their destructive potential. They should not be discounted, however. 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.

4. Definitions

a. Storms

(1) Thunderstorms. Associated with cumulus-nimbus clouds, usually affects only a small area. It always produces thunder and lightning and may generate hailstorms and violent wind gust.

(2) Tornado. A tight rotary windstorm. Although small in scale, it is one of the most violent storms known.

(3) Waterspout. A tight rotary windstorm over or close to a body of water.

(4) Gale. A non-tropical windstorm with expected wind speeds 34 - 49 knots.

(5) Storm. A non-tropical windstorm with wind speeds 50 knots or greater.

b. Tropical Cyclonic Storms

(1) Tropical Depression. A tropical cyclone with wind speeds greater than 33 knots.

(2) Tropical Storm. A tropical cyclone with wind speeds from 35 - 64 knots.

(3) Hurricane. A tropical cyclone with wind speeds of 64 knots or greater.

(a) Category 1 - Winds of 65 to 82 kts. Storm surge four to five feet above normal. Minimal damage.

(b) Category 2 - Winds of 83 to 95 kts. Storm surge six to eight feet above normal. Moderate damage.

(c) Category 3 - Winds of 96 to 113 kts. Storm surge nine to 12 feet above normal. Extensive damage.

(d) Category 4 - Winds of 114 to 135 kts. Storm surge 13 to 18 feet above normal. Extreme damage.

(e) Category 5 - Winds above 135 kts. Storm surge more than 18 feet above normal. Catastrophic damage.

c. Storm Readiness Conditions

(1) Small Craft Warnings. Harbor and inland waters are experiencing winds between 18 and 34 kts and wind driven waves of concern to small craft.

(2) Tornado Watch. Conditions are favorable for tornadoes and associated thunderstorms to form within or close to the watch area.

(3) Tornado Warning. A tornado has been sighted or verified by radar within or close to the warning area.

(4) Severe Thunderstorm Watch. Severe thunderstorms (wind gusts of 50 knots or greater and/or hail of .75 inch in diameter or greater) are probable within or close to the watch area.

(5) Severe Thunderstorm Warning. A severe thunderstorm has been sighted or verified by radar within or close to the warning area.

(6) Thunderstorm/Tornado Condition II. Destructive winds and the weather phenomena indicated are expected in the general area within six hours. Associated lightning, torrential rain, hail, severe downbursts and sudden wind shifts are possible. Take precautions that will ensure an appropriate state of readiness on short notice.

(7) Thunderstorm/Tornado Condition I. Destructive winds and the weather phenomena indicated are imminent or are occurring. Associated lightning, torrential rain, hail, severe downbursts and sudden wind shifts are possible. Take immediate safety precautions and shelter.

(8) Gale/Storm Warning (as applicable). Destructive winds of the force indicated are anticipated within 12 hours.

e. Major Cyclone Conditions (as applicable).

(1) Tropical Cyclone Condition V. Destructive winds of the force indicated (or as specified) are possible within 96 hours.

(2) Tropical Cyclone Condition IV. Destructive winds of the force indicated (or as specified) are possible within 72 hours.

(3) Tropical Cyclone Condition III. Destructive winds of the force indicated (or specified) are possible within 48 hours.

(4) Tropical Cyclone Condition II. Destructive winds of the force indicated (or specified) are anticipated within 24 hours.

(5) Tropical Cyclone Condition I. Destructive winds of the force indicated (or specified) are anticipated within 12 hours or less.

5. Concept of Operations

a. When directed by SOPA/SOPA (ADMIN) Hampton Roads, NAS Oceana Dam Neck Annex will execute the destructive weather plan and set the specified hurricane/tropical storm condition.

(1) For each storm condition, the DPO will notify all NAS Oceana Dam Neck Annex tenant commands and activities using the listing provided in Tab A and direct them to set the specified condition. They, in turn, will promptly notify the DPO when each condition has been attained.

(2) When the base has attained the specified condition, the DPO will then notify the NAS Oceana CDO and report attainment of the condition in effect.

(3) If there will be prolonged delay in setting the prescribed condition on NAS Oceana Dam Neck Annex, the DPO will notify the NAS Oceana CDO of the delay and an anticipated time of attainment. Once the condition is set, the DPO will notify the NAS Oceana CDO of attainment.

(4) Attainment reports will be made by the quickest means of communication available. Primarily, this will be done by telephone.

b. As a means of reducing the number of personnel on base, personnel are 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 commander. All hurricane team personnel are considered ALPHA personnel until their duties are completed. Category ALPHA personnel will remain to complete hurricane preparations and carry out vital duties. Once preparations are complete, category ALPHA personnel will be released to further reduce base population.

(2) Category BRAVO Personnel. All personnel not designated ALPHA. Category BRAVO personnel will be released when directed.

c. Tenant commands will assign selected personnel to hurricane readiness teams. Personnel assigned to these teams should not be part of the Disaster Preparedness Organization, since early mobilization of the organization would remove personnel from ongoing hurricane preparations. Tab B lists building responsibilities as assigned. The teams are as follows:

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

(2) Window Team. Responsible for boarding/securing building windows or opening downwind windows two to three inches as appropriate. Taping windows has historically yielded marginal effectiveness and should only be done if there will be personnel in the vicinity during the storm.

(3) Sandbag Team. Sandbag doorways of secured buildings to prevent damage by high winds. Sandbag ground level openings to minimize flooding.

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

d. OIC, NAS Oceana Dam Neck Annex will determine, prior to the start of hurricane season, the degree of protection required to safeguard assigned buildings (i.e., the number of sandbags required and which windows require boarding). NAS Oceana Dam Neck Annex tenant commands and activities shall forward, in writing, requirements for sandbags to the NAS Oceana Dam Neck Annex 1ST LT.

e. Non-essential government vehicles will be returned to RER for reassignment and/or relocation as the storm approaches. The RER will, in conjunction with PWC Norfolk, select a vehicle evacuation site where non-critical government vehicles will be moved in order to reduce the potential of damage from storm surge and flooding. If the decision is made to evacuate all critical vehicles, these vehicles will be retained on base until the last possible moment.

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

g. NAS Oceana Dam Neck Annex intends to shelter personnel remaining on board in designated emergency shelters. The OIC will designate which shelters are to be activated based on the anticipated population requiring housing. If the destructive potential of the approaching storm is sufficiently great, remaining personnel may be evacuated per Appendix II to Annex C.

h. NAS Oceana Dam Neck Annex will maintain at least one hand-held radio operating on frequency 140.850 MHz (PWC Site Manager).

i. Following storm passage, recovery teams will assess storm damage to NAS Oceana Dam Neck Annex facilities. The DPO will notify the NAS Oceana CDO of the command's status and damage assessment.

6. Sheltering

a. Due to the fact that most Navy shelters are located in flood prone areas, they will be used only to shelter category ALPHA (mission essential) personnel. All other Navy personnel and their families should seek shelters provided by the local community or evacuate the Hampton Roads area as necessary or ordered.

7. Action. The following prescribed measures to be taken during the Tropical Cyclone condition indicated:

a. Tropical Cyclone Condition V (96 hours)

(1) Review pertinent areas of the DPRP. (ALL)

(2) Review standing requirements for sandbags and construction materials. Note: Stocks 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/leave schedules. (ALL)

(5) DPO will conduct/provide a brief for all CDOs and tenant commands reviewing hurricane/tropical storm procedures and the forecast. (ALL)

(6) Due to the increase in high precedence message traffic associated with tropical cyclones, download/screen message traffic at intervals not to exceed four (4) hours. (DUTY)

b. Tropical Cyclone Condition IV (72 hours)

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

(2) Conduct/provide current briefing for all CDOs, tenant commands and 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)

(4) Oncoming duty section leaders instruct duty personnel to bring in working uniforms and any articles needed to remain on base until hurricane condition ends or relieved. (ALL)

(5) Verify readiness to establish the ECC using the checklists provided in Appendix I to Annex B. (DPO)

(6) Maintain normal operating/liberty/leave schedules as feasible. (ALL)

(7) DPO/1ST LT verify readiness to establish communication on the Heavy Weather Common Net as listed in Tab A to Appendix I to Annex I.

(8) DPO will query all tenant commands and activities, which have not reported attainment within eight hours.

c. Tropical Storm Condition III (48 hours)

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

(2) DPO activate the Heavy Weather Common net and establish guard.

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

(4) ECC staff will coordinate the berthing of all military and civilians required to remain on base.

(5) DPO will query all tenant commands and activities that have not reported attainment within four hours.

d. Hurricane Condition III (winds of 64 knots or greater within 48 hours.) Complete the following actions in addition to the actions listed in paragraph c.

(1) 1ST LT to obtain coded cell phones from SOPA (ADMIN), NAB Little Creek. Phones will be distributed to the OIC, FCTCL CDO and other key personnel.

(2) ECC staff will review procedures and verify stocks for activating emergency shelters per Appendix I to Annex C.

(3) Prepare for sandbagging operations. (ALL)

(a) Sandbags will be distributed to each NAS Oceana Dam Neck Annex buildings in the quantities listed below:

BUILDINGS	NUMBER OF SANDBAGS
HOPPER HALL	600
WALKER HALL	250
TAYLOR/GALLERY HALL	650
CHAMBERLAIN HALL	230
CHAPEL	64
PSD	250
WEPS/GUNNERY/MAGS	0
RABORN HALL	1500
CARTER HALL/BLDG 543	1200
TOTAL	4744

(4) DPO will query all tenant commands and activities that have not reported attainment within four hours.

e. Tropical Storm Condition II (24 hours)

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

(2) Complete securing buildings and surrounding areas. Window teams and outside area teams reinspect buildings and grounds to ensure proper readiness. (ALL)

(3) Conduct/provide a brief for all personnel on the impending weather conditions. Ensure personnel understand the precautions they should take at home and the location of their neighborhood emergency shelters. Dismiss all category BRAVO personnel upon completion of all Condition II measures. Reference (c) applies to the dismissal of civilian personnel. (ALL)

(4) Maintain a modified watch routine. (ALL)

(5) 1ST LT will ensure that the gun line, magazines and the armory are secured. Periodically inspect the armory and magazines, conditions permitting.

(6) DPO will query tenant commands and activities, which have not reported attainment within four hours.

f. Hurricane Condition II

(1) Ensure all prescribed measures for Tropical Storm Condition II and Hurricane Condition II are completed. (ALL)

(2) Sandbag teams sandbag all unnecessary doorways and stage sandbags for securing the remaining doorways. (ALL)

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

(4) OIC, NAS Oceana Dam Neck Annex will activate the ECC per Appendix I to Annex B. Designated staff members are to report to the ECC.

(5) Activates emergency shelters per Appendix I to Annex C.

(6) Shelter management teams are to mobilize at their designated shelters.

(7) The NAS Oceana Dam Neck Annex Food Services Officer, when directed, shall activate the mass feeding plan per Appendix III to Annex C.

(8) All non-resident trainees will be released to their parent commands if the commands are located in the Norfolk, Virginia area.

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

(10) DPO will query tenant commands and activities, which have not reported attainment within four hours.

g. Tropical Cyclone Condition I (12 hours)

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

(2) Secure all outside watches except security personnel. All watches not required to perform duties outdoors remain in buildings.

(3) Remaining watch standers are to contact the ECC with a count of remaining personnel and their approximate location in the building during their stay. (ALL)

(4) Prop open all electronic lock doors to permit passage in the event of power loss. (ALL)

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

(6) DPO will query tenant commands and activities, which have not reported attainment within two hours.

h. Hurricane Condition I

(1) Ensure all prescribed measures for Tropical Storm Condition I and Hurricane Condition II are completed. (ALL)

(2) DPO will query tenant commands and activities which have not reported attainment within two hours.

i. Post Tropical Storm/Hurricane Action

(1) All commands and activities are to report any damage sustained to the NAS Oceana Dam Neck Annex ECC as soon as feasible. (ALL)

(2) The DPO shall consolidate all damage reports and report them to NAS Oceana CDO.

(3) Each Recovery Team is assigned a zone of responsibility to facilitate rapid recovery operations. Zone descriptions are described in the Disaster Preparedness and Recovery Organization Section, Annex B. In each zone, buildings are the primary concern for emergency repair and restoration and damage assessment to ensure they are structurally safe before occupancy. Building assignments for each zone are as follows:

ZONE 1	**ADDRESS**	**BUILDINGS**
	Loon Court	340, 348
	Bullpup St	348, 352, 356, 373, 448, 452
	Regulus Ave	2037, 2045, 2076 2088, 2092, 2132, 2140, 2142

ZONE 2	**ADDRESS**	**BUILDINGS**
	Terrier Ave	1977
	Polaris St	472, 486
	Sparrow St	488, 489
	Tartar Ave	1993, 2001, 2025 2047, 2049, 2051 2053, 2055, 2059 2065, 2067, 2069 2073, 2089, 2104

ZONE 3	ADDRESS	BUILDINGS
	Sparrow St	432
	Tolas St	397
	Tartar Ave	432, 1928, 1932 1936, 1940
	Terrier Ave	1884, 1892, 1913 1920, 1921, 1925 1929, 1932, 1933 1937, 1940, 1960 1976

ZONE 4	ADDRESS	BUILDINGS
	Talos St	320
	Dam Neck Rd	253
	Regulus Ave	1828,1884,1904 1905
	Viking Ave	1816,1856,1868 1876,1880,1872 1884,1887,1888 1904,1906,1908 1910,1912,1914 1916,1918,1920 1922,1924

ZONE 5	ADDRESS	BUILDINGS
	Viking Ave	1780
	Regulus Ave	1529, 1533, 1537 1541, 1548, 1549 1550, 1552, 1554 1561, 1573, 1592 1612, 1613, 1622 1624, 1630, 1636 1644, 1649, 1650 1668, 1692, 1702 1705, 1716, 1717 1721, 1725, 1741 1749, 1725, 1753 1757, 1792

TAB A TO APPENDIX I TO ANNEX E

NAS OCEANA DAM NECK ANNEX, TENANT COMMANDS AND ACTIVITIES NOTIFICATION CHECKLIST

COMMAND/DEPT	DAY	NIGHT	PERSON/TIME CONTACTED	PERSON/TIME CONDITION SET
OIC, NAS OCEANA DAM NECK ANNEX	492-7828	647-0436		
DPO	492-6299			
CHAPEL	492-6602	433-2366		
SAFETY	492-5530	433-2366		
CBH	492-6627	492-6606		
FCTCL	492-6234			
BASE SECURITY	492-6911/6302	433-6302		
FIRE DEPT	492-6400	492-6400		
MWR DIRECTOR	492-6264			
PWC/RER	492-6626			
CUS	492-7140/5186	441-9906		
MEDICAL	492-6754			
DENTAL	492-6754			

NSWC	492-7327/7701	492-7249	_____	_____
MACS-24 Staff duty NCO cell (Pager #1-877-645-4479	620-0447	492-7988 x233	_____	_____
NSWDG	492-7960		_____	_____
NREMC	492-7999	721-2969	_____	_____
NEX	492-6496		_____	_____
NMITC QD	492-0001/0002	492-0001	_____	_____
NOPF	492-4800/4750	492-6980	_____	_____
TACTRAGRULANT	492-7417	661-7584	_____	_____
VC-6	445-5193	444-4575	_____	_____
CSD	492-6702/6331	492-6234/6484	_____	_____
GALLEY	492-6328			

TAB B TO APPENDIX I TO ANNEX E

INITIAL DAMAGE ASSESSMENT REPORT

DATE & TIME: _____

BUILDING NO.: _____ ZONE NO.: _____

UTILITIES		CASUALTIES	
Electric	_____	Fatalities	_____
Water	_____	Injured	_____
Communications	_____		

CONDITION (Circle as appropriate):

a. No damage

b. Minor damage. Building and roof intact. Damage consists of only broken windows or other minor items. Building usable.

c. Moderate damage. Building exterior or roof has been holed. Localized water or other damage on interior. Portions of building usable.

d. Major damage. Large breaches in building exterior or roof. Interior of building sustained major damage. Structural damage apparent. Building unusable.

e. Catastrophic damage. Major portion of building or roof missing. Irreparable damage to interior and structure of building or building total loss.

ADDITIONAL COMMENTS: (Use additional sheets if necessary)

TAB C OF APPENDIX I TO ANNEX E

COMMUNICATIONS PROCEDURES

1. Address Indicating Groups (AIGs) and Collective Address Designators (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 Naval Eastern Oceanography Center (NAVEASTOCEANCEN) Norfolk to issue warnings of destructive winds of 34 knots or greater within 100 Nautical Miles (NM) of Norfolk and expected to pass through the SOPA Hampton Roads Area.

b. AIG 337. Established by NAVEASTOCEANCEN Norfolk to issue severe weather warnings for Hampton Roads, Chesapeake and Delaware Bays, Virginia Capes (VACAPES) and Cherry Point Operating Areas (OPAREAS). Small craft warnings will be sent via this AIG.

c. AIG 7729. Established by CNRMA [SOPA (ADMIN) Hampton Roads] to issue information to all naval activities in the Hampton Roads area. Tropical storm and hurricane readiness conditions will be distributed via this AIG.

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

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

LINE #	DESCRIPT	FREQUENCY	NET CONTROL	GUARD
LP 176 A Pri	Heavy Weather Common	352.55 MHz	SOPA Hampton Roads	All Hampton Roads
LP 176B Alt	Heavy Weather Common	6840.0 KHz (6838.0 Upper side band)	SOPA Hampton Roads	All Hampton Roads

LP 177A Pri	Heavy Weather Common	318.95 MHz	SOPA Hampton Roads	Sub-Area SOPAs, SOPA Admin Hampton Roads Navy (listen only)
LP 177B Alt	Heavy Weather Common	5446.0 KHz (Upper side band)	SOPA Hampton Roads	Hampton Roads Navy (listen only)

Note: Communications will use plain language call signs: i.e., NAS Oceana Dam Neck Annex is "Dam Neck" and NAB Little Creek is "Little Creek."

APPENDIX II TO ANNEX E

CBR DEFENSE PLAN

Ref: (a) NAVFAC P346 NBC Warfare Defense Ashore

1. Purpose. To provide guidance to enable the commands and activities comprising Dam Neck Annex to survive a CBR attack. It is intended as a framework and is by no means all encompassing.

2. General. CBR defense presents a formidable challenge to the Disaster Preparedness Organization. The total effects of CBR warfare are not fully understood and therefore complicate planning. The potential presence of contaminants following an attack can result in a denial of vital services and resources and greatly reduce the effectiveness of disaster response teams.

3. Definitions

a. Dosimeter - a device used to measure the accumulated dose of ionizing radiation. It measures in Radiation Absorbed Doses (RADS), Roentgens, Roentgen Equivalent in Man/Mammal (REM) or Centigrad, all of which are interchangeable units of measure.

b. Radiac - a device which detects and measures the intensity (dose rate) of radiation. It measures in RADS/hr, roentgens/hr or centigrad/hr, all of which are interchangeable.

4. CBR Hazards. The U.S. Navy uses the term CBR and North Atlantic Treaty Organization (NATO) uses NBC (Nuclear, Biological and Chemical) to specify the broad spectrum of weapons of mass destruction and associated effects. Reference (a) provides additional information.

a. Chemical Agents. Chemical agents are mostly limited to tactical use and are classified by their physiological effects.

(1) Nerve Agents attack the central nervous system.

(2) Blister Agents create severe inflammation and blistering, affecting the skin and mucous tissues.

(3) Blood Agents destroy the ability of red blood cells to transport oxygen.

(4) Choking Agents chemically burn mucous tissues.

(5) Vomiting Agents create intense nausea.

(6) Tear Agents irritate the eyes and upper respiratory system.

b. Biological Agents. Biological agents, normally microorganisms, are more effective as strategic weapons by causing widespread illness. There are four categories of microorganisms used.

(1) Bacteria

(2) Rickettsiae

(3) Viruses

(4) Fungi

c. Radiological Weapons Effects

(1) An explosion of a nuclear device will produce the effects listed below. The distribution of energy among each is a function of the altitude of the burst.

(a) Blast - a pressure shock wave

(b) Thermal Radiation - an intense heat wave

(c) Electromagnetic Pulse (EMP) - a pulse of electromagnetic radiation which creates intense power surges in equipment.

(d) Initial Radiation - an intense pulse of Gamma and Neutron radiation which poses a short term hazard of approximately one minute.

(e) Residual Radiation - the greatest hazard of a nuclear burst. It is formed when radioactive particles coalesce with the dust and debris from the blast. Fallout is the process of the dust settling out of the atmosphere. Alpha and Beta particles characterize fallout radiation.

(2) The damage caused by the blast wave, thermal radiation, EMP and initial radiation will be tremendous. However, the radiation in fallout has the greatest effect on the recovery process. The effects of each radioactive particle is:

(a) Alpha - An Alpha particle has the highest ionization potential; however, it can only travel three to six centimeters in the air and can be stopped by any material,

including skin. It is an internal hazard if ingested or an open wound becomes contaminated. The Alpha particle lasts a very long time and is responsible for most radiation illness.

(b) Beta - A Beta particle has a lower ionization potential. It travels three to five meters in the air, but can be stopped by clothing. It is both an internal and external hazard. The Beta particle decays very quickly. It produces burns that resemble sunburns.

(c) Gamma - A Gamma particle has a low ionization potential, but has a very long range. A Gamma particle is essentially an X-ray and is present as high-energy gamma radiation during the initial radiation burst of the weapon detonation. It will be present as low energy gamma radiation that results from the natural decay of fallout.

(d) Neutron - A Neutron is a highly penetrating particle, which also has a comparatively long range. A Neutron induces radioactivity in all objects it impacts, however, it is only present during the initial radiation burst of the weapon detonation.

5. Assumptions

a. The structures and physical plant of Dam Neck Annex will not be catastrophically damaged.

b. The emergency shelters will provide adequate shelter.

c. The Disaster Preparedness Organization will remain effective.

6. Concept of Operations

a. Preparation. Adequate preparation is vital to CBR defense, given the lack of advanced warning associated with such attacks. During normal operations, preparations shall include maintaining an effective disaster plan, regular CBR defense training and an adequate CBR defense equipment inventory. During a pre-attack warning period, preparations will increase and shall include mobilization, equipment issue, setting Mission Oriented Protective Posture (MOPP) levels, and activation/occupation of shelters.

b. Recovery

(1) Recovery from a CBR attack can be achieved by effectively implementing the following measures:

(a) Personal Protection. Provided by CBR protective equipment such as a gas mask, CBR overgarment, gloves, dosimeter

and M258 personal decontamination kit. It is the most effective defense against CBR contaminants.

(b) Collective Protection. This consists of emergency shelters.

(c) Detecting and Monitoring Contaminants

(d) Removing Contaminants from Personnel and Facilities

(2) Recovery operations can be broken down into three phases. The duration of each phase is dependent upon the type and intensity of the attack.

(a) Emergency Phase. This phase starts upon initiating of a CBR attack and ends upon cessation of contaminant fallout. The primary mission objective during this phase is personnel survival.

(b) Operational Recovery. This phase starts at the cessation of fall out. The primary objective during this phase is to restore vital services/utilities and recover limited operational capability. During this phase, disaster response teams shall conduct an initial contamination survey, partial facility decontamination and initiate personnel decontamination.

(c) Final Recovery. This phase begins once limited operations are initiated and vital services are restored. The final recovery phase is the beginning of the thorough decontamination of the base and the start of reconstruction. During this phase, the disaster response teams conduct a detailed decontamination survey before initiating follow-up decontamination. Depending on the intensity of the attack, this phase could extend for months.

c. MOPP

(1) MOPP is a command management system for coordinating individual and collective protection. There are four MOPP levels, each associated with a CBR threat level.

(2) The CO shall establish the MOPP level in effect for the disaster response teams and will upgrade or downgrade the level of readiness as the situation dictates.

(3) MOPP Levels:

Level	CBR Threat	Action
MOPP 1	Suspected	Protective equipment issued
MOPP 2	Possible	Protective suit is donned Mask carried with unopened canister
MOPP 3	Probable	Protective suit and boots are worn Mask is fitted with canisters Mask and gloves carried
MOPP 4	Imminent	All protective clothing and equipment is worn

7. Priorities. A heavily contaminated environment greatly complicates disaster recovery operations. Depending on the extent of damage and contamination, priorities for initiating, recovery may become confused. The following is a list of recovery objectives to aid in decision making:

a. Restore vital utilities/services.

b. Decontaminate mobilization points and equipment staging areas.

c. Decontaminate contaminated equipment required for recovery operations.

d. Restore the ability of commands/activities with an operational mission to carry out that mission.

e. Restore normal messing and berthing facilities.

f. Isolate those areas of damage/contamination that pose a serious threat to recovery operations.

g. Provide adequate facilities to care for injured personnel.

8. Action. See Tab A for a detailed sequence of responses for CBR defense.

9. Equipment

a. Tab A to Appendix II to Annex B lists the CBR equipment required by each disaster response team.

b. Because of the constraints of resource availability and logistics, no CBR personal protective equipment shall be issued to non-disaster organization personnel. However, in the event of a radiological attack, each person shall be issued by serial number, a personal dosimeter (DT-60).

10. Maximum Permissible Exposure (MPE). The MPE for Dam Neck Annex personnel is 150 RADS. Exposure above this limit can only be authorized by the CO, NAS Oceana.

11. Decontamination Procedures. See Tabs B and C.

TAB A - CBR Defense Measures
TAB B - Personnel Decontamination Procedures
TAB C - Equipment and Facilities Decontamination Procedures

TAB A TO APPENDIX II TO ANNEX E

CBR DEFENSE MEASURES

1. The following is the typical sequence of actions for conducting CBR defense operations:

a. Pre-Attack Warning Phase

(1) ECC

(a) Mobilize the Disaster Preparedness Organization. Sound the emergency siren.

(b) Activate designated emergency shelters.

(c) Set the appropriate MOPP level for the Disaster Preparedness Organization as the threat increases. Promulgate the MPE (radiological attack only).

(d) When ready, direct all personnel to proceed to designated shelters, the Disaster Preparedness Organization shall proceed last.

(2) Shelter Management Teams

(a) Establish a separate area for disaster recovery teams to facilitate rapid sortie and minimize the entry of contaminants.

(b) Brief all shelter occupants on sheltering operations as soon as possible.

(c) Secure all entrances into the shelter when directed.

b. Emergency Phase

(1) ECC

(a) Re-establish internal and external communications.

(b) Obtain radiation/contamination levels to determine cessation of fallout from the On-Scene Commander (OSC).

(c) Transmit a PSR1 message to the Virginia State Area Command (STARC) authorities (See Tab A to Appendix II to Annex I).

(d) Initiate damage assessment.

(2) Disaster Response Teams

(a) Assist shelter managers in conducting rapid internal surveys.

(b) Monitor self-reading dosimeters (radiological attack only).

(c) Assist in isolating contaminated shelter spaces.

(d) Prepare for sortie from the shelter.

(3) Shelter Management Teams

(a) Conduct rapid internal surveys of the shelter for contamination.

(b) Isolate any contaminated portions of the shelter and move occupants into protected spaces.

(c) Initiate medical care for any contaminated personnel and establish a quarantine area.

c. Operational Phase

(1) ECC

(a) Initiate an external survey of the base for contamination.

(b) Compile a plot of recorded contamination levels.

(c) Establish priorities and then initiate expedient decontamination of the vital areas of the base.

(d) Monitor radiation levels reported by recovery teams to ensure team members do not exceed MPE unless directed by the CO (radiological attack only).

(2) Disaster Response Teams

(a) Sortie from shelters and conduct rapid external survey, recording all results.

(b) Conduct expedient decontamination of disaster recovery equipment, vital utilities, major thoroughfares and building accesses.

(c) Establish personnel decontamination stations.

(d) All team leaders monitor self-reading dosimeters to ensure teams do not exceed MPE (radiological attack only).

(e) Initiate repair of vital systems such as utilities or damage to shelters.

(3) Shelter Management Teams

(a) Continue shelter operations.

(b) Continue to monitor shelter spaces for possible entry of contamination.

d. Final Recovery Phase

(1) ECC

(a) Initiate a detailed base-wide survey for contaminants.

(b) Establish further priorities for extensive decontamination of the surviving facilities, thoroughfares and surrounding areas not previously decontaminated.

(c) Initiate long-term repair of surviving facilities in order to continue assigned missions.

(d) Establish equipment dispersal areas to allow for more efficient recovery operations.

(e) Designate temporary disposal areas for contaminated material.

(f) Cease sheltering operations when adequate alternative quarters are available.

(2) Disaster Recovery Teams

(a) Conduct a detailed base-wide survey for contaminants.

(b) Continue decontamination and recovery operations for long-term recovery.

(c) Maintain capability for personnel decontamination.

(d) Initiate readings of personal dosimeters (DT-60s) (radiological attack only).

(e) Move to dispersal areas for greater ease of recovery.

(3) Shelter Management. Cease sheltering operations when directed.

TAB B TO APPENDIX II TO ANNEX E

PERSONNEL DECONTAMINATION PROCEDURES

Ref: (a) Department of the Army FM 3-5, NBC Decontamination

1. Purpose. To outline procedures for establishing and operating personnel decontamination stations per reference (a).

2. General. Personnel decontamination is an important means of reducing the number of contamination related casualties. It is especially important that disaster response teams, after operating in a contaminated environment, be decontaminated to prevent spreading contaminants and to minimize the effects on team members.

3. Establishment. The personnel decontamination stations shall be established per Figure E-1.

a. At the start of the operational recovery phase, the two personnel decontamination teams shall establish two stations. These teams shall deploy at the start of the operational phase and must have the decontamination stations operational prior to recalling the first response teams.

b. Each team shall establish a decontamination station in a contamination free or low contamination location in close proximity to the emergency shelters. One station shall be established near Building 127 and one adjacent to Building 586.

c. The Dosimetry Monitoring Pool shall provide assistance in determining a suitable station site. The Facilities Decontamination Team shall provide additional support in clearing a contamination free site if none is available.

d. The station shall be located upwind of all decontamination operations and shall not be disturbed unless directed by the DPO. A contamination free path must be maintained between the station exit area and the entrance of the nearest shelter.

4. Procedures. Figure E-2 summarizes station operations and equipment requirement.

TAB C TO APPENDIX II TO ANNEX E

EQUIPMENT AND FACILITIES DECONTAMINATION PROCEDURES

1. Purpose. To detail the techniques used in accomplishing facility and equipment decontamination.

2. General. A CBR attack will probably deposit contaminants across Dam Neck Annex, requiring decontamination of surviving structures and equipment. Priority will be given to facilities and equipment essential for recovering and conducting limited mission operations.

3. Decontamination Methods

a. There are three basic techniques used to decontaminate structures, vehicles, facilities and equipment.

(1) Removing Contaminants. Remove the actual contaminating agents or contaminated material. This is best done on paved surfaces, structures or equipment by flushing, sweeping or scrubbing contaminants away.

(2) Removing Contaminants and the Contaminated Surface. This procedure is used when contaminants cannot be separated from soil, gravel roads, turf and other such materials. Normally, several inches of the surface must be removed to effect complete decontamination. This can be best accomplished by using construction equipment such as a grader, scraper, plow or bulldozer.

(3) Burial. In instances where contaminants cannot be effectively removed, bury the contaminants. This technique, although an effective, expedient method, does not remove the long-term hazard. The equipment used in burial is similar to that used in surface removal.

b. Completely decontaminating the base has the potential to produce great amounts of contaminated material requiring disposal. As an expedient, this material can be stored on base, but will eventually require long-term disposal sites. There are no known national or local contingency plans for long-term disposal of contaminants.

c. Weather will aid in the decontamination process. Biological and chemical agents are most susceptible to the weathering process and will be neutralized in a relatively short period of time. Radioactive particles are less susceptible to weather and pose a long-term contamination problem.

4. Action

a. Operational Recovery Phase. During this phase, rushed decontamination operations are carried out in order to restore vital services, clear major thoroughfares and restore limited operations to vital facilities. Any decontamination measures taken should be expedient in nature and should be designed to minimize personnel exposure. Any of the three decontamination techniques may be used; however, disposal should not be a primary concern at this point.

(1) Removal of contaminants is best carried out by using fire hoses, street sweepers or any available rapid means to clean surfaces.

(2) Available construction equipment can be used to quickly remove soil or bury contaminants to clear areas for decontamination stations or staging areas.

b. Final Recovery Phase. This is the phase concerned with the detailed decontamination of the base. Again, all three methods of decontamination will be used. The emphasis should be placed on long-term solutions to contamination:

(1) Greater care must be taken in removing contaminants in order to aid in disposal.

(2) Construction equipment will play a larger role in removing and disposing of contaminants.

(3) Disposal sites for storing contaminants must be located in unpopulated areas of the base until national disposal sites are designated and contaminants can be shipped to those sites.

APPENDIX III TO ANNEX E

MAJOR CONFLAGRATION RESPONSE PLAN

1. Purpose. Outline the procedures for using the Disaster Preparedness Organization to assist in combating a major conflagration.

2. General. The possibility of a major fire igniting always exists. A major fire in the populated area of the base or a major brush fire could quickly overwhelm the capabilities of the Dam Neck Annex Fire Department.

3. Discussion

a. The OIC, NAS Oceana Dam Neck Annex shall monitor firefighting operations and determine if the Disaster Preparedness Organization is required to assist. If it is determined that the Disaster Preparedness Organization is required, the CO, NAS Oceana or the OIC, NAS Oceana Dam Neck Annex will order mobilization.

b. If required, the CO shall activate the ECC to help coordinate response efforts.

c. The fire chief or his representative shall assume the duties as the OSC for any fire on Dam Neck Annex.

d. The OSC shall establish primary and secondary fire boundaries. The primary boundary is that perimeter where the fire is to be contained. All personnel on this perimeter must wear breathing apparatus. The secondary boundary is the designated fall back perimeter if the fire breaks out of the primary boundary.

4. Action

a. OSC. Upon arrival at the scene of the fire, the fire chief/fire captain shall assume responsibility as the OSC and take the following action:

(1) Evacuate any threatened personnel.

(2) Initiate rescuing injured or trapped personnel.

(3) Initiate firefighting.

(4) Determine any additional resources required and request mutual aid from the City of Virginia Beach per Dam Neck Annex/Virginia Beach mutual aid support agreement.

(5) Coordinate incoming resources involved in the firefighting effort.

(6) Establish primary and secondary fire boundaries.

(7) Keep the OIC/CDO/Command Center apprised of the situation.

b. Security Officer shall:

(1) Assist the OSC in the evacuation process.

(2) Establish an outer perimeter to prevent non-involved personnel from interfering with firefighting activities. Only emergency crews are allowed into the established perimeter.

(3) Assist the OSC as needed.

c. NAS Oceana CDO shall:

(1) Closely monitor ER measures and brief the Command Center staff upon activation.

(2) Initiate mobilization of the Disaster Preparedness Organization, when directed by the CO.

(3) Initiate any required OPREPs/SITREPs.

d. ECC Staff. When activated, shall assume control of the emergency from the CDO. The fire chief or his representative remains the OSC. If the Disaster Preparedness Organization is mobilized, initiate the following actions:

(1) Send designated litter bearers to the designated triage site.

(2) Provide disaster response teams as fire working parties to assist the OSC. Team members shall not directly participate in firefighting unless directed by the CO, NAS Oceana or OIC, NAS Oceana Dam Neck Annex.

(3) Activate emergency shelters, if required.

(4) Direct any additional recovery operations.

e. Branch Medical Clinic Dam Neck Annex shall, when directed, establish a triage station near the fire scene.

f. PWC/RER shall:

(1) Coordinate isolation of all non-vital utilities to the scene.

(2) Maintain stable firemain pressure.

(3) Coordinate provision of construction equipment and operators to create fire breaks in the event of a brush fire.

APPENDIX IV TO ANNEX E

HAZARDOUS MATERIAL SPILL RECOVERY PLAN

Ref: (a) NASOCEANAINST 5100.23 (Oil and Hazardous Substance Spill Contingency Plan)

1. See reference (a) for detailed guidance.

2. Action. The Dam Neck Annex Fire Department, NAS Oceana CDO and Hazardous Material (HAZMAT) Officer will be notified for any oil or HAZMAT spills. All tenants and storefronts will follow guidance delineated in reference (a) for HAZMAT spills.

APPENDIX V TO ANNEX E

AIR CRASH RESPONSE PLAN

Ref: (a) NASOCEANAINST 3710.2 (Helicopter Operating Procedures)

1. Purpose. To outline procedures for responding to the crash of an aircraft at Dam Neck Annex.

2. General. The proximity of NAS Oceana and the existence of two active helistops on Dam Neck Annex significantly increase the potential for an air crash on base. Frequently, the final approach path to NAS Oceana is directly over the populated areas of the base. Any combination of factors could cause an aircraft on final approach to NAS Oceana or to the Dam Neck Annex helistops to crash and create an emergency of significant proportions.

3. Discussion

a. Reference (a) provides guidance for helicopter operations at Dam Neck Annex helistops including safety and firefighting requirements.

b. An air crash at either helistop or in the unpopulated areas of the base shall normally be handled by the regular ER teams such as Dam Neck Annex Security, the Fire Department and the Branch Medical Clinic Dam Neck Annex. Additional assistance should be requested from NAS Oceana which can provide teams and equipment dedicated to responding to air crashes.

c. An air crash in a populated area of the base could cause widespread destruction and numerous casualties and quickly overwhelm existing emergency teams. In this situation, the CO shall mobilize the Disaster Preparedness Organization.

d. The CO, NAS Oceana or the OIC NAS Oceana Dam Neck Annex shall activate the Command Center when the emergency threatens to overwhelm the command and control ability of the emergency teams.

e. The fire chief/duty fire captain of the Dam Neck Annex Fire Department functions as the OSC. The OSC shall coordinate all firefighting and rescue operations.

f. The Security Watch Commander will establish an inner and outer perimeter at the crash site. The inner perimeter will define the radius of immediate danger from fire and explosion.

All personnel in the inner perimeter are required to wear breathing apparatus. The outer perimeter will be established at a distance where assisting personnel/teams not immediately involved in firefighting are not in danger.

g. Care must be taken to quickly identify and isolate any non-exploded ordnance and flammables which endanger response personnel.

4. Action

a. OSC. Upon arrival at the scene, the fire chief/duty fire captain shall assume responsibility as the OSC and take the following action:

(1) Initiate the firefighting effort, if not already in progress by personnel at the scene.

(2) Initiate rescuing injured and/or trapped personnel.

(3) Determine what, if any, additional assistance is required. Request firefighting assistance from NAS Oceana, as needed.

(4) Coordinate incoming resources involved in the firefighting/rescue efforts.

(5) Identify and isolate any non-exploded ordnance and flammables. Request EOD assistance if unexploded ordnance remains at the crash site.

(6) Establish an inner and outer perimeter around the aircraft.

(7) Keep the CDO/Command Center apprised of the situation.

b. NAS Oceana CDO shall:

(1) Closely monitor ER measures and brief the ECC staff upon activation.

(2) Initiate mobilization of the Disaster Preparedness Organization, when directed by the CO.

(3) Initiate any required OPREPs/SITREPs.

c. ECC Staff. When activated, assume control of the emergency from the CDO. The fire chief or his representative, remains as OSC. If the Disaster Preparedness Organization is mobilized, initiate the following action:

(1) Send designated litter bearers to the designated triage site.

(2) Provide disaster response teams to assist in the recovery effort.

(3) Activate emergency shelters, if required.

(4) Direct any additional recovery operations.

d. Branch Medical Clinic Dam Neck Annex shall establish a triage station near the crash site, if required.

e. PWC/RER Virginia Beach shall:

(1) Isolate all non-vital utilities to the scene.

(2) Maintain stable firemain pressure.

(3) Coordinate provision of any equipment required to assist in recovery operations.

31 AUG 2000

APPENDIX VI TO ANNEX E

UNEXPECTED HOSTILE ATTACK RESPONSE PLAN

Ref: (a) NASOCEANAINST 5530.2 (Physical Security Plan)

1. Reference (a) provides guidance for responding to a hostile attack.

2. Action. The Disaster Preparedness Organization may be mobilized to provide non-combat support in the event of a hostile attack.

ANNEX F

CIVIL DISORDER

Ref: (a) NASOCEANAINST 5530.2 (Physical Security Plan)

1. Reference (a) provides detailed guidance for responses to civil disorder incidents.

2. Action. The Disaster Preparedness Organization may be mobilized to provide support in the event of civil disorder on Dam Neck Annex.

ANNEX G

PUBLIC AFFAIRS

Ref: (a) SECNAVINST 5720.44A

1. General. Any major disaster, accident, incident or attack will undoubtedly attract the attention of the local news media and perhaps that of the national news media as well. This annex outlines the action to be taken by the NAS Oceana PAO to keep the public and news media informed and to minimize any adverse publicity concerning Dam Neck Annex and the U.S. Navy. Reference (a) provides detailed guidance regarding public affairs policy.

2. Action. The NAS Oceana PAO shall:

a. Immediately following an accident or disaster, proceed to the Command Center.

b. Immediately establish communications with the CNRMA PAO.

c. Notify all tenant command public affairs representatives to direct all news media queries to the PAO.

d. Keep apprised of all aspects of the accident/incident and subsequent action taken. The PAO shall keep a running log of:

(1) The time of the accident and a basic description of the occurrence.

(2) Important developments.

(3) Times news releases are issued.

(4) Command policies as passed to PAO and how and when implemented.

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

(6) Other important messages.

e. Advise the news media that there will be no speculation as to cause or causes of an accident/incident and official comment will be made only after the investigation is completed.

f. After receiving approval from the CO, release approved information to the public, as soon as possible, to prevent or

dispel rumors that could easily cause public alarm or promote misinformation in news media reports.

g. If personnel are involved in the accident, coordinate with the Casualty Assistance Calls Officer (CACO) before releasing information on those personnel injured or killed. Information will not be released to the news media until confirmation is received that next of kin have been notified. The initial release shall contain as much of the following information as possible:

(1) Type of accident/incident.

(2) Location and time of accident/incident.

(3) Numbers of persons involved, no names until cleared.

(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.

(7) "An investigation is being conducted to determine the cause of the accident."

h. Work with other senior officials in preparing contingency questions to respond to likely news media inquiries. Statements or contingency answers shall be approved by the CO prior to release.

i. Ensure that news media are permitted on base only with approval of the CO and only after the accident area is cordoned off, news media are briefed on safety hazards and news media are given identification badges and an escort from Base Security.

j. Ensure that the disaster is documented by video and covered by still photography. Assets shall be requested from the following commands in order of priority:

(1) NREMC

(2) NMITC

(3) FCTCL

(4) MWR

ANNEX H

DISASTER NOTIFICATION AND MOBILIZATION

1. General. A major emergency will require mobilization of the Disaster Preparedness Organization. It may also require a large-scale warning of personnel endangered by the situation. 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 scenario of a hostile attack, notification may be initiated from the national level with little lead-time.

2. Mobilization and Warning Systems. 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 is responsible for maintaining a current recall bill. The DPO shall maintain an updated recall bill for the Disaster Preparedness Organization and provide a copy to OIC, NAS Oceana Dam Neck Annex.

3. Action

a. Mobilization

(1) The CO, NAS Oceana, shall determine when to mobilize the Disaster Preparedness Organization based on staff recommendations on the ability of the normal base organization to respond to the emergency.

(2) The OIC, Dam Neck Annex, when directed, shall mobilize the Disaster Preparedness Organization with the assistance of the DPO and NOPF CDO. Commands providing

personnel to the Disaster Preparedness Organization shall instruct designated personnel to proceed to mobilization points.

(3) If the CO, NAS Oceana directs that notification/warnings be broadcast via the media, the NAS Oceana PAO shall coordinate this effort with the CNRMA PAO. In the absence of the PAO, the NAS Oceana CDO shall coordinate all requirements.

(4) If the base warning system is activated, disaster preparedness personnel shall mobilize at the designated points.

b. Public Bulletins

(1) The PAO shall coordinate through CNRMA the broadcast of any radio and television bulletins. These bulletins may be public warnings or mobilization instructions.

(2) In the absence of the PAO, the NAS Oceana CDO shall coordinate with CNRMA Norfolk.

APPENDIX I TO ANNEX H

MOBILIZATION NOTIFICATION LIST

PERSON & TIME COMMAND/DEPT CONTACTED CONDITION SET	**DAY**	**NIGHT**
OIC DAM NECK ANNEX	492-7828	647-0436
AOIC DAM NECK ANNEX	492-6305	
DPO	492-6299/6315	629-5907 (pager)
NAS OCEANA SAFETY	433-6257	433-2366/2367
NAS OCEANA CHAPLAIN Contact NAS Oceana Quarterdeck	433-6602	433-2366/2367
NAS OCEANA LEGAL Contact NAS Oceana Quarterdeck	433-2945	433-2366/2367
NAS OCEANA PAO Contact NAS Oceana Quarterdeck	433-3131	433-2366/2367
CBH Duty Manager	492-7718/6913	
BASE SECURITY Security Officer	433-6302/6911	433-6302
FIRE DEPARTMENT Duty Fire Chief	492-6400/6427	492-6400
FCTCL DPO	492-6294/7889	
MWR DIRECTOR	492-6264 (x302)/6599	
PWC/RER	492-6626/6148/6709	
CUS Quarterdeck	492-7140/5186	441-9906 (CDO PAGER)
DENTAL DPO	492-6754	492-6754

MEDICAL DPO	492-6754	492-6754
NSWC DPO	492-7327/7701	492-7249
MACS-24 DPO	492-6465 (X233)/6571	492-6465
NSWDG CDO & Quarterdeck	492-7960 X2389	492-7960
NREMC DPO	492-7999	721-2969
NEX Duty Manager	492-6496	487-8764
NMITC DPO	492-8014/0307/0309	492-0001
NOPF Quarterdeck	492-6980/4706/4743	492-6980
CSD DPO	492-7430	492-7430
TACTRAGRULANT CDO	492-7417	661-7584 (CDO PAGER)
VC-6 DET Duty Officer	492-6937/7199	444-4575/1065
NAWCTSD DPO	492-6370	445-4478

ANNEX I

COMMUNICATIONS

Ref: (a) OPNAVINST 3100.6D

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

2. General. Effective communication is essential during disaster preparations and recovery operations on Dam Neck Annex. In addition, reports must be made to higher authorities summarizing the emergency, its impact and recovery actions.

3. Communications Capabilities

a. Internal. The primary base internal communication networks for use in emergency operations include the base telephone system and Very High Frequency (VHF) FM radio communications.

(1) Telephone System. The base-wide non-secure commercial telephone system.

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

Net	Frequency	Users	Mode
Security	148.425 MHz	Base Police, Fire Department, ASF	Secure and Non-Secure
1ST LT/ Disaster Preparedness	150.075 MHz	1ST LT Disaster Preparedness Organization	Non-Secure
PWC VB/RER	140.850 MHz	RER Tenant Commands	Non-Secure

b. External. The following communication systems are available to communicate with military commands and local authorities external to Dam Neck Annex.

(1) Telephone. Non-secure Defense Switched Network (DSN) systems, non-secure commercial systems and a STU III secure voice system.

(2) Radio Communications

(a) Military Communication. Dam Neck Annex communication equipment is located in the ECC at NOPF, 352 Bullpup Street. NOPF code will provide communication and maintenance support for the equipment.

VHF - Direct communications in teletype and voice, both secure and unsecure.

HF - Indirect communications via land line to NAVCAMSLANT 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:

Net	Frequency
Police, Primary	158.850MHz
Police, Secondary	158.790MHz
Fire, Primary	460.525MHz
Fire, Secondary	460.575MHz

4. Communication Operations

a. Communications on all nets shall be kept to the minimum necessary to ensure effective control.

b. Only authorized personnel shall enter nets used for emergency operations.

c. Personnel using radio nets shall follow proper communication procedures for that net. Appendix I lists call signs specific to each net.

d. Communications security must be adhered to even during time of emergency. Sensitive or classified information will not be discussed or broadcast on non-secure 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.

5. Action

a. Tenant commands shall procure portable VHF-FM radios, which will allow them to communicate on frequency 140.850 MHz, RER net.

b. NAS Oceana shall establish external communications with higher authority as directed by CNRMA.

6. Operational Reporting. Most situations requiring mobilization of the Disaster Preparedness Organization will dictate the need for an OPREP or SITREP. In the event of a CBR attack, submit a PSR1 immediately following the attack.

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

b. PSR1. The DPO shall submit a PSR1 per Appendix II of this annex.

Appendix I - Dam Neck Annex Emergency Nets/Call Signs
Appendix II - Post Attack Status Report (PSR1)

APPENDIX I TO ANNEX I

DAM NECK ANNEX EMERGENCY RADIO NETS

1. Purpose. This Appendix and accompanying Tabs give specific information with regard to each radio net.

2. General. The Dam Neck Annex Emergency Nets are those nets used by Security, Fire Department, 1ST LT and RER to carry out their daily routine. During a disaster, these nets become the primary means of coordination on base.

3. Discussion

a. Because of the relatively few nets available for coordination and the large number of personnel using these nets, circuit discipline is vital.

b. All information considered sensitive or classified will not be transmitted via the radio net. The use of messengers is highly recommended.

TAB A - Primary Security Net
TAB B - First Lieutenant/Disaster Preparedness Net
TAB C - Fire Department Net

TAB A TO APPENDIX I TO ANNEX I

NAS OCEANA DAM NECK ANNEX PRIMARY SECURITY NET

TYPE: VHF-FM
Non-secure

FREQUENCY: 148.425 MHZ

CALL SIGNS:

COMMAND AND CONTROL		MEDICAL
001	OIC NASO DAM NECK	401 BR MEDICAL CLINIC
002	DPO/DAM NECK	402 AMBULANCE (TRUCK)
003	1ST LT	403 AMBULANCE (VAN)
004	MACS-24	
005	RADIO MAINT	
006	DUTY ARMORER	

FIRE DEPARTMENT (SEE TAB C TO APPENDIX I OF ANNEX I)

TAB B TO APPENDIX I OF ANNEX I

FIRST LIEUTENANT/DISASTER PREPAREDNESS NET

TYPE: VHF-FM
Non-secure

FREQUENCY: 150.075 MHz

CALL SIGNS:

DELTA 1	DPO/1ST LT
DECON 1	Decon Station #1
DECON 2	Decon Station #2
ZONE 1, 2, etc	Zone Repair Leaders
CBR POOL	CBR Monitoring Pool Leader
Survey Zone/Fire	Survey Teams
FAC 1, 2, etc	Facility Decon Teams
Shelter	Shelter Management Teams Building No.

NET CONTROL: DPO

TAB C TO APPENDIX I OF ANNEX I

FIRE DEPARTMENT NET

TYPE: VHF-FM
Non-secure

FREQUENCY: 148.275 MHz

CALL SIGNS:

300	FIRE STATION
CAR 1	FIRE CHIEF
CAR 2	ASSISTANT FIRE CHIEF
INSPECTOR 1	FIRE PREVENTION INSPECTOR GARDNER
INSPECTOR 2	FIRE PREVENTION INSPECTOR WILES
INSPECTOR 3	FIRE PREVENTION INSPECTOR FRY
ENGINE 52A	FIRE CAPT - "A" PLATOON FOR THE FIRE ENGINE
ENGINE 52B	FIRE CAPT - "B" PLATOON FOR THE FIRE ENGINE
ENGINE 56A	FIRE CAPT - "A" PLATOON FOR THE TELESQUIRT
ENGINE 56B	FIRE CAPT - "B" PLATOON FOR THE TELESQUIRT
ENGINE 52 DRIVER	DRIVER FOR THE FIRE ENGINE
ENGINE 56 DRIVER	DRIVER FOR THE TELESQUIRT
303	FIREFIGHTER
304	FIREFIGHTER
305	FIREFIGHTER
306	FIREFIGHTER
307	FIREFIGHTER
308	FIREFIGHTER
309	FIREFIGHTER
310	FIREFIGHTER
ENGINE 52	FIRE ENGINE
ENGINE 56	TELESQUIRT
BRUSH 52	BRUSH TRUCK

NET CONTROL: Fire Chief

31 AUG 2009

APPENDIX II TO ANNEX I

POST ATTACK STATUS REPORT (PSR1)

Ref: (a) Headquarters, State Area Command (STARC) Emergency Regional Reporting System Test Plan, 20 Feb 91

1. General. The PSR1 is to be submitted by all DoD commands to their respective STARC following a nuclear attack. The report is designed to give the DoD a snapshot of the effects the attack had on military commands.

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

3. Discussion

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

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

c. The PSR1 shall be submitted by any means available to STARC. Reference (a) provides the communication plan for voice reporting if a written message cannot be submitted.

d. Tab A provides guidance for submitting the PSR1.

4. Action

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

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

5. Exercise

a. Forces Command conducts a quarterly test of the Emergency Regional Reporting (ERR) system.

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

TAB A - PSR1 Submission Guidance

TAB A TO APPENDIX II TO ANNEX I

PSR1 SUBMISSION GUIDANCE

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

2. Guidance

a. Data Element Description

DATA ELEMENT	DESCRIPTION	EXAMPLE
Report ID	PSR1	PSR1
From	Abbreviated organization name of sending unit	NAS OCEANA DAM NECK ANNEX
To	Abbreviated name of unit receiving report	TAG VA RICHMOND, VA
Date	Report date written in the format "DDMM"	2907
Sender's Parent HQ	Organization exercising operational command or control of sending unit	CNRMA NORFOLK VA
Sender's Location	Five digit ZIP Code where sender is located.	23461
Radiation Level	Current centigrad 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	1
Possessed Strength	Number of actual on-hand or possessed personnel strength of sending unit	7,000
Unit Percent Effectiveness	Organization commander's evaluation of percent effectiveness of unit	60
Status and Activity Codes	Sending organization's current status activity	ZMAB

Select maximum of two codes from below:

Code	Definition	
ZA	Awaiting Mission	
AB	Damage Assessment	
AC	Area Damage Control	
ZO	Guard/Security Ops	
ZE	Law and Order	
ZF	Refugee Control	
ZG	Dispersal (of sending organization)	
ZH	Radiological Defense/Survey	
ZI	Transportation Support	
ZK	Communications Support	
AL	OPLAN/OPORD Excution	
ZM	Regroup/Regeneration of Organization	
Rank of Commander	Rank of sending organization's commander expressed as 01-10	05

b. Message Test Format

(1) Left justify lines of message text.

(2) Start with a slash (/) before the first data element.

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

(4) Place a hyphen (-) in any data element for which no data is available or would be classified and is transmitted by a non-secure means.

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

(6) Complete messages will be prepared per appropriate message standards for the transmission media.

(7) Continental United States (CONUS) ERR Test PSR1 sent by record traffic shall be identified as "CONUS ERR Test" messages.

c. Encryption and Transmission

(1) Use the TSEC-KL-43 (A) Electronic Off-Line Encryption/Decryption unit to encrypt the plain text PSR1 messages when required.

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

(3) Encrypted PSR1 messages are "UNCLASSIFIED."

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

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

d. Sample Format

```
        FM  NAS OCEANA VA DAM NECK VA
        TO  TAG VA RICHMOND VA//VAOT-OPA//
      INFO  NAVOCEANPROFFAC DAM NECK VA
COMNAVREGMIDLANT NORFOLK VA//
BT
UNCLAS//N02090//
/PSR1/NAS OCEANA VA/DAM NECK VA/TAG VA RICHMOND VA/2907/
COMNAVREGMIDLANT NORFOLK VA/23461/1/7000/-/ZMAB/06//
BT
```

ANNEX J

CONTINUITY OF OPERATIONS

Ref: (a) COMNAVREGMIDLANTINST 3440.24

1. Purpose. To provide for continuity of essential operations within Dam Neck Annex and to outline the succession followed by CNRMA.

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

3. NAS Oceana Dam Neck Annex Continuity of Operations. The following procedures are established:

a. The OIC, Dam Neck Annex and the ECC Staff shall continue to operate from NOPF, as long as conditions permit. When conditions force the evacuation of Building 470, the OIC and staff shall relocate to Taylor Hall, 1912 Regulus Avenue.

b. In the event that the OIC and Command Center staff are incapacitated, the senior FCTCL unrestricted line officer, according to the FCTCL lineal list, capable of exercising command, assumes responsibility for continued recovery operations.

c. The command relationships between tenants and NAS Oceana remain unchanged unless directed by higher authority.

d. All tenants and directorates are to draft plans for continuity of operations in their areas of responsibility.

ANNEX K

LIST OF DISASTER PREPAREDNESS REFERENCES

1. Purpose. To provide a list of references relating to Disaster Preparedness.

2. References

a. DoD

(1) NAVFACINST S3440.17A, Chemical Biological and Radiological Warfare Defense Material and Equipment Allowance for Shore Establishment

(2) OPNAVINST 3140.24D, Warnings and Conditions of Readiness Concerning Hazardous or Destructive Weather Phenomena (21 Dec 93)

(3) NAVFACNOTE 3050, DoN Fallout Shelter Program

(4) NAVPHIBASELCREEKINST 3141.2H, Destructive Weather Plan

(5) OPNAVINST 3440.16B, DON Civil Disaster Assistance Program 16c (Naval Civil Emergency Management Program)

(6) COMNAVREGMIDLANTINST 3040.2B, Destructive Weather Plan

(7) COMNAVREGMIDLANTINST 3440.24, Disaster Preparedness Plan

(8) OPNAVINST 3100.6 Series, Special Incident Reporting (OPREP-3) Procedures (1 June 1995)

(9) SECNAVINST 5400.17 Series, Civil Disturbances

(10) NAVFAC P-461 (US Army FM 3-5), NBC Decontamination

(11) NAVFAC P-462 (US Army FM 3-3), NBC Contamination Avoidance

(12) NAVFAC P-464 (US Army FM 3-4), NBC Protection

(13) NAVFAC P-465 (US Army FM 3-100), NBC Operations

(14) NAVFAC P-470 (US Army FM 3-22), Fallout Prediction

(15) NAVFAC P-471 (US Army FM 21-48), Planning and Conducting CBR and Nuclear Defense Training

b. FEMA

(1) CPG 1-5, Objectives for Local Emergency Management

(2) CPG 1-6, Disaster Operations - A Handbook for Local Governments

(3) CPG 1-7, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis

(4) CPG 1-8, Guide for the Development of State and Local Emergency Operations Plan

(5) CPG 1-19, Guidance for Development of an Emergency Fallout Shelter Stocking Plan

(6) CPG 1-20, Emergency Operating Centers Handbook

(7) CPG 1-30, Guide for the Design and Development of a Local Radiological Defense Support System

(8) CPG 2-6.1, Radiological Defense Preparedness

(9) CPG 2-6.2, Radiological Defense Manual

(10) CPG 2-6.4, Radiation Safety in Shelters

(11) CPG 2-8, Sheltering and Care Operations

(12) CPG 2-15, Transportation Planning Guidelines for the Evacuation of Large Populations

(13) CPG 2-16, A Guide to Hurricane Preparedness Planning for State and Local Officials

(14) CPG 3-1, Radiological Instruments

(15) TR-89, Techniques for Predicting Fallout Radiation Exposures from Exposure and Exposure Rate Measurements

(16) FEMA 20, FEMA Publications Catalog