



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

CNATRASTAFFINST 3440.1C  
00X  
3 JUL 12

CNATRA STAFF INSTRUCTION 3440.1C

Subj: STAFF DESTRUCTIVE WEATHER/HURRICANE PREPAREDNESS

Ref: (a) OPNAVINST 3440.17  
(b) CNATRANOTE 3440  
(c) CNATRA STAFF SHELTERING MEMORANDUM OF AGREEMENT  
(d) JOINT FEDERAL TRAVEL REGULATIONS, VOL I  
(e) JOINT TRAVEL REGULATIONS, VOL II

Encl: (1) Condition of Readiness (COR) Task List  
(2) Points of Contact and Phone Numbers

1. Purpose. To prepare Chief of Naval Air Training (CNATRA) headquarters and staff personnel for hurricanes and tropical cyclones by identifying responsibilities and procedures in carrying out actions utilizing enclosures (1) and (2) to mitigate these hazards. Per references (a) and (b) and this instruction, guidance is provided to all staff personnel concerning proper preparations for major storms.

2. Cancellation: CNATRASTAFFINST 3440.1B

3. Scope. This instruction applies to CNATRA staff personnel and is limited in purpose to preparing the headquarters building and staff for hurricanes and tropical cyclones for the hurricane season 1 June thru 30 November. Contractor personnel will follow company policy regarding evacuation and personnel accountability.

4. Discussion. For purposes of this instruction and all storm preparation activities, the action threshold is the approach of a tropical cyclone with the onset of sustained winds of 50 knots or greater. As high winds are expected, actions will be taken to minimize property damage and safeguard personnel. Evacuation may be ordered, and in some circumstances key staff members may relocate to continue CNATRA operations per reference (b).

a. Hurricanes can occur in every month during hurricane season but the peak months for hurricane development are August and September. A hurricane is a fully developed tropical cyclone with sustained wind speeds of 64kts (74mph) or greater.

b. The most dangerous area of a hurricane is the area to the right of the cyclonic track. The direction of the winds on this side coincides with the movement of the cyclone producing the highest winds and tides. A westward tracking storm making landfall just south of Corpus Christi will generally produce the most significant storm effects.

c. The storm surge begins to rise anywhere from 6 to 24 hours before the hurricane makes landfall. Factors which affect storm surge are the magnitude of the cycle, topography of the area, astronomical tides, winds, waves and rainfall.

d. Tropical Cyclone Conditions of Readiness (COR) issued by NAS Corpus Christi (NASCC):

(1) COR V. Destructive weather is not anticipated within the next 96 hours. This condition will be set from 1 June to 30 November each year.

(2) COR IV. Winds in excess of 50 knots (57 MPH) are possible within 72 hours.

(3) COR III. Winds in excess of 50 knots (57 MPH) are possible within 48 hours.

(4) COR II. Winds in excess of 50 knots (57 MPH) are anticipated within 24 hours.

(5) COR I. Winds in excess of 50 knots (57 MPH) are anticipated within 12 hours.

e. Hurricane Watches and Warnings are issued by The National Weather Service and are for the use of the general public; they do not apply to Navy activities.

f. The Command Duty Officer (CDO) and First Lieutenant have key roles in preparing the command for an approaching storm as identified below and in enclosure (1). It is imperative that these personnel thoroughly familiarize themselves with this instruction and are prepared to execute their duties with minimal direction. As preparations begin, they are the key liaisons with the base until the CNATRA Liaison Officer reports to the Emergency Operations Center (EOC) at COR III. In executing their responsibilities, the CDO reports directly to

the Chief of Staff, and, at COR IV and higher, the First Lieutenant reports directly to the CDO.

5. Action

a. CNATRA Chief of Staff (01)

(1) Coordinate hurricane preparation activities with Assistant Chief of Staff's (ACOS's)/Special Assistants (SA's).

(2) Coordinate, via First Lieutenant, all CNATRA department requirements with Supply to ensure that plastic sheeting and any other material required for protection of equipment are on hand, properly stored, and available for issue to department representatives in the event of a storm.

(3) Direct activities of the CDO and First Lieutenant as required. Ensure the CDO and First Lieutenant attend the NASCC Disaster Preparedness meetings.

(4) With the assistance of ACOS's/SA's, prepare for staff evacuation and mission essential personnel relocation as required.

(5) Coordinate recovery activities as required.

(6) Ensure ACOS's and SA's set and report COR's.

b. CNATRA ACOS's and SA's

(1) Review references (a) and (b) and this instruction for required action.

(2) Ensure all civilian and military personnel are properly registered in the Navy Family Accountability and Assessment System (NFAAS) at <https://navyfamily.navy.mil/> or respective service personnel accountability system.

(3) Maintain accountability for assigned government personnel (military and DOD civilians) during evacuation/relocation operations.

(4) Ensure departmental personnel are available to attend briefings/training sessions as well as assist the CDO/First Lieutenant in preparing for hazardous weather.

(5) Set and maintain COR V from 1 June through 30 November. Reporting attainment is not required.

(6) Ensure all personnel are familiar with this instruction and are aware of their individual responsibilities prior to, during, and after passage of hurricanes.

(7) Report attainment of Tropical Cyclone COR status to CNATRA N33 via phone (Comm: 361-961-2352, DSN: 861-2352) as required. If unable to report to N33, report directly to the CNATRA CDO at 361-961-2284 or Blackberry 361-533-0494.

c. Administrative Officer (N11)

(1) Establish rosters of all CNATRA personnel, their dependants, and their respective evacuation plans utilizing NFAAS and other service personnel accountability systems. In addition, note any special needs for evacuation shelter assignments.

(2) In coordination with ACOS's/SA's, maintain accountability and direct musters of assigned personnel as required.

d. Operations Officer (N3): Coordinate airlift (as required) for relocation of Mission Essential personnel as noted in reference (c).

e. Command Information Officer (N6): Support Information Technology requirements of mission essential personnel at contingency operating location as required.

f. Current Operations (N33)

(1) Keep staff informed of forecasted weather conditions and COR changes.

(2) Receive COR attainment reports from ACOS's/SA's and report COR attainment to the NASCC Emergency Management Office (EMO) or, if stood up, the NASCC Emergency Operations Center (EOC).

g. Safety Officer (00X)

(1) Provide NASCC EMO a list of Mission Essential and Recovery personnel by 1 June.

(2) Issue NASCC recovery essential cards.

(3) Coordinate hurricane preparedness/awareness training for all CNATRA Staff annually.

(4) Review this instruction annually.

h. First Lieutenant

(1) Ensure that Building 1 and contents are in the best possible condition to withstand the damaging forces of a tropical cyclone throughout the duration of the hurricane season.

(2) On the last work day of each month, May through October, conduct a thorough inspection of the outside of Building 1, looking for any "missile hazards" (debris or items which could become airborne during a storm such as pallets, small trash containers, scrap wood, et cetera) or damage to the exterior walls, windows, or roof. Notify the chain of command of any findings. Coordinate corrective action with Public Works.

(3) When the order to set COR IV is given, report to the CDO for duties as assigned.

(4) Attend NASCC Disaster Preparedness meetings.

i. CNATRA CDO

(1) Assist the Chief of Staff, ACOS's and SA's in hurricane preparations.

(2) Attend NASCC Disaster Preparedness meetings. Serve as primary liaison to the NASCC EMO and provide the NASCC Commanding Officer and EMO any requested information.

(3) Ensure ACOS's and SA's set and report COR's. Inform CNATRA N33 of department COR attainment reports as required. Coordinate with N33 to ensure COR's have been reported to the NASCC EMO or, if stood up, the NASCC EOC.

(4) When the order to set COR IV is given, direct activities of the First Lieutenant to support staff hurricane preparations.

(5) Maintain contact with key staff personnel by any means possible to include telephone, email, text or messenger.

(6) If directed, coordinate support request to Joint Base San Antonio for a contingency operating location for Mission Essential personnel in accordance with reference (c).

j. Strike Requirements Officer (N382). At COR III, report to the NASCC EOC as CNATRA Liaison Officer. Coordinate reports and information requests with CNATRA N33 and the CDO. Remain attached to the EOC until evacuation is ordered or released by the EMO.

k. All personnel

(1) All Navy civilian and military personnel are required to maintain accountability data in NFAAS at <https://navyfamily.navy.mil/>. Personnel of other services are required to maintain accountability data in their service's accountability system. All personnel shall provide recall information and family evacuation plans to appropriate ACOS/SA.

(2) Comply with applicable portions of enclosure (1) when directed and report completion to the appropriate ACOS or SA.

(3) Evacuate if so ordered:

(a) CNATRA staff, which includes government civilians and all military personnel regardless of service affiliation, will comply with evacuation orders issued by the NASCC Commanding Officer.

(b) It is unlikely that travel orders will be issued prior to an evacuation order. Do not delay evacuation awaiting travel orders. CNATRA staff will be provided orders at a later date to facilitate travel reimbursement.

(c) Personnel will be authorized to evacuate to any location within 300 miles of the designated safe haven (normally San Antonio, TX), excluding Mexico. Lackland AFB (LAFB) is available to shelter CNATRA staff and their families if other accommodations cannot be arranged (note: LAFB does not permit pets).

(d) Financial reimbursement will only be authorized if an official evacuation order is given. Reimbursement will be based on the current "CONUS Evacuation Allowances Message" and references (d) and (e).

(e) All Navy civilian and military personnel will muster in NFAAS (to include mustering dependents) as soon as possible after evacuation. Personnel of other services will muster in the appropriate service accountability system. Telephonic muster with appropriate ACOS/SA is required if access to websites cannot be gained.

(f) Do not return to NASCC until ordered by the NASCC Commanding Officer or CNATRA.

1. Recovery Essential personnel: Individuals designated as Recovery Essential personnel in reference (c) will receive NASCC recovery essential cards, which shall be treated as controlled items and shall be returned to CNATRA Safety upon transfer or reassignment of duties.

C. Hollingsworth  
Chief of Staff

Distribution:  
CNATRA Website

Copy to:  
COMTRAWING FOUR  
NAS Corpus Christi (2)

CONDITION OF READINESS (COR) TASK LIST

1. This enclosure is not all encompassing. ACOS's and SA's shall ensure appropriate procedures are in place to protect personnel and government property in the event of destructive weather.

2. The following procedures shall be accomplished when the order is given to set the associated COR:

a. COR V

(1) Maintain COR V from 1 June through 30 November. Reporting attainment is not required. (All ACOS's and SA's)

(2) Instruct personnel in their duties with regard to this instruction and other applicable hurricane bills. (All ACOS's and SA's)

(3) Establish a recall bill and phone tree procedures to be used in the event conditions change after normal working hours or after the order to evacuate has been given. (All ACOS's and SA's)

(4) Ensure that military and civilian personnel update NFAAS or appropriate service accountability system and have provided an anticipated evacuation recall number and location. (All ACOS's and SA's)

(5) Attend the NASCC Disaster Preparedness meetings. (CDO and First Lieutenant)

(6) Ensure provisions are in place to secure departmental spaces and buildings. Obtain sandbags for each entrance (minimum of two per door). Obtain plastic bags/sheeting to protect electronics and computers. (First Lieutenant)

(7) Conduct monthly inspections of the outside of Building 1 per this instruction and provide memo for the record to the Chief of Staff detailing any findings. Coordinate corrective action. (First Lieutenant)

b. COR IV

(1) Obtain list of evacuation plans for assigned personnel (names, proposed evacuation location, contact numbers). (All ACOS's and SA's)

(2) If directed, coordinate support request to Joint Base San Antonio for possible Mission Essential personnel relocation in accordance with reference (c). (CDO)

(3) Secure or remove loose outdoor items. (First Lieutenant)

(4) Move important items that cannot be stored indoors to higher elevation. (First Lieutenant)

(5) Ensure that building openings are tightly closed and barricaded if necessary. (First Lieutenant)

(6) Report to CDO for other duties as assigned. (First Lieutenant)

(7) Report attainment of COR IV to CNATRA N33 via phone (Comm: 361-961-2352, DSN: 861-2352). If unable to report to N33, report directly to the CNATRA CDO at 361-961-2284 or Blackberry 361-533-0494. (All ACOS's and SA's)

(8) Report command attainment of COR IV to NASCC CDO and NASCC EMO or, if stood up, the NASCC EOC. (N33)

c. COR III

(1) Fully fuel all government vehicles. Retain those vehicles that can be safely stored for emergency use. Vehicles not required for duty shall be returned to the Public Works Transportation Dispatcher for storage or use as emergency pool vehicles. (First Lieutenant)

(2) Distribute plastic bags/sheeting to protect electronics and computers. Position a minimum of two sandbags at the side of each exterior door. (First Lieutenant)

(3) Relocate artwork near entrances to interior offices as required. (First Lieutenant)

Enclosure (1)

(4) Secure offices. In coordination with N6, unplug all electronics and computers from electrical and LAN outlets. Ensure computers and corresponding LAN outlets are identified to facilitate reconnection. Move computers to safest place in the office. Cover computers and electronics with plastic bags. (All personnel)

(5) Report to the NASCC EOC in Building 7 as CNATRA Liaison. If evacuation is not ordered, remain at the EOC until the setting of COR V or until released by the NASCC EMO. (N382)

(6) Ensure classified material is properly stored or destroyed. (N1)

(7) Report attainment of COR III to CNATRA N33 via phone (Comm: 361-961-2352, DSN: 861-2352/3325). If unable to report to N33, report directly to the CNATRA CDO at 361-961-2284 or Blackberry 361-533-0494. (All ACOS's and SA's)

(8) Report command attainment of COR III to the NASCC EOC. (N33)

d. COR II

(1) Secure Building 1. (All personnel)

(2) Obtain Building 1 key set from the CDO station if evacuation is ordered. (CDO)

(3) Shelter or evacuate as instructed. Do not delay evacuation awaiting travel orders. (All personnel)

(4) Report all damage and injuries resulting from destructive winds or other sources to the NASCC EOC as soon as possible. (All personnel)

(5) Report attainment to NASCC EOC. (N33)

e. COR I: Report attainment to NASCC EOC. No additional measures are required. (N33)

Enclosure (1)

**POINTS OF CONTACT AND PHONE NUMBERS**

**NASCC EMERGENCY OPERATION CENTER (EOC) POC'S and phone numbers:**

CNATRA N33:

Comm: 361-961-2352, DSN: 861-2352

CNATRA CDO:

Comm: 361-961-2284, Blackberry: 361-533-0494

NASCC Emergency Management Officer:

Office: 361-961-1743, DSN: 861-1743

Cell: 361-438-6270

NASCC Emergency Management Office:

Comm: 361-961-2385, DSN: 861-2385

EOC (Bldg 7, room 210):

Planning 961-2954

Operations (Watch Petty Officer) 961-2953

[NASCC-EOC.FTC@navy.mil](mailto:NASCC-EOC.FTC@navy.mil), [NASCC-EOC1.FCT@navy.mil](mailto:NASCC-EOC1.FCT@navy.mil)

Lackland AFB Evacuee Reception Center:

Bldg 5506 Arnold Hall

210-671-0167

210-671-0761

210-671-0582

210-671-2784

NOSC San Antonio:

210-225-2997 ext 135

1-866-794-2689

210-381-2297 (NOSC duty officer)

210-846-2931 (Supply duty)

JOINT BASE SAN ANTONIO/502 ABW/CP

Comm: 210-671-4225, DSN: 473-4225

502abw.cp@us.af.mil

NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM WEBSITE:

<https://navyfamily.navy.mil/>

NASCC WEBSITE:

<https://www.cnic.navy.mil/CorpusChristi/index.htm>