DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

COMTRAWINGONEINST 3140.4H
N3
1 Jun 12

COMTRAWING ONE INSTRUCTION 3140.4H

From: Commander, Training Air Wing ONE

Subj: AIRCRAFT HURRICANE EVACUATION (HUREVAC) PLAN

Ref: (a) CNATRAINST 3140.4S

Encl: (1) Hurricane Evacuation Checklist
(2) Aircraft Hurricane Evacuation Plan
(3) Bed Down Report
(4) Email Notification Format
(5) HUREVAC and Cross-Country Fly Away Procedures

1. Purpose. To establish HUREVAC responsibilities and procedures for Training Air Wing ONE (TW-1) aircraft. This instruction constitutes a revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 3140.4G.

3. Discussion. Wing responsibilities for hurricane contingency planning and evacuation are delineated in reference (a). Reference (a) designates CNATRA as the Principal HUREVAC Coordination Authority for TW-1.

4. Scope. This instruction is applicable to all naval aviation activities assigned to NAS Meridian.

5. Policy

a. The setting of Tropical Cyclone Condition of Readiness (COR) alerts each command of an impending storm and dictates that preparations for that storm be taken. The decision to tie down, hangar or evacuate/return aircraft lies with the Wing Commander.

b. Aircraft manning and flight plan filing for HUREVAC and cross-country fly-aways will be conducted per enclosure (5).

c. Reports shall be submitted as delineated in reference (a). TW-1 will compile and submit reports for all aviation activities at NAS Meridian.

d. Due to the available facilities expected, the primary course of action will be to hangar as many aircraft as possible and to secure any remaining assets on the flight line. If conditions warrant, exposed aircraft will be evacuated as appropriate to the refuge site. When instructed by TW-1, squadrons must have aircrew on one-hour alert during working hours and a three-hour alert during nonworking hours.

6. Action

a. Commander, Training Air Wing ONE shall:

(1) Direct evacuation, recall, storage and/or tie down of aircraft for aviation activities at NAS Meridian per reference (a).

(2) Establish a Hurricane Evacuation Control Center in the TW-1 Operations Office upon setting HUREVAC COR III.

(3) Accomplish actions outlined in enclosure (1) in response to the setting of a Tropical Storm COR.

(4) Designate a TW-1 Hurricane Evacuation Control Officer (HECO) to coordinate HUREVAC activities for TW-1 and all subordinate aviation activities. The HECO will maintain close liaison with the CNATRA HECO.

b. Hurricane Evacuation Control Officer (HECO)

(1) Consolidate requirements from subordinate units, coordinate with desired refuge bases and designate a primary and alternate Refuge Base Liaison Officer (RBLO) for each anticipated refuge base.

(2) Report to CNATRA all information pertaining to designation of the Wing HECO's, RBLO's, the anticipated refuge bases, and all assigned aircraft. Submit the complete enclosure (2) prior to 1 June of each year.

(3) After initial coordination, maintain liaison with the designated refuge bases and make necessary arrangements for logistic support including accommodations for aircraft and crew. Ensure CNATRA is provided a copy of any support agreements.

(4) Participate in installation meetings after setting COR IV with representatives of applicable local commands to coordinate hurricane preparations and hurricane evacuation operations.

(5) Coordinate the evacuation and recovery of aircraft as directed by CNATRA. Conduct evacuation and recovery in an orderly and expeditious manner to preclude complete saturation of air traffic routes and control facilities.

(6) If weather or other factors preclude the use of an assigned refuge base, notify CNATRA (N33) of decision to use alternate refuge base.

(7) Notify by email OPNAV, USFF, CNAF, CNATRA, FAA, the respective refuge bases, and local air activities using enclosure (4) when the following occurs:

(a) Contemplation to evacuate.

(b) The decision to evacuate has been made.

(c) Evacuation commences (first aircraft departs).

(d) Evacuation is complete (indicating the final number and type of aircraft evacuated, destinations, and the time of last departure).

(8) After evacuation provide a detailed TW-1 BED DOWN REPORT for all assigned aircraft to CNATRA (N33) using enclosure (3).

(9) Control and coordinate aircraft storage and tie-down.

(10) Ensure that the following guidelines are followed:

(a) Evacuate aircraft in formation flights to the maximum extent possible.

(b) Assign instructors to pilot HUREVAC aircraft to the maximum extent possible. In the event of insufficient instructor pilots, a proficient student may be assigned as an aircraft commander to pilot HUREVAC aircraft provided he/she is in the advanced stages (phase II) of training. If a student is assigned to pilot a HUREVAC aircraft the flight shall be flown as a formation with an instructor pilot as the lead aircraft.

(c) Conduct all flights with the minimum number of pilots required by NATOPS.

(d) File flight plans for all evacuation aircraft as far in advance as possible with the appropriate Air Route Traffic Control Center (ARTCC). Enter the word "HUREVAC" in the remarks section of the DD Form 175.

(e) Do not conduct syllabus training at refuge bases without CNATRA approval.

(11) Maintain an evacuation packet for respective aircrews to include flight plans and jet logs.

c. Commanding Officers, Training Squadrons SEVEN (VT-7) and NINE (VT-9) shall:

(1) Assign HECO's to coordinate squadron unique evacuation requirements. Provide name and telephone number of HECO or HUREVAC Point of Contact (POC) to TW-1 HECO by 1 April annually and update as required.

(2) Provide updated HUREVAC instruction to TW-1 HECO by 1 June annually and update as required.

(3) Assign an officer, other than the squadron duty officer, to ascertain the security and well being of their respective command's dependents and their belongings. This is of particular importance for those dependents of the crews that have been detached with the aircraft evacuation.

(4) Prior to 1 June submit a roster of flight crews sufficient to man fly-off aircraft in the event of an evacuation order.

(5) Upon notification of HUREVAC COR IV:

(a) Begin notifying HUREVAC crews of possible HUREVAC.

(b) Draft flight schedule based on available aircrew.

(c) Submit a smooth flight schedule to TW-1 once notified of evacuation hour.

d. HECO's from VT-7 and VT-9 shall:

(1) Be designated TW-1 RBLO for the refuge bases.

(2) Act as the squadron's single point of contact regarding all HUREVAC matters.

(3) Report attainment of all HUREVAC COR's to the TW-1 HECO via email, phone or fax.

(4) Maintain an evacuation packet for respective aircrews to include flight plans and jet logs.

(5) Notify TW-1 HECO by telephone when all aircraft have returned to home base.

e. TW-1 RBLO (for assigned Refuge base) shall:

(1) Visit assigned refuge base prior to 1 June annually to make all necessary evacuation arrangements and report findings to Wing HECO.

(2) Establish and maintain liaison with assigned refuge base personnel.

(3) Depart for the refuge base upon the setting of HUREVAC COR III.

(4) Be designated TW-1 Detachment Officer in Charge.

(5) Upon completion of fly away, RBLO will submit TW1 BED DOWN REPORT enclosure (3) to TW-1 HECO and CNATRA (N33) within one hour.

(6) Maintain connectivity with TW-1 HECO to determine aircraft departure time/date from refuge base.

(7) Schedule departures ten minutes apart to prevent ATC saturation.

(8) Report to TW-1 HECO time first aircraft departed/last aircraft expected to depart from refuge base.

f. Officer in Charge, CNATRA Detachment Meridian shall:

(1) Act as the point of contact for maintenance contractors.

(2) Report aircraft on board and update hangar loading plan by 1 June annually.

(3) Report the following information to TW-1 HECO within three (3) hours of notification of HUREVAC COR IV.

(a) Aircraft on board.

(b) Flyable aircraft (currently in an up status)

(c) Down aircraft (reason down/estimated time up)

(4) Coordinate all aspects of hangar loading to ensure the safe and orderly storage of aircraft and equipment.

DAVID LOBDELL

Distribution:
Electronic only via TRAWING ONE website:
https://www.cnatra.navy.mil/TW1/pubs_instruction.asp
https://www.cnatra.navy.mil/TW1/pubs_notices.asp
https://www.cnatra.navy.mil/TW1/pubs_cancellations.asp

Hurricane Evacuation Checklist

1. Prior to June 1:

- ❑ Review CNATRAINST 3140.4S and TRAWING HUREVAC Orders.
- ❑ Designate a HECO and RBLO as required.
- ❑ Consolidate requirements from subordinate units and coordinate with desired refuge bases. Prepare and report HUREVAC plan(s) to CNATRA N33 using enclosure (2).
- ❑ Conduct RBLO liaison visit(s) with assigned refuge base(s) to confirm evacuation arrangements and obtain refuge base(s) watch organization e-mail addresses.

2. COR V (1 June – 30 November):

- ❑ TRAWING Commanders review organizational and subordinate command hurricane plans.

3. COR IV (Winds in excess of 50 knots forecast within 72 hours):

- ❑ Continue flight operations as feasible.
- ❑ Precautionary fly-away may be directed.
- ❑ Participate in local installation hurricane preparation meetings to coordinate hurricane preparations and evacuation operations.
- ❑ Send Contemplation of Evacuation e-mail (enclosure (4)
- ❑ Arrange for transportation for RBLO(s) to assigned refuge base(s) if hurricane force winds are forecasted.
- ❑ Coordinate with CNATRA DET regarding numbers of flyable aircraft and aircraft to be sheltered.

4. COR III (Winds in excess of 50 knots forecast within 48 hours):

- ❑ Make preparations to commence evacuation and/or storage of aircraft. TRAWINGS may continue flight operations as feasible.
- ❑ Precautionary fly-away may be directed.
- ❑ RBLO and support personnel depart for assigned refuge base if hurricane force winds are forecast.
- ❑ Be prepared to terminate syllabus flights and commence HUREVAC.
- ❑ Send CNATRA N33 update on contemplation of evacuation (enclosure (4)
- ❑ If decision to evacuate is made send Decision to Evacuate e-mail (enclosure (4).
- ❑ If directed by CNATRA, execute HUREVAC. Send Start of Evacuation (enclosure (4) and Completion of Evacuation e-mails. Also send Bed Down report (enclosure (3).
- ❑ Update flyable/non flyable aircraft with CNATRA DET

5. COR II (Winds in excess of 50 knots forecast within 24 hours):

- Send Decision to Evacuate e-mail (enclosure (4) if not accomplished in COR III and hurricane force winds are forecast.
- Terminate all syllabus and cross-country flying.
- When directed by CNATRA, execute HUREVAC. Send Start of Evacuation and Completion of Evacuation (enclosure (4)) e-mails if not accomplished in COR III.
- Upon completion of HUREVAC, HECO submit Bed-down report (enclosure (3) to CNATRA N33.
- Hangar all remaining aircraft, ensure all loose equipment is secured, ensure GSE is properly sheltered.

6. COR I (Winds in excess of 50 knots forecast within 12 hours):

- Ensure all aircraft are evacuated/sheltered.
- Complete evacuation of personnel if hurricane force winds are forecasted.

7. Secure from HUREVAC, return to COR V:

- CNATRA will direct termination of HUREVAC following reduction of CORs.
- Inform CNATRA N33 when all aircraft have been recovered to home base from cross-country or HUREVAC.

AIRCRAFT HURRICANE EVACUATION PLAN

FROM Training Air Wing _____(or NFDS)	**TO** Chief of Naval Air Training (N33)

AIRCRAFT HURRICANE EVACUATION PLAN _____
(assign a plan name if there is more than one plan)

REPORT CONTROL SYMBOL HAF-X00(AR)8601(DD)

TYPE AIRCRAFT	ANTICIPATED NUMBER OF AIRCRAFT TO BE EVACUATED	REFUGE BASE	Services Available (Y or N) FUEL	OXYGEN	HANGAR FACILITY	STARTING UNIT	ARRESTING GEAR	MAXIMUM RUNWAY LENGTH	Refuge Base Liaison Officer(Name/Phone #)

REMARKS

TRAWING COMMANDER (or CO NFDS) HUREVAC LOCATION AND CONTACT PHONE NUMBERS

TRAWING (or NFDS) HECO **NAME** *(Last, First, MI, RANK)*	**EMAIL**	**PHONE**

CNATRA 3140/2 (5-06)

BED-DOWN REPORT (report all assigned aircraft)

Fax, e-mail or call in final bed-down location of ***ALL*** assigned aircraft (including those remaining at home field and those away on syllabus cross country flights) to CNATRA N33.
- Fax: (361) 961-1837 DSN 861-1837
- Phone: DSN 861-2352/3929/3325. Comm (361) 961-2352/3325
- Blackberry (361) 774-5252
- If unable to contact CNATRA N33 call CNATRA SDO at (361) 533-0494
- CNATRA N33 Email: james.goodwin3@navy.mil
- CNATRA SDO Email: Billwatch.Cnatra.fct@navy.mil

Unit _____
Total Aircraft in Reporting _____
Time (Z) _____
POC comm phone _____
DSN phone _____
Cell phone _____
E-mail (if available) _____
POC name _____

Line #	A/C Type	Side No	Maint Status (Up/Dn reason)	Location

Remarks:
Note: Include sufficient pages to include all aircraft

E-MAIL NOTIFICATION FORMATS

1. Use the following e-mail notification format to report status/progression of HUREVAC.

a. Contemplation E-mail Notification (Sample)

To: VALID EMAIL ADDRESS OF EACH ASSIGNED REFUGE BASE (if no refuge base needs notification, put N33 in the TO line)

CC:

CNATRA	william.sizemore@navy.mil
CNATRA Chief of Staff	chuck.hollingsworth@navy.mil
CNATRA N1	benny.anderson@navy.mil
CNATRA N3	douglas.carsten@navy.mil
CNATRA N33	james.goodwin3@navy.mil
CNATRA N4A	domingo.gonzales@navy.mil
CNATRA Safety	randall.k.green@navy.mil
FAA HQ	9-ator-hq-atcscc-at-nom@faa.gov
System Operations Support Center (FAA Navy Liaison)	9-ator-hq-sosc@faa.gov

SUBJ: TRAWING ___ (or NFDS) CONTEMPLATION TO EVACUATE

TEXT: CONTEMPLATION TO EVACUATE AIRCRAFT BEGAN 221900Z JUL 05. PLANS ARE TO EVACUATE (NUMBER AND TYPE AIRCRAFT) FROM (HOME BASE) TO (ASSIGNED REFUGE BASE). ANTICIPATE EVACUATION TO COMMENCE 221100Z JUL 05. ANTICIPATE (NUMBER AND TYPE OF AIRCRAFT) WILL BE UNABLE TO EVACUATE AND WILL BE HANGARED IN (LOCATION).

b. Decision to evacuate Email Notification (Sample)

Addressees are the same as above.

SUBJ: TRAWING ___ (or NFDS) DECISION TO EVACUATE

TEXT: THE EVACUATION OF AIRCRAFT WAS DIRECTED AT 221100Z JUL 05.

c. Start of evacuation Email Notification (Sample)

Addressees are the same as above.

SUBJ: TRAWING ___ (or NFDS) START OF EVACUATION

TEXT: EVACUATION BEGAN WITH THE DEPARTURE OF THE FIRST AIRCRAFT AT 221400Z JUL 05.

d. Completion of evacuation Email Notification (Sample)

Addressees are the same as above.

SUBJ: TRAWING _____ (or NFDS) COMPLETION OF EVACUATION

TEXT: THE LAST AIRCRAFT DEPARTED (HOME BASE) AT 221600Z JUL 05. (NUMBER AND TYPE AIRCRAFT) TO (REFUGE BASE). (NUMBER AND TYPE AIRCRAFT) UNABLE TO EVACUATE DUE TO (REASON) AND WILL (BE HANGARED, BE ABANDONED TO THE STORM ETC.) AT (HOME BASE).

e. Precautionary Fly-away E-mail Notification (Sample)

To: VALID EMAIL ADDRESS OF EACH ASSIGNED REFUGE BASE (if no refuge base needs notification, put N33 in the TO line)

CC:

CNATRA	william.sizemore@navy.mil
CNATRA Chief of Staff	chuck.hollingsworth@navy.mil
CNATRA N1	benny.anderson@navy.mil
CNATRA N3	douglas.carsten@navy.mil
CNATRA N33	james.goodwin3@navy.mil
CNATRA N4A	domingo.gonzales@navy.mil
CNATRA Safety	randall.k.green@navy.mil
FAA HQ	9-ator-hq-atcscc-at-nom@faa.gov
System Operations Support Center (FAA Navy Liaison)	9-ator-hq-sosc@faa.gov

SUBJ: TRAWING ___ (or NFDS) CONTEMPLATION TO CONDUCT PRECAUTIONARY FLY-AWAY

TEXT: CONTEMPLATION TO CONDUCT PRECAUTIONARY FLY-AWAY BEGAN 221900Z JUL 05. PLANS ARE TO FLY-AWAY (NUMBER AND TYPE AIRCRAFT) FROM (HOME BASE) TO (ASSIGNED REFUGE BASE OR CROSS COUNTRY LOCATION). ANTICIPATE FLY-AWAY TO COMMENCE 221100Z JUL 05. ANTICIPATE (NUMBER AND TYPE OF AIRCRAFT) WILL BE UNABLE TO FLY-AWAY AND WILL BE HANGARED IN (LOCATION).

NOTE: Follow sample formats in (b) through (d) above but replace the word EVACUATE with FLY-AWAY.

f. CNATRA will inform the following upon receipt of TRAWING email

CNAF Duty	cnap.cdo@navy.mil
CNAF N32A	greg.gray@navy.mil

HUREVAC AND CROSS-COUNTRY FLY-AWAY PROCEDURES

1. Cross-country fly-aways are highly encouraged any time that a tropical cyclone threatens the NAS Meridian region. Requests shall be approved by the TW-1 Operations Officer. These cross-countries will be subject to the following criteria:

a. Full per diem is authorized.

b. Every attempt should be made to take students and accomplish student training. If students are not available and at the discretion of squadron Commanding Officer, cross-countries without students will be authorized.

c. Cross-countries shall be planned to destinations where BOQ accommodations are available and reservations are made.

d. PPR's will be obtained by aircrew as required by the IFR Supplement.

e. Training events shall be accomplished on the transit to and from the cross-country destination. Training shall not be accomplished once on deck at the destination.

f. Cross-country mission commanders shall provide a good recall to their respective duty office upon arrival at their destination. Additionally, they shall check in with their respective duty office twice daily (morning and afternoon) to stay apprised of storm development and to determine date/time of departure from cross-country site.

2. When HUREVAC is directed, ensure that the following general guidelines are followed:

a. Instructors will be utilized to pilot HUREVAC aircraft to the maximum extent possible.

b. Conduct all flights with the minimum crew required by NATOPS.

c. TW-1 HECO will coordinate flight plans to all refuge bases with respective Base Operations and the FAA prior to 1 May each year. Utilize these flight plans in the event of aircraft evacuation.

d. All return flights from refuge bases shall use routing promulgated by TW-1.

e. Training flights shall not be conducted once a HUREVAC has been directed.