



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

CNATRAINST 3140.4Z
19 Jun 2018

CNATRA INSTRUCTION 3140.4Z

Subj: AIRCRAFT HURRICANE EVACUATION

Ref: (a) COMNAVAIRLANT 3141.1(series)

Encl: (1) Tropical Cyclone Conditions of Readiness (COR)
(2) E-mail Notification Formats
(3) Hurricane Evacuation Checklist
(4) Aircraft Hurricane Evacuation Plan
(5) Bed-down Report

1. Purpose. To establish aircraft Hurricane Evacuation (HUREVAC) procedures for Naval Air Training Command (NATRACOM) aircraft per reference (a).

2. Cancellation. CNATRAINST 3140.4Y

3. Scope. This instruction is applicable to all Training Air Wings (TRAWINGs) and the Navy Flight Demonstration Squadron (NFDS).

4. Policy. Chief of Naval Air Training (CNATRA) executes responsibilities as HUREVAC Coordination Authority for all NATRACOM aircraft and will direct evacuation of CNATRA aircraft and personnel as required.

a. Due to the unpredictable nature of hurricanes and the devastation possible, Commander, TRAWINGs ONE, TWO, FOUR, FIVE and SIX and the Commanding Officer (CO) NFDS should prepare to evacuate all flyable aircraft in the event hurricane force winds are forecast at their activities. Only those aircraft incapable of being evacuated should be left hangared.

b. TRAWING Commanders are to be prepared to develop options for continuing training operations away from home base, once the extent and the geographic limit of any damage is known and it is anticipated that a return to home base will not be possible for a month or longer.

5. Action

a. CNATRA

(1) Monitor the settings of Tropical Storm Conditions of Readiness (COR) under the guidelines of enclosure (1) for all NATRACOM activities.

(2) CNATRA N3 Operations Officer is responsible to CNATRA for hurricane evacuation operations. The CNATRA N3 will designate a Hurricane Evacuation Control Officer (HECO) who will coordinate all NATRACOM aircraft evacuation actions and reports. The HECO will also review this instruction after the annual Hurricane Exercise (HURREX) (usually in April) but prior to 1 June of each year and update all e-mail addresses contained in enclosure (2) and (5).

(3) Conduct drills and monitor HUREVAC related reports. HUREVAC drills may not be conducted when an actual hurricane threatens any NATRACOM activity.

(4) Directs the evacuation and recovery of aircraft as destructive weather dictates. Ensure TRAWING evacuations are de- conflicted to preclude saturation of air traffic routes and control facilities.

(5) Provide updates to Commander, Naval Air Forces (CNAF) and CNAF codes N3, N30A, N4, N40A, CNAF CDO, CNAF CNATRA Rep, and United States Fleet Forces (USFF) Commander, Crisis Action Team (CAT) Chief, concerning the status of any contemplated or ongoing aircraft evacuation or precautionary fly-away and the location of all evacuating NATRACOM aircraft using enclosure (2).

(6) Coordinate support agreements with refuge bases on behalf of a TRAWING or the NFDS. Coordinate with the Navy Liaison to CNATRA at Randolph AFB when NAS Corpus Christi goes to COR IV. Ensure the liaison knows CNATRA's potential lodging, work space and aircraft parking requirements.

(7) During hurricane evacuation preparations from NAS Corpus Christi, CNATRA N4 will coordinate between TRAWING FOUR and the maintenance contractor to provide for a detachment at a TRAWING FOUR refuge base to support TRAWING FOUR's evacuation airlift of CNATRA and to support limited TRAWING FOUR logistics tasking from CNATRA in support of hurricane recovery operations.

(8) CNATRA N4 will coordinate with TRAWINGs as required after hurricane passage to facilitate moving contract maintenance support to HUREVAC refuge bases or follow-on sites if necessary to support limited TRAWING operations.

(9) CNATRA N6 will ensure availability and functionality of contingency communication equipment to include laptops, portable Wi-Fi hotspot devices, and cell-phones. This portable communication functionality will be maintained and ready on short notice for key CNATRA staff tasked with establishing an alternate command and control location to ensure continuous headquarters operations during HUREVAC execution.

b. TRAWINGs and NFDS

(1) Accomplish actions outlined in enclosure (1) in response to the setting of a COR, using enclosure (3) as a guide.

(2) Designate a HECO to coordinate HUREVAC activities for the TRAWING or NFDS and subordinate units. TRAWING and NFDS HECOs are to maintain direct liaison with the CNATRA HECO.

(3) Consolidate requirements from subordinate units, designate a Refuge Base Liaison Officer (RBLO) for each planned refuge base and enter into support agreements with each refuge base as required for logistic support including accommodations for aircraft and crew as applicable. Military (active, reserve or guard) installations are preferred as refuge bases but civil or private airfields may be used.

(4) Report HUREVAC plans to CNATRA N3/HECO prior to 1 June using enclosure (4). Provide separate Aircraft Hurricane Evacuation Plans if multiple HUREVAC plans are developed.

(5) Participate in installation hurricane preparation meetings after the setting of COR IV to coordinate hurricane preparations and hurricane evacuation operations.

(6) TRAWING FOUR shall coordinate with CNATRA N3/HECO and N4 for the establishment of a detachment of aircraft and maintenance personnel at a refuge base to support evacuation airlift of CNATRA and limited number of staff to Randolph AFB (approximately 30 personnel), and to execute a limited flight schedule if tasked by CNATRA to support post hurricane relief operations from a refuge base in the event return to home base is not immediately possible.

(7) Conduct the evacuation or recovery of aircraft when directed by CNATRA. Conduct evacuation and recovery in such a manner as to preclude saturation of air traffic routes and control facilities.

(8) Notify CNATRA N3/HECO of any decision to use an alternate refuge base if weather or other factors preclude the use of a planned refuge base.

(9) Notify CNATRA, the FAA, and respective refuge bases using the e-mail formats in enclosure (2) at the following points:

- (a) Evacuation/precautionary fly-away is being contemplated (COR IV and COR III).
- (b) The decision to evacuate/fly-away has been made (COR III or COR II departs).
- (c) Evacuation/fly-away commences (first aircraft)

(d) Evacuation/fly-away is complete (the last aircraft has departed).

NOTE: If TRAWING Commanders are considering conducting cross country flights (precautionary fly-away) prior to being ordered to HUREVAC, follow the above email format/guidance but use precautionary fly-away format and state cross country intentions. In other words, the requirement to notify CNATRA remains regardless of intentions.

(10) Provide a detailed Bed-Down Report covering the location of all assigned aircraft to CNATRA N3/HECO using enclosure (5) after evacuation is complete. The locations of ALL assigned aircraft are to be reported including those aircraft away on syllabus cross-country flights (precautionary fly-away) and hangared aircraft. The report may be faxed or e-mailed as an attachment. It may be read over the telephone if fax and e-mail are not available.

(11) Conduct HUREVACs under the following guidelines:

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

(b) Assign Instructor Pilots (IPs) or non-IPs designated as Aircraft Commanders as HUREVAC Aircraft Commanders to the maximum extent possible. A Student Military Aviator (SMA) in advanced flight training who has soloed in the aircraft assigned and has completed an instrument check may be assigned as a HUREVAC Aircraft Commander if a sufficient number of IPs and non-IP designated Aircraft Commanders are not available. A SMA in Primary Flight Training may be assigned if he/she has completed a solo formation flight, if required. If a SMA is assigned as a HUREVAC Aircraft Commander, he/she must be assigned as wingman of a two-plane section with an IP as lead. Follow CNAF 3710.7 (series) guidance in determining whether aircraft meet dual or single pilot filing or approach criteria.

(c) File flight plans for all evacuating 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, or FAA form 7233-1.

(12) If an immediate return to home station after the HUREVAC is not anticipated, off-station student production flights may be an option. Due to potential contract maintenance, host base agreement, and airspace considerations, do not commence student production flights at the refuge location without prior approval from CNATRA via the respective TRAWING Commander.

(13) Submit an after action report to CNATRA N3/HECO commenting on execution of the evacuation, difficulties encountered, and recommendations for improvement of future evacuation evolutions within 30 days of returning to home station after a HUREVAC.

c. Refuge Base Liaison Officer (RBLO). Each TRAWING and the NFDS will designate a RBLO for each refuge base prior to 1 June of each year. The RBLO shall:

(1) Visit the assigned refuge base prior to 1 June each year to arrange for or confirm necessary evacuation arrangements are in place and confirm refuge base watch organization e-mail addresses.

(2) Depart for the refuge base no later than the setting of COR III or if destructive force winds of 50 mph are forecasted and begin coordinating with the base or airport for the arrival of aircraft.

(3) Maintain communications with the TRAWING or the NFDS HECO and supply information for the required bed-down report and any other requests for information.

(4) In the event more than one NATRACOM unit is utilizing the same refuge base, the senior RBLO will function as the CNATRA representative for all NATRACOM units aboard the refuge base when coordination with refuge base officials is required.

S. B. STARKEY
Chief of Staff

Distribution:

CNATRA Website
CNATRA SharePoint
COMTRAWING ONE
COMTRAWING TWO
COMTRAWING FOUR
COMTRAWING FIVE
COMTRAWING SIX
NFDS

Copy to:
CNAF

TROPICAL CYCLONE CONDITIONS OF READINESS (COR)

1. Hurricanes are weather disturbances with winds of 64 knots or greater. Winds of 34-63 knots in a weather disturbance constitute a tropical storm. Tropical Storm Conditions of Readiness (CORs) are based on the forecast arrival of winds of 50 knots since tropical storms can rapidly progress into hurricanes. Conditions of Readiness and associated actions are listed below.

a. COR V. Destructive weather (winds in excess of 50 knots) is not anticipated within the next 72 hours. This condition is set from 1 June to 30 November. All units make preparations for the hurricane season and ensure that HUREVAC plans are current, fly-away kits and packets are complete and that support equipment is readily available. TRAWING Commanders complete a review of organizational and subordinate command hurricane plans.

b. COR IV. Winds in excess of 50 knots are forecast to occur within 72 hours (email notification commences at this point and continues until all aircraft return to home base, REGARDLESS of the decision by the TRAWING COMMANDER to HUREVAC or to send aircraft on cross country flights).

(1) TRAWING Commanders will alert all personnel.

(2) TRAWING Commanders may continue flight operations as feasible.

(3) TRAWING Commanders begin preliminary evacuation/precautionary fly-away preparations if hurricane force winds are forecast.

(4) TRAWING Commanders may direct precautionary fly-away. Inform CNATRA N3/HECO (use enclosure (2) precautionary fly-away contemplation format) of the number of aircraft departing and number remaining for potential HUREVAC after departure of fly-away aircraft. Include total number of flyable aircraft, hanger space plan/requirements and cross country destinations.

(5) Coordinate with CNATRA DET regarding planned numbers of flyable aircraft and aircraft requiring hangar space. Coordinate timeline for sheltering aircraft to ensure contract maintenance has time to move aircraft. Continue to coordinate until aircraft have flown away and all aircraft are sheltered.

c. COR III. Winds in excess of 50 knots are forecasted to occur within 48 hours.

(1) CNATRA may order termination of syllabus flight training and cross-country fly-away and direct commencement of the HUREVAC if hurricane force winds are forecasted.

(2) RBLO and support personnel depart for the assigned refuge base via logistic support or organic aircraft if hurricane force winds are forecasted.

(3) TRAWING Commanders may continue flight operations as feasible. Make preparations to commence evacuation (if hurricane force winds are forecasted) and/or storage of aircraft.

(4) TRAWING Commanders may direct precautionary fly-away. Inform CNATRA N3/HECO (use enclosure (2) precautionary fly-away contemplation format) of any updates/revisions to the number of aircraft remaining for potential HUREVAC after departure of fly- away aircraft. Include hangar space plan/requirements. If no changes, send email stating no changes to previous contemplation email.

d. COR II. Winds in excess of 50 knots are forecasted to arrive within 24 hours.

(1) CNATRA directs HUREVAC if hurricane force winds are forecasted.

(2) Terminate all syllabus flight training and precautionary fly-away when the HUREVAC is directed.

(3) Inform CNATRA N3/HECO (use enclosure (2) decision to evacuate format and start of evacuation format. These emails can be combined into one as long as subject line includes both subject lines) of the number of aircraft remaining for potential HUREVAC. Include timeline for completion of evacuation and moving remaining aircraft into hangars.

e. COR I. Winds in excess of 50 knots are forecasted to arrive within 12 hours.

(1) HUREVAC complete if hurricane force winds are forecasted, hangar all remaining aircraft.

(2) Inform CNATRA N3/HECO (use enclosure (2) completion format and submit completed Bed down report enclosure (5)).

2. Secure from HUREVAC, return to COR V. CNATRA will direct termination of HUREVAC following reduction of Conditions of Readiness. Cross-country and HUREVAC aircraft will not return to home base until Condition of Readiness V is set and return- to- base procedures have been passed via the TRAWING Commander. HUREVAC and cross-country aircraft will return according to a pre- established plan. Send email to CNATRA when all aircraft have returned to assigned base.

Enclosure (1)

E-MAIL NOTIFICATION FORMATS

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

a. Contemplation To Evacuate E-mail Notification (Sample)

TO: VALID EMAIL ADDRESS OF EACH ASSIGNED REFUGE BASE (if no
refuge base needs notification, put CNATRA N3 in the TO line)

CC:

CNATRA	james.bynum@navy.mil
CNATRA Chief of Staff	scott.starkey@navy.mil
CNATRA N1A	allison.oser@navy.mil
CNATRA N3	bennie.sanchez@navy.mil
CNATRA N33	austin.burrill@navy.mil
CNATRA N383	charles.joyce@navy.mil
CNATRA N386	thomas.bily@navy.mil
CNATRA N4	thomas.l.gibbons@navy.mil
CNATRA N4A	marc.d.mccoy@navy.mil
CNATRA N6	william.m.jackson@navy.mil
CNATRA N7	steven.e.hnatt@navy.mil
CNATRA N7A	thomas.sheppard@navy.mil
CNATRA Safety	nathan.bitz@navy.mil
FAA HQ	9-ator-hq-atcsc-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 XXXXXXZ JUL 1X.
PLANS ARE TO EVACUATE (NUMBER AND TYPE AIRCRAFT) FROM (HOME BASE)
TO (ASSIGNED REFUGE BASE). ANTICIPATE EVACUATION TO COMMENCE
XXXXXXZ JUL 1X. ANTICIPATE (NUMBER AND TYPE OF AIRCRAFT) WILL BE
UNABLE TO EVACUATE AND WILL BE HANGARED IN (LOCATION).

b. Decision To Evacuate Email Notification (Sample)

TO: Addressee(s) are the same as above.

CC: Addressee(s) are the same as above.

SUBJ: TRAWING (or NFDS) DECISION TO EVACUATE

TEXT: THE EVACUATION OF AIRCRAFT WAS DIRECTED AT XXXXXXXZ JUL 1X.

c. Start Of Evacuation Email Notification (Sample)

TO: Addressee(s) are the same as above.

CC: Addressee(s) are the same as above.

SUBJ: TRAWING (or NFDS) START OF EVACUATION

TEXT: EVACUATION BEGAN WITH THE DEPARTURE OF THE FIRST AIRCRAFT AT XXXXXXXZ JUL 1X.

d. Completion Of Evacuation Email Notification (Sample)

TO: Addressee(s) are the same as above.

CC: Addressee(s) are the same as above.

SUBJ: TRAWING (or NFDS) COMPLETION OF EVACUATION

TEXT: THE LAST AIRCRAFT DEPARTED (HOME BASE) AT XXXXXXXZ JUL 1X. (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. CNATRA N3 will inform the following upon receipt of TRAWING email: CNAF N3, CNAF N30A, CNAF N4, CNAF N40A, CNAF CDO, and the USFF Crisis Action Team

Enclosure (2)

Hurricane Evacuation Checklist

1. Prior to 1 June:

- Review CNATRAINST 3140.4(series) and TRAWING HUREVAC Orders.
- Designate a Hurricane Evacuation Control Officer (HECO) and Refuge Base Liaison Officer(s) (RBLO) as required.
- Consolidate requirements from subordinate units and coordinate with desired refuge bases. Prepare and report HUREVAC plan(s) to CNATRA N3/HECO using enclosure (3).
- 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 (2))
- Arrange for transportation of RBLO(s) to assigned refuge base(s) if hurricane force winds are forecasted.
- TRAWING FOUR only: Coordinate with CNATRA N4 (through CNATRA DET) to establish a DET at one refuge base of TRAWING FOUR's choosing to support HUREVAC airlift from NAS Corpus Christi.
- TRAWINGs ONE, TWO, FOUR, FIVE, and SIX coordinate with CNATRA DET regarding the number of flyable aircraft and aircraft to be sheltered.
- Commanding Officer (CO) NFDS coordinate with CNATRA regarding the number 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 N3/HECO update on contemplation of evacuation (enclosure (2))

- If decision to evacuate is made send Decision to Evacuate e-mail (enclosure (2)).
- If directed by CNATRA, execute HUREVAC. Send Start of Evacuation (enclosure (2)) and Completion of Evacuation e-mails. Also send Bed Down report (enclosure (5)).
- 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 (2)) 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 (2)) e-mails if not accomplished in COR III.
- Upon completion of HUREVAC, HECO submit Bed-down report (enclosure (5)) to CNATRA N3/HECO.
- 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. **POST HUREVAC:**

- CNATRA will direct termination of HUREVAC.
- Inform CNATRA N3/HECO when all aircraft have been recovered to home base from cross-country or HUREVAC.

CNATRAINST 3140.4Z
19 Jun 2018

AIRCRAFT HURRICANE EVACUATION PLAN									
FROM Training Air Wing _____ (or NFDS)					TO Chief of Naval Air Training				
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)				MAXIMUM RUNWAY LENGTH	Refuge Base Liaison Officer (Name/Phone #)	
			FUEL	OXYGEN	HANGAR FACILITY	STARTING UNIT			ARRESTING GEAR
REMARKS									
DRAWING COMMANDER (or CO NFDS) HUREVAC LOCATION AND CONTACT PHONE NUMBERS									
DRAWING (or NFDS) HECO NAME (Last, First, MI, RANK)					EMAIL				PHONE

CNATRA 3140/2 (5-06)

Enclosure (4)

BED-DOWN REPORT

Submit the final bed-down report on the location of all assigned aircraft (including those remaining at home field and those away on syllabus cross country flights) to CNATRA via the following email distribution list:

CNATRA	james.bynum@navy.mil
CNATRA Chief of Staff	scott.starkey@navy.mil
CNATRA N1A	allison.oser@navy.mil
CNATRA N3	bennie.sanchez@navy.mil
CNATRA N33	austin.burrill@navy.mil
CNATRA N383	charles.joyce@navy.mil
CNATRA N386	thomas.bily@navy.mil
CNATRA N4	thomas.l.gibbons@navy.mil
CNATRA N4A	marc.d.mccoy@navy.mil
CNATRA N6	william.m.jackson@navy.mil
CNATRA N7	steven.e.hnatt@navy.mil
CNATRA N7A	thomas.sheppard@navy.mil
CNATRA Safety	nathan.bitz@navy.mil

*** If unable to e-mail, contact the CNATRA CDO at Cell 361-537-7243 or the Quarterdeck at 361-961-2284.**

SAMPLE BED-DOWN REPORT

Unit_____Total Aircraft in Reporting_____Date/Time (Z)_____

POC Name_____ E-mail (if available)_____

POC Comm Phone_____ DSN Phone_____ Cell Phone_____

Line #	A/C Type	Side No	Maintenance Status (Up/Down reason)	Location

Remarks:

NOTE: Include sufficient pages to include all aircraft