



UNITED STATES MARINE CORPS
MARINE AVIATION TRAINING SUPPORT GROUP TWENTY TWO
NAVAL AIR TRAINING COMMAND
320 FIFTH ST. SE., SUITE 200
NAS CORPUS CHRISTI, TX 78419-5011

GruO 3140.1
DPO/CO

GROUP ORDER 3140.1

From: Commanding Officer, Marine Aviation Training Support Group
Twenty-Two (MATSG-22)
To: Distribution List

Subj: HURRICANE BILL (SHORT TITLE: HUREVAC)

Ref: (a) NRSINST 3140.1

Encl: (1) Locator Sheet
(2) Directions to Lackland AFB Emergency Evacuation Cntr
(3) Directions to I&I 4th Reconnaissance Battalion
(4) Directions to National Guard Armory, Laredo, Texas
(5) Embarkation List
(6) Emergency Points of Contact
(7) Hurricane Actions Checklist

1. Purpose. To establish responsibilities and specific actions required to ensure the safety and accountability of MATSG-22 personnel during hurricanes and to disseminate information regarding evacuation shelter assignments while onboard NAS Corpus Christi.

2. Discussion. MATSG-22 responsibilities for hurricane contingency planning and evacuation are delineated in reference (a). Reference (a) lists HUREVAC Conditions of Readiness (COR) and associated actions. Although the majority of the Marines in the South Texas region are OPCON to Navy commands, HQMC has required MATSG-22 to report the evacuation plans and full accountability for all Marines and their dependants.

3. Scope. This instruction establishes evacuation planning, execution, and reporting procedures for all Marines under administrative control of MATSG-22. All Marines that are under operational control of other commands will comply with the destructive weather plans and execution orders of their operational commander in addition to fulfilling the reporting requirements of this instruction.

4. Policy. Commander, Navy Region South (CNRS) is responsible for setting Tropical Cyclone CORs for all assigned activities. The Chief of Naval Air Training (CNATRA) will execute responsibilities as Principal HUREVAC Coordination Authority.

a. In the event that a hurricane might threaten or strike NAS Corpus Christi, NAS Kingsville or the surrounding area, the safety of MATSG-22's personnel and their families is first and foremost. Second, but extremely important, are the specific actions required to minimize the loss or damage of personnel records and equipment maintained by this command.

b. References (a) detail the most prevalent causes of damage during a hurricane, and identifies the various conditions of readiness.

5. Evacuation Shelter Assignments

a. On Base Shelter. Normally all personnel will be ordered to evacuate the NAS at Hurricane Condition III. The Commanding Officer, MATSG-22, in coordination with the NAS Commanders, may determine that it is necessary for selected personnel to remain onboard NAS Corpus Christi and NAS Kingsville during a hurricane. In this case, these Marines will be assigned an evacuation shelter that permits their immediate return to the command after the hurricane.

b. Off Base Shelter. The designated evacuation site for all Marines assigned to NAS Corpus Christi and NAS Kingsville is Lackland Air Force Base (AFB). MATSG-22 personnel and their family members **who live on base must** evacuate when ordered by the NAS Commander, to include Hawks Landing and Hunters Cove in Kingsville. Personnel **who live off base** are encouraged to send their families out of the area. Marines and their family members are expected to comply with any state/local civil directives to evacuate the city. Nonessential personal may make alternate plans for evacuation, with the understanding that expenses may not be fully reimbursed. Preferred evacuation routes and directions to the MATSG shelters are detailed in enclosure (2). Enclosures (3) and (4) pertain to key personnel evacuating to establish the MATSG-22 Emergency Operations Center (EOC). In any event, once the an evacuation is in effect, all Marines **must** check in IAW procedures set forth in paragraph nine.

6. Essential Personnel Locations

a. Commanding Officer and Command Senior Enlisted will be located with the CNATRA command element aboard JRB Fort Worth, TX. If the situation dictates, the CO may position himself at I & I, Fourth Recon Bn, Fort Sam Houston, TX.

b. Executive Officer/ Disaster Preparedness Officer/ Personnel Officer will be located at I & I, Fourth Recon Bn, Fort Sam Houston, TX. Billeting for EOC staff will be coordinated with the I&I S-4. In the event billeting is not available at Brooke Army Medical Center, utilization of the Blanket Purchase Agreement will be authorized.

c. Prior to Hurricane Condition IV the Operations Officer will identify 3 pool students that will augment the NAS Corpus Christi Evacuation Control Center (ECC) aboard Lackland Air Force Base, San Antonio, TX. This team will report on the status of any Marines, or the dependents of any Marine, that utilize Lackland AFB as an emergency shelter.

d. Wing and Squadron Senior Marines will be located with their respective command elements.

7. Hurricane Season Preparations. The following are to be accomplished annually from 1 December to 31 May:

a. Executive Officer. Develop procedures for the command Emergency Operations Center. Review and critique all HUREVAC exercises.

b. Operations Officer. Become familiar with the duties of the Executive Officer; be prepared to assume these duties in his absence.

c. S-4 Officer. Act as the command Disaster Preparedness Officer (DPO). Prior to 1 April, review and update this instruction and conduct liaison with adjacent commands as appropriate. Establish and/or maintain Memorandums of Understanding (MOUs) with regional commands capable of accommodating the MATSG-22 EOC. Conduct a site survey of each potential EOC site to determine its feasibility. Prepare procedures based on your site survey to assist the Advance Party upon arrival. Publish directions to the primary and alternate EOC site. Prior to 15 May, provide this HURRICANE BILL to DPO, NAS Corpus Christi. Provide updates to NAS Corpus Christi as defined in reference (c). Ensure the command participates in area HUREVAC exercises.

d. Information Systems Management Officer (ISMO). Ensure the command's databases are backed up on a weekly basis. Maintain sufficient portable Automated Data Processing (ADP) equipment to support the command EOC. Ensure the command web site has up-to-date HUREVAC information. Develop and maintain systems to facilitate EOC connectivity during any evacuation.

e. Supply Chief. Act as the command Hurricane Evacuation Control Officer (HECO). Review this instruction and references. Attend all CNATRA meetings that pertain to this instruction and brief the staff of any updates. Establish and maintain a HUREVAC Kit, see enclosure (6), of items the command will require at the EOC location. Establish and maintain a ADVON Kit, see enclosure (6), of essential items that will be ready to depart with the MATSG Advance Party.

f. Personnel Officer. Track all accountability efforts. Develop protocols to capture the required HUREVAC information into the command master database from every Marine that reports to this command.

g. Senior Marines. Brief the Marines under your authority on the details of this order. Maintain accountability throughout the season for each Marine under your authority. Meet individually with each Marine in your charge and ensure they have a plan. Conduct monthly reviews with the MATSG-22 Personnel Officer to ensure 100% accuracy.

h. Family Readiness Officer. Brief the Key Volunteer Network of the details of this instruction.

i. All Marines shall pre-designate two locations outside the Corpus Christi and Houston areas to serve as primary & secondary evacuation sites respectively. Marines will ensure MATSG-22, their operational command, and Senior Marine have the recall address and phone number for each evacuation site.

8. Hurricane Season Actions. The Executive Officer shall review the command's state of readiness for each COR state. When the command is in compliance with the current COR, the Executive Officer shall deliver the readiness reports to the NAS OOD's Office/EOC by any means necessary. The following specific actions will be taken for each hurricane condition:

a. **Tropical Cyclone COR V.** A normal state of readiness will be maintained throughout the hurricane season (1 June - 30 November). During the hurricane season MATSG-22 personnel and their families are required to have two evacuations sites as options on file with MATSG-22. The DPO/HECO will ensure personnel are aware of the current COR and any unique requirements. MATSG-22 will continue normal operations. The MATSG-22 ISMO will review the command web site, verifying all hurricane-related links are valid and will insert any new information.

(1) Senior Marines will conduct weekly reviews and update the HUREVAC database with the PERSO. Senior Marines will also brief all Marines on the reporting requirements established by this instruction.

(2) During this period if a developing hurricane poses any threat to the South Texas region, the DPO/HECO will inform S-4 Officer, 4th Recon Bn of estimated numbers of personnel needing rooms, and estimated time of arrival for MATSG-22's personnel.

b. **Tropical Cyclone Condition IV (Landfall <= 72 hours).** MATSG-22 continues normal operations. The following requirements apply:

(1) Executive Officer - Upon completion of all tasks in this paragraph report, "COR IV Set" to the NAS OOD IAW reference (c).

(2) Operations Officer - Muster all pool Student Naval Aviators. Provide pool students to departments that require assistance.

(3) DPO - Review available weather information and assemble the Senior Staff to confirm the primary EOC location. Publish finalized EOC contact information. Identify all members of the EOC ADVON. Contact the selected EOC site and coordinate the arrival of the command EOC. Prepare for departure.

(4) HECO - Inform all MATSG-22 personnel of hurricane condition and any unique requirements required. If needed, request a government van for transportation. Secure items for the ADVON Kit.

(5) Personnel Officer - Begin preparations to break down the administrative department. Conduct a HUREVAC database audit with each Senior Marine. Identify an administrative team to accompany the ADVON.

(6) ISMO Staff - Backup all databases on a portable medium. Update command website. Prepare deployable ADP assets for departure.

(7) Administrative Chief - Conduct an outside police of the MATSG-22 Headquarters building.

(8) Senior Marines - Conduct a final review for changes to the HUREVAC database and consolidate with the PERSO. Senior Marines will transport the HUREVAC database on a portable medium that is easily accessible from a generic personal computer.

(9) Senior Enlisted Marine - Coordinate/verify the Commanding Officer's travel itinerary with CNATRA.

c. **Tropical Cyclone Condition III (Landfall <= 48 hours)**.
The following requirements apply:

(1) Executive Officer. Ensure all personnel are given sufficient time to secure their quarters and personal belongings.

(a) Upon completion of all tasks in sub-paragraph 7c, report COR III Set to NAS OOD. Notify I & I Fourth Recon BN Reserve, Fort Sam Houston, TX of the ADVON's possible arrival.

(2) DPO - Monitor and track the progress of all tasks. Inform the ADVON to finalize their personal affairs and prepare for immediate departure.

(a) On order, displace and establish the MATSG-22 EOC at the selected EOC location. Confirm adequate space and assets for the EOC. Establish phone and computer connectivity with MATSG-22 and higher headquarters. If needed, confirm billeting arrangements for EOC personnel in Brooke Army Medical Center area. Be prepared to assume operational control of command accountability during the command's deployment, NLT COR II. Provide SITREP to the XO when established at EOC location.

(3) HECO - Inform MATSG personnel of hurricane condition and duties. If needed secure requested government transportation.

(a) Remove and secure the MATSG-22 Headquarters sign and all outside tools in the supply store room.

(b) Issue large trash bags to all personnel and ensure that they are used to cover all ADP/IT equipment that will remain behind.

(c) Ready the ADVON Kit for immediate departure.

(d) Secure items for the HUREVAC Kit.

(4) Personnel Officer

(a) Generate hard copies of Hurricane Evacuation rosters from the HUREVAC database prior to displacing.

(b) After arrival at the EOC, establish an EOC Watch and establish contact with the Marine detachment augmenting NAS Corpus Christi ECC aboard Lackland AFB.

(5) MATSG-22 Duty - Fill the command's vehicles with fuel. The vehicles will be retained by this command until directed by the Commanding Officer to return vehicles to the Transportation Section.

(6) Administrative Chief - Restrict off station phone calls to a minimum. Suspend all administrative operations.

(7) SRB Chief - Prepare SRB's and OQR's for shipment.

(8) Senior Marines - Provide SITREP to the XO when established at their displaced location.

d. **Tropical Cyclone Condition II (Landfall <= 24 hours)**.
The following requirements apply:

(1) Executive Officer - Monitor the task list. At the earliest opportunity, release all personnel from their duties to proceed to their evacuation shelters.

(a) Coordinate MATSG Command itinerary with the NAS Corpus Christi Command Post.

(b) When appropriate, activate the ADVON to assume control of command accountability.

(2) DPO - On order, assume control of command accountability until relieved by the XO.

(3) HECO - Inform MATSG-22 personnel of hurricane Condition.

(a) Unplug all electrical equipment.

(b) Ensure that the windows with heavy drapes are drawn. Move heavy office furniture in front of the windows to block any debris that might enter through the windows.

(c). Assign a driver and an "A" driver to drive the government vehicle to the evacuation site. Load HUREVAC Kit in designated vehicle for transportation to the evacuation site.

(4) HECO/Administrative Chief - Prepare all assets for HUREVAC Kit. Ensure that remaining computers are covered and off the deck.

(5) Administrative Chief/SRB Chief - Ensure all remaining records and correspondence files are in plastic bags for storage in transport containers.

(6) Senior Marines - report to designated EOC, provide SITREP to MATSG-22 EOC when on arrival.

(7) All personnel - As directed, evacuate to designated evacuation locations.

e. **Tropical Cyclone Condition I (Landfall within 12 hours)**

(1) All MATSG-22 personnel who are physically able must evacuate from NAS Corpus Christi when directed.

(2) All Marines - shall report their status and the status of their dependents upon arrival at their respective HUREVAC sites.

9. Procedures for Accountability. For squadron personnel, the primary means of accountability and recall will be the Senior Marine chain of command. Senior Marines are required to maintain detailed knowledge of whereabouts, contact information and movement of all Marines in their charge. Senior Marines are advised that they will have multiple reporting requirements during hurricane evacuations; the procedures outlined below shall be complied with in addition to any Navy requirements. Senior Marines will advise this command of any unfulfilled requirements needed to accomplish this primary task.

a. The MATSG-22 Hurricane Database has been established to record all pertinent evacuation information. All Marines will ensure that a primary & secondary evacuation site is recorded for themselves and their dependents prior the start of the Hurricane Season. In addition to recording two evacuation sites, every Marine will establish and provide a private email account, the land line phone number and name of a point of contact that is not likely to be affected by the evacuation of the Corpus Christi Area. This information will be reconfirmed prior to the setting of COR IV.

b. From the time the evacuation order goes into effect, Squadron Marines shall report their status twice daily to their Squadron Senior Marine. Once set at their final evacuation location, Marines shall report once daily. Once set, Marines shall not change recall locations without coordination with their Senior Marine. When reporting, Marines will provide the complete physical address for themselves and their dependents.

c. Squadron Senior Marines shall contact their Wing Senior Marine twice daily with the squadron muster report of personnel and dependents. The physical locations of every Marine will be transmitted up the Marine chain of command via an applicable electronic medium (NMCI email). The morning muster will be complete no later than 0830 and the evening muster will be complete no later than 1730.

d. Wing Senior Marines will contact the MATSG-22 EOC twice daily with the Wing muster reports. The morning muster will be complete no later than 0900 and the evening muster will be complete no later than 1800. If at any time a Marine cannot contact their Senior Marine, call the next higher level of reporting. Do not wait until the last minute; there will be other Marines attempting to contact the Senior Marines.

e. MATSG-22 Headquarters Marines not designated as essential personnel for the EOC, will contact the Duty Clerk twice daily until established at their final evacuation site. The Morning muster will be complete no later than 0900 and the evening muster will be complete no later than 1800. Once established at their evacuation site, only the morning muster is required. Marines shall not change their recall locations without coordination with the MATSG-22 EOC.

f. The MATSG-22 Executive Officer or his designated representative will contact the Commanding Officer with all muster results prior to sending the MATSG-22 muster results to

the Marine Corps Operations Center at DSN 227-7366, commercial 703 695-7366 and/or via email at mccc2@hqmc.usmc.mil.

10. Post Hurricane Action. In the event NAS Corpus Christi suffers major damage from a hurricane, MATSG personnel should anticipate the following:

a. Upon determination by the Department of Public Safety that the area presents no health hazards, designated key/recovery personnel will be permitted to return to NAS Corpus Christi to survey damage and begin the required salvage operations. Recovery personnel will be able to inspect MATSG-22's property and equipment, perform whatever temporary repairs might be required to prevent further damage or losses, and assist NAS Corpus Christi personnel as requested. The following key and recovery personnel are assigned:

(1) Executive Officer (XO). In his absence: Personnel Officer.

(2) Supply Chief. In his absence: The senior available SNCO.

b. No later than 24 hours after the "all-clear" has been sounded, remaining MATSG personnel will initiate retrograde movement to NAS Corpus Christi. Squadron and wing personal shall retrograde IAW their respective operational commander's instructions. Twice-a-day reporting procedures outlined in paragraph nine shall remain in effect until commencement of normal operations with complete accountability.

c. When the recovery effort is complete, the Commanding Officer (MATSG-22) will determine when normal operations can resume for the headquarters element.

11. Procedures for Displaced Command Sustained Operations. In the event of catastrophic damage at NAS Corpus Christi, the following procedures will apply for MATSG-22 Headquarters element. The Executive Officer and EOC staff will remain at the I & I, Fourth Recon Reserve facility aboard Brooke Army Medical Center, TX. All remaining personal will remain in place until key personnel determine further arrangements. All reporting requirements remain in effect.

12. Alternate Evacuation Site. If the Commanding Officer determines for any reason that evacuation to the San Antonio area is not the safest course of action, the Executive Officer and all key personnel will evacuate to its alternate site, Laredo, TX. All reporting requirements remain in effect.

a. Secondary evacuation site billeting will be at the La Quinta Hotel Laredo, TX., adjacent to the Texas National Guard Armory. See enclosure (4).

b. Should it become necessary to establish sustained operations, MATSG-22 will occupy spaces provided by the Texas National Guard.



R. SCOTT POMARICO

DISTRIBUTION: A

GruO 3140.1

Date

LOCATOR SHEET

Subj: HURRICANE BILL (SHORT TITLE: HUREVAC)

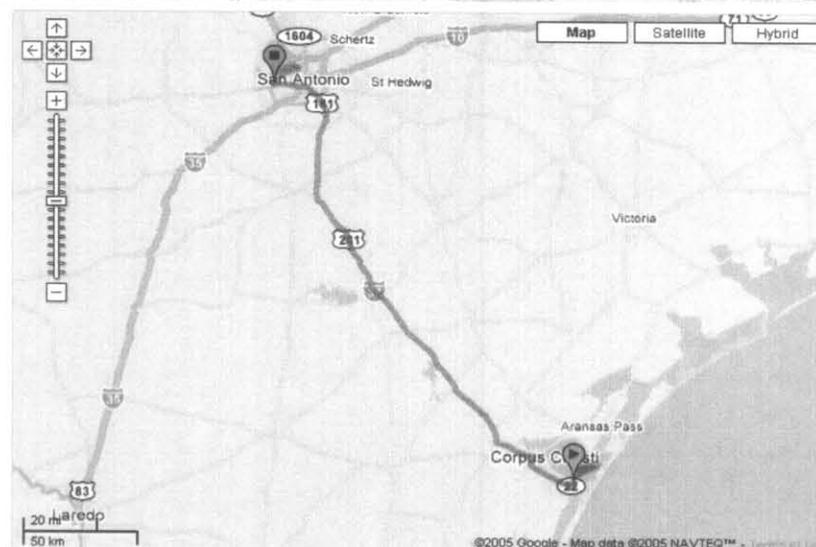
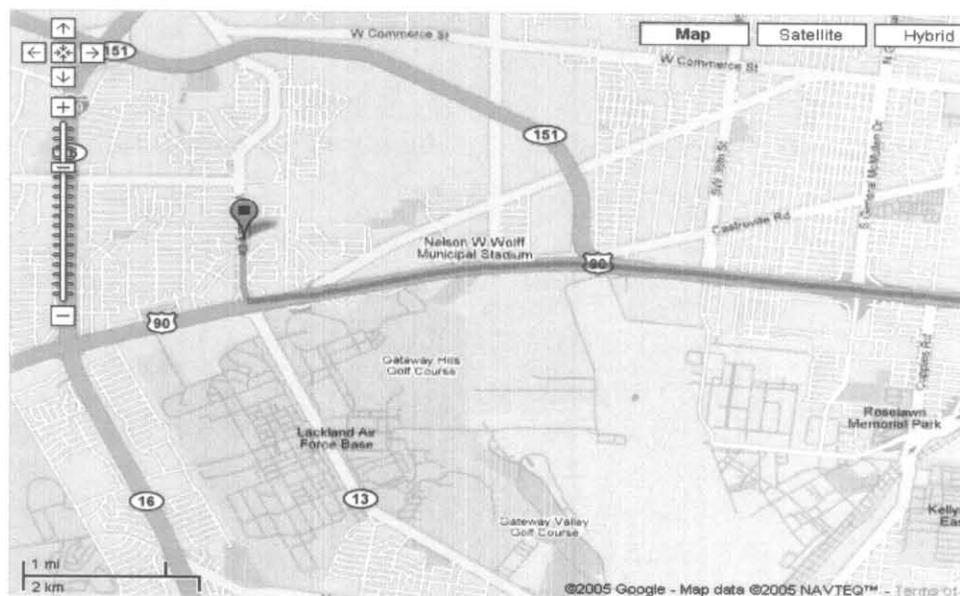
Location: _____
(Indicate the location of the copy(ies) of this Order.)

Enclosure (1)

DIRECTIONS TO LACKLAND AFB EMERGENCY EVACUATION CENTER

NAS Corpus Christi, Texas
to
Lackland Air Force Base
San Antonio, Texas

1. Start on West TX-358 (SPID) - go approx. 15.7 miles
2. Take the I-37 North (LEFT) exit toward San Antonio - go 135.8 miles
3. Merge onto US-90 W via EXIT 139 toward EL PASO / DEL RIO - go 9.1 miles
4. Take the exit toward MILITARY DR / LACKLAND AFB - go 0.1 miles
5. Turn SLIGHT LEFT onto US-90 WEST - go 0.2 miles
6. Turn RIGHT onto W MILITARY DR / SW MILITARY DR. Continue to follow W MILITARY DR - go 0.5 miles
7. End at 7137 W MILITARY DR San Antonio, TX



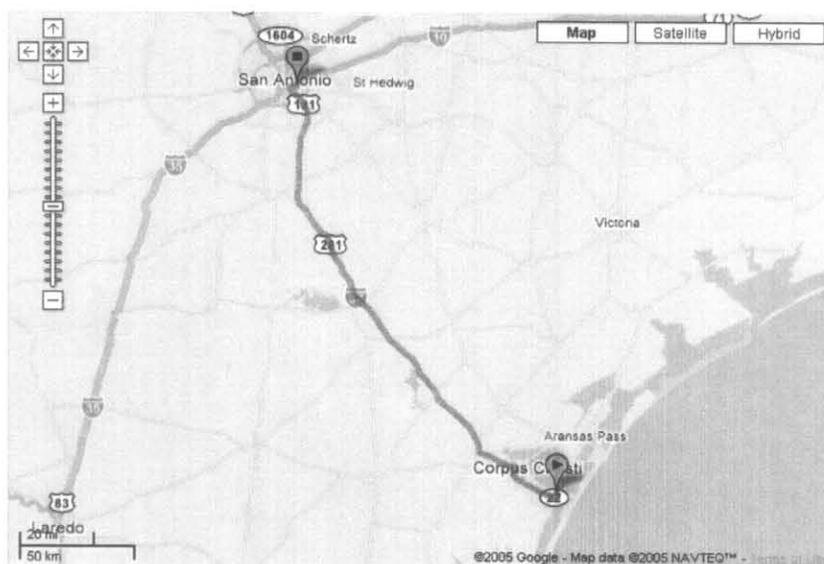
DIRECTIONS TO 4TH RECONNAISSANCE BATTALION

NAS Corpus Christi, Texas

to

I&I 4th Recon BN, Brooks Army Medical Center, Fort Sam Houston
San Antonio, Texas

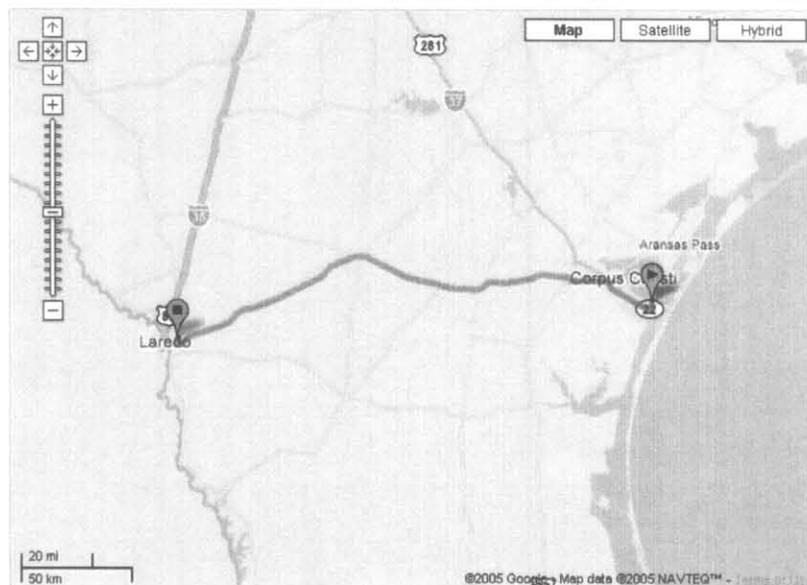
1. Start on WEST TX-358 (SPID) - go approx. 15.7 miles
2. Take the I-37 NORTH (LEFT) exit toward SAN ANTONIO - go 135.8 miles
3. Take exit #139 onto I-10 EAST toward HOUSTON - go 2.2 miles
4. Take exit #577/US-87 SOUTH toward VICTORIA - go 0.2 miles
5. Turn LEFT on ROLAND AVE - go 0.2 miles
6. Turn RIGHT on J Street - go 0.2 miles
7. Turn LEFT on CORA AVE - go 0.1 miles
8. Turn RIGHT on I Street - go less than 0.1 miles
9. Arrive at 431 I Street, FORT SAM HOUSTON, on the LEFT



DIRECTIONS TO ARMY NATIONAL GUARD ARMORY, LAREDO, TEXAS

NAS Corpus Christi, Texas
To
Laredo, Texas

1. Start on WEST TX-358 - go 14.2 miles
2. Take the TX-44 WEST exit toward C. C. INT. AIRPORT/ ROBSTOWN - go 3.4 miles
3. Continue on AGNES ST (TX-44) - go 6.1 miles
4. Continue to follow TX-44 WEST - go 2.3 miles
5. TX-44 WEST becomes US-77 N - go 0.3 miles
6. Turn LEFT on TX-44 - go 0.6 miles
7. Turn LEFT on J AVE (TX-44) - 1.6 miles
8. Continue to follow TX-44 WEST - go 34.9 miles
9. TX-44 WEST becomes TX-359 WEST - go 0.3 miles
10. Continue on W GRAVIS RD (TX-44) - go 0.5 miles
11. Continue to follow TX-44 WEST - go 23.0 miles
12. Continue on US-59 (LLOYD BENTSEN HWY) - go 58.7 miles
13. Turn RIGHT on BOB BULLOCK LOOP (TX-20-LOOP) - go 1.1 miles
14. Arrive at 5119 BOB BULLOCK LOOP, LAREDO, on the RIGHT



EMBARKATION LIST

ADVANCE PARTY ITEMS

Dept	Item	Quantity
S-1	CRUISE BOX WITH OQR/SRB'S ENCLOSED	ALL
S-4	PRINTER	1
S-4	LAPTOP	2

MAINBODY ITEMS

HURRICANE DEPLOYMENT BOX CONTENTS

1 Case of Recordable CD's
1 Case of ReWritable CD's
1 Box of paper clips
1 Box of staples
2 Staplers
4 Plastic Flashlights (D cell)
1 Bag of rubber bands
1 Screwdriver/Wrench Set
1 Tool Box
3 Boxes Plastic Bags
1 600-foot Nylon Rope
1 First Aid Kit
7 Sets Rain Gear
12 Insect Repellent
1 Tarpaulin (20' x 20')
10 Rolls Duct Tape
1 Bundle of Rags
1 Garden Rake
2 Mop Buckets with Wringers
24 Wooden Wedges
6 Pairs Snake Leggings

GruO 3140.1

Date

MATSG-22 EMERGENCY POINTS OF CONTACT

TBD

MILITARY

Lackland CMD Post DSN 473 4225 / COMM 210 671 4225
DPO Office DSN 473 3613 / COMM 210 671 3613

NAS at Lackland DSN 473 +EXT / COMM 210 671 +EXT
Extensions-5030/5029/0681/0620/4788/0003/4886/0691/11
02

I&I San Antonio COMM 210 223

1584

MATSG-22 CO Col Pomarico CP: 361 876

1717

MATSG-22 XO LtCol Sterling CP: 361 533

6333

CP: 252 622

0255

MATSG-22 PersO CWO3 Hunt CP: 361 438

2823

CP: 619 218

3957

MATSG-22 Duty Cell CP: 361 533

4738

Texas National Guard Duty CP: 956 235

4054

Specialist Villareal Work Ph: 956 724

6300

La Quinta Hotel Work Ph: 956 724

7222

NAS CDO/OOD DSN 861

2383

COMM 361 961

2383

NAS Emergency Operations Center COMM 361 961

2802

CP: 361 533

1993

CNATRA Chief of Staff

Capt Dave Grimland COMM 361 961

2278

EOC COMM 361 961

1742

NAS KINGSVILLE EOC COMM 361 516

6136

COMM 361 516

6413

Navy Region South (NRS) EOC COMM 817 782

3839

COMM 817 782

3800

COMM 361 961

1741

COMM 361 961

1742

COMM 361 961

1743

COMCABEAST Chief of Staff

Col Hughes COMM 252 466

2849

DSN 582

2849

CP: 252 349

5704

TECOM Chief of Staff

Col Bearer COMM 703 784

3730 DSN 278

3730

Marine Corps Operations Center COMM 703 695

7366 DSN 227

7366

Email: mccc2@hqmc.usmc.mil

Hurricane info line COMM 877

989 6743

Enclosure (6)

HURRICANE ACTIONS CHECKLIST

Tropical Cyclone COR V (Effective 1 June through 31 November)

- Hurricane Database updated with primary and secondary evacuation site for all MATSG-22 personnel.
- Seasonal letter for hurricane information sent to all hands and available via the command web site.
- MATSG-22 S-1 and all Senior Marines conduct weekly roster reconciliation.

Tropical Cyclone COR IV (Landfall expected within 72 hours)

Executive Officer

- All COR IV tasks complete
- Report COR IV set to NASCC OOD

Disaster Preparedness Officer

- Review weather information and assemble Senior Staff
- Publish finalized EOC Contact Information
- Identify all members of EOC Advance Party, NASCC ECC Advance Party, CNATRA EOC Advance Party
- Contact EOC site and coordinate arrival plans

Operations Officer

- Muster all pool students for tasking as required
- Coordinate itinerary for operations liaison to join CNATRA EOC

Hurricane Evacuation Control Officer

- Inform all MATSG HQ personnel of the hurricane condition and any unique requirements
- Request additional vehicular support if required
- Secure items for the ADVON Kit

Personnel Officer

- Reconcile and printout the Hurricane Evacuation Database
- Identify an administrative team to accompany the EOC Advance Party
- Prepare TAD orders for EOC personnel.

Administrative Chief

- Conduct an outside police of the MATSG-22 HQ.

Information System Management Staff

- Backup all databases on a portable medium suitable for travel with the Advance Party or EOC Main body.
- Prepare deployable ADP gear for departure.

GruO 3140.1

Date

Senior Marines

- Reconcile Hurricane Evacuation Database with MATSG-22 S-1.
- Prepare hardcopy of Hurricane Evacuation Database for travel.

Senior Enlisted

- Coordinate/verify the Commanding Officer's travel itinerary.

Tropical Cyclone Condition III (Landfall expected within 48 hours)

Executive Officer

- Ensure all personnel are given time to secure their quarters and personal belongings.
- Notify CO of selected EOC site (4th Recon Battalion / Texas National Guard) of the pending arrival of ADVON and main body.
- Upon completion of all COR III tasks report COR III Set to NAS CC OOD.

Disaster Preparedness Officer

- Inform ADVON personnel to prepare for immediate departure.
- When directed, depart and establish MATSG-22 EOC at the selected EOC location.
- Provide SITREP to the XO when established at EOC location.

Hurricane Evacuation Control Officer

- Inform MATSG HQ personnel of hurricane condition and applicable duties.
- Remove and secure the MATSG-22 Headquarters sign and all outside tools.
- Issue large trash bags to secure publications and ADP/IT equipment that will remain behind.
- Ready the ADVON kit for immediate departure

Personnel Officer

- Publish updated Hurricane Evacuation rosters for all MATSG-22 Marines from the master database prior to departing with the EOC ADVON.
- Upon arrival as the EOC establish an EOC Watch.
- Establish Contact with MATSG-22 Marines supporting NASCC ECC aboard Lackland AFB.

MATSG-22 Duty

- Coordinate with the S-4 section to ensure all command vehicles are serviced prior to departure. Priority of work is ADVON vehicles then main body vehicles.

Admin Chief

- Suspend all administrative operations

SRB Chief

- Prepare all SRBs and OQRs for shipment with the ADVON.

Senior Marines

- Provide SITREP to XO when established at evacuation site.

Tropical Cyclone Condition II (Landfall expected within 24 hours)**Executive Officer**

- At the earliest opportunity release all personnel from their duties to proceed to their evacuation locations.
- Coordinate MATSG-22 Command itinerary with NAS Corpus Christi Command Post.
- When appropriate, activate the ADVON to assume control of command accountability.

Disaster Preparedness Officer

- On order, assume control of command accountability until relieved by the XO.

Hurricane Evacuation Control Officer

- Inform headquarters personnel of hurricane condition and pertinent information.
- Unplug all electrical equipment.
- Ensure windows are secure.
- Move heavy furniture in front of the windows to block debris.
- Assign driver and A-driver to drive the government vehicle to the evacuation site.
- Coordinate with the Admin Chief and Load the HUREVAC Kit in designated vehicle.
- Ensure all computers are secured off the deck.

Administrative Chief / SRB Chief

- Ensure all remaining records and correspondence files are in plastic bags for storage.

All Personnel

- Evacuate as directed by local and civil authorities.

Tropical Cyclone Condition I (Landfall within 12 hours)

All personnel who are able must evacuate from NAS Corpus Christi when directed.

- All Marines shall report their status and the status of their dependents to their chain of command upon arrival at their respective evacuation sites.
 - While in transit, Marines shall muster twice daily as dictated by mustering directives.
 - Once established at evacuation site, Marines shall participate in the morning muster until directed otherwise.