



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
TRAINING SQUADRON TWENTY-SEVEN (VT-27)  
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VT-27INST 3730.1N

OPS

26 May 09

TRAINING SQUADRON TWENTY-SEVEN INSTRUCTION 3730.1N

Subj: HURRICANE BILL

Ref: (a) NASCORPCINST 3440.17A  
(b) COMTRAWINGFOUR Disaster Preparedness Plan (CTW-4 DDP)  
(c) CNATRAININST 3140.4P  
(d) COMTRAWINGFOURINST 3140.1S  
(e) NASCORPCINST 3730.8N  
(f) COMTRAWINGFOURNOTE 3140 (HURREVAC BILLETTS AND RECALL)

Encl: (1) Responsibilities and Actions required to set  
Hurricane/Tropical Cyclone  
(2) High Water Bill  
(3) Emergency Recall of Squadron Personnel  
(4) Mustering Process

1. Purpose. The ultimate purpose of Hurricane Preparedness is to communicate awareness for the safety and preservation of personnel and property. Enclosure (1) of reference (a) tasks all resident naval commands aboard NAS Corpus Christi to develop hurricane preparedness plans. This instruction is issued to acquaint and prepare all Training Squadron TWENTY-SEVEN personnel with the Hurricane precautions and procedures to be followed in the event of VT-27 plan implementation.

2. Cancellation. VT-27INST 3730.1M

3. Hurricane Hazards and Preventative Measures. Listed in paragraph 4 of reference (b). Specific squadron preventative measures are listed in enclosures (1) and (2).

4. Hurricane/Tropical Cyclone Conditions of Readiness. Hurricane/Tropical Cyclone Conditions are set by the National Weather Service (NWS). Hurricane Evacuations (HURREVAC) are ordered by Chief of Naval Air Training (CNATRA) via Commander, Training Wing FOUR (CTW-4). The following conditions of readiness shall be used:

a. Hurricane/Tropical Cyclone Condition V. The readiness condition maintained from 1 June through 30 November during hurricane season.

b. Hurricane/Tropical Cyclone Condition IV. The path of a hurricane/tropical cyclone with winds in excess of 50 knots has been fairly well established, possibly making landfall on the Gulf Coast within 72 hours.

c. Hurricane/Tropical Cyclone Condition III. The path of a hurricane/tropical cyclone has assumed a definite pattern, and destructive winds in excess of 50 knots are forecast within 48 hours.

d. Hurricane/Tropical Cyclone Condition II. The path of a hurricane/tropical cyclone has been definitely established, and destructive winds in excess of 50 knots are forecast within 24 hours.

e. Hurricane/Tropical Cyclone Condition I. A hurricane/tropical cyclone with winds in excess of 50 knots is forecast to make landfall within 12 hours or less. All possible measures to protect personnel, facilities and equipment are to be completed as soon as possible.

## 5. Command Organization

a. Emergency Operating Center (EOC). Upon setting Hurricane/Tropical Cyclone Condition III, or when directed by the NAS Commanding Officer, the CNATRA EOC will be activated aboard the Naval Air Station at Building 10. All reports from VT-27 will be directed to the EOC at 961-2953/2954/2998.

b. Communications. Communications shall be maintained between the EOC and the VT-27 Hurricane Evacuation Officer. Normal telephone and local radio circuits are available and will be utilized. Details of call sign assignments and instructions for disaster communications are promulgated in reference (b).

## 6. Responsibility

a. Commanding Officer. Per reference (c), the Commanding Officer, Training Squadron TWENTY-SEVEN has been charged with the security of all assigned assets, to include facilities, equipment, and personnel. The Commanding Officer further delegates tasks within the command in order to be prepared to execute an effective hurricane plan. The Commanding Officer may also implement more restrictive hurricane conditions when deemed necessary.

b. Hurricane Evacuation Officer (HEO). The HEO is designated as the Commanding Officer's direct representative and shall have overall command responsibility for the coordination and execution of this instruction. The HEO will normally be the Assistant Operations Officer.

(1) The HEO shall be familiar with all pertinent information and current instructions concerning hurricanes/HURREVAC.

(2) The HEO shall ensure all individuals responsible for execution of the VT-27 hurricane evacuation plan have read this instruction and understand their responsibilities.

(3) Coordinate with the Administrative Department to provide appropriate TDY orders to hurricane evacuation flyaway crews.

c. Operations Officer (OPSO)

(1) Upon setting Hurricane/Tropical Cyclone Condition IV, prepare plans for evacuation of aircraft to Midland International Airport (KMAF), or the alternate Dyess AFB (KDYS) in Abilene, TX as required. The OPSO shall brief the assigned flight crews on flyaway procedures and route of flight. HURREVAC flyaway may be ordered by CNATRA anytime after Hurricane/Tropical Cyclone Condition III is set.

(2) Per reference (d), CTW-4 ensures the availability of a VT-31 aircraft and aircrew to Midland International Airport for T-34 logistical support. The T-44 will depart after the last T-34 HURREVAC aircraft is airborne.

(3) Ensure Cross-Country flights for student training are allowed to depart up to, but no later than, one hour prior to the commencement of the HURREVAC schedule.

(4) Per reference (d), ensure crew composition for HURREVAC flyaway supports the student training option at the assigned refugee base.

(5) Identify and notify students who are eligible for training flights at the refugee base. Normally these will include students in the F4000, F4200, I4000, I4100, I4200, and N4000 block flights.

d. Flight Officer. Upon setting Hurricane/Tropical Cyclone Condition IV, make final preparations to flight plans and navigation flight packets for distribution to crews. Have the flight plans and flight packets available for immediate use by the crews.

e. Refuge Base Liaison Officer (RBLO). Per reference (d), prior to 1 June the RBLO shall fly to Midland, TX for a liaison visit. Upon setting Hurricane/Tropical Cyclone Condition IV, or as directed, the RBLO will depart for Midland, TX to provide advanced coordination for aircraft evacuating NAS Corpus Christi. At Midland, the RBLO assumes duties as Officer-In-Charge (OIC) of the VT-27 detachment until relieved by a more senior officer.

f. Command Duty Officer

(1) Maintain a current plot of all tropical storms/hurricanes in the Squadron Duty Office commencing with the first advisory message from Fleet Weather Central.

(2) Keep an accurate chronological record of events.

(3) Notify appropriate personnel immediately of any change to the Hurricane/Tropical Cyclone Condition of Readiness. (See enclosure (1)).

g. Senior Watch Officer

(1) Develop a watch bill consisting of three CDO's, not involved with HURREVAC flyaway, on an eight-hour rotation. The watch bill will be activated by the Operations Officer and will continue during disaster recovery operations.

h. Evacuation Liaison Representative (ELR)

(1) Designated as the Lackland AFB Liaison Officer, is the point of contact for personnel and dependents planning to evacuate to Lackland AFB per reference (e), paragraph 6.

(2) Coordinate with the Officer's Spouse Club to distribute evacuation shelter information to all squadron personnel living onboard NAS Corpus Christi as contained in reference (e).

(3) Serves as the focal point for mustering all squadron personnel and their dependants when evacuation has been completed for reporting purposes to higher authority per reference (d).

i. First Lieutenant (1<sup>st</sup>LT)

(1) Procure all necessary parts, supplies, emergency gear, and other equipment prior to hurricane season as required.

(2) Ensure compliance with the High Water portion of this plan per enclosure (2).

j. Department Heads.

(1) Establish and periodically review written procedures for implementation of this instruction, which will enable the department to set hurricane readiness conditions quickly and efficiently. Procedures shall provide for decentralized control during Hurricane Condition I. Total loss of communications and absence of manpower may exist during this period. Departmental plans will provide for adequate security of sensitive material upon setting Hurricane/Tropical Cyclone Condition II.

(2) Per enclosure (4), department heads will be responsible for mustering people under their departments after the evacuation is underway and complete. A daily muster of their personnel shall take place until the requirement from higher authority is waived. Departments shall keep an up to date database of all service members and GS employees and their dependants so that the information can be transportable and used at a displaced location at a moments notice.

k. Nitelines personnel. Shall be secured from the squadron spaces upon setting of COR III or at the discretion of the Commanding Officer and muster within their own personnel chain of command. The Nitelines Contractor Supervisor shall be contacted at TW-4 Admin when the decision to release the Nitelines personnel is made.

l. All personnel. Ensure that your information on the recall bill and Hurricane Evacuation Forms are current at all times. Upon setting Hurricane/Tropical Cyclone Condition II, Hangar 56 shall be evacuated of all non-essential personnel.

7. Action. All squadron personnel will be knowledgeable of the content and assignment of responsibility as outlined in this instruction.



M. A. EDWARDS

Distribution:

VT-27INST 5216.2F

List I

RESPONSIBILITIES AND ACTIONS REQUIRED TO SET  
HURRICANE/TROPICAL CYCLONE CONDITIONS

1. Hurricane/Tropical Cyclone Condition V

a. The normal condition of readiness from 1 June through 30 November. This condition is set to signify that hurricane season is in effect and to ensure that hurricane bills and evacuation plans are current.

b. When Readiness Condition V has been set, the squadron HEO will forward a written report to the NAS Commanding Officer, via the NAS Disaster Preparedness Officer (DPO) and CTW-4 Disaster Control Officer (DCO).

c. On 15 May the squadron HEO shall make the following reports:

(1) Notify the CTW-4 HEO/OPS that Hurricane Readiness condition V has been set within the squadron.

(2) Forward the list of disaster preparedness team members to the NAS DPO per reference (b).

d. The squadron RBLO shall forward a written memorandum to the CTW-4 Hurricane Evacuation Control Officer (HECO) by 1 June concerning the visit to the refuge base, including the date of the visit, any special arrangements concluded, and key personnel contacted.

e. The SWO shall coordinate with the Administrative Department to ensure the recall bill and Hurricane Evacuation Bills are updated monthly throughout the hurricane season.

f. First Lieutenant shall inspect the squadron emergency gear box for overall readiness, and inspect all buildings, sandbags and make provisions for stowing loose gear.

g. The Flight Officer shall ensure that flyaway kits, navigation packets and Midland, TX information packets are complete and up-to-date.

h. Admin shall draft a letter to the Padre Island Homeowner's Association listing all squadron personnel and spouses that currently live on Padre Island. This letter will be submitted in order to make sure these personnel receive their passes that allow them to return to Padre Island following a mandatory evacuation.

Enclosure (1)

2. Hurricane/Tropical Cyclone Condition IV

a. CDO/SDO shall:

(1) Return phone call from NAS OOD, ext. 1-2383, setting Condition IV to verify authenticity.

(2) Notify the following officers in the order listed: HEO/CO/XO/CDO/OPS/RBLO/AO/1<sup>st</sup>LT/SWO/ELR (see reference (f)).

(3) Place Disaster Preparedness Team members and watch bill members on a four-hour standby alert.

(4) Coordinate with the HEO and forward one copy of the Hurricane Watch Bill (CDO's/SDO's) to the NAS OOD.

(5) When directed by the HEO, CO, or XO, notify the NAS OOD, ext. 2383, that Hurricane Condition IV has been set within the squadron.

(6) When directed by the CO/XO place all HURREVAC aircrew on 12 HR alert.

b. HEO/SWO shall:

(1) Muster the three Hurricane Watch Bill CDOs and thoroughly brief them on Hurricane Conditions and procedures. Anticipate and resolve problem areas through the post-storm recovery phase.

(2) Mission Essential personnel list shall be delivered to the NAS ODO.

(3) Furnish the Administrative Department with a list of Instructor Pilots and students, in order of priority, in order to type and distribute TDY orders.

(4) Syllabus flight training shall be kept to a minimum. Aircraft should be made available for fueling and final maintenance in anticipation of evacuation of aircraft. HURREVAC aircrew should be released from normal work schedules to allow for crew rest and evacuation preparations.

(5) Publish HURREVAC flight schedule and commence evacuation of aircraft immediately upon direction from higher authority. Syllabus flight training and cross-countries shall be terminated at this time. Previously prepared flight plans,

navigation packets, fuel packets, departure block times and Lackland AFB information packets shall be updated and issued.

c. Operations Officer shall:

(1) Review final plans for evacuating of aircraft to Midland, TX. Flight crews shall be assigned and briefed on flyaway procedures, route of flight, and clock times per reference (c). HURREVAC flyaway may be ordered by CNATRA anytime after Hurricane/Tropical Cyclone Condition III is set. (Refer to Aircrew Flyaway Brief in VT-27 Hurricane Evacuation Passdown Binder.)

(2) Syllabus flight operations will continue on a not to interfere basis with evacuation planning and preparations. Cross country flights for student training will be allowed to depart up to, but no later than one hour prior to the scheduled HURREVAC flyaway.

(3) Per reference (d), CNATRA may authorize student training at the assigned refuge base. Crew composition for evacuation may reflect this contingency if higher authority directs.

d. Flight Officer shall:

(1) Prepare and have available for immediate use flight plans, canned weather briefs, navigation flight packets, and Midland, TX Information Packets for distribution to crews.

(2) Draft the "Letter of Agreement" for RBLO advance party to take to Midland, TX, if required.

(3) Ensure sufficient fuel packets are available for all aircraft in the event of evacuation.

e. RBLO shall: Depart for Midland International to commence coordination with Midland POC's and make final arrangements for aircraft parking, fueling, berthing, messing and other requirements deemed necessary by higher authority. (See liaison visit letter in VT-27 Hurricane Evacuation Passdown Binder)

f. First Lieutenant shall:

(1) Ensure all squadron vehicles are serviced with fuel and oil.

(2) Receive Hurricane gear boxes from NAS Public Works and inspect contents for proper equipment.

(3) Deliver necessary supplies to all departments for securing spaces. (Trash bags, labels for computers etc.)

(4) Prepare to adequately secure all sensitive material. (Sensitive material shall be secured upon setting Hurricane/Tropical Cyclone Condition I)

g. The Administrative Department shall:

(1) Contact CTW-4 Comptroller for Tango numbers to be used for TDY orders and begin preparing orders for all evacuation aircrew personnel per the lists provided by the Operations Department and HEO when COR III is set. Deliver evacuation orders to the Duty Officer for distribution upon notification of flyaway.

(2) Provide the CO, XO, RBLO, HEO, ELR, and Senior Marine with an up to date master squadron social roster.

h. **All departments** shall provide adequate protection for all office equipment and files from possible wind and water damage. Each work center will execute its own high water bill by moving equipment, files and material subject to water damage to storage areas located above the anticipated high water level. **All departments shall update their departmental recalls and disseminate final information to departmental personnel before evacuation.**

### 3. Hurricane/Tropical Cyclone Condition III

a. CDO/SDO shall:

(1) Return the telephone call from NAS OOD/EOC, ext.1-2383, setting Condition III to verify authenticity.

(2) Notify the following officers in the order listed: HEO/CO/XO/CDO/OPS/AO/1<sup>st</sup>LT/SWO/ELR (see reference (f)).

(3) Establish the command Hurricane Evacuation Control Center in the squadron spaces.

(4) When directed by the CO/XO, initiate the emergency recall bill per enclosure (3).

(5) Ensure that the Master Key in the Squadron Duty Office is accounted for.

(6) When directed by the HEO, CO or XO, notify the NAS OOD/EOC, ext.1-2383, that Hurricane Condition III has been set.

(7) When directed, commence aircraft flyaway to assigned refuge base.

(8) Secure Squadron spaces to only necessary personnel and grant liberty, as required, for military personnel, GS personnel and contract personnel to secure their homes and arrange for their families' evacuation to Lackland AFB or other prearranged refuge sight. Notify TW-4 Administration COR that assigned Nitelines personal are not longer needed, are being directed to evacuate spaces and contact TW-4 for guidance.

b. HEO shall:

(1) When HURREVAC flyaway is directed, coordinate evacuation of squadron aircraft per reference (c). CTW-4 HECO will assign departure block times immediately upon receipt of flyaway notification from CNATRA.

(2) Notify the CTW-4 HECO immediately of:

- a. First/Last aircraft airborne
- b. Arrival of last aircraft at refuge base
- c. Departure of first returning aircraft
- d. Arrival of final returning aircraft
- e. Any accidents, incidents, or diverts

(3) Upon arrival of the last aircraft at the assigned refuge base, deliver the following to the CTW-4 HECO for all evacuated aircraft:

- a. Bureau number
- b. Location
- c. Assigned Aircrew

(4) Prepare to adequately secure all sensitive material. (Sensitive material shall be secured upon setting Hurricane/Tropical Cyclone Condition I)

c. ELR shall:

(1) Upon receiving the personnel evacuation order from the Commanding Officer, direct personnel and dependents to

evacuate the local areas for Lackland AFB, TX, or other prearranged refuge sight.

(2) Act as a liaison between families and NAS CC and Lackland AFB Senior Liaison Officers.

4. Hurricane/Tropical Condition II

a. The CDO/SDO shall:

(1) Return phone call from NAS OOD/EOC, ext. 1-2383, setting Condition II to verify authenticity.

(2) Anticipate HURREVAC flyaway if not previously directed. Ensure flight crews remain on standby status until flyaway is ordered. Flyaway responsibilities for all personnel and departments remain the same as listed under Hurricane/Tropical Cyclone Condition III.

(3) Notify the following officers in order listed: HEO/CO/XO/CDO/OPS/AO/1<sup>st</sup>LT/SWO/ELR (see reference (f)).

(4) When directed by the CO/XO, initiate the emergency recall bill per enclosure (3), if not previously accomplished.

(5) When directed by the HEO, CO or XO, notify the NAS OOD/EOC, ext. 1-2383, that Condition II has been set within the squadron.

(6) Ensure that all departments have secured their spaces for hurricane passage.

5. Hurricane/Tropical Cyclone Condition I

a. The CDO/SDO shall:

(1) Return phone call from NAS OOD/EOC, ext.1-2383, setting Condition I to verify authenticity. Ensure flight crews remain on standby status if flyaway has not been ordered.

(2) Notify the following officers in the order listed: HEO/CO/XO/CDO/OPS/RBLO/AO/1<sup>st</sup>LT/SWO/ELR (see reference (f)).

(3) Have all remaining squadron members report to their Disaster Control Teams, squadron watch bill assignment, or hurricane shelter per reference (b), enclosure (1) and (6), as appropriate.

(4) Notify the NAS OOD/EOC, ext. 1-2383, when Hurricane Condition I has been set.

(5) Evacuate the squadron spaces.

6. Secure to Hurricane/Tropical Cyclone Condition V

a. After hurricane passage, the HECC will reorganize within the squadron spaces and begin accounting for all personnel as well as injuries and/or damage sustained due to destructive winds and water. All reports of missing personnel, injuries, and damage will be forwarded to the EOC.

b. Aircraft will not return to base until Hurricane/Tropical Cyclone Condition V is set and return-to-base procedures have been initiated by CTW-4. Per Hurricane/Tropical Cyclone IV procedures, all required information will be passed to the CTW-4 HECO.

HIGH WATER BILL

1. When directed, the provisions for security against high water associated with a hurricane shall be carried out.

a. High Water Phenomena. One of the most destructive effects of a hurricane along the coast is the abnormal high tide, which precedes or accompanies the destructive winds. The point of highest risk will be to the right (northeast) of the point that the storm center passes. The risk is related to the waves and swells, as well as to the direct wind effect. The number of hours the swell arrives ahead of the hurricane, the height of the first swell, and its hourly rate of increase until the hurricane strikes will depend upon the speed of the hurricane. For example, when a hurricane travels at 10 knots, the swell arrives only about three hours ahead and will increase at a very rapid rate. The water run-off will be quite rapid after the passage of the hurricane center and should be lowered to the 8-10 foot stage within 4-5 hours. It is believed that the wave, swell, and resultant tides can be forecast within the same limitations as those applied to forecasting the actual path of the hurricane.

b. Material damage due to high water. The material damage resulting from water will most likely be extensive. Damage will be caused by immersion, corrosive action of salt and damage caused by fine sand which will be deposited in materials, machinery, etc. Damage can also be expected from floating objects carried by waves and swells.

c. Damage Preventive Measures. Damage preventive measures shall be taken in case of expected high water. These measures are in addition to those taken when no high water is expected. First Lieutenant/Department Heads shall take the following action:

(1) Remove moveable items in buildings and areas for which they are responsible to stowage at least 16 feet above sea level (all first level offices store items on the second level). If sufficient space at this height is not available, elevate the most important items and store the remaining items as high off the ground as possible. Moveable items include file cabinets, office equipment (computers, monitors, shredders, and other electronics), portable machinery, tools, furniture, stores and paints.

(2) Cover all items that could be exposed to water with a tarpaulin, or enclose them in a large plastic trashcan liner and tie it off securely.

(3) Ensure that openings of offices and outbuildings are tightly closed and, if necessary, barricaded and/or sandbagged.

EMERGENCY RECALL OF SQUADRON PERSONNEL

1. The Command Duty Officer is responsible for the execution of the emergency recall when directed by competent authority. The CDO will immediately apprise the Commanding Officer, Executive Officer, Hurricane Evacuation Officer (if appropriate) and Administrative Officer of the circumstances requiring an emergency recall.

2. When directed by competent authority, the CTW-4 HECO will contact radio and television stations and request a general recall broadcast. The action will require coordination with the NAS Emergency Operating Center, ext. 2383/2384/2468, in the event of a hurricane or other impending natural disaster.

3, The CDO will then initiate a recall of officer personnel by notifying each Flight Leader and apprising them of the recall. Each Flight Leader will notify the CDO and report the completion of the flight recall.

4. The CDO will contact each Department Head, or Assistant Department Head, and direct a general recall of personnel in their department. Each Department Head will report the results of the recall to the CDO.

5. All personnel notified will proceed as rapidly as possible, consistent with safety, to the squadron hangar and assume their assigned duties.

6. The Administrative and Student Control Departments shall provide the CDO with a squadron recall roster. It is the personal responsibility of each squadron member to ensure that their recall address and telephone number are current at all times with the Admin department and their individual department heads.

POST EVACUATION MUSTERING PROCEDURES

1. Student Control Department military personnel shall muster daily with their departmental mustering representative. Students will muster daily with their Flight Leader or other designated instructor who will then report to the department head with the details of the muster. All members are required to also be accountable for their dependants and report the same information for their dependants when mustering.
2. Training Department military personnel to include IUT's, shall muster daily with their departmental mustering representative. They shall also provide the required information regarding their dependants when mustering.
3. Safety Department military personnel shall muster daily with their departmental mustering representative. They shall also provide the required information regarding their dependants when mustering.
4. Operations Department military personnel shall muster daily with their departmental mustering representative. They shall also provide the required information regarding their dependants when mustering.
5. Administrative Department military personnel shall muster daily with their departmental mustering representative. GS employees and Command Services personnel shall also muster with the Admin departmental representative. All personnel mentioned above shall also provide required information regarding their dependants.
6. Reserve Members will muster with the Reserve Department Head and shall include the required information regarding their dependants.

-All departments shall have current information on all personnel that fall under their responsibility (including people on Leave, TAD, IA etc.) and shall be updated immediately upon setting Hurricane COR IV in preparation for evacuation. All departmental mustering representatives will provide their information to the ELR and Senior Marine before they leave for Lackland AFB for assimilation, including any person or dependant unaccounted for. The point of Lackland AFB being the focal point for all mustering purposes is to centralize this process for reporting to higher authority. This also will limit the number of phone calls.

If a member or their dependants change their location after arriving at their primary refuge site. The Departmental Mustering representative shall be contacted when arriving at the new refuge site with an updated location and phone number!

Information required when mustering:

1. City of location (Members and their Dependants if applicable)
2. Phone numbers (Landline and cell if applicable for members and dependants)
3. Status and special needs if applicable.

Mustering timelines:

Squadron Departmental mustering representatives shall be responsible for reporting their information to Lackland AFB on a daily basis between the hours of 9:00 AM and 11:00 AM. The first muster will happen the day after the evacuation is ordered and will continue daily until directed to discontinue by higher authority. This means that mustering information may be obtained the day before since we are only required once every 24 hours. **Departmental mustering representatives shall set their own time deadlines consistent with wing requirements for the members and dependants under their responsibility and shall disseminate this information to applicable members upon setting COR IV in preparation for evacuation.**