



DEPARTMENT OF THE NAVY
TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 3730.1X
OPERATIONS

25 AUG 2005

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 3730.1X

Subj: HURRICANE BILL

Ref: (a) COMTRAWINGFOURINST 3140.1S
(b) CNATRAINST 3140.4Q
(c) NASCORPCINST 3730.8N
(d) NASCORPCINST 3440.17A

Encl: (1) Responsibilities and Actions Required to Set
Tropical Cyclone Conditions of Readiness
(2) List of Key Personnel
(3) Emergency Recall of Squadron Personnel
(4) High Water Bill

1. Purpose. This directive is issued to acquaint VT-31 personnel with the provisions of references (a) through (d).

2. Cancellation. VT31INST 3730.1W

3. Tropical Cyclone Conditions of Readiness (COR).

The following Tropical Cyclone Conditions of Readiness will be used to describe existing hurricane conditions. Commander, Training Air Wing FOUR (CTW-4) will implement Hurricane Conditions I through V upon direction of Chief of Naval Air Training (CNATRA).

a. Condition of Readiness V (COR V): Sustained winds in excess of 50 knots are not forecast to occur within 72 hours. This condition is set from 1 June to 30 November.

b. Condition of Readiness IV (COR IV): Sustained winds in excess of 50 knots are forecast to occur within 72 hours.

c. Condition of Readiness III (COR III): Sustained winds in excess of 50 knots are forecast to occur within 48 hours.

d. Condition of Readiness II (COR II): Sustained winds in excess of 50 knots are forecast to occur within 24 hours.

e. Condition of Readiness I (COR I): Sustained winds in excess of 50 knots are forecast to occur within 12 hours. All possible measures to protect personnel, facilities, and equipment are to be completed as soon as possible.

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4. Command Organization

a. Emergency Operating Control Center (EOCC) Naval Supply Building (Building 7) 2nd floor of fire station. Upon setting COR III, or when directed by the Commanding Officer, Naval Air Station, the EOCC will be activated and all reports from VT-31 will be directed to the NAS EOCC at extensions 2953/2954/3698 or Training Air Wing FOUR (TAW-4) EOCC at extensions 3581/1272/1604.

b. Squadron Hurricane Evacuation Control Center (HECC). Upon setting of COR III, VT-31 will establish a Hurricane Evacuation Control Center (HECC) in the Squadron Duty Office whereby communications from extensions 3350/2379/2169 may be effected with the EOCC. The HECC will be manned by the CDO, HEO or XO and will relocate to Building 10 upon setting of COR I if not previously evacuated.

(1) Hangar 57 will be evacuated when Condition I is set or upon notification from the Commanding Officer. Upon verification that all squadron spaces have been vacated, the VT-31 HECC will evacuate to Ft. Worth NAS JRB or Randolph AFB as directed by TAW-4.

(2) The HECC will obtain an accurate accounting of all personnel assigned and any injuries sustained. All personnel not accounted for will be reported to the EOCC by name. The EOCC should be continuously advised until all personnel are located.

c. Communications. Communications shall be maintained between the EOCC and the VT-31 HECC. Normal telephone, local radio circuits, and crash telephone circuits are available and will be utilized. Details of call sign assignments and instructions for disaster communications are promulgated in reference (c). In addition, the VT-31 HECC will inform TAW-4 EOCC of any change of HURREVAC status.

5. Responsibilities

a. Commanding Officer. The Commanding Officer, Training Squadron THIRTY-ONE, is charged with the security of all assigned assets, to include facilities, equipment and personnel. In order to fulfill these responsibilities, the Commanding Officer may initiate action, with or without direction from higher authority, in connection with a domestic emergency. The Commanding Officer further delegates tasks within the command as discussed in subsequent paragraphs to execute an effective hurricane plan.

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b. Disaster Preparedness Officer (DPO). The DPO is designated as the Commanding Officer's direct representative and shall have overall command responsibility for the coordination and execution of this instruction. Specifically, the DPO shall:

(1) Ensure all pertinent information and current instructions concerning hurricanes are available. The DPO will update enclosures (1) and (2) as required and provide a copy to the Duty Office.

(2) Ensure all personnel identified in this instruction are aware of their individual responsibilities.

(3) Coordinate the procurement of all necessary parts, supplies, emergency gear, and such other equipment as required to comply with this plan and coordination of this action with the VT-31 First Lieutenant.

c. Squadron Hurricane Evacuation Control Officer (HECO). The HECO is responsible for proper execution of the squadron aircraft evacuation plan. The HECO will forward in writing the names and telephone numbers of the HEO, RBLO, ELR, and their alternates to TAW-4 Operations Officer upon request or when updates occur. The DPO may serve concurrently as the HECO.

d. Refuge Base Liaison Officer (RBLO). When COR III is set, the RBLO departs for Las Cruces International (KLRU), Las Cruces, New Mexico (primary) or Midland (KMAF), Midland, Texas (secondary) to provide advance coordination should an aircraft evacuation from NAS Corpus Christi become necessary. At the refuge base, the RBLO will assume CDO duties of the overall detachment until relieved by a more senior officer.

e. Evacuation Liaison Representative (ELR). The ELR is responsible for the distribution of current TAW-4/VT-31 Hurricane Preparedness Information Packets. In addition, the ELR is responsible for the evacuation of dependents to Lackland AFB. To assist in accounting for all personnel, the ELR must have administrator rights to the Navy Family Accountability and Assessment System (NFAAS) program.

f. First Lieutenant. The First Lieutenant shall:

(1) Comply with the High Water Bill. (see enclosure (4)).

(2) Procure all necessary parts, supplies, emergency gear, and other equipment as required to comply with this plan and coordinate this action with the DPO.

g. Command Duty Officer (CDO). The CDO shall:

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

(2) Supervise hurricane preparedness after activation of the squadron HECC.

(3) Supervise overall operations of the HECC at the discretion of the HECO.

(4) Keep an accurate chronological record of events.

(5) Notify appropriate personnel immediately of any change to the Tropical Cyclone Condition of Readiness (COR) (see enclosure (1)).

h. Senior Watch Officer (SWO). The SWO shall:

(1) Develop a CDO watch bill providing 24-hour coverage each day after COR III is set. This watch bill will not conflict with evacuation of aircraft or disaster recovery operations.

(2) The watch bill will be activated by the Operations Officer and continue during disaster recovery operations after the hurricane. The watch bill should consist of individuals desiring to stay in the local area.

i. Administration Officer. The Administration Officer shall ensure a current ALPHA roster is available to the CDO on a monthly basis.

j. Flight Leaders. Flight Leaders shall:

(1) Ensure student ALPHA roster and recall information are complete and accurate on a weekly basis.

(2) Muster students when recall is initiated.

k. All Personnel

Squadron personnel shall ensure recall information is current at all times and maintain a current copy of the VT-31

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Hurricane Preparedness Information Packet. Primary means of mustering shall be through NFAAS. Each squadron member shall maintain a login, password, accurate recall information, and make any necessary requests for assistance through the NFAAS program.

6. Action. All squadron personnel shall be responsible for the knowledge contained in this instruction. Assigned personnel will ensure familiarity with applicable references and be prepared to execute duties as required.



D. R. CREWS

Distribution:
Lists I, II

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RESPONSIBILITIES AND ACTIONS REQUIRED TO SET TROPICAL CYCLONE
CONDITIONS OF READINESS

1. Tropical Cyclone Condition of Readiness V (COR V)

a. This is the normal condition of readiness during the period 1 June to 30 November. This condition is set as a reminder that the hurricane season is in effect and to ensure that Hurricane Bills and Evacuation Plans are current.

b. The VT-31 HECO will notify the NAS OOD that COR V has been set within the squadron.

c. The VT-31 HECO will plot any storm development or progression and advise the CO/XO/OPS Officer.

d. The SWO and Administration Officer will update recall bills as necessary.

2. Tropical Cyclone Condition of Readiness IV (COR IV)

a. CDO/SDO shall:

(1) Verify COR IV has been set with TAW-4 EOCC (Bldg 1824, ext. 3581/1272/1604) or NAS OOD (ext. 2383).

(2) Notify the officers in the order listed on enclosure (2).

(3) Place the DPO/HECO/XO/RBLO/ELR/HECC, enlisted personnel, and watch bill members on a four-hour standby alert.

(4) Coordinate with the squadron SWO and forward one copy of the HECC watch bill to the NAS EOCC.

(5) If directed by the CO or XO, initiate the Emergency Recall Bill per enclosure (3).

(6) When directed by the HECO, CO, or XO, notify the NAS OOD/EOCC that COR IV has been set within the squadron.

b. The HECO and SWO shall muster all officers scheduled on the hurricane watch bill and brief them thoroughly on procedures to follow as well as attempt to anticipate and resolve problem areas through the post-storm recovery phase.

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c. The RBLO shall alert all pilots and brief them on procedures for aircraft evacuation.

d. The squadron will continue local flight operations.

e. The Operations Officer with the HEO will draft a preliminary evacuation plan/flight schedule.

3. Tropical Cyclone Condition of Readiness III (COR III)

a. CDO/SDO shall:

(1) Verify COR III has been set with TAW-4 EOCC (ext 3581/1272/1604) or NAS OOD (ext. 2383).

(2) Notify the officers in the order listed on enclosure (2).

(3) Establish the VT-31 HECC in the squadron spaces. The 24 hour CDO/SDO watch bill commences.

(4) Inventory the key locker in the Squadron Duty Office.

(5) Restrict to a minimum all off-station phone calls upon entering COR III and subsequent conditions.

(6) When directed by the CO, XO or HECO, notify the TAW-4 EOCC (ext. 3581/1272/1604) or NAS OOD (ext. 2383) that COR III has been set within the squadron.

b. Operations Department

(1) The Operations Officer and HECO shall prepare the evacuation plan/flight schedule. The Operations Officer will also furnish the Administration Department a list of instructor pilots and student pilots in order of priority to be used on HURREVAC flights for the generation of flight orders.

(2) Syllabus flight training should be minimized. Aircraft should be made available to Maintenance for fueling and final preparations in anticipation of evacuation. Personnel assigned to aircraft evacuation duties should be released from normal work schedules to allow for evacuation preparations and proper crew rest.

c. First Lieutenant

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

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(2) Prepare flammables for transportation to designated areas on Dimmit Island. Each container shall be labeled to indicate contents and ownership.

(3) Tape all windows and ensure that all computer equipment is protected with plastic sheeting.

(4) Ensure an appropriate number of sand bags are prepared to limit water intrusion at exterior doorways.

d. Administrative Department

(1) The Admin Department will begin preparing orders for all evacuation aircrew personnel with a list provided by the Operations Department and HECO.

(2) Provide the TAW-4 EOCC with a recall bill of all student personnel.

e. All departments will 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 personnel must ensure material containing personally identifiable information is appropriately secured.

f. The RBLO will proceed to Las Cruces International (KLRU), Las Cruces, New Mexico to make arrangements for aircraft parking, fueling, berthing, messing, and other requirements as necessary should a full evacuation be ordered.

g. The VT-31 HECC will notify TAW-4 EOCC when the RBLO is airborne and again when the RBLO is safe on deck at refuge base. The HECC will notify TRAWING FOUR HECO of departure and arrival of all VT-31 aircraft.

h. The Publications Officer shall assemble appropriate publications for distribution should an evacuation be ordered.

4. Tropical Cyclone Condition of Readiness II (COR II)

a. Verify COR II has been set with TAW-4 EOCC (ext. 3581/1272/1604) or NAS OOD (ext. 2383).

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b. It is likely the order to evacuate will be received prior to COR II. If evacuation has not been ordered, all flight crews will remain on standby status.

c. The CDO/SDO shall:

(1) Notify the officers in the order listed on enclosure (2).

(2) When directed by CO, XO or HECO, notify the NAS OOD/EOCC that COR II has been set within the squadron.

(3) Ensure that all departments continue securing spaces and preparing equipment and material for hurricane passage.

(4) Ensure that the First Lieutenant's Office transports all flammable material to designated areas on Dimmit Island. All vehicles not needed should be returned to the Public Works transportation dispatcher.

(5) At the direction of the Commanding Officer, grant brief liberty, as required, for military personnel to secure their homes and arrange for their families' evacuation.

d. The VT-31 HECC will notify the TAW-4 EOCC (ext 3581/1272/1604) when the first and last aircraft are airborne for evacuation and when the last aircraft is safe on deck at refuge base.

5. Tropical Cyclone Condition of Readiness I (COR I)

a. The HECC shall:

(1) Verify COR I has been set with either TAW-4 EOCC (ext. 3581/1272/1604) or NAS OOD (ext. 2383).

(2) Notify the officers in the order listed on enclosure (2).

(3) Have all remaining members of the squadron report to the HECC to ensure accountability and then evacuate to the hurricane shelter, Supply Building (Building 7).

(4) Notify the NAS OOD/EOCC when COR I has been set within the squadron.

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(5) Conduct a final security inspection of all squadron spaces, evacuate the hangar, and move of the HECC to the Supply Building (Building 7). Prior to leaving the HECC, ensure that the NAS OOD/EOCC is informed that the HECC has secured and report to the evacuation shelter.

6. Post-Hurricane Action. After the hurricane has passed, the HECC will reorganize within the squadron spaces, conduct a thorough recall and begin accounting for injuries and/or damage from destructive winds and water. All reports of injuries and/or damage will be forwarded to the EOCC, and an accurate accounting of all personnel assigned and any injuries will also be reported to the EOCC.

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LIST OF KEY PERSONNEL

| <u>TITLE</u> | <u>NAME</u> | <u>PHONE</u> | |
|--------------|----------------|--------------|---------------|
| CO | CDR CREWS | 361-443-4494 | CELL 533-4711 |
| XO | CDR HEARTHER | 703-220-2203 | CELL 533-4719 |
| OPS-O | LT NICHOLS | 520-971-9575 | |
| ASS'T OPS-O | LT FORMAN | 808-778-6276 | |
| DPCO/HECO | CAPT RASMUSSEN | 325-829-7551 | |
| RBLO | CAPT CLARK | 361-446-0300 | |
| ASST RBLO | LT PENNELL | 518-527-3670 | |
| ADMIN-O | MAJ SCHEBEL | 361-334-5195 | |
| 1LT | LT UNDERWOOD | 361-331-0993 | |
| SWO | LT GARDNER | 501-606-1811 | |
| DR | CAPT MILLONZI | 910-797-2246 | |
| ALT DR | LT DANIEL | 361-443-3849 | |

STATION PERSONNEL

| | | | |
|----------------|---------------|--------------------|---------------|
| CTW4 OPS-O | LT COL TAYLOR | 961-1604 | CELL 533-4723 |
| CTW4 HECO | MAJ COSTAIN | 961-3581 | CELL 533-0568 |
| CTW4 ASST HECO | MAJ CAMPBELL | 961-3588 | CELL 331-0833 |
| CTW4 ELR | Mr. HAMPTON | 961-1600 | CELL 533-4720 |
| CTW4 ASST ELR | | 961-3588 | CELL |
| CTW4 EOCC | | 961-3581/1272/1604 | |
| NAS OOD | | 961-2383 | CELL 533-0511 |
| NAS EOCC | | 961-2953/2954/3698 | |

ACRONYMS

| | |
|------|--------------------------------------|
| DPO | DISASTER PREPAREDNESS OFFICER |
| HECO | HURRICANE EVACUATION CONTROL OFFICER |
| RBLO | REFUGE BASE LIAISON OFFICER |
| ELR | EVACUATION LIAISON REPRESENTATIVE |
| SWO | SENIOR WATCH OFFICER |
| EOCC | EMERGENCY OPERATING CONTROL CENTER |
| HECC | HURRICANE EVACUATION CONTROL CENTER |
| DR | DEPENDENT REFUGE POINT OF CONTACT |

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EMERGENCY RECALL OF SQUADRON PERSONNEL

1. The Administrative Officer will provide the CDO with a squadron directory for the staff call tree, enlisted recall list, and flight leader section rosters and will maintain them in a current status. All squadron personnel shall ensure that their recall address and telephone number are current at all times.
2. The Command Duty Officer is responsible for the execution of the emergency recall when directed by competent authority. The CDO will immediately notify the Commanding Officer, Executive Officer, Operations Officer, and Hurricane Evacuation Officer (if appropriate) of the circumstances requiring an emergency recall.
3. When directed by the Commanding Officer or designated authority, the CDO will initiate the VT-31 emergency recall tree, call the senior enlisted member to initiate the enlisted emergency recall, and call each flight leader to initiate the student emergency recall. The status of each recall list will be reported to the CDO to ensure complete accountability.
4. When directed, each squadron member notified will proceed as rapidly as possible, consistent with safety, to the squadron hangar and muster to await further instructions.
5. All officer and enlisted personnel shall maintain a current squadron social directory for immediate use at home.

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HIGH WATER BILL

1. The provisions for security against high water attendant to a hurricane as described here will be carried out when directed.

a. High Water Phenomena. One of the most destructive effects of a hurricane along the coast is the abnormally high tide which precedes or accompanies it. The area 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 about 24 hours ahead and increases in height at a slow rate. When the storm travels at 20 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 to 10 foot stage within 4 to 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 probably be extensive. Damage can 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 as follows and are in addition to the measures taken when no high water is expected. Department Heads shall take the following action:

(1) Remove transportable items in buildings and areas for which they are responsible for stowage at least 16 feet above sea level. If sufficient spaces at this height are not available, elevate the most important items and store items as high as practicable. Moveable items include file cabinets, portable machinery, tools, furniture, stores, and paints.

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(2) Coat heavy machinery and other non-moveable equipment subject to water damage with heavy grease and cover with tarpaulins.

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