



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET SUITE 320
MILTON FL 32570-6101

IN REPLY REFER TO:
HT-28INST 3140.1A
00
25 Aug 11

HELTRARON TWENTY-EIGHT INSTRUCTION 3140.1A

Subj: PROMULGATION OF SUPPLEMENTAL DESTRUCTIVE WEATHER BILL

Ref: (a) COMTRAWINGFIVEINST 3140.2F
(b) NASWFINST 3140.2C

Encl: (1) HT-28 Supplemental Tropical Storm/Hurricane Bill
(2) HT-28 Supplemental Tornado Bill

1. Purpose. To promulgate supplemental destructive weather bills for HELTRARON TWENTY-EIGHT pursuant to the requirement of reference (a). HELTRARON TWENTY-EIGHT supplemental destructive weather bills for various types of adverse weather conditions are given as enclosures (1) and (2).

2. Cancellation. HT-28INST 3140.1

3. Discussion. Reference (a) states requirements for the establishment of destructive weather bills by Training Air Wing FIVE tenant commands. Reference (b) contains enclosures which describe local destructive weather phenomena and the various readiness conditions associated with each. Enclosures (1) and (2) identify required actions by HT-28 personnel to comply with reference (b). These enclosures are designed for use as a checklist by the Destructive Weather Coordinator.

4. Action

a. Command Duty Officer (CDO)

(1) The CDO will act as the Destructive Weather Coordinator.

(2) As the Destructive Weather Coordinator, the CDO will keep the following officers advised of the existence of destructive weather conditions and the status of Squadron preparedness in consonance with the existence of destructive weather conditions:

COMMANDING OFFICER
EXECUTIVE OFFICER
OPERATIONS OFFICER
FLIGHT OPERATIONS

ADMINISTRATIVE OFFICER
SAFETY OFFICER
OPERATIONS DUTY OFFICER
BUILDING AND GROUNDS OFFICER

(3) The CDO will familiarize himself with reference (a).

b. Building and Grounds Officer

(1) Prior to 10 May of each year and periodically thereafter, the Building and Grounds Officer will conduct a thorough review of logistic preparations for the hurricane season (1 June through 30 November), identify material discrepancies and initiate the appropriate action necessary to repair existing equipment or procure the required new material. This review shall include a careful inspection of all building and surrounding gear in order to detect potential sources of danger. Some potential sources of danger are:

(a) Damaged, worn, or improperly secured doors, windows, and ventilation openings.

(b) Structural weakness resulting from worn or weather beaten supports, wooden light poles, and similar objects.

(c) Gutter and drain pipes on the building which are clogged, worn or otherwise incapable of normal operation.

(2) Prepare and post a Squadron Destructive Weather Bill which specifically addresses the following aspect of destructive weather phenomena:

(a) The proper method of venting enclosed buildings through the use of windows, storm shutters, etc.

(b) Location and availability of special equipment (if applicable).

(c) Minimum "final secure" operations shown in enclosure (1).

(d) Any additional instructions deemed necessary to ensure personal safety and material integrity.

c. Department Heads

(1) Department Heads will ensure that the actions required by the appropriate enclosure are accomplished when informed by the SDO that a destructive weather condition exists.

b. Department Heads - execute department weather bills which will include as a minimum the following "final secure" operations.

(1) Lock and secure windows.

(2) Lock and secure all outside doors, window screens, and screen doors with wedges if required.

(3) Secure all unnecessary utilities per reference (a). If hurricane is declared a category III or greater, stage all secured equipment in student male head room 307.

(4) Secure all loose gear and equipment (missile hazards).

(5) Make available and test all emergency equipment.

(6) Upon receiving authorization from the Commanding Officer or the Executive Officer, secure all but essential personnel who reside off base. Cancel liberty for Hurricane Duty Section.

(7) Report to the SDO completion of "final secure" and that Tropical Storm/Hurricane Condition TWO has been set.

(8) Senior Watch Officer and Watchbill Coordinators - implement the Hurricane Watch Bill.

(9) Operations Officer - Coordinate with Executive Officer and set time for muster or call in for all personnel.

(10) Flight Leaders and Flight Support - draft proposed flight schedule for implementation after storm danger has passed.

d. CDO - Notify Station OOD as well as the Squadron Commanding Officer and Executive Officer that Tropical Storm/Hurricane Condition TWO has been set.

5. Tropical Storm/Hurricane Condition ONE. This condition is set when winds of destructive force pose an imminent threat to Whiting Field. Normally the Station and Squadron will be fully secured, emergency rations issued, and personnel movement restricted to only that necessary, to include disaster control. Personnel should remain indoors.

a. The SDO will remain in Building 2977.

b. CDO - notify the Commanding Officer and Executive Officer when Tropical Storm/Hurricane ONE has been set.

HT-28INST 3140.1A
25 Aug 11

(2) Department Heads will report to the SDO the setting of weather condition (for example "Hurricane/Storm Condition Two has been set.")



M. C. THOMPSON

Distribution:
Electronic distribution
File

HELTRARON TWENTY-EIGHT SUPPLEMENTAL TROPICAL STORM/HURRICANE BILL

1. Seasonal Tropical Storm/Hurricane Condition FIVE. This condition of alertness is effective 1 June through 30 November in the absence of a higher condition of readiness.

2. Tropical Storm/Hurricane Condition FOUR. This condition is set when the path of a storm indicates a possible threat of destructive winds at Whiting Field within 72 hours. The following actions are required when the SDO is advised to set Tropical Storm/Hurricane Condition FOUR:

a. SDO-notify CO, XO, OPS, FLT OPS, Operations Duty Officer (ODO), Department Heads and Buildings and Grounds Officer.

b. Department Heads-begin preliminary, precautionary measures and prepare to set Tropical Storm/Hurricane Condition THREE during non-working hours. Continue general operations.

c. Flight Operations Officer-direct Flight Leaders to prepare Hurricane Evacuation Flight Schedule, discontinue night operations.

d. SDO - notify station OOD when Condition FOUR is set.

3. Tropical Storm/Hurricane Condition THREE. This condition is set when a storm threatens Whiting Field within 48 hours. The following actions are required:

a. SDO - notify CO, XO, ODO, Department Heads, and First Lieutenant.

b. Department Head - execute departmental weather bills restricting liberty only as necessary to comply with preparations and notify the SDO when destructive weather preparations have been completed and Condition THREE has been set. Modified general operations may continue.

c. Senior Watch Officer and Watchbill Coordinators - write Hurricane Watch Bill designating personnel residing in BOQ/BEQ to assume duty.

d. SDO - notify Station OOD that condition THREE has been set.

4. Tropical Storm/Hurricane Condition TWO. This condition is set when a storm threatens Whiting Field within 24 hours. The following actions are required:

a. SDO - notify CO, XO, Department Heads, and First Lieutenant.

HELTRARON TWENTY-EIGHT SUPPLEMENTAL TORNADO BILL

1. Tornado Condition TWO. This condition is set when tornadoes are reported or expected in the general area. Upon receipt of Tornado Condition TWO the SDO will notify the following:

a. <u>Working Hours</u>	<u>Non-working Hours</u>
Commanding Officer	Command Duty Officer
Executive Officer	
Operation Officer	
Command Duty Officer	
Department Heads	
Building and Grounds Officer	

2. Tornado Condition ONE. This condition is set when tornadoes are imminent in the area.

a. SDO - take immediate action to inform all personnel in the area. Notify key personnel as in Tornado Condition TWO.

b. Department Heads - ensure personnel observe the following precautionary measures:

(1) Attempt to get shelter in a strongly reinforced building. The southwest corner of a building offers the greatest safety, especially when standing against the inside wall on the lower floor.

(2) Stay away from windows and keep out of auditoriums and gymnasiums.

(3) If you are in an open area, move at right angles to the tornado's path. If there is not time to escape, lie flat in the nearest ravine or ditch.

(4) If time permits, electricity and fuel lines should be shut off. Doors and windows on the north and east sides of buildings may be opened to help reduce damage to the building.

(5) Do not panic and run into streets and other open spaces.