



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
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MILTON, FL 32570-6101

IN REPLY REFER TO:
HT-28INST 3730.1E
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28 May 2014

HELTRARON TWO-EIGHT INSTRUCTION 3730.1E

Subj: AIRCRAFT HURRICANE EVACUATION (HUREVAC) PLAN

Ref: (a) COMTRAWINGFIVEINST 3140.1S

Encl: (1) Refuge Base List and Alternates
(2) HT-28 Squadron Call Tree

- Purpose. To promulgate Helicopter Training Squadron TWENTY EIGHT's Aircraft Hurricane Evacuation (HUREVAC) Plan.
- Cancellation. HT-28INST 3730.1D
- Background. Local weather conditions from June through November provide the potential for destructive weather on short notice. In the event that Commander, Training Air Wing FIVE directs a HUREVAC of the TH-57 B/C aircraft, HT-28 is responsible for providing aircrews to evacuate aircraft to the designated refuge base. General procedures for aircraft evacuation are reviewed annually and published in the current revision of reference (a). Squadron-specific procedures for a HUREVAC are outlined in this instruction.
- Definitions:

Tropical Cyclone Conditions of Readiness (COR)	
COR V	50 knot or greater winds are NOT forecasted within the next 72 hours. This COR is implemented 1 Jun to 30 Nov every year
COR IV	50 knot or greater winds are forecasted to arrive within 72 hours
COR III	50 knot or greater winds are forecasted to arrive within 48 hours
COR II	50 knot or greater winds are forecasted to arrive within 24 hours
COR I	50 knot or greater winds are forecasted to arrive within 12 hours

a. Hurricane Evacuation Officer (HEO). The HEO shall be responsible for coordinating all squadron aspects of planning and execution of a HUREVAC in accordance with all relevant CNATRA and TRAWING FIVE HUREVAC instructions. The HT-28 HEO establishes and maintains close coordination with the Hurricane Evacuation Coordination Officer (HECO) and the HT-8/18 HEOs. The HEO should not take part in the HUREVAC unless absolutely necessary. If the HEO must launch, notify the HECO to coordinate. The ODO shall assist the HEO for the duration of the HUREVAC.

b. Assistant Hurricane Evacuation Officer (AHEO). The AHEO shall assist the HEO with coordinating all squadron aspects of planning and execution of a hurricane evacuation in accordance with all relevant CNATRA and TRAWING FIVE HUREVAC instructions. The HEO and AHEO shall not be on leave or TAD at the same time during hurricane season.

c. Refuge Base Liaison Officer (RBLO). The RBLO assists the HEO in the preparation and coordination of the refuge base.

d. Detachment Officer in Charge (DET OIC). The DET OIC is responsible for all squadron personnel at the refuge base. He coordinates with the HEO and reports to the CO via the OPSO.

e. Phases

Phase	COR	Time/Event
Preparation	None	1 Dec - 31 May each year
Sustainment	V	1 Jun - 30 Nov each year
Alert	IV	TRAWING FIVE completes these action items when Weather forecasts Tropical Storm conditions for the local area.
Execution	III	CTW-5 decision to hangar and/or evacuate aircraft. H-Hour is declared.
Deployment	III/II	Commences with departure of first aircraft from NASWF or beginning execution of hangaring plan.
Return	V	CTW-5 orders all aircraft to return to NASWF.
Regeneration	V	Commences with first aircraft arrival at NASWF and/or unhangaring of aircraft.

5. Action

a. HUREVAC Conditions of Readiness. When directed by Commander, Training Air Wing FIVE, HT-28 shall assume hurricane conditions of readiness as previously defined.

b. Under the following Phases and Hurricane Conditions, the HT-28 HEO shall:

- (1) Preparation Phase (1 Dec - 31 May)

- (a) Assign the AHEO and RBLO NLT 15 Mar.
 - (b) Ensure HUREVAC plans are current.
 - (c) Ensure the Publications Officer orders the proper flight pubs and that at least 40 current sets are kept on hand and secured throughout the season.
 - (d) Visit refuge bases, update special arrangements, confirm memorandums of understanding, update list of key personnel, confirm telephone numbers and email addresses, and update HUREVAC routes. Submit smart packs to HECO NLT 22 April. HT-28 is responsible for their respective HT Alternate Refuge Base.
 - (e) Report refuge plans with the HECO.
 - (f) Ensure squadron personnel are briefed on hurricane awareness and proposed evacuation plans in a timely manner.
 - (g) Ensure all hands review and initial their family HUREVAC plan annually, to be complete by 01 Jun. In addition, ensure all hands review their recall and One Call information is complete in Admin. One Call will be the primary method of disseminating updated information to the squadron.
 - (h) Prior to the first of June each year, provide instruction to all squadron pilots concerning the squadron HUREVAC Plan. Additionally, disseminate information pertaining to hurricane preparedness to all squadron personnel. Brief HUREVAC Plan and individual responsibilities to instructor pilots (IPs) and students.
- (2) HURRICANE COR V, Sustainment Phase (31 May - 1 Dec)
- (a) Maintain and update bi-weekly (as required) a fly-away list of at least 42 squadron instructors and their projected order of launch in a HUREVAC. Designate key billet holders for both the HUREVAC detachment and home guard. Review and update refuge base suitability.
 - (b) Periodically review HUREVAC instructions for currency and applicability, making change recommendations for instructions from higher headquarters as required and ensuring close coordination with HECO and HT-8/18 HEOs.
 - (c) Ensure the availability of current applicable navigation publications to cover a HUREVAC contingency.
 - (d) Update recall rosters as required.

(e) Ensure Admin is maintaining adequate storm supplies as required (plastic bags to cover computers, etc.).

(f) Review requirements for attaining the next higher COR.

(3) HURRICANE COR IV, Alert Phase

(a) Coordinate HUREVAC contingency plans with the HECO and HT-8/18 HEOs.

(b) Direct Flight Leaders to provide a list of students and IPs available for HUREVAC. Provide number of available crews to HECO.

(c) Direct Admin to generate blanket TAD orders for the identified HUREVAC crews.

(d) Monitor the progress of impending bad weather and coordinate the termination of local area syllabus training flights and cross-country flights prior to the setting of HURRICANE CONDITION II. Strongly consider the preservation of crew rest to maximize aircrew readiness for a HUREVAC.

(e) Maintain an accurate record of the status of all cross-country aircraft, to include aircraft assignments, departure and arrival times and destinations.

(f) Alert HUREVAC aircrews and establish a recall period of 12 hours. Ensure aircrew pre-pack appropriate gear for a minimum of five days.

(g) Provide breakdown of aircraft assignments and conduct situation brief. Plan for full evacuation regardless of storm strength. Plan will be scaled back if storm track/strength allows.

(h) Liaison with personnel at refuge and intermediate refueling bases to provide updates on HUREVAC intentions.

(i) Ensure recall lists and family HUREVAC plans are up-to-date.

(j) Coordinate with Admin to find the number of Combined Bachelor Quarters residents that need shelter, number of military and dependents that are evacuating and those that are remaining. Report information to Wing Admin.

(k) Report attainment of appropriate COR level to the HECO. Review requirements for next higher COR.

(4) HURRICANE COR III, Execution Phase (48 hours)

(a) Cease all local syllabus training flights and cross-country flights if not already accomplished.

(b) Launch RBLOs to refuge bases. Ensure RBLOs are launched with sufficient time to prepare prior to HUREVAC aircraft arrival.

(c) When directed by the HECO, initiate a recall of HUREVAC aircrews and commence the evacuation per reference (a).

(d) Brief aircrews on squadron evacuation/hangaring plans. Distribute chart/pub packets to aircrews.

(e) All departments shall ensure all non-essential gear and equipment is properly stored and/or secured to prevent a potential missile hazard.

(f) Ensure the most accurate copy of HUREVAC crews and aircraft assignments is forwarded via facsimile transmission or email to the TH-57 RBLO at the refuge base. Coordinate closely with the HECO, Contract Maintenance Representatives, Base Operations and the HT-8/18 HEOs as required.

(g) Ensure the squadron Ombudsman is informed of the decision to evacuate. Provide Ombudsman with date and H-Hour information, as well as planned destination(s).

(h) Report attainment of appropriate COR level to the HECO. Ensure all tasks from previous CORs are complete. Review requirements for next higher COR.

(5) HURRICANE COR III/II, Deployment Phase (24 to 12 hours)

(a) All departments will assist the destructive weather coordinator in preparing the squadron for the hurricane.

(b) Submit flight plans to Base Ops as early as possible to allow weather brief preparation. The ODO shall ensure all flight plans are received at Base Ops and supply WX briefs and "on tops" to HUREVAC aircrews.

(c) Coordinate aircrew ground flow by assigning an order for aircraft launch.

(d) Deployment phase is set with departure of first HUREVAC aircraft. Complete evacuation of all flyable aircraft and provide report to HECO when last aircraft has departed NASWF.

(e) Report last aircraft "safe on deck" at refuge base to HECO. Include status (up/down reason) for each aircraft.

(f) Report attainment of appropriate COR level to the HECO. Ensure all tasks from previous CORs are complete. Review requirements for next higher COR.

(g) All departments shall ensure all computers and electronics are properly waterproofed. Computers should be off the floor, covered with plastic and power cords unplugged. The blue LAN cables should remain connected, if at all possible. All NATOPS jackets and logbooks shall be placed in watertight storage containers.

(h) Brief and secure non-essential personnel. All personnel (including duty personnel) and squadron spaces must be secured NLT COR I.

(6) HURRICANE COR I

(a) Report attainment of appropriate COR level to the HECO. Ensure all tasks from previous CORs are complete. Review requirements for re-setting COR V.

(7) Resumption HURRICANE COR V, Return and Regeneration Phases

(a) Determine the status of squadron spaces.

(b) Coordinate the retrograde of the HUREVAC Detachment with the HECO, Contract Maintenance Representatives and Base Operations.

(c) Ensure that an ODO is assigned and on duty for aircraft recovery.

(d) Notify the HECO when all cross-country and HUREVAC aircraft have safely returned.

(e) Report squadron status to Wing to include when student training can resume.

(f) Collect lessons learned. Submit to HECO within 7 days of return.



J. M. PAVELKO

Distribution:
HT-28INST 5216.1
List I
File

REFUGE BASES AND ALTERNATES

Primary Refuge Base:

Millington Muni (KNQA) in Millington, TN via Tuscaloosa Regional (KTCL) AL.

Alternates:

1. **Western Base** - Shreveport Regional (KSHV) in Shreveport, LA via Hammond North Shore Regional (KHDC) LA.
2. **Northern Base** - Lovell Field (KCHA) in Chattanooga, TN via Birmingham International (KBHM) AL.
3. **Eastern Base** - Charleston International (KCHS) in Charleston, SC via Middle Georgia Regional (KMCN) GA.

HT-28 HUREVAC PHONE TREE

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