



DEPARTMENT OF THE NAVY

TRAINING SQUADRON FOUR
250 SAN CARLOS ROAD SUITE I
PENSACOLA FL 32508-5502

TRARONFOURINST 3140.1

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1 Jun 13

TRAINING SQUADRON FOUR INSTRUCTION 3140.1

Subj: DESTRUCTIVE WEATHER BILL

Ref: (a) CNATRAINST 3140.4T
(b) COMTRAWINGSIXINST 3140.2L
(c) COMTRAWINGSIXNOTE 3140
(d) TRARONFOURINST 3140.2

Encl: (1) VT-4 SDO Cyclone/Hurricane Conditions of Readiness
(COR) Checklist
(2) VT-4 HECO Cyclone/Hurricane Conditions of Readiness
(COR) Checklist

1. Purpose. To establish precautionary measures to safeguard personnel, aircraft and material during periods of destructive weather and to publish procedures and measures for the evacuation of flyable aircraft in the event of a hurricane.

2. Background. References (a) through (d) are relevant to destructive weather planning. They establish conditions of readiness to be set in anticipation of destructive weather. Reference (a) establishes the areas for which the Chief of Naval Air Training (CNATRA) is responsible. References (b) and (c) provide guidance for the safe evacuation of Commander, Training Air Wing SIX (CTW-6) aircraft in the event of a hurricane. Reference (d) provides specific information regarding Training Squadron FOUR (TRARON FOUR) designated HUREVAC refuge bases, approved flight routing and an approved list of flyaway personnel.

3. General. When CNATRA, CTW-6, Commanding Officer, Naval Air Station Pensacola (NASP), or their designated representatives set destructive weather conditions of readiness, the security measures outlined in this instruction shall be taken. No provision of this instruction is intended to restrict initiative or good judgment in taking all measures necessary to protect life and government property.

4. Description of Destructive Weather Phenomena

a. Thunderstorms. Thunderstorm activity occurs in the

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Pensacola area throughout the year with maximum frequency and intensity occurring during the summer months. Thunderstorms are frequently accompanied by wind gusts of 25 to 45 knots and occasionally may exceed 65 knots. Thunderstorm activity in the Pensacola training area occurs most frequently between 1400-1900 local time over land areas and 0400-0800 local time over water and coastal areas.

b. Tornadoes and Waterspouts. Tornadoes and waterspouts can occur with wind velocities over 50 knots and the potential to reach 200 knots.

c. Small Craft Warning. This condition occurs frequently and denotes wind velocities between 18 and 33 knots.

d. Gales. Gale winds are usually associated with frontal passages, extra tropical cyclones, or tight winter pressure gradients. The wind velocity limits are from 34 to 47 knots.

e. Storms. Storm winds are usually associated with extra tropical cyclonic disturbances, and consist of wind velocities of 48 knots or greater.

f. Tropical Depressions. Tropical depressions are minor cyclonic disturbances, with winds up to a maximum of 33 knots. They may develop into tropical storms or hurricanes.

g. Tropical Cyclones. Tropical cyclones are cyclonic disturbances with winds between 34 and 63 knots. Their usual rate of movement is 8 to 15 knots. A tropical cyclone may develop into a hurricane.

h. Hurricanes. Hurricanes are major cyclonic disturbances with winds of 64 knots or greater. They normally occur between 1 June and 30 November with the maximum frequency during the months of August, September and October.

5. Hurricane Conditions/Tropical Cyclone Actions. Hurricane Conditions represent flyaway criteria for TRARON FOUR (CTW-6) aircraft and personnel. Tropical Cyclone conditions represent weather criteria for securing squadron spaces and personnel.

a. Preparations to be made prior to June 15

(1) Hurricane Evacuation Control Officer (HECO)

(a) Brief the squadron via a VT-4 training day.

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(b) Ensure all squadron personnel have updated their recall information prior to hurricane season commencing.

(c) Run at least one squadron-wide text message recall prior to the commencement of hurricane season.

(d) Prepare a flyaway list and present it to the CO/XO for approval.

(e) Brief the Dependent Security Liaison Officer (DSLO) on his/her responsibilities during the hurricane season. Additional DSLO(s) will be assigned as necessary throughout the season. These names shall be disseminated via all possible means including Facebook, bulletin boards, Department Head (DH) meetings, Spouses' Club newsletters, Quarters, etc.. The DSLO is charged with assisting squadron family members who have spouses who are either on the Flyaway list, TAD, IA, or otherwise unavailable.

(f) Brief the Refuge Base Liaison Officers (RBLO) as to their specific responsibilities. Back-up RBLO(s) will be assigned as necessary.

(2) Refuge Base Liaison Officers (RBLO). Visit refuge base(s) and coordinate with the HECO for specific duties.

(3) Dependent Security Liaison Officer (DSLO). Coordinate with the HECO for specific duties.

(4) Ombudsman. Coordinate with the HECO for specific duties.

b. Tropical Cyclone/Hurricane Condition V Condition of Readiness (COR). A seasonal condition of alertness and precaution, to be set during the annual hurricane season from 1 June to 30 November. The threat of destructive weather exists beyond 72 hours.

(1) Admin. Coordinate with the HECO to provide an emergency communications plan in the event that commercial and DSN telephones are rendered unusable or power is lost. The HUREVAC cellular phone (located with the HECO), and un-powered phones (one at the SDO's desk and one in Operations) should be tested for proper operation.

(2) HECO

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(a) Submit attainment report stating Hurricane Condition V to CTW-6 HECO, LCDR Christopher Kidney (904)449-6267.

(b) Work with Admin to develop an Emergency Communications Plan as described under Admin duties.

c. Tropical Cyclone/Hurricane Condition IV COR. Trend indicates a threat of destructive weather within 72 hours. Take preliminary precautions.

(1) Squadron Duty Officer (SDO). Ensure all items on the VT-4 SDO Tropical Cyclone/Hurricane Conditions of Readiness (COR) Checklist, enclosure (1), for Hurricane Condition IV are complete. Coordinate with HECO to ensure completion; LT Derek Rocha (956)949-1805.

(2) Department Head (DH). Anticipate the removal/securing of department's loose equipment or debris which could become missile hazards to personnel and property.

(3) HECO

(a) Ensure all items on the VT-4 HECO Tropical Cyclone/Hurricane Conditions of Readiness (COR) Checklist, enclosure (2), for Hurricane Condition IV are complete.

(b) Establish direct communications with CTW-6 HECO, LCDR Christopher Kidney (904)449-6267.

(c) Verify HUREVAC aircrews know the current Hurricane condition and possibility of evacuation.

(4) OPS

(a) When directed, detach cross-country flights (if practical), and ensure sufficient funds are available.

(b) Designate aircraft for dispatch of RBLO and refuge base Officer-in-Charge (OIC).

(c) Alert flyaway aircrews; advise to pack overnight bags and stand-by for recall.

(d) Consider crew rest implications of scheduling flyaway aircrew.

(e) Continue flight operations as feasible.

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(f) Establish SDO watch bill for the storm duration.

(5) RBLO. Coordinate with the base Liaison at the most probable refuge base and inform them of our attainment of COR IV.

(6) Admin. Assist Aircrews with the creation of DTS travel authorizations and orders.

(7) Ombudsman. Establish contact with dependent spouses to keep check on family status etc.

d. Tropical Cyclone/Hurricane Condition III COR.
Destructive weather is anticipated within 48 hours.

(1) Squadron Duty Officer (SDO). Ensure all items on the VT-4 SDO Tropical Cyclone/Hurricane Conditions of Readiness (COR) Checklist, enclosure (1), for Hurricane Condition III are complete. Coordinate with HECO to ensure completion; LT Derek Rocha (956)949-1805.

(2) CO. Suspend/curtail liberty as necessary.

(3) OPS

(a) Coordinate RBLO/OIC flyaway.

(b) Determine continued flight operation feasibility.

(4) HECO

(a) Ensure all items on the VT-4 HECO Tropical Cyclone/Hurricane Conditions of Readiness (COR) Checklist, enclosure (2), for Hurricane Condition III are complete.

(b) Establish direct communications with CTW-6 HECO, LCDR Christopher Kidney (904)449-6267.

(c) Coordinate with the RBLO and OPS to send RBLO to refuge base.

(5) RBLO. Coordinate with HECO and OPS to depart to refuge base.

(6) Training. Academic training discontinued at CTW-6 Training Officer's direction.

(7) First Lieutenant (1ST LT). Recheck squadron for removal of all objects which could become missile hazards in

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high winds. Ensure all departments are supplied with resources necessary to secure spaces.

(8) DH. Ensure departmental spaces are secure and high value equipment has been removed/protected. Label items removed for ease of return.

e. Evacuation of Aircraft. This directive will normally be issued after Hurricane Condition III has been set, but it may be issued at any time. Evacuation will be conducted as per reference (c).

(1) HECO. Brief aircrews on flight routing. Assign pilots block departure times from launch sequence plan.

(2) SDO. Ensure all items for Hurricane Evacuation of enclosure (1) are complete.

(3) Aircrews

(a) Obtain NOTAM information posted in Ready Room.

(b) Get weather from computer flight weather briefer.

(c) Ensure one copy of NATOPS per aircraft, if possible.

(d) Do not taxi until 15 minutes prior to assigned departure time.

(e) Upon arrival at refuge base, report to OIC and RBLO.

(4) OIC. Within one hour of completed evacuation to refuge base, OIC will report items ALPHA and BRAVO to CTW-6 HECO via telephone, and if required, by generic e-mail.

(5) OIC/RBLO. The senior officer from CTW-6 at the refuge base will be designated as the OIC. VT-4's RBLO/OIC will either report to or become the CTW-6 OIC upon arrival, based on seniority.

(6) DSLO. Establish contact with dependents of flyaway crews to ensure security. Assist as necessary.

f. Tropical Cyclone/Hurricane Condition II COR. Destructive winds are possible within 24 hours. Take precautions that will establish an appropriate state of readiness within one hour. The Chief of Naval Education and

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Training Command (NETC) Emergency Operations Center (EOC) will be activated upon setting Hurricane Condition II. It is located in Building 3479, telephone (850) 452-4481/5. All TRARON FOUR issues should be directed to CTW-6 HECO, LCDR Christopher Kidney (904)449-6267.

(1) CO

(a) Terminate all training, squadron work, and cross country flyaways.

(b) Direct DH's to secure all personnel to homes or emergency stations once their department's spaces are secured. The SDO, ASDO, and two watchstanders will make up the emergency watch bill and will remain on duty until a return to Hurricane Condition V is ordered.

(2) DH

(a) Secure all personnel not required.

(b) Ensure all loose objects are secured.

(3) SDO. Muster and brief designated emergency watchstanding personnel. Ensure all items for Hurricane Condition II of enclosure (1) are complete.

(4) HECO

(a) Ensure all items on the VT-4 HECO Tropical Cyclone/Hurricane Conditions of Readiness (COR) Checklist, enclosure (2), for Hurricane Condition II are complete.

(b) Establish direct communications with CTW-6 HECO, LCDR Christopher Kidney (904)449-6267.

g. Tropical Cyclone COR I. Destructive weather is imminent or anticipated within 12 hours. Take immediate precautions to minimize damage.

(1) SDO. Ensure all items for Hurricane Condition I of enclosure (1) are complete.

(a) Phone in attainment report to HECO, LT Derek Rocha (956)949-1805 or CTW-6 HECO, LCDR Christopher Kidney (904)449-6267.

(b) Ensure personnel (SDO, ASDO, etc.) remaining stay in assigned spaces until Hurricane Condition V is reset and/or

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they are properly relieved/secured. The SDO is responsible for briefing, posting and relieving watchstanders.

(c) In the event the order is given to "evacuate the base", make every effort to notify personnel listed on the "HUREVAC Notification List" located in the HUREVAC binder at the SDO desk. Ensure duty personnel have transportation to a safe location.

(d) Take the SDO logbook, the Destructive Weather brief book and the recall list of all squadron personnel. Stay tuned to local radio or television stations for any instructions or warnings.

(e) Recall all personnel only after directed by CTW-6.

(2) HECO

(a) Ensure all items on the VT-4 HECO Tropical Cyclone/Hurricane Conditions of Readiness (COR) Checklist, enclosure (2), for Hurricane Condition I are complete.

(b) Establish direct communications with CTW-6 HECO, LCDR Christopher Kidney (904)449-6267.

h. Return of evacuated aircraft. Return to NAS Pensacola when recall is initiated by CTW-6 and directed by CO, TRARON FOUR.

(1) Detachment OIC

(a) Maintain a two-hour ready posture to return to home field 0700-2300 daily (Monday through Friday).

(b) Keep CTW-6 HECO informed of the expected return of all aircraft.

(2) Aircrew. Receive return DD-175's from the RBLO at all refuge base operations.

(3) RBLO. Supervise return to base using a five minute departure interval (RBLO will be the last to depart).

6. Shelter/Evacuation Information

a. Dependents may move to shelters when Hurricane Condition II is set. Due to NAS Pensacola's proximity to water, low elevation and potential isolation due to flooding, sheltering off base is recommended. Dependents with known medical problems

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or who are pregnant should make appropriate shelter arrangements with the Naval Hospital to ensure medical attention is available if required.

b. Dependents are required to furnish their own bedding, food, comfort items, bottle warmers, etc. If conditions permit, an attempt to feed those desiring mess hall dining will be made. However, dependents eating in the mess hall will be required to purchase a meal ticket.

7. Squadron Muster/Recall Procedures

a. Muster. Within 24 hours of setting of Hurricane Condition III all squadron personnel will provide location and phone number of intended evacuation site for squadron member and/or family.

(1) All instructors will contact their supervisor/DH and muster via the phone tree.

(2) All students will muster with their class leaders. All class leaders will muster their entire class with their class advisors.

(3) All civilians will muster with Betty Hunnicutt (Supervisory Support Services Specialist).

(4) Each DH/supervisor will report the status of their personnel to the HECO once they are 100 percent accountable. If 100 percent accountability is not attained, names of the unaccounted will be forwarded up the chain-of-command through the HECO.

(5) HECO will report the overall status of the squadron to the CO/XO and the Wing HECO.

b. Recall. Upon resetting Hurricane Condition V, (i.e. when the dangerous weather system is no longer a threat) all squadron personnel must attempt to check in with their supervisor by phone and/or return as soon as practicable to hangar 1853. If an out-of-area evacuation was required, return to NAS Pensacola is required as soon as the civil defense authorities allow (normally within 24 to 48 hours).

8. Thunderstorm Conditions/Actions

a. Thunderstorm Condition COR II (T-2). Thunderstorms or an area of weather expected to develop into thunderstorms, has

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been located within 25 miles or six hours (but not less than two hours) from NASP.

b. Thunderstorm Condition COR I (T-1). Thunderstorms have been located within ten miles or one hour from NASP. (Note: Base Operations will secure fueling activities at the field upon weather office notification that lightning has been observed within five miles of NASP).

(1) SDO. Advise the OPSO or CO/XO.

(2) Coordinate with CTW-6 Operations to ensure maintenance has been notified.

c. Severe Thunderstorm Conditions COR II. Present or forecast conditions favor development of severe thunderstorms including possible tornado activity.

d. Severe Thunderstorm Condition COR I. Thunderstorms meeting severe criteria and/or tornado event are highly probable. All outside work or activity will be secured. All personnel should consider their location and identify what actions they will need to take should the tornado alert signal be sounded. Personnel shall maintain such state of readiness until secured (or until stated duration of severe thunderstorm condition has expired).

10. Tornado Conditions/Actions

a. Tornado Condition II. Forecast conditions favor development of tornado activity. Departments will notify key personnel and consideration should be given to securing flight operations and unnecessary work in exposed locations. "All Hands" should be advised of the period that Tornado Condition II will be in effect.

SDO. Notify T-39 VERTEX (453-5159) and coordinate with CTW-6 Operations (452-2305) that maintenance has been notified.

b. Tornado Condition I. A tornado or funnel cloud has been sighted within 25 miles. All outside activity should cease.

SDO. Advise "All Hands" of the period that Tornado Condition I will be in effect.

c. Tornado Alert. A tornado or funnel cloud has been sighted and data confirms that the system will affect the station. The tornado alert will be set by sounding the air raid siren for a continuous tone until the threat has passed. All personnel should seek immediate shelter in hallways, under desks

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or in other protected locations. If caught outside, personnel should lie face down in a ditch, culvert, or lowest ground available and cover their heads with their arms.

SDO. Notify all personnel by telephone or other means, when conditions indicate that there is no longer a threat.

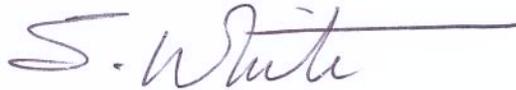
11. Responsibility

a. The SDO is responsible for setting and canceling weather conditions based on orders from NETC or CTW-6, and recommendations from the squadron's HECO. In the absence of specific instructions, the SDO will act as necessary to prevent injury to personnel and damage to property.

b. Upon setting or canceling any tornado or hurricane condition, the SDO shall initiate all immediate action items and notify the following:

- (1) Commanding Officer.
- (2) Executive Officer.
- (3) All Department Heads.
- (4) Disaster Preparedness Officer/HECO.
- (5) Supervisory Support Services Specialist.

c. Department Heads are responsible for security of spaces and equipment under their cognizance.



S. S. WHITE

Distribution: TRARONFOURINST 5216.2
LIST I, II

VT-4 SDO Tropical Cyclone/Hurricane Conditions of Readiness (COR) Checklist

Tropical Cyclone/Hurricane COR IV:

(Trend indicates a threat of destructive weather within 72 hours)

- Date and time notified to set COR IV.
- Contact HECO, LT Derek Rocha (956)949-1805.
- Continue flight operations as feasible.
- Notify all squadron personnel utilizing the text messaging/recall procedures found in Tab 3 of the HECO binder. Instruct them to reply via text with their anticipated HUREVAC/recall location.
- Direct Dept Heads or Asst Dept Heads to anticipate the removal/securing of department's loose equipment or debris which could become missile hazards to personnel and property.
- Coordinate with Student Control and Skeds as necessary to form student working parties.
- Print out a five day projected storm track and post it near the SDO desk. <http://www.nhc.noaa.gov/>
- Review in this binder:
 - o COMTRAWINGSIXINST 3140.2L (Destructive Weather Bill)
 - o COMTRAWINGSIXNOTE 3140 (Hurricane Season 2013)
 - o TRARONFOURINST 3140.1 (Destructive Weather Bill)
 - o TRARONFOURINST 3140.2 (Procedures for Hurricane Evacuation)
- Ensure line 452-4435 is kept open for calls to/from CTW-6 for HUREVAC related issues only. Direct all other calls to 2-3632 or 2-4294.
- If you have been unable to get in contact with either the HECO, commence the VT-4 HECO Checklist in Tab 2 of the HECO Binder.
- Dependent Security Liaison Officer LT Warack establishes contact with current ombudsman to coordinate assistance with evacuation.

Tropical Cyclone COR III:

(Destructive weather is anticipated within 48 hours)

- Date and time notified to set COR III.
- Contact HECO, LT Derek Rocha (956)949-1805.
- Notify all squadron personnel utilizing the text messaging/recall procedures found in Tab 3 of the HECO binder. Instruct them to reply via text with their anticipated HUREVAC/recall location.
- Confirm with Dept Heads or Asst Dept Heads that spaces have been secured of loose equipment or debris which could become missile hazards to personnel and property.
- Work with HECO in getting/preparing NOTAMS, Weather, DD-175's and Jet cards for fly-away crews.
- Print out a five day projected storm track and post it near the SDO desk. <http://www.nhc.noaa.gov/>

- Review in this binder:
 - o COMTRAWINGSIXINST 3140.2L (Destructive Weather Bill)
 - o COMTRAWINGSIXNOTE 3140 (Hurricane Season 2013)
 - o TRARONFOURINST 3140.1 (Destructive Weather Bill)
 - o TRARONFOURINST 3140.2 (Procedures for Hurricane Evacuation)
- Ensure line 452-4435 is kept open for calls to/from CTW-6 for HUREVAC related issues only. Direct all other calls to 2-3632 or 2-4294.
- If you have been unable to get in contact with either the HECO, commence the VT-4 HECO Checklist in Tab 2 of the HECO Binder.

Tropical Cyclone COR II:

(Destructive weather is anticipated within 24 hours)

- Date and time notified to set COR II.
- Contact HECO, LT Derek Rocha (956)949-1805.
- Notify all squadron personnel utilizing the text messaging/recall procedures found in Tab 3 of the HECO binder. Instruct them to reply via text with their anticipated HUREVAC/recall location.
- Print out a five day projected storm track and post it near the SDO desk. <http://www.nhc.noaa.gov/>
- Review in this binder:
 - o COMTRAWINGSIXINST 3140.2L (Destructive Weather Bill)
 - o COMTRAWINGSIXNOTE 3140 (Hurricane Season 2013)
 - o TRARONFOURINST 3140.1 (Destructive Weather Bill)
 - o TRARONFOURINST 3140.2 (Procedures for Hurricane Evacuation)
- Ensure line 452-4435 is kept open for calls to/from CTW-6 for HUREVAC related issues only. Direct all other calls to 2-3632 or 2-4294.
- If you have been unable to get in contact with either the HECO, commence the VT-4 HECO Checklist in Tab 2 of the HECO Binder.

Tropical Cyclone COR I:

(Destructive weather is imminent or anticipated within 12 hours)

- Date and time notified to set COR I.
- Contact HECO, LT Derek Rocha (956)949-1805.
- Notify all squadron personnel utilizing the text messaging/recall procedures found in Tab 3 of the HECO binder. Direct them to **MUSTER THEIR CURRENT** Hurevac/recall location via their text message response.
- Print out a five day projected storm track and post it near the SDO desk. <http://www.nhc.noaa.gov/>
- Review in this binder:
 - o COMTRAWINGSIXINST 3140.2L (Destructive Weather Bill)
 - o COMTRAWINGSIXNOTE 3140 (Hurricane Season 2013)
 - o TRARONFOURINST 3140.1 (Destructive Weather Bill)
 - o TRARONFOURINST 3140.2 (Procedures for Hurricane Evacuation)

- Ensure line 452-4435 is kept open for calls to/from CTW-6 for HUREVAC related issues only. Direct all other calls to 2-3632 or 2-4294.
- If you receive the order to “evacuate the base,” take all measures to notify remaining personnel. Ensure duty personnel have transportation to a safe location.
- If evacuating, take the SDO logbook, the HUREVAC binder, and the recall list of all squadron personnel. Stay tuned to local radio or television stations for any instructions or warnings.
- If you have been unable to get in contact with either the HECO or AHECO, commence the VT-4 HECO Checklist in Tab 2 of the HECO Binder.

Secure from Hurricane Conditions:

- Date and time notified by CTW-6 to set COR V and recall squadron personnel _____.
- Notify all personnel utilizing the text messaging/recall procedures found in Tab 3 of HECO Binder.

Notes/Lessons Learned:

HECO Tropical Cyclone/Hurricane Conditions of Readiness (COR) Checklist**Tropical Cyclone/Hurricane COR IV:**

(Trend indicates a threat of destructive weather within 72 hours)

- Date and time notified to set COR IV.
- Report attainment of HUREVAC COR IV to CTW-6 HECO: LCDR Chris Kidney (904)449-6267. Inquire into the location and time of a possible VTC with Emergency Operations Center (EOC), and estimated H-hour for possible HUREVAC.
- Notify CO, XO, and all DH's. Coordinate with the 1st LT and all Dept Heads for the securing of all of the squadron spaces.
- Coordinate with RBLO (LCDR Martinez), and have them contact the Base Liaison at the anticipated HUREVAC base to inform them of our attainment of COR IV and possible evacuation.
- Alert all aircrews on "VT-4 HUREVAC Flyaway List" to be available at work or recall number at all times for possible HUREVAC. Disseminate list via email, request volunteers, and form final HUREVAC aircrew list.
- Coordinate with Admin to ensure that DTS travel vouchers and orders are drafted for all possible fly-away crew members.
- Coordinate with OPSO/SWO for assignment of duty standers for duration of HUREVAC (or until COR V is set).
- Draft a rough schedule for fly away and route to CTW-6 HECO, LCDR Chris Kidney.
- Draft DD-175's, and jet cards for fly away crews (see TAB 9 in HECO binder).
- Oversee text messaging recall procedures being accomplished by SDO.
- Review in this binder:
 - o COMTRAWINGSIXINST 3140.2L (Destructive Weather Bill)
 - o COMTRAWINGSIXNOTE 3140 (Hurricane Season 2013)
 - o TRARONFOURINST 3140.1 (Destructive Weather Bill)
 - o TRARONFOURINST 3140.2 (Procedures for Hurricane Evacuation)

Tropical Cyclone COR III:

(Destructive weather is anticipated within 48 hours)

- Date and time notified to set COR III.

- Report attainment of HUREVAC COR IV to CTW-6 HECO: LCDR Chris Kidney (904)449-6267.
- Notify CO, XO, and all DH's. Coordinate with the 1st LT and all Dept Heads for the securing of all of the squadron spaces.
- RBLO (LCDR Martinez) depart to HUREVAC airfield.
- Alert all aircrews on "VT-4 HUREVAC Flyaway List" to be available at work or recall number at all times for possible HUREVAC. Disseminate list via email, request volunteers, and form final HUREVAC aircrew list.
- Submit smooth flight schedule for HUREVAC fly away to CTW-6 HECO, LCDR Chris Kidney.
- DLSO LT Warack to establish contact with the dependents of flyaway crews to ensure their security.
- Dept Heads – Ensure departmental spaces are secure and high value equipment has been removed/protected. Label items removed for ease of return (especially computers).
- 1st LT – Re-check squadron for removal of all objects which could become missile hazards in high winds. Supply departments with tape/trash bags necessary to secure spaces.
- When directed, commence evacuation: H-Hour: _____
 - o Starting at the top of the "VT-4 HUREVAC Flyaway Recall Check-off List", alert the appropriate number of aircrew as determined from steps 1 and 2 to report immediately for flyaway. Alert any remaining aircrew to remain at their recall on standby (**SEE HUREVAC Binder**).
 - o Launch sequence in accordance with WING directive. Start at the top of the Flyaway list and assign block times in order. Use the "HUREVAC Flight Schedule" in the HECO binder as a guide. Inform all aircrews of their assigned takeoff time when they arrive at the squadron.
 - o Coordinate with HECO and brief aircrews on flight routing and weather briefs.
 - o Submit to Base Operations a copy of flight schedule for all flyaway events.
- Review in this binder:
 - o COMTRAWINGSIXINST 3140.2L (Destructive Weather Bill)
 - o COMTRAWINGSIXNOTE 3140 (Hurricane Season 2013)
 - o TRARONFOURINST 3140.1 (Destructive Weather Bill)
 - o TRARONFOURINST 3140.2 (Procedures for Hurricane Evacuation)

Tropical Cyclone COR II:

(Destructive weather is anticipated within 24 hours)

- Date and time notified to set COR II

- Report attainment of HUREVAC COR IV to CTW-6 HECO: LCDR Chris Kidney (904)449-6267.
- Notify CO, XO, and all DH's.
- Report attainment to NETC Emergency Operations Center (EOC) (850) 452-4481. They will request the number of personnel remaining at the squadron through the hurricane.
- Dept Heads – Secure all personnel to homes or emergency stations once their department spaces are secure. Ensure all computers/electrical equipment are secured in plastic wrap and stored in interior spaces.
- 1st LT – Re-check squadron spaces for cross-taping of windows and removal of all objects which could become missile hazards in high winds.
- Secure all personnel to homes/designated shelters with the exception of the SDO.
- Review in this binder:
 - o COMTRAWINGSIXINST 3140.2L (Destructive Weather Bill)
 - o COMTRAWINGSIXNOTE 3140 (Hurricane Season 2013)
 - o TRARONFOURINST 3140.1 (Destructive Weather Bill)
 - o TRARONFOURINST 3140.2 (Procedures for Hurricane Evacuation)

Tropical Cyclone COR I:

(Destructive weather is imminent or anticipated within 12 hours)

- Date and time notified to set COR I
- Report attainment of HUREVAC COR IV to CTW-6 HECO: LCDR Chris Kidney (904)449-6267.
- Notify CO, XO, and all DH's.
- Ensure all evacuation aircrew are safely on deck.
- Report attainment to NETC Emergency Operations Center (EOC) (850) 452-4481.
- Maintain liaison with NETC Emergency Operations Center (EOC). NETC EOC is located in rooms A-103 through A-108 of building 600 (BOQ), 452-4481.
- If you receive the order to “evacuate the base,” take all measures to notify remaining personnel. Ensure duty personnel have transportation to a safe location.
- Review in this binder:
 - o COMTRAWINGSIXINST 3140.2L (Destructive Weather Bill)

- COMTRAWINGSIXNOTE 3140 (Hurricane Season 2013)
- TRARONFOURINST 3140.1 (Destructive Weather Bill)
- TRARONFOURINST 3140.2 (Procedures for Hurricane Evacuation)

Secure from Hurricane Conditions:

- Notify RBLOs to commence return to base.
- RBLOs – Supervise return to base using five minute departure interval. RBLO last to depart.

Notes/Lessons Learned: