



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL CONSTRUCTION BATTALION CENTER
4902 MARVIN SHIELDS BLVD
GULFPORT, MISSISSIPPI 39501-5001

IN REPLY REFER TO:
CBCGPTINST 3440.1C CH-2

AUG 20 2009

CBC GPT INSTRUCTION 3440.1C CHANGE TRANSMITTAL 2

From: Commanding Officer, Naval Construction Battalion Center,
Gulfport, MS

Subj: NAVAL CONSTRUCTION BATTALION CENTER, GULFPORT, EMERGENCY
MANAGEMENT (EM) PROGRAM

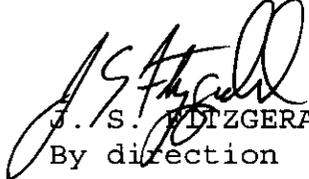
- (1) Revised Annex AA to Section II
- (2) Revised Annex Y to Section II

1. Purpose. To transmit revised Annex AA to Section II and
Annex Y to Section II.

2. Action

a. Remove old Annex AA to Section II, replace with revised
version in enclosure (1).

b. Remove old Annex Y to Section II, replace with revised
version in enclosure (2).


J. S. FITZGERALD
By direction

AUG 20 2000

REVISED ANNEX AA TO SECTION II

INSTALLATION AWAY TEAM

1. Information. The Installation Away Team (IAT) exists to provide critical command support to Naval Construction Battalion Center (NCBC), Emergency Operations Center (EOC) from a distant location during emergency situations.

2. Duties and Responsibilities. IAT members will normally be deployed to the designated location shortly after a TROPCON Condition (TROPCON) 3 is set for the installation. Therefore, team members should be released from duty after attending the pre-deployment briefing which will normally be held at TCC 4. The designated return time for members will be specified by the IAT Leader. Evacuating personnel will have the ability to contact their command representative through the toll free number (877)733-7303, which will be provided on the base wide evacuation order. When deployed, the NCBC Gulfport IAT will serve as the link between the NCBC Stay Behind Team, EOC and Commander Navy Region Southeast (CNRSE)/Commander Navy Installations Command (CINCLANTFLT). In addition, the IAT Team will:

a. Account for all personnel and their family members assigned to NCBC Gulfport and TWENTIETH Seabee Readiness Group.

b. Provide assistance to tenant and Geographical Area of Interest (GAOI) commands to account for their personnel.

c. Provide resources and assist employees and family members.

d. Maintain and update the installation status OPEN/CLOSED/LIMITED ACCESS.

e. Update Base Information Hot Line (228)871-2555.

f. Provide Liaison to NCBC Gulfport and CNRSE.

g. Provide administrative support.

h. Maintain Communications via computers on the C4I Suite.

3. Evacuation Team:

a. Executive Officer 1 NCBC

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b. IAT Assistant/NFAAS Tech/C4I	1	20 TH SRG
c. Personnel Support Detachment (PSD)	1	PSD
d. Admin Support Assistant	2	CBC Admin
e. Fleet and Family Center Rep directed) (Mass Care)	1	NCBC FFSC (as
f. Public Affairs directed)	1	CBC PAO (as

4. Responsibilities:

a. Emergency Manager will

(1) Coordinate radios and chargers with IAT Leader.

(2) Contact designated IAT location to ensure standing agreement is still in effect in the event of a mandatory evacuation and report to the Commanding Officer when complete.

b. Admin Officer will

(1) Prior to the IAT departure, the Admin Officer will provide updated Alpha Rosters, and the EM will provide any support kit that has been developed for use at the relocation site. A copy of the updated roster will be faxed to Commander, Navy Region Southeast, Regional Operations Center (CNRSE ROC).

(2) Tenant and GAOI commands (not major), that are not part of the IAT, will provide alpha rosters to the IAT Assistant quarterly and at each setting of TROPCON 4. Alpha Rosters will be maintained at the EOC.

c. IAT Leader will

(1) Conduct a thorough examination, with the financial manager for evacuation orders to be delivered to those CIVPERS and Family Members order to evacuate by evacuation zone(s). MILPERS will use Defense Travel System (DTS) for issuance of orders.

(2) Ensure all necessary equipment is dispatched to the designated safe haven to commence set up for mustering evacuated personnel, prior to a mandatory evacuation.

(3) Upon arrival at designated safe haven, a watch rotation will be set up to ensure all forms of communication for accounting of personnel are manned twenty-four hours a day.

(4) Develop and maintain a Support Kit containing all required items by Team members.

(5) When an evacuation is anticipated or the order is given:

(a) Ensure IAT members attend a pre-deployment meeting chaired by the IAT Leader, which will normally be conducted at TCC 4.

(b) Release IAT members from duty to allow them to make individual/family storm preparations as the situation permits.

(c) IAT members will attend the Evacuation Team Deployment Briefing (time and place specified during the pre-deployment meeting, normally TCC 3).

(6) Conduct annual training, no later than (NLT) June 1st for IAT Members to review responsibilities and duties, development of any required team support equipment/materials, personnel items, etc.

(7) If NCBC Gulfport relocates mobile equipment to the relocation site, the team leader will provide a list of this equipment to the Region Evacuation Team Leader. This list is to be reviewed annually NLT June 1st and re-certified or changed accordingly. Once the equipment is actually deployed, the CNRSE EM will be notified of what was deployed (904)542-0929 or Fax 904-542-0490, DSN 942). The CNRSE EM will in turn forward this information to the deployed Region Evacuation Team Leader so the arrival of the equipment can be coordinated with site personnel. Example: The CNRSE Mobile Command Post (MCP) is one piece of mobile equipment.

d. NCBC IAT Assistant will Maintain annually Alpha Roster verifications to commence one month prior to hurricane season and, will continue monthly verifications until the end of hurricane season.

(1) Ensure NCBC Admin conducts a Alpha Roster verification. Receive feed back from all Tenant and GAOI Commands and Departments on any changes to their Alpha Rosters

every month during hurricane season and one month prior to hurricane season. The alpha roster will be verified against the Total Workforce Management System (TWMS), since this information will be used to issue orders. This is accomplished monthly.

(2) Issue an e-mail at the beginning of hurricane season to designate location for the IAT in the event of a mandatory evacuation. Designated location is Naval Air Station (NAS) Meridian (Primary), and NAS Pensacola (Secondary).

(3) Ensure IAT Members initiate evacuation orders in (DTS) in a timely manner for approval.

e. IAT Staff will assist the IAT Leader in any tasks needed to be completed prior to, during, and/or following the evacuation of NCBC, as well as, perform the following tasks:

(1) Upon initiation of the NFAAS requirements, all staff members will ensure they have access and are familiar with how to accurately account for personnel listed.

(2) Prior to departing NCBC ensure an accurate list of phone numbers and Points of Contact (POC) for all Tenant and GAOI commands are in hand.

(3) Upon reaching the designated IAT location an internet connection will be established and NFAAS will be opened to begin accounting for personnel once they have reached their designated safe haven.

(4) Upon reaching the designated location a call will be made to the NCBC EOC to notify of safe arrival.

(5) The watch will receive calls from the EM identifying all materials needed at the EOC. Once the CO has announced all-clear, the IAT will notify those members that they are being recalled to NCBC. Upon departure of specified individuals and equipment, the IAT will call EM to notify that all personnel and equipment are enroute to NCBC Gulfport.

(6) Tenant and GAOI commands are responsible for mustering their personnel. However, if NFAAS reflects NCBC Tennant and GAOI commands fail to muster on time, a call will be made to the Commanding Officers Representative (COR) to inform them to complete mustering.

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|----|---|------------------------------|----------------------------|
| d. | 3 | EA-Radios (EM Provide) | 2 EA-Radio Chargers. |
| e. | 3 | EA-Ink Pens (Blk.) | 1 EA-External Hard Drive. |
| f. | 5 | BX-#2 Pencils | 5 BX-Paperclips. |
| g. | 5 | EA-Lexmark Blk. Ink Crdtgs. | 8 EA-Staplers. |
| h. | 5 | BX-Standard Staples | 6 PK-Memo-size Legal Pads. |
| i. | 2 | BX- Rewritable CDs | 12 EA-Steno Note Pads. |
| j. | 1 | EA- Three-hole Punch | 5 EA-White 2" Binders. |
| k. | 9 | PK- Letter-size Writing Pads | 7 EA-Black 1" Binders. |
| l. | 5 | EA- White 1" Binder | 2-EA-Laptop w/Air Cards. |

Note: The items listed above are a baseline of items before deploying the IAT. Additional supplies may be needed based on anticipated severity of approaching hurricane.

Note: The number of IAT personnel may fluctuate based on anticipated severity of approaching hurricane.

Note: Ensure a Government Gas Credit Card has been issued if a government vehicle will be used for transportation. Completion of the Fleet Fuel Card Course is required. Once on site:

- a. Contact the CNRSE Mustering cell.
- b. Contact the CNRSE ROC at DSN 942-3118 or (904)542-3118 and provide them with local contact numbers.
- c. Prepare a work station.
- d. Develop a 24-hour work schedule in coordination with the CNRSE Mustering cell.
- e. Maintain accurate logs, records and notes. These will be reviewed to develop better practices and procedures for future evacuations.

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ANNEX Y TO SECTION II

EVACUATION MANAGEMENT

1. Scope. The Commanding Officer (CO), Naval Construction on Battalion Center (NCBC) is responsible for Evacuation Management for all assigned units on board NCBC, Gulfport. An effective evacuation is dependant on several factors: Shelter and assistance, the type of casualty, number to be evacuated, time constraints, availability of transportation, duration of the relocation, and the planning efforts made.

2. Concept of Operations. CO NCBC will order evacuations as necessary to avoid imminent danger to life (JTR 610J).

3. Exemption. None

4. Assumptions

a. In most incidents, preparation time in advance of the execution order will be available.

b. A majority of the assigned personnel will be able to perform evacuation functions in a timely manner.

5. Limitations. None

6. References

(a) OPNAVINST 3440.17-Navy Installation
Emergency Management Program

(b) CNICINST 3440.17-Navy Shore Installation
Emergency Management Program Manual

(c) OPNAVINST 3440.16C-Navy Civil Emergency
Management Program

(d) National Incident Management System (NIMS)
National Response Plan (NRP)

(e) Harrison County, MS Evacuation Zone Maps

(f) Jackson County, MS Evacuation Zone Maps

(g) Hancock County, MS Evacuation Zone Maps

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7. Evacuation Types

a. Ordered. Non-selective evacuation with only critical personnel allowed to remain on board to ensuring mission requirements. Travel entitlements are authorized in this case.

b. Authorized. Strongly suggested evacuation, because of potential danger to personnel with probable loss of services. Travel entitlements are authorized in this case.

8. Evacuation Sizes. There are two sizes of evacuation.

a. Localized Evacuation. Circumstances making an evacuation necessary are expected to improve to the extent that the evacuated dependents can return to member's permanent duty station. Example: If a Category 1 Hurricane threatens NCBC Gulfport, the CO will order a localized evacuation of base housing and off-base Government Quarters to the shelters (on-base or off-base shelters).

b. Limited Evacuation. Circumstances are not expected to improve to permit family members to return to the member's permanent duty station in a reasonable period. Family members are entitled to travel allowance to a designated location.

(1) When the CO orders an Evacuation to all or part of the facility (including off-base government quarters), a safe haven or designated place must be specified. The Evacuation site for NCBC Gulfport will be determined by the incident not to exceed a 400 mile radius from Gulfport, MS.

(2) Evacuation will be ordered or authorized by evacuation zones appropriate to the affected area. An order from local county officials to evacuate zones is not authorization for entitlements. The Installation CO must order evacuation in order for personnel to receive entitlements. Personnel are encouraged to review references (e), (f) or (g) to identify which evacuation zone(s) they reside in prior to Hurricane season.

9. Roles and responsibilities

a. The Emergency Manager EM will

(1) Identify and designate specific evacuation routes.

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(2) Develop mutual aid agreements as required to ensure support. Provide assigned personnel with guides to facilitate personnel evacuation preplanning efforts.

(3) Prior to ordering an evacuation the Emergency Manager shall

(a) Coordinate with local highway officials (Law Enforcement, Department of Transportation) for road/highway status between the installation and the designated location.

(b) Coordinate with local emergency management officials to reduce the conflict with local populous movements, availability/location of shelters and restrictions that would have an effect upon evacuating personnel.

(c) Ensure assigned personnel are kept informed of the existing conditions of readiness and have them take preemptive measures (have prescriptions filled, top off fuel tanks, make hotel/motel reservations, etc).

(d) Coordinate with safe haven/designated location assigned personnel about preparations being taken to evacuate. Based on evacuation preparations, the Installation Away Team (IAT) will not be relocated to the Safe Haven location, they will be relocated to Naval Air Station (NAS) Meridian (Primary) or NAS Pensacola (Secondary) to coordinate activities. Installation Away Team (IAT) Instruction is located in Section II Annex AA of the Emergency Management Instruction.

(e) Institute base-wide evacuation notification using all means available to get the word out to evacuated personnel.

(f) Restrict the sale of gasoline at the Navy Exchange gas station to command sponsored, authorized patrons, mission essential personnel and authorized government vehicles. Gasoline may not be sold to fill gas tanks in boats or any other vehicle being towed or carried. Gas rationing will be per vehicle and at the discretion of the CO/Emergency Operations Center.

(g) Notify the designated IAT location EM that NCBC base evacuation has commenced.

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(h) Once the emergency has ended and personnel are allowed to return: Coordinate with local highway officials (Law Enforcement, Department of Transportation, etc.) for road/highway conditions returning to the Installation.

(i) Coordinate with local emergency management officials to reduce the conflict with local populous movements that may have a negative affect upon returning personnel. Develop after-action/lessons learned reports after every incident/exercise and update established plans, procedures or checklists as required.

(j) Prepare and staff evacuation authorization message for CO's release using sample attached TAB A.

(k) Coordinate verification of travel entitlement and travel claim processing per attached SOP TAB B.

10. Personnel

a. All personnel assigned to NCBC Gulfport are required to enter and maintain accurate and current information on Navy Family Accountability and Assessment System (NFAAS) website regardless of where the member intends to evacuate.

b. Military and civilian personnel are required to complete preparatory tasks and operational assignments during and after an emergency are designated CAT 5 personnel. CAT 5 personnel will be assigned to designated shelters depending on incident.

c. Military personnel residing in military housing/barracks will proceed to the designated shelter when directed by the Emergency Management Organization.

d. Military personnel living off base, and whose presence in a duty status is not required may:

(1) Use shelters on board NCBC or in the County they reside in.

(2) Evacuate inland or remain at home if they consider their residence safe.

e. After all clear is given, installation personnel able to secure a safe route to NCBC Gulfport will return to duty at the beginning of their next regularly scheduled work shift.

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f. All units on the Installation shall

(1) Ensure all assigned personnel complete the Assessment Survey located on the NFAAS website.

Note: During an evacuation of a specific location/area, mission critical billets/posts and first responder (CAT 5) teams must remain manned as identified in Section II Annex CC.

g. Once an evacuation is ordered all units on the installation shall:

(1) Provide evacuees with specifics of the safe haven, emergency contact numbers, reporting instructions.

(2) If available, provide transportation to evacuees.

Hurricane Evacuation Orders Dissemination

1. Purpose. To establish the process for dissemination of Hurricane Evacuation Orders of entitlement.
2. Scope. To cover all personnel, military and civilian, assigned to NCBC Gulfport/20THSRG UIC's of responsibility to include N62604, N55460, N49368 and N3242A.
3. Prerequisites. The NCBC Gulfport Commanding Officer orders or authorizes an evacuation from specified Evacuation Zones of Mississippi, Alabama or Louisiana.
4. Procedures.
 - a. Recall roster is pulled from Defense Eligibility Enrollment Report System (DEERS), Total Workforce Management System (TWMS) and Navy Family Accountability Assessment System (NFAAS) for address verification.
 - b. All personnel living in the affected evacuation zone(s) are authorized travel funds for evacuation per the evacuation authorization message (sample attached).
 - c. Upon return to base, all personnel living in the entitled Evacuation Zone(s) must complete evacuation orders.
 - d. CIVPERS and Family Members will be given a specific location to pick-up packets for processing of orders. MILPERS will use DTS for issuance of orders; however, each member must bring verification of address (utility bill, lease agreement, Page 2)
 - e. Command Staff will verify address, via (DEERS), (TWMS) or NFAAS data, against utility bill or lease agreement.
 - f. Military members, upon verification of address, will be given a letter of verification.
 - g. CIVPERS and Family Members, upon verification of address, will be given DD Form 1610 (Travel Orders), DD Form 1351 (Travel Voucher) and a copy of Travel Claim Check List.
5. Roles & Responsibilities. MILPERS and CIVPERS are responsible to bring all required documentation, to include **address verification information, before claims will be processed.**

SAMPLE EVACUATION AUTHORIZATION MESSAGE

FM CBC GULFPORT MS//
TO COMNAVREG SE JACKSONVILLE FL//
COMUSFLTFORCOM NORFOLK VA//N3/N5/N3AT/BWC//
COMDT COGARD WASHINGTON DC//
INFO CNO WASHINGTON DC//N1//
CDR USNORTHCOM//
HQ USNORTHCOM//J34//
CNIC WASHINGTON DC//N3/CDO//
(((ADD CBC TENANTS AND NCF))
UNCLAS
MSGID/GENADMIN/CBC GULFPORT MS//
SUBJ/EVACUATION ORDER AND GUIDANCE FOR HURRICANE XXXXXXXX//
REF/A/CBCGPTINST 3440.1C
AMPN/CBC DESTRUCTIVE WEATHER PLAN.//
POC/FOUNTAIN, LEWIS/CBC/EMERGENCY MANAGER/TEL: 228-871-3016//
GENTEXT/REMARKS/1. BY ORDER OF THE COMMANDING OFFICER OF NAVAL
CONSTRUCTION BATTALION CENTER GULFPORT (NCBC) AND WITH
CONCURRENCE FROM COMMANDER NAVY REGION SOUTHEAST (CNRSE), ALL
MILITARY AND CIVILIAN PERSONNEL ASSIGNED TO THIS INSTALLATION,
INCLUDING TENANT COMMANDS, AND THEIR DEPENDENTS ARE REQUIRED TO
EVACUATE THE FOLLOWING AREAS EFFECTIVE 1000L(1500Z).

HARRISON COUNTY EVACUATION ZONE A, B OR C
HANCOCK COUNTY EVACUATION ZONE A, B OR C
JACKSON COUNTY EVACUATION ZONE A, B OR C
CBC GULFPORT MAIN BASE
(AS APPROPRIATE)

FOR NCBC/20THSRG PERSONNEL, ATLANTA, GA OR 400 MILE RADIUS OF
GULFPORT MS HAS BEEN DESIGNATED AS THE SAFE HAVEN LOCATION.
TENANT AND GAOI COMMANDS SAFE HAVEN LOCATION AND INFORMATION
WILL BE DESIGNATED AND DISSEMINATED BY TENANT AND GAOI COMMAND
LEADERSHIP. THE NCBC CRISIS ACTION TEAM/AWAY TEAM WILL
ESTABLISH A MUSTERING AND ACCOUNTABILITY CELL AT NAS MERIDIAN
MS. (OFFICE AND PHONE #)

2. ONLY SPECIFIED CATEGORY 5 CRITICAL PERSONNEL WILL REMAIN ON
BOARD NCBC GULFPORT TO PERFORM ESSENTIAL FUNCTIONS. ALL OTHER
PERSONNEL IN DESIGNATED AREAS LISTED ABOVE ARE REQUIRED TO
EVACUATE.

3. PER REFERENCE A, PRE-DESIGNATED PERSONNEL ARE REQUIRED TO
REPORT FOR DUTY AT THE EMERGENCY OPERATION CENTER (EOC).

4. UPON ARRIVAL AT SAFE HAVEN, ALL PERSONNEL WILL MUSTER AS
SOON AS POSSIBLE. PERSONNEL ASSIGNED DIRECTLY TO NCBC GULFPORT
MUST MUSTER BY:

ENCLOSURE

- A. LOGGING ON TO NFAAS WEBSITE: [HTTPS://NAVYFAMILY.NAVY.MIL/](https://NAVYFAMILY.NAVY.MIL/)
 - B. CALLING INSTALLATION AWAY TEAM (IAT) (PHONE # (877)733-7303).
 5. ALL PERSONNEL ASSIGNED TO TENANT AND GAOI COMMANDS SHALL MUSTER PER THEIR COMMAND'S MUSTERING PROCEDURES. TENANT AND GAOI COMMANDS SHALL FORWARD DAILY MUSTER REPORTS TO THE IAT TEAM CELL NO LATER THAN 1000L EACH DAY. THE IAT TEAM CELL WILL FORWARD DAILY MUSTER REPORTS TO CNRSE REGIONAL OPERATIONS CENTER (ROC) AT 904-542-3118 DSN 942-3118.
 6. MILPERS WILL USE DTS FOR ISSUANCE OF ORDERS. CIVPERS AND FAMILY MEMBERS WILL BE ISSUED ORDERS BY PARENT COMMAND.
 7. TENANT COMMANDS SHALL BE RESPONSIBLE FOR PAYING EVACUATION ALLOWANCES TO ASSIGNED PERSONNEL, PER JFTR/JTR.
 8. COMMANDING OFFICERS AND OFFICERS IN CHARGE SHALL COLLECT PRE EVACUATION INFORMATION. INFORMATION SHALL INCLUDE EVACUEE'S PLANNED DESTINATION, PHONE/EMAIL, AND A POC OUTSIDE OF THE AFFECTED AREA.
 9. RETURN TO AFFECTED AREA WILL BE DETERMINED BY THE NCBC 9CO. FOR UPDATES PLEASE CALL (PHONE #), NCBC GULFPORT INFORMATION HOTLINE FOR THE MOST CURRENT STATUS.
 10. EFFECTIVE TIME OF THIS NOTICE IS (TIME).//
- BT