



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-1
Code N91
28 Apr 09

CBC GPT INSTRUCTION 3440.1C CHANGE TRANSMITTAL 1

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

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

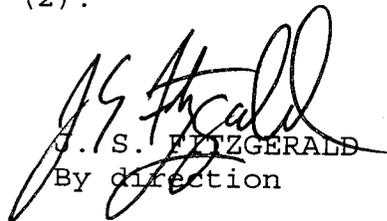
Encl: (1) Revised Annex B to Section II
(2) Revised Appendix 1 to Section IV

1. Purpose. To transmit revised Annex B to Section II and
Appendix 1 to Section IV.

2. Action

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

b. Remove old Appendix 1 to Section IV, replace with
revised version in enclosure (2).


J. S. FITZGERALD
By direction

ANNEX B TO SECTION II

NCBC GULFPORT EMERGENCY OPERATIONS CENTER

1. Scope. The Naval Construction Battalion Center (NCBC), Gulfport Emergency Operations Center (EOC) provides designated command personnel the ability for operational command and control responses to an incident occurring on and/or off-base. From this facility, manpower, equipment and supplies can be directed, coordinated or support any Federal, state and local (including commercial) agencies. The NCBC EOC (Bldg 324) will be activated/staffed in response to any significant disaster or threat that has occurred, is occurring, deemed imminent or probable.

2. Exemptions. None

3. Assumptions

a. Maintenance, operability and control of the EOC is the responsibility of the NCBC Gulfport Emergency Manager. The activation is restricted to Commanding Officer or their designated representatives.

b. A majority of Category 5 Emergency Responder Personnel will be able to respond to the incident.

c. Sustainment of Emergency Management Operations (EMO) will continue during the incident.

4. Limitations. Recall of EOC personnel can be accomplished through the use of a telephone alerting system. But it is time consuming if a manual dial up procedures must be utilized. Casualty specific recall lists and procedures established for notifications should be developed for most major incidents requiring numerous calls.

References: (a) OPNAVINST 3440.17 Navy Installation Emergency Management Program
(b) CNICINST 3440.17 Navy Shore Installation Emergency Management Program Manual
(c) OPNAVINST 3440.16 Navy Civil Emergency Management Program
(d) National Incident Management System (NIMS)
(e) National Response Plan (NRP)

5. Roles and Responsibilities

a. Concept of Operations. The members needed to staff the EOC to cope with the incident can vary greatly dependent upon the type and scope of the casualty involved.

b. All Commands shall:

(1) Ensure assigned individuals filling EOC position's have the ability and authority to direct their organization's personnel, material and equipment.

(2) Provide EMO a list of personnel assigned EOC positions and how they can be contacted (Form (B-1) is provided for this requirement). Each designated EOC position should have a sufficient number of personnel assigned to it to ensure a 24-hour operation for an unspecified period of time. Command Emergency Management Director should be notified of personnel changes as soon as they are known; however, the list is to be reviewed quarterly to ensure its accuracy.

(3) Ensure the currency of organizational source data/material kept at their EOC position. Maintenance of that information/equipment is the responsibility of that organization and not Emergency Management Office staff.

(4) Equip, staff and operate an organizational operation center(s) needed to support any incident activity.

(5) CDO watchstanders must maintain a written recall list for incident responding members in case their automated telephone system fails or (if the installation does not have such a system) to notify needed responding members.

c. NCBC, Gulfport shall:

(1) Provide personnel for the following Incident Command System (ICS) positions:

(a) Command Staff

1. Incident Commander (Watch Officer)
2. Safety Officer
3. Legal Officer

4. Public Affairs Officer
5. Liaison Officer (as required)
6. Technical Advisor (as required)
7. OPREP Drafter

(b) Operations Section

1. Section Chief-dependent upon the casualty
2. Fire Department
3. Security
4. 20Th SRG R-3
5. Public Works
6. Administration (Scribe)

(c) Planning Section

1. Section Chief-dependent upon the casualty
2. Environmental Division
3. Administration (Documentation Unit and

Scribe

4. Others-numbers and qualifications dependent

upon casualty

(d) Logistics Section

1. CBC Supply-Section Chief
2. Administration (Scribe)
3. Others-number and qualifications dependent

upon casualty

(e) Finance/Administration Section (If required)

1. Business Manager-Section Chief

2. Others-to be requested from CNRSE as required.

(2) Maintain operational control over the EOC (EMO).

(3) Alternate Emergency Command Center (AEOC) will be provided at building 432, room 144, with similar basic functions should the Installation EOC become non-operational (EMO).

(4) Equip and maintain a Mobile Command Post (MCP) for direct support for an incident's On-Scene Commander, if applicable.

(5) Prepare an appropriate Watchbill when conditions warrant using Forms (2) or (3) or appropriate ICS Form 207 - Organizational Chart.

d. Naval Branch Health Clinic (NBHC) will: Staff the Operations Section medical position.

e. Tenant Commands will fill the following ICS positions for incidents outside the purview of the Installations capability (if applicable):

(1) Incident Commander

(2) Operation, Planning and Logistics Section (*Chief, Divisions/Branch Supervisors and Group Members).

f. Emergency Manager shall

a. Develop procedures and assign/train personnel needed to ensure the AEOC can be operationally functional as quickly as possible.

b. Maintain pre-staged administrative supplies and equipment.

c. Develop and implement procedures to authorize EOC staff representatives access to the AEOC, when required.

6. Installation EOC Personnel Notification/Recall Information. This form will be completed whenever changes occur to existing EOC personnel or manning requirements. Completed forms will be submitted to NCBC EMO for updating the incident notification roster. Each organization or EOC position is limited to three individual assignments to allow for a manageable alerting program. (NOTE: This form is the responsibility of the organization's Emergency Management Representative).

7. Alternate Emergency Operations Center. The Alternate Emergency Operations Center (AEOC), will be located in NCBC Gulfport Bldg 432, room number 144 should the EOC (Bldg 324) become unusable. While the AEOC will not be equal to the capabilities of the Installation EOC, it should be structured to address the most critical command and control capabilities with minimum activation time/requirements.

EOC Position _____ **Date** _____

Primary Contact:

Name: _____
Command and Code: _____ & _____
Phone Number Work: _____ Pager: _____
Home: () - _____
Cell: () - _____

Secondary Contact:

Name: _____
Command and Code: _____ & _____
Phone Number Work: _____ Pager: _____
Home: () - _____
Cell: () - _____

Tertiary Contact:

Name: _____
Command and Code: _____ & _____
Phone Number Work: _____ Pager: _____
Home: () - _____
Cell: () - _____

Form submitted by: _____ Ext. _____

(Form B-1)

EMERGENCY OPERATIONS CENTER 2 SHIFT WATCHBILL

The following tasked Directorates/Staff will complete this form for their organization and submit it to EMO upon request.

Directorate/Staff	Port Duty	Starboard Duty
COMMAND STAFF		
Watch Officer		
Public Affairs Office		
Liaison Officer		
Admin		
OPERATIONS TEAM		
Fire Dept.		
NBHC - Clinic		
Navy Police		
Scribe		
PLANNING TEAM		
Public Works		
Regiment		
R-436		
Mass Care		
Scribe		
LOGISTICS TEAM		
Supply		
Scribe		
FINANCE TEAM		
Business Manager		

(Form B-2)

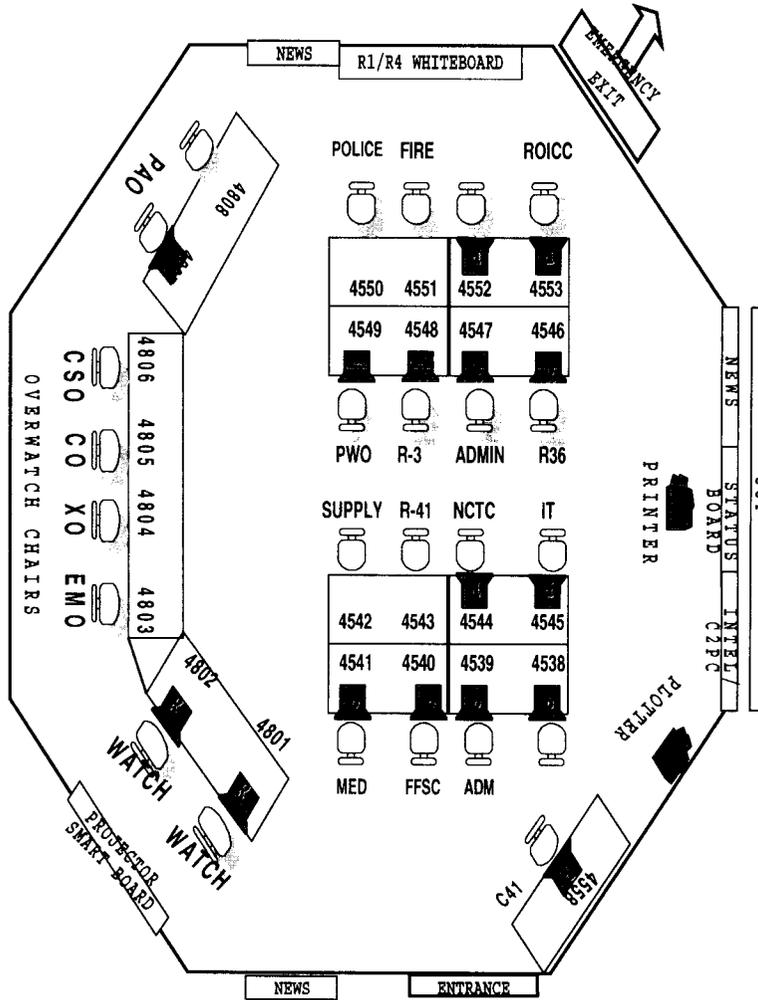
28 Apr 09

Table will change each Hurricane season and the master list with contact phone numbers will be kept by the Emergency Manager.

Muster at Building 324 at TROPCON 3 for briefing, stand up EOC at TROPCON 2

FUNCTION	STAFF MEMBER	NAME
Commanding Officer	CO	
Staff Duty Officer	XO/NMPS OIC	
Staff Duty Officer	CSO	
Military Liaison	CBC CMDCM	
Command Advisor/DSCA Liaison	EMO	
HCCD Liaison	20TH SRG	
Battalion Resources	20TH SRG	
Communication Officer	20TH SRG R76	
CED & R46 Rep	20TH SRG	
Security	CBC Code 800	
Public Works	CBC Code 400	
NBHC	CBC Code 100	
Supply	CBC Code 500/501	
NCTC Resources	CO, NCTC	
Public Affairs	CBC Code 15	
Personnel and Welfare	CBC Code 13	
Military Personnel Issues	OIC, PERSUPPDET GPT	
Admin Officer	20TH SRG R-1	
Telecommunications	NCTAMS LANT DET	
Contractor Issues	ROICC Gulfport	
Funding/Procurement	CBC Code 10B	
Safety	CBC Code 10S	
Bachelor and Family Housing	CBC Code 20/GMH	
Contractor Issues	ROICC Gulfport	
Staff Judge Advocate	SJA	
NCIS	NCIS	
Pascagoula Liaison	NAVSTA/SUPSHIPS	

CBC EOC LAYOUT



APPENDIX 1 TO SECTION IV

DESTRUCTIVE WEATHER

1. Scope. This appendix describes hazardous weather elements as high wind gusts, high sustained winds, thunderstorms, tornadoes, hail and/or lightning. Because of the Naval Construction Battalion Center (NCBC), Gulfport's location, it and the installations within its area of responsibility, are at risk from several hazards existing in and from various weather systems/conditions. This appendix addresses those hazards and the setting of preparatory/mitigating tropical cyclone conditions criteria, where applicable.

2. Reference

(a) CNRSEINST 3140.1I

Storm Events: <http://www4.ncdc.noaa.gov/cgi-win/wwcgi.dll?wwevent~storms>.

Tropical Cyclone:

<http://www.fema.gov/hazard/hurricane/index.shtm>

Flood Risk:

<http://www.floodsmart.gov/floodsmart/pages/riskassesment/findpropertyform.jsp>.

NOAA: National Climatic Data Center:

<http://lwf.ncdc.noaa.gov/oa/ncdc.html>

Storm Events: <http://www4.ncdc.noaa.gov/cgi-in/wwcgi.dll?wwevent~storms>

Storm Events: <http://www4.ncdc.noaa.gov/cgi-win/wwcgi.dll?wwevent~storms>

3. Overview. Naval Construction Battalion Center, Gulfport is subject to various weather phenomena from mild pleasant conditions to a catastrophic life taking environment. This appendix addresses weather conditions from gales to tropical cyclones.

4. General Guidance

a. Authority-CNRSEINST 3440.2D

b. Assumptions. There will be advance warning(s) of a Tropical Storms approach.

c. Roles and Responsibilities. Are assigned in the transmittal letter.

d. Mass Warning & Notifications. Will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels. Will be commensurate with Condition of Readiness (COR) settings.

f. Hazard-Specific Procedures. Deploy response units, securing/relocating equipment/materials, limiting installation population to Category 1A and 5 personnel and conducting evacuations/relocations as necessary.

5. COOP and Business Continuity Guidance. Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Regional Commander/NCBC Commanding Officer.

6. Training Requirements. No specific training required.

7. Equipment Requirements. No special equipment is required.

8. Exercise & Evaluation Requirements. Yearly participation in the Hurricane Exercise (HURREX), evaluate each preparedness checklist item, validate contact numbers, identify category 1A/5 personnel, coordinating with EMs for local expected activity and develop a Lessons Learned After Action Report with corrective actions required by date.

9. Additional Resources

a. Activation and deployment of Navy Emergency Preparedness Liaison Officer(s).

b. Should NCBC, Gulfport be affected, cellular phone service will probably be interrupted requiring mobile satellite communication towers to be in-place.

c. Specific Destructive Weather Data Sheets and associated checklists have been developed and placed in Section VI beginning on page VI-2-3 through VI-2-30. They are presented in the following order to match the categories below:

- Small Craft, Gale or Storm Warning
- Freeze Warning
- Thunderstorm Warning
- Electrical Storm Warning
- Tornado Warning
- Tropical Wind Warning
- Tropical Cyclone Warning
- Flood Warning

10. Small Craft, Gale or Storm Warning. Winds 33-49 knots (associated with a tropical system). Heavy rains, thunderstorms, lightning, tornadoes, storm surge and hail may also be expected. Small Craft, Gale or Storm Weather Warning conditions are associated normally with large low pressure systems or frontal passages. Once NCBC Gulfport is notified that it has been placed in a Small Craft, Gale or Storm Warning, the CDO will ensure the notification procedures outlined in section VI of this Instruction and are completed as outlined.

11. Freeze Warning. A freeze warning condition may be associated with snow, freezing rain and icing conditions. Freezes are normally short lived on the Mississippi Gulf Coast but can be extremely dangerous during the affected time because of the lack of appropriate support equipment. Freezing Conditions are defined by a mild freeze and a hard freeze. Mild freeze is when temperatures are forecasted to be 28 to 32 degrees, which in this instruction will be Condition One. A Hard Freeze is when freezing temperatures are longer than 12 hours and will be Condition two.

CLASSIFICATION	CONDITION
CONDITION TWO	Freezing temperatures forecast in more than 12 hours.
CONDITION ONE	Freezing temperatures forecast within 12 hours.

Once the Quarterdeck is notified that they have been issued a freeze warning, the CDO will ensure the notification and mitigation procedures in section VI of this instruction are completed. The Public Works Officer has the overall responsibility of implementing this Cold Weather Plan.

The Facilities Management Engineering Division Manager shall

- (1) Notify the designated commands, departments, and activities to implement their cold weather plans.
- (2) Annually, before 1 September, update this plan and submit the revision to the Emergency Manager.
- (3) Notify the following commands/departments/activities to implement the Cold Weather Plan:
- (4) CBC Quarterdeck-For information purposes

12. Thunderstorm. Thunderstorm phenomena in the Mississippi Gulf Coast area is associated with frontal passages, sea breezes and diurnal air masses. They are not identified specifically with large pressure systems such as tropical storms or hurricanes; but, rather assumed to be a normal part of them. Once the Command is notified that they have been issued a thunderstorm condition, the CDO will ensure the notification procedures are completed as outlined in Section VI.

a. Electrical Storms are associated with Thunderstorms. If an Electrical Storm Warning is received, the CDO will ensure the notification procedures are completed as outlined in Section VI.

13. Tornado. NCBC Gulfport is susceptible to tornados and the damage they cause. A tornado is the most violent of all storms. Spawned by strong thunderstorms, they can cause fatalities and destroy a neighborhood in seconds. Tornados are rotating funnel-shaped clouts extending from a thunderstorm to the ground with whirling winds possibly reaching 300 miles per hour. Tornados can last any where from a few minutes to twenty minutes or longer and the damaging paths they create can range from a yard to a mile in width and up to 50 miles long.

a. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Clearly visible or obscure, they have a loud roaring noise likened to that of a train.

b. Waterspouts are tornadoes that form over water. Their effects normally diminish quickly once they pass over land.

c. Tornado Conditions

(1) Condition 2 - Destructive winds accompanying the phenomena indicated is expected in the general area within 6 hours.

(2) Condition 1 - Destructive winds of force indicated accompanying the phenomena is imminent. Lightning, thunder and hail are anticipated. A less than 30 minute warning is likely. Tornadoes, the most localized damaging wind systems, normally give little warning prior to their arrival. Fortunately, with improved meteorological radar systems, their paths can be tracked, formations forecasted and appropriate tornado alerts can be issued. (NOTE: Waterspouts are not addressed to any detail in this section. Because of their short life once on land and their ability to form under very weak conditions.) Because the variance in the time elements and that possible/actual threat circumstance vary greatly between tornado conditions II and I, the following is provided:

d. Tornado Watch/Tornado Condition I

(1) An alerting message originated by the National Severe Storms Forecast Center, Kansas City, MO.

(2) Indicates a tornado is likely to occur within a given area.

(3) Personnel should watch for local weather developments, and prepare to take self-protection measures.

(4) Implement self-protection measures when it is apparent that a tornado is approaching, whether the alert is sounded or not.

e. Tornado Warning

(1) Issued by the cognizant weather bureau office when a tornado has actually been sighted in the area or indicated by radar.

(2) The warning may include the forward speed and bearing of the tornado.

(3) When the Tornado ALERT is sounded, a Tornado Warning is in effect for the Center.

(4) All hands will maintain a vigilant weather watch until the All Clear is announced.

(5) Housing personnel are encouraged to take shelter in warehouse 18.

(6) Personnel in trailers go to nearest brick building.

(7) All Clear. Issued by the weather bureau office when the threat from a tornado no longer exists.

(8) Responsibility

(a) The Emergency Manager is responsible overall for the execution of this Standard Operating Procedure (SOP), and will ensure the cognizant representatives implement the requirements noted herein.

(b) The Command Duty Officer (CDO) shall:

(1) Remain on the Quarterdeck when a Tornado Watch is in effect.

(2) Employ the Emergency Notification List to inform the chain of command of probable destructive weather threat.

(3) Ensure dispatch personnel are providing a communications guard on one of the local radio and television stations.

(4) Use broadcast warnings from the communications guard and local radio and television stations as official warnings.

(5) Disseminate Tornado Watch, All Clear and related tornado messages in accordance with the Emergency Notification List.

(6) When a Tornado Warning message is received indicating that Harrison, Jackson, and Hancock counties are in the warning area, will direct:

(7) Direct the Emergency dispatcher to make the Tornado Announcement on the Big Voice repeating one or more times, as necessary, to alert Housing residents.

(8) Direct OOD to open Warehouse 18, and stand-by to receive residents.

(9) Direct CBC Gulfport Emergency dispatcher to pass on All Clear to shelter personnel and residents of NCBC Gulfport.

f. The Emergency Dispatcher shall:

(1) Inform the CDO at CBC Gulfport Quarterdeck when the word is received that a Tornado Warning is in effect in Harrison County.

(2) Make Big Voice announcements as directed by the CDO.

(3) Dispatch security units to Housing Areas to alert residents to take shelter at Warehouse 18 or indoors.

(4) Pass on Tornado Watch, Tornado Warning, and All Clear messages to residents via the CBC Gulfport Quarterdeck as directed by the CDO.

g. The Officer of the Deck shall:

(1) Retrieve the shelter key from Dispatch.

(2) Proceed immediately to Warehouse 18, open the door and stand by to accept Housing residents when a Tornado Watch/Warning is in effect.

h. The Fire Chief shall: maintain an alert status in case of recall of fire fighting teams for deployment on or off the Center.

i. The Branch Health Clinic, Gulfport, shall:

(1) Maintain an alert status for deployment of forces on the Center during normal duty hours.

(2) Prepare to recall designated medical team personnel.

j. Contingency. When a tornado strikes the Center or the local area, and disaster recovery measures are required:

(1) Activate the EOC (EOC) (Building 324) as dictated by the severity of the casualties.

(2) Direct all emergency measures and keep CNRSE informed of damage, casualties, and assistance required.

k. Self Protection Measures

(1) Certain self-protection measures are advised to reduce death or injury to individuals when a tornado strikes.

(2) The following actions are advised to personnel on the Center when a tornado is approaching:

(3) Evacuate mobile homes and remain inside all other housing structures.

(4) Take shelter on only the first floor of a building and stay clear of windows and doors.

(5) Personnel in vehicles should leave the vehicle and seek shelter unless they can drive out of the storm's path.

(6) Do not seek shelter in buildings with wide, free-span roofs, such as the gymnasium.

(7) Take cover under heavy furniture or equipment, preferably near an inside partition.

(8) If in the open and a building cannot be reached, take one of the following actions depending on time available:

(a) Move away from the tornado's path at a right angle.

(b) If there is no time to take shelter or escape, lie flat in the nearest ditch.

(9) Tornado Condition II requires the normal CDO notification procedures annotated in Section VI.

(10) Tornado Condition I requires "immediate and special" actions by the CDO to get the word out the quickest way to the greatest number of people possible. Big Voice and Security Vehicles are just a few. This action is taken when:

(a) The installation is placed in a TORNADO Condition I (indicating an immediate threat, Tornado Warning)

(b) If a visual tornado/waterspout is made on or near the base/installation and the Host Command CDO considers the sighting valid.

(c) After the TORNADO Condition I alert has been initiated, complete the normal notification procedures as outlined in section VI of this instruction as soon as possible.

(d) When the tornado threat to base/installation has ended, an all clear signal needs to be given. The all clear signal will only be given after the threat is over. When the TORNADO Condition I valid time has passed, call Local weather bureau to verify its expiration. The passage of the valid time in itself is not sufficient to issue an all clear. Securing from Waterspout threats are left to local bases/installations.

14. Tropical Wind Warning will normally be issued more than 12 hours prior to the arrival of 34 to 49 knot winds. If Tropical Wind Warning is received the CDO will ensure the notification procedures are completed as outlined in Section VI.

15. Tropical Cyclones. The tropical winds/cyclones affecting the NCBC Gulfport normally occur between 1 June through 30 November (referred to as the "Tropical Cyclone Season") with September being the peak month for storm activity. Tropical Cyclones have occurred in May and December; however, they are extremely rare in occurrence.

a. To prepare for a tropical cyclone arrival, NCBC, Gulfport will be placed into five distinct stages called Tropical Cyclone Condition's (TCCs). The Southeast Region will transmit yearly a COR 5 message placing all installations under their watch on 1 June and a TCC termination message on 1 December. NCBC, Gulfport will transmit a TCC 5 attainment message back to the Region when they attain the conditions in their TCC 5 checklists.

b. Tropical Cyclone Conditions (TCCs)

(1) TCC 5 - Destructive winds possible within 96 hours. Due to the geographical location of NCBC, Gulfport, CNRSE requires the base to set and maintain TCC 5 as a minimum state of readiness from 1 JUN - 30 NOV.

(2) TCC 4 - Destructive winds possible within 72 hours.

(3) TCC 3 - Destructive winds possible within 48 hours.

(4) TCC 2 - Destructive winds anticipated within 24 hours.

(5) TCC 1 - Destructive winds are occurring or anticipated within 12 hours.

Once CBC Gulfport is notified that they have been placed in a Tropical Cyclone Condition, they will initiate steps further in this section. The CDO Check List is located in section VI of this Instruction.

c. Normally NCBC Gulfport will be placed in each TROPCON at the specified intervals (72 hours, 48 hours, etc.). However, there are times that these intervals may be reduced or skipped altogether due to late storm development or drastic changes in their tracks (course and/or speed). If a TROPCON is reduced in time or skipped, that does not negate the need to complete all prior normal sequenced checklist items.

(1) Categories of Tropical Cyclones. The minimum Tropical Cyclone has no category even though it has winds 50 to 63 knots (58 to 73 miles per hour). Damage primarily to shrubbery, trees, foliage and poorly constructed, non-secured utility buildings or fixtures (awnings, lawn furniture, etc.).

(a) Category One: Winds 64 to 82 knots (75 to 95 miles per hour). Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to permanent building structures. Storm Surge four to five feet above mean water level. Low-lying coastal roads inundated, minor pier damage.

(b) Category Two: Winds 83-95 knots (96 - 110 mph). Considerable damage to shrubbery and tree foliage, some trees blown down. Major structural damage to exposed mobile homes. Some damage to roofing material, windows and doors - no major damage to permanent building structures. Storm Surges ranging from 6' to 8' above water level. Coastal roads and low-lying escape routes inland cut by rising water. Considerable pier damage, marinas flooded. Evacuation of some shoreline residences and low lying island areas required.

(c) Category Three: Winds 96 to 113 knots (111 to 130 mph). Damage to shrubbery and trees. Foliage off trees, large trees blown down. Some roofing material damage, some window and door damage, some structural damage to small residences and utility buildings. Mobile homes destroyed. Minor amount of certain wall failures. Storm Surges 9' to 12' above water level. Serious flooding at coast with many smaller structures near coast destroyed. Larger structures damaged by battering of floating debris. Low-lying escape routes inland cut by rising water.

(d) Category Four: Winds 114 to 135 knots (131 to 155 mph). Shrubs and trees down. Extensive roofing material, window and door damage. Complete failure of roof structures on many small residences and complete destruction of mobile homes. Storm Surges ranging from 13' to 17' above water level. Major damage to lower floors of structures near the shore due to flooding and battering action. Low-lying escape routes inland cut by rising water. Major erosion of beach areas.

(e) Category Five (Cat 5): Winds greater than 135 knots (155 mph). Shrubs and trees down and roofing damage considerable. Very severe and extensive window and door damage. Complete failure of roof structures on many residences and industrial buildings. Extensive glass and some complete building failures; small buildings overturned and blown over or away and complete destruction of mobile homes. Major power distribution failures causing loss of water and sewer for an extended period. Storm Surge, greater than 18 feet above water level. Major damage to lower floors of all structures. Low-lying escape routes inland cut by rising water. Evacuation of residential areas situated on low ground within 5 to 10 miles of shoreline may be required.

TIME-PHASED ASSIGNMENTS

ALL DEPARTMENTS

16. During designated Tropical Cyclone Conditions (TCCs), each department/tenant shall

a. TCC FIVE (normal condition, 1 June-30 November)

- (1) Review the Destructive Weather Plan with assigned personnel.
- (2) Identify and effect required corrective actions necessary to meet obligated requirements outlined in this instruction.
- (3) Ensure required equipment and supplies are on hand to meet functional requirements.
- (4) Report attainment of TCC FIVE to Emergency Manager (X2123).
- (5) Distribute shelter registration cards to personnel intending on using CBC Shelters.
- (6) Maintain updated roster of all personnel.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Check availability of supplies and equipment, including generators, for emergency power.

(2) Check physical preparedness of buildings, grounds, and structures.

(3) Provide structural and material deficiencies and a plan of action for correction of noted items that are not correctable within 48 hours, to the Emergency Manager.

(4) Prepare a port and starboard watch bill to cover designated billets at the Emergency Operations Center.

(5) Inform housing residents onboard CBC Gulfport to secure gear adrift or loose objects in vicinity of their housing complex and other open areas.

(6) All tenant commands provide up to date recall bill to the Emergency Operations Center.

(7) Report completion of TCC FOUR tasks to Emergency Manager (X2123).

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Provide a list of material and structural deficiencies and a plan of corrective action for items that require greater than 24 hours to correct, to the Emergency Manager.

(2) Notify the Emergency Manager of working parties' requirements in preparation for hurricane force winds.

(3) Recall essential personnel that are on leave.

(4) Approve only emergency leave for military and civilian employees.

(5) Advise the Shelter Manager and Supply Officer of the anticipated number of personnel expected to utilize shelters.

(6) Keep all hands informed of the situation.

(7) Submit draft port and starboard watch bill to the Emergency Manager.

(8) Make final preparations to execute tasks required by TCC TWO.

(9) Report completion of TCC THREE to Emergency Manger (X2123).

(10) Assemble the Crisis Action Team at EOC for latest storm contingency.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Make final preparatory actions.

(2) Refuel all vehicles and return class B & C vehicles to the Public Works/R-36 Department upon completion of TCC TWO requirements. Ensure all keys are left with the dispatchers. NCTC may retain vehicles until training is suspended, but must return them before TCC ONE.

(3) Upon completion of hurricane preparations, return all CBC Gulfport station use vehicles not designated for recovery team usage to the Public Works Department.

(4) Staff the Emergency Operation Center.

(5) Report completion of TCC TWO tasks to Emergency Manager.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Implement specific requirements in accordance with this Checklist. Report attainment of TCC 1 to Emergency Manager.

f. HURRICANE PERIOD (sustained wind in excess of 74 miles per hour). Implement specific requirements in accordance with this Instruction.

g. POST-HURRICANE PERIOD. All Department Heads report to the EOC within 24 hours after the storm. Once the Commanding Officer has determined that the Center is restored to a safe condition, resume normal operations. Provide disaster recovery assistance as required under the normal operational structure.

17. During designated TCCs, TWENTIETH Seabee Readiness Group (20TH SRG), shall

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Ensure water trailers are serviced on a monthly basis.

(2) Inform the Emergency Manager, by 1 June, of the number of water trailers available for use during destructive weather conditions.

(3) Complete the requirements noted in paragraph 16a of this appendix.

(4) Ensure individual and team training is accomplished for 20TH SRG personnel assigned to emergency management teams.

(5) (1) Designate an officer from the "on-deck" Battalion (O-3 or above) as the On-Scene Commander for operations in the Command Post Shelter. This individual should complete appropriate disaster response training through NCTC early in the hurricane season.

(6) Assign a liaison Officer to the Harrison County EOC if required.

(7) Assign one Air detachment to the shelter for disaster recovery.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Inventory disaster equipment and rescue kits.

(2) Prepare to issue equipment and vehicles to battalions assigned post-hurricane community missions.

(3) Complete the requirements noted in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Prepare to evacuate any training area off site and evacuate under TCC TWO.

(2) Complete the requirements noted in paragraph 16c of this appendix.

(3) Assign personnel to the Director, Facilities Management Engineering Division, Public Works Department, to assist in boarding windows as directed.

(4) Position water trailers, as noted:

<u>Building</u>	<u># of Trailers</u>	<u>Number Provided by</u>
217	3	20 th SRG
321	1	20 th SRG
291	1	20 th SRG
295	1	20 th SRG
324	1	20 th SRG
437	3	20 th SRG

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Assist the Public Works in the delivery of generators to locations listed. Provide maintenance assistance to Public Works for generators as required.

(2) Install designated radio equipment in command vehicles, and establishes radio nets.

(3) Evacuate the tactical bivouac area.

(4) Position three fueled cargo trucks at Warehouse 217 and one fueled cargo truck at Bldg 291.

(5) Provide an up to date equipment status listing (two copies) to the Emergency Operation Center.

(6) Direct 20TH SRG (R6) radio operators to man their watch stations.

(7) Dispatch shelter Emergency Management Teams to Warehouse 217, 431, and communications operators to Building 432.

(8) Complete requirements listed in 16d of this appendix.

(9) Provide Emergency Manager with 48-hour plan.

(10) Direct the NMCBs to muster Disaster Recovery Teams before reporting to designated shelter.

(11) Provide two field ambulances to Building 295 for preparation by medical personnel and use in the hurricane shelters. Two of the four drivers provided for the Medical Team will initially operate these vehicles.

(12) Complete the requirements noted in paragraph 16d of this appendix.

e. TCC ONE (hurricane force winds expected in 12 hours or less)

(1) Establish communications with the command post inside Warehouse 217.

(2) Complete requirements listed in 16e of this Appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

g. POST-HURRICANE PERIOD. Assist in disaster recovery as required to regain mission posture.

(1) Assist Public Works with personnel to clear housing streets.

(2) Ensure personnel are available from CTR to issue recovery equipment.

18. During designated TCCs, the NAVAL CONSTRUCTION REGIMENT (22nd/25th NCR), shall

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Complete the requirements listed in paragraph 16a of this checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours) Complete the requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete the requirements listed in paragraph 16c of this appendix.

d. TCC TWO (hurricane force winds possible within 24 hours) Complete the requirements listed in paragraph 16d of this appendix.

e. TCC ONE (hurricane force winds expected in 12 hours or less)

(1) Complete the requirements listed in paragraph 16e of this appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

g. POST-HURRICANE PERIOD. Assist in disaster recovery as required regaining mission posture.

Complete the requirements listed in paragraph 16g of this appendix.

19. During designated TCCs, the Emergency Manager shall

a. TCC FIVE (normal condition, 1 June - 30 November)

(1) Direct Emergency Response Organization to set TCC FIVE.

(2) Provide a detailed briefing to CBC Gulfport staff and tenant commands to assure familiarity with the hurricane plan.

(3) Maintain liaison with Harrison County Civil Defense for hurricane planning purposes (Hotline, 865-4002; Keesler Emergency Manager, 377-2655/4647).

(4) Coordinate training requirements and assist function/team commanders in the development of training objectives.

(5) Ensure each personnel shelter and the EOC have current copies of required instructions, the center's telephone directory, and emergency communication procedures.

(6) Receive departmental TCC preparatory reports.

(7) Distribute shelter registration cards to NCBC Gulfport to ensure they can be prefilled prior to entering the shelter.

(8) Remind all CAT team members to ensure they have laptops checked to ensure they are compatible with the Round House settings.

(9) Report attainment of TCC FIVE to CNRSE N18ROC (DSN 942-3118)

(10) Ensure Security establishes grinder-parking plan.

(11) Review MOUs to ensure all agreements can be made during the Emergency.

(12) Ensure Security creates personnel shelter traffic plan to ensure that personnel can drop of personnel effects prior to parking on the grinder. This plan will encompass the details of personnel dropping effects off at the loading docks and also dropping personnel off using the buses from the grinder at the same time.

(13) Ensure Emergency Management Information Line is updated.

(14) Ensure subordinate units assigned to base recovery area provide 1RST 48-hour execution plan.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Direct CBC Gulfport Command and Task Organizations to set TCC FOUR per latest hurricane advisory.

(2) Begin tracking designated tropical cyclone.

(3) Establish liaison with Harrison County Civil Defense.

(4) Prepare to activate the Emergency Operations Center.

(5) Advise RPA of any assistance required to implement precautionary measures.

(6) Maintain cellular telephone on person.

(7) Receive departmental TCC preparatory reports.

(8) Direct Security to review grinder-parking plan and provide watch bill.

(9) Report attainment of TCC FOUR to CNRSE ROC (DSN 942-3118).

(10) Ensure Emergency Management Information Line is updated.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Direct CBC Gulfport Command and the Task Organizations to set TCC THREE per latest hurricane advisory.

(2) Review weather advisories.

(3) Prepare a command storm briefing and preparatory status update.

(4) Assemble CAT and advisors, as directed by the Commanding Officer, in the Emergency Operations Center.

(5) Prepare to staff the Emergency Operations Center.

(6) Request delivery of 100 bed linens, 50 blankets, 30 cots, and 50 pillows for the EOC contact extension 2505/2540). These items will be delivered at TCC TWO.

(7) Draft a port and starboard watch bill for designated billets at the Emergency Operations Center.

(8) Continue tracking the tropical cyclone.

(9) Leave dry-cell batteries for portable hand-held emergency equipment.

(10) Receive departmental TCC preparatory reports.

(11) Report attainment of TCC THREE to CNRSE ROC. (DSN-942-3118).

(12) Ensure shelter traffic patterns are in place.

(13) Coordinate with NCTC to borrow portable fans and cool units for the shelters.

(14) Update Emergency Management Information line.

(15) Ensure subordinate units assigned to recovery areas provide 24-hour execution plan.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Activate the Emergency Operations Center, Building 324.

(2) Advise all commands to backup computer data and store data disks and computer equipment in a safe place.

(3) Request the Supply Officer to deliver Meals-Ready-to-Eat (MREs) for 50 personnel, a one-week supply, for the EOC staff.

(4) Direct Emergency Management Recovery Teams to Muster.

(5) Provide hourly storm updates to the Executive Officer.

(6) Receive departmental TCC preparatory reports.

(7) Report attainment of TCC TWO to CNRSE ROC (DSN 942-3118).

(8) Appoint an EOC Master-at-Arms to coordinate:

(a) Delivery and issue of food, bed linen, and administrative supplies.

(b) Assign personnel lockers, bunks; and general policing of the Emergency Operations Center.

(9) Ensure Emergency Management Information Line is updated.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Dispatch the command representatives to The Harrison County Civil Defense Emergency Operations Center.

(2) Direct personnel to shelters.

(3) Direct Emergency Management Recovery Teams to muster.

(4) Direct chaplains into personnel shelters.

(5) Direct the Security Officer to secure vehicular access into and on board the Center.

(6) Receive departmental TCC preparatory reports.

(7) Receive hourly reports from personnel shelter managers.

(8) Report attainment of TCC ONE to CNRSE.

(9) Ensure Emergency Management Information line is updated.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

(1) Direct the flow of information via the Executive Officer.

(2) Direct emergency rescues, evacuations and repairs.

(3) Provide status report and updates to CNRSE ROC (DSN 922-4481).

(4) Ensure 20TH SRG (R76) maintains communications with Keesler AFB, if unable to contact CNRSE ROC.

g. POST-HURRICANE PERIOD

(1) Continue operating the EOC as directed by the Commanding Officer and damage recovery requirements.

(2) Ensure required equipment and personnel assets are maintained.

(3) Assess on station damages (Public Works Officer).

(4) Direct recovery operations (Commanding Officer).

(5) If required, request assistance from CNRSE ROC or Regional Planning Agent Coordinate helicopter assistance for use in damage assessment, if needed.

(6) Provide available assistance to civil authorities upon approval from higher authority, in accordance with COMNAVREGSE INSTRUCTION 3440.2B.

(7) Ensure base recovery is carried out IAW instruction.

20. During designated TCCs, the Public Works Officer shall

a. TCC FIVE (normal condition, 1 June - 30 November)

(1) Notify the Resident Officer in Charge of construction (ROICC), Keesler/Gulfport Area, to require contractors working at the Center to comply with applicable provisions of this Plan, Update recall of contract personnel.

(2) Complete requirements listed in paragraph 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Confirm availability and test run the generator designated for the 54th Street Lift Station.

(2) Complete requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) With the assistance of the Fire Department and Safety Office, conduct a field inspection of the Center to assure proper area tie-down and policing.

(2) Coordinate the collection, transportation and distribution of on base port-o-lets with Supply (Code 520).

(3) Complete requirements listed in paragraph 16c of this appendix.

(4) Assemble at the EOC as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) When directed, secure windows in accordance with the Public Works Department Destructive Weather Checklist. Buildings to be boarded include 30, 31, 317, 321, 448, 340 (north side only). The pre-cut panels are stored in Building 266.

(2) Coordinate test-operations of all auxiliary power sources at locations designated in this instruction.

(3) Obtain two copies of the latest Hurricane Damage Recovery Equipment Readiness Report.

(4) Bring current base plans, including electrical, water, sewer, and utilities, to the Emergency Operations Center.

(5) Secure dumpsters as appropriate because empty dumpsters will roll and tumble in 50-60 MPH winds.

(6) Man the Emergency Operations Center.

28 Apr 09

(7) Complete requirements listed in 16d of this appendix.

(8) Provide Emergency Manager with 24-hour recovery plan.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Start all auxiliary generators as directed by EOC personnel.

(2) Secure all government vehicles except emergency station-use vehicles.

(3) Complete requirements listed in 16e of this appendix.

(4) Secure power to housing units

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). Prepare Damage Assessment route and schedule. Monitor generator fuel consumption.

g. POST-HURRICANE PERIOD

(1) Ensure Damage assessment teams are dispatched and make housing recommendations based on the results provided by the Damage Assessment Team results and utility availability.

(2) Determine Generator requirement based on power outage and generator availability.

(3) Direct Damage Assessment Teams to conduct a rapid assessment of operationally critical base facilities. IAW local generated list.

(4) Restore station facilities, utilities and on-base personnel requirements, as directed by the Commanding Officer.

(5) Have dumpsters placed at Warehouse 217.

(6) Transport and connect the generator for the 54th Street Lift Station.

(7) Prepare Military Construction (MILCON) and special projects as required to repair damaged facilities.

21. During designated TCCs, the Supply Officer shall

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Direct the Contracting Officer, Code 520, to negotiate delivery of 36 port-o-lets, 36 washing stations (maximum) and one pump truck at TCC THREE.

(2) Complete requirements listed in paragraph 16a of this appendix.

(3) Review MOUs that would require storage and ensure the Emergency Manager is informed of MOUs.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Expedite out-shipments of priority items.

(2) Begin securing equipment and supplies in open or exposed storage.

(3) Determine availability of electric fans suitable for positioning in personnel shelters.

(4) Complete requirements listed in paragraph 16c of this appendix.

(5) Assemble at the EOC as directed by the Emergency Manager.

(6) Open warehouses to ventilate.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Ensure Warehouse 217 and 437 are Accessible for shelter managers to operate shelters.

(2) Deliver rations to shelters and EOC (Building 324).

(3) Provide 12-hour (initial) fuel supply for all portable and fixed generators and all installed auxiliary internal combustion engines.

28 Apr 09

(4) The Contracting Officer, Code 520, will notify a vender to deliver port-o-lets and washing stations to Warehouses 217 and 437.

(5) Make space available in Building 319E for Coast Guard rescue boat and pickup truck and any other MOUs that require storage.

(6) Man the EOC and maintain 24 hour watch in EOC for logistic support.

(7) Stage the port-o-let pumping truck at Warehouse 217.

(8) Complete requirements listed in 16d of this appendix.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Discontinue serving hot meals as directed by EOC personnel.

(2) Open the personnel shelters when directed.

(3) Assign personnel to man fuel trucks for refueling operation, and position one full diesel fuel truck at Warehouse 217.

(4) Complete requirements listed in 16e of this appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

g. POST-HURRICANE PERIOD. Secure the personnel shelters as directed by the EOC personnel.

(1) Coordinate logistic requirements with CBC & 20TH SRG Supply Officer.

(2) Deliver fuel for installed generator assets.

(3) Augment existing fuel storage capacity for surge requirements if required, Tactical generators, GOV, CESE.

(4) Determine lay down area for donated items.

(5) Determine storage area/capability for ice.

22. During designated TCCs, the Housing Officer shall

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Complete requirements listed in paragraph 16a of this appendix.

(2) Distribute/make available shelter registration cards to housing residents so they can be filled out prior to entering the shelter.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Complete requirements listed in paragraph 16b of this appendix.

(2) Inspect housing and barracks areas for flying debris and make report to the Emergency Manager.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 16c of this appendix.

(2) Assemble at the EOC as directed by the Emergency Manager.

(3) Ensure all Flying Debris identified from TCC 4 report has been removed.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Bachelor Housing residents to evacuate the Housing area when the shelters are activated.

(2) Deliver 100 bed linens, 50 blankets, 30 cots, and 50 pillows when directed by the Emergency Manager.

(3) Complete requirements listed in 16d of this appendix.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Ensure all bachelor housing units onboard the Center have been evacuated. Direct any remaining occupants to personnel shelters.

(2) Complete requirements listed in 16e of this appendix.

(3) Ensure all housing unit keys are available in the EOC for ready access to conduct Damage assessment inspections.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

g. POST-HURRICANE PERIOD. Provide assistance as directed by the EOC personnel.

(1) Determine housing inspection priority list.

(2) Ensure barracks personnel conduct room inspections and report results to the EOC.

(3) Ensure personnel are available to assist Public Works in Damage assessment.

(4) Conduct room to room inspection of each barracks.

(5) Determine BQ availability based upon damage.

(6) Ensure Housing Report Form is up to date.

23. During designated TCCs, after normal working hours, the Command Duty Officer/Watch Officer shall

a. TCC FIVE (normal condition, 1 June-30 November). Review preparatory requirements and familiarize the Watch Team with checklist directives.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Notify task organizations of latest TCC condition.

(2) In the absence of the Emergency Management Officer, implement preparatory actions listed in this Instruction.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Notify task organization of latest TROPCON condition.

(2) Complete requirements listed in this Checklist for the Emergency Manager in the absence of.

d. TROPCON TWO (hurricane force winds possible within 24 hours)

(1) Notify task organization of latest TROPCON condition.

(2) Turnover Command Duty Officer (CDO) duties to the watch Officer, in the Emergency Operations Center.

(3) Call-forward Quarterdeck telephones to the Emergency Operations Center, as directed.

(4) Secure Watch Section, as directed.

24. During designated TCCs, the Public Affairs Officer shall

a. TCC FIVE (normal condition, 1 June-30 November). Prepare news releases for military and civilian personnel concerning hurricane preparation and personnel shelter.

(1) Update the Emergency Information Line.

(2) Complete requirements listed in 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Update the Emergency Information Line.

(2) Complete requirements listed in 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours). Assemble at the EOC as directed by the Emergency Manager.

(1) Update the Emergency Information Line

(2) Ensure Marquees can be updated from the EOC.

(3) Complete requirements listed in 16c of this appendix.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Present local radio and TV announcements to the public concerning cancellation of shifts and other public notices, as directed by the Commanding Officer.

(2) Man the Emergency Operations Center.

(3) Update the Emergency Management Line/Marquee.

(4) Complete requirements listed in 16d of this appendix.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Contact local radio and TV stations to make announcements concerning cancellation of shifts and other public notices, as directed by the Commanding Officer.

(1) Update the Emergency Management Line/Marquee.

(2) Complete requirements listed in 16e of this appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). Make local radio and TV announcements concerning cancellation of shifts and other public notices as directed by the Commanding Officer.

g. POST-HURRICANE PERIOD. Provide a photographic damage assessment of facilities onboard CBC Gulfport. Make local radio and TV announcements concerning cancellation of shifts and other public notices, as directed by the Commanding Officer.

25. During designated TCCs, the Supervisory Safety and Occupational Health Specialist shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements noted in paragraph 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours). Perform a Center inspection, and report problems to area custodians and Emergency Manager. Complete requirements listed in 16.b. of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Re-inspect problem areas identified during TCC FOUR to ensure their correction.

(2) Assemble at the EOC as directed by the Emergency Manager.

(3) Complete requirements listed in 16c of this appendix.

d. TCC TWO (hurricane force winds possible within 24 hours). Provide assistance as required.

(1) Complete requirements listed in 16d of this appendix.

e. TCC ONE (hurricane force winds expected 12 hours or less). Complete requirements listed in 16e of this appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None

g. POST-HURRICANE PERIOD. Resume normal operations consistent with recovery requirements and TROPCON in effect. Report to XO immediately after storm to monitor recovery efforts.

26. During designated TCCs, the Fire Chief shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements noted in paragraph 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements noted in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements noted in paragraph 16c of this appendix.

(2) Assemble at the EOC as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours). Complete requirements noted in paragraph 16d of this appendix.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Station one fire truck, one pickup truck and a fire team inside designated warehouse. Complete requirements listed in 16.f. of this appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None

g. POST-HURRICANE PERIOD. Provide assistance as required.

27. During designated TCCs, the Construction Equipment Department Officer shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Start securing equipment in open storage areas.

(2) Assemble at the EOC as directed by the Emergency Manager.

(3) Complete requirements listed in 16c of this appendix.

d. TROPCON TWO (hurricane force winds possible within 24 hours)

(1) Assist in delivery of portable generators to locations if requested.

(2) Assist the Public Works Department, test-operate all auxiliary power sources (if requested).

(3) Complete securing equipment in open storage areas.

(4) Complete requirements listed in 16d of this Check sheet.

e. TCC ONE (hurricane force winds expected 12 hours or less). None

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None

g. POST-HURRICANE PERIOD. Resume normal operations consistent with recovery requirements and TCC in effect.

(1) Assist Public Works with generator repair as required.

(2) Complete requirements listed in 16g of this appendix.

28. During designated TCCs, the Morale, Welfare, and Recreation Department Head (MWR) shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this appendix.

(1) Inventory MWR Recreational kits and report readiness to the Emergency Manager.

(2) Ensure Recreational plan for shelters are reviewed and training is conducted and report readiness to the Emergency Manager.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds expected within 48 hours)

(1) Ensure backboards are removed from the tennis court and bleachers are secured and remove windscreens and boats from CB Lake.

(2) Secure MWR recreational gear.

(3) Assemble in the EOC as directed by the Emergency Manager.

(4) Complete requirements listed in 16c of this appendix.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Activate recreational teams and establish recreational functions in Warehouses 217 and 437.

(2) Provide televisions, VCRs, and movies for use by personnel in Warehouse 217 and 437. Deliver movies to the Emergency Operations Center.

(3) Complete requirements listed in 16d of this appendix.

e. TCC ONE (hurricane force winds expected within 12 hours or less). None

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None

g. POST-HURRICANE PERIOD. Resume normal operations consistent with recovery requirements and TROPCON in effect.

29. During designated TCCs, the Branch Health Clinic shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Analyze water in water trailers and report results to the Emergency Operations Center.

(2) Assemble at the EOC as directed by the Emergency Manager.

(3) Complete requirements listed in 16c of this appendix.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Issue first-aid kits to medical personnel assigned to shelters.

(2) Set up Medical Aid Stations in Warehouses 217 and 437 and ensure personnel are screened prior to entry.

(3) Man the EOC.

(4) Complete requirements of 16d of this appendix.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Dispatch teams to man Medical Aid Stations in designated shelters to provide First Aid and Medical Pre-screen. Complete requirements of 16e of this appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). Provide medical assistance as required.

g. POST-HURRICANE PERIOD. Provide medical assistance as required.

30. During designated TCCS, the Public Safety Officer shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in Paragraph 16a of this Checklist.

(1) Establish grinder-parking plan.

(2) Establish personnel shelter traffic flow plan. This plan will encompass the details of personnel dropping effects off at the loading docks and also dropping personnel off using the buses from the grinder at the same time.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this appendix.

(1) Review Grinder parking plan and ensure that all security personnel are briefed on parking procedures.

(2) Create Port and Starboard watch bill.

(3) Coordinate with NEX General Manager on traffic control support for the NEX Gas Station.

(4) Complete requirements listed in 16b of this checklist.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 16c of this appendix.

(2) Assemble at the EOC as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Man the EOC.

(2) Alert department heads and tenants of designated parking areas.

(a) No privately owned vehicles shall be parked around the warehouses.

(b) Private parking is provided on the Grinder.

(c) A shuttle bus will transport personnel between the Grinder and personnel shelters.

(d) Ensure all roads adjacent to the designated shelters are clear and routes are established to allow personnel to drop personnel items off at the shelter prior to parking at the grinder. Ensure no vehicles are left unattended. Ensure adequate space is allowed for bus drop off zones.

(e) Prepare to reserve parking around Building 324 for tactical Vehicles upon declaration of TCC ONE.

(f) Set up traffic control and parking at the designated personnel shelters and at authorized parking areas.

(3) Complete requirements listed in 16d of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Implement reserved parking for tactical vehicles around Building 324.

(2) Secure vehicular traffic aboard NCBC Gulfport, as directed by EOC personnel.

(3) Direct designated Security Department personnel to patrol personnel shelters.

(4) Complete requirements listed in 16e of this appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

g. POST-HURRICANE PERIOD

- (1) Assist in damage assessment, as directed by the Public Works Officer.
- (2) Prepare to provide sentries for damaged facilities.
- (3) Reroute vehicular traffic, as required, to provide safe passage about the Seabee Center.
- (4) Complete requirements listed in 16e of this appendix.

31. During designated TCCs, the Tactical Communications Officer shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this appendix. Conduct operational test of communication equipment

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 16c of this Checklist.

(2) Set up Communications equipment for EOC as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Man station at the EOC.

(2) Activate the Tactical Radio Room in the EOC.

(3) Appoint the Non Commissioned Officer in Charge of 20TH SRG (R6) as the communications Chief.

(4) Ensure external reports are routed to the Executive Officer via the Emergency Manager.

(5) Complete requirements listed in 16d of this appendix.

(6) Provide Emergency Manager 24-hour plan.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Provide communications assistance as required.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). Provide communications assistance as required.

g. POST-HURRICANE PERIOD. Provide communications assistance as required.

32. During designated TCCs, the CO, NAVCONSTRACEN Gulfport, shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 16c of this appendix.

(2) Assemble at the EOC.

(3) Provide 5 students to the Public Works Housing Division to help secure missile Hazards. Team members shall report to Public Works Facility Manager for specific direction.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Man the Emergency Operations Center.

(2) Take measures to ensure safety of equipment.

(3) Bring an up to date equipment status listing (two copies) to the Emergency Operations Center.

(4) Ensure Team members listed in Section 2 Chapter BB report to appropriate shelters.

(5) Complete requirements listed in 16d of this appendix.

(6) Provide Emergency Manager with 24-hour plan.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Ensure members of the Shelter Teams report to appropriate shelters. Complete requirements listed in 16d of this appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). Provide assistance as required.

g. POST-HURRICANE PERIOD

(1) Assist as required to expedite recovery operations.

(2) Ensure members of the Post Damage Survey Team report to designated areas.

33. During designated TCCs, the Senior Chaplain shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1c of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements listed in paragraph 1c of this appendix.

(2) Assemble at the EOC as directed by the Emergency Manager.

(3) Complete requirements listed in paragraph 16c of this appendix.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Direct all available chaplains and assistants to their perspective stations.

(2) Man the Emergency Operations Center.

e. TCC ONE (hurricane force winds expected within 12 hours or less). None.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). Provide assistance as required.

g. POST-HURRICANE PERIOD: Provide assistance as required.

34. During designated TCCS, the Shelter Management Teams shall

a. TCC FIVE (normal condition, 1 June-30 November).

(1) Complete requirements listed in paragraph 16a of this appendix.

(2) Assure shelters have current copies of NAVFAC P-436/NAVFAC 3440.17, station directory, and emergency communications procedures.

(3) Ensure that shelter kits have been inventoried.

(4) Conduct shelter management training with the Emergency Manager, ensure that shelter procedures, shelter layout, shelter staging area and shelter traffic flow procedures are topics of discussion. Ensure shelter layout includes changing areas, designated smoking area, Police, Fire and NCTC layout areas. Ensure Air Conditioned spaces are reserved for Medical for Heat Stress patients.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete the requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 1c of this appendix.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Pickup shelter kit from Building 324.

(2) Prepare to operate designated personnel shelter per Section II Chapter BB.

(3) Set up the personnel shelter accommodations per the approved floor plan.

(4) Ensure shelter registration forms are readily available.

(5) Attend EOC meetings as scheduled.

(6) Designate smoking area.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Open personnel shelter when directed by EOC personnel.

(2) Register and medical screen each person entering the personnel shelter in accordance with the hurricane shelter registration form.

(3) Determine shelter population, and transmit reports to the EOC.

(4) Maintain good order inside the personnel shelters.

(5) Advise EOC personnel when the maximum berthing capacity is obtained.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

(1) In the designated personnel shelter logbook, log shelter activities.

(2) Make an hourly telephone and radio report to EOC personnel via direct call telephone and radio set.

(3) Immediately report damage, casualties and/or requests for assistance to EOC personnel.

g. POST-HURRICANE PERIOD

(1) Secure shelter when directed by EOC personnel.

(2) Do not secure personnel shelters during hours of darkness.

(3) Prepare shelter for next requirement.

(4) Prepare a list of lessons learned and submit to the Emergency Manager within 48 hours.

35. During designated TCCS, the Staff Judge Advocate shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete the requirements listed in paragraph 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete the requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 16c of this appendix.

(2) Assemble at the EOC as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours). Complete requirements listed in paragraph 16d of this appendix.

e. TCC ONE (hurricane force winds possible within 12 hours or less). Report to Emergency Operations Center. Complete requirements listed in paragraph 16e of this appendix.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour) Maintain liaison between CBC Gulfport and Harrison County Civil Defense.

g. POST-HURRICANE PERIOD

(1) Convey civil authorities' requests for assistance to CBC Gulfport.

(2) Secure station as directed by EOC personnel.

(3) Ensure user agreements are made prior to occupancy of installation.

36. During designated TCCS, the Admin Officer shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in Paragraph 16a of this Checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this appendix.. Ensure all tenant commands deliver muster roster.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 16c of this appendix.

(2) Assemble at the EOC as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Man the EOC.

(2) Complete requirements listed in 16d of this appendix.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Provide five copies of the command's current personnel recall list to the EOC.

f. HURRICANE PERIOD. Provide administrative assistance as directed by EOC personnel.

g. POST-HURRICANE PERIOD

(1) Provide administrative assistance as requested By EOC personnel.

(2) Facilitate the muster of all personnel assigned to NCBC Gulfport.

37. During designated TCCS, the Operations Officer shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete the requirements listed in paragraph 16a of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this appendix.

c. TCC THREE (hurricane force possible within 48 hours)

(1) Complete requirements listed in paragraph 16c of this appendix.

(2) Establish a job order number for hurricane response costs.

(3) Assemble at the EOC as directed.

d. TCC TWO (hurricane force winds possible within 24 hours). Complete requirements listed in 16d of this appendix.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Provide assistance as requested by EOC personnel.

f. HURRICANE PERIOD (sustained wind in excess of 74 miles per hour). Provide assistance as required by EOC personnel.

g. POST-HURRICANE PERIOD. Provide assistance as required to repair damaged facilities and structures. Complete requirements listed in 16g of this appendix.

38. During designated TCCs, the Navy Exchange Gulfport shall

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in 16.a. of this appendix.

b. TCC FOUR (hurricane force winds possible within 72 hours). Maintain liaison with the CBC Gulfport Emergency Manager.

(1) Liaison with Public Works Officer to ensure a generator is placed at the NEX gas station to ensure fuel is available.

(2) Coordinate with CBC Security for traffic control support for the NEX Gas station.

(3) Ensure portable gas pump is delivered from distribution center to ensure that back refueling procedures are in place for the recovery period.

(4) Complete requirements listed in 16b of this appendix.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Assemble at the EOC.

(2) Post store operating hours.

(3) Coordinate with security for traffic control support for NEX Gas Station.

(4) Complete requirements listed in 16c of this appendix.

d. TCC TWO (hurricane force winds possible within 24 hours). Ensure the EOC has current recall information.

(1) Ensure Generator is on station at the NEX Gas station.

(2) Designate gas station operator and provide contact information to the Emergency Manager.

(3) Discuss reopening procedures with command staff.

(4) Complete requirements listed in 16d of this appendix.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Provide assistance as requested by EOC.

(1) Ensure EOC is provided location and contact information of gas station operator.

f. HURRICANE PERIOD (sustained wind in excess of 74 miles per hour).

(1) Provide assistance as required by EOC.

g. POST-HURRICANE PERIOD

(1) Ensure Gas Station is opened as soon as possible. Inform EOC on gasoline status.

(2) Provide assistance as required by EOC.

(3) Inform EOC prior to any gasoline distributed to any off base agencies.

(4) Coordinate with security to ensure gas station has security presence before distributing gasoline.

(5) Provide NCBC Admin Officer Alpha roster by UICs on board the center, and those UICs in the geographical area of subject.

39. During designated TCCs, the OIC PERSUPP DET shall

a. TCC FIVE Appoint evacuation and shelter team members. Complete requirements listed in 16a of this appendix.

b. TCC FOUR

(1) Ensure evacuation team members are available to depart in 24 hrs.

(2) Complete requirements list in 16b of this appendix.

- c. TCC THREE
 - (1) Assemble at the EOC.
 - (2) Define safe haven, per diem and allowances for milpers/civpers.
 - (3) Complete requirements listed in 16c of this appendix.
 - (4) Coordinate with CBC Admin Officer to ensure data bases are available to assist in mustering personnel.
- d. TCC TWO. Complete requirements listed in 16d of this appendix.
- e. TCC ONE. Provide assistance as requested by EOC staff.
- f. HURRICANE PERIOD. Provide administrative assistance as required.
- g. POST-HURRICANE PERIOD. Provide administrative assistance as required.

40. Flooding. Can come from rains, dam/levee failure and melting snow. Some floods develop slowly over days while others can develop within minutes without any visible signs of rain.

a. Floods can affect a neighborhoods or communities to extremely large areas covering entire river basins and multiple states.

b. Flash floods are often more dangerous as they develop very quickly and can be in the form of a wall of roaring water that contains rocks, mud and debris that can sweep most things in its path. Refer to section VI for CDO Check sheet and Flood Data Sheet.

c. Other potential dangerous weather conditions.

41. Extreme Heat. NCBC, Gulfport is located where individuals and pets can be affected by high humidity and high temperatures can cause heat stress and if proper treatment is not applied can cause death. The U.S. Navy has a safety standard for hot humid conditions called flag conditions that pertain how long individuals can work out of doors.

The flag conditions are displayed in colors in Blue, Green, Yellow, Red and Black and range from Blue Flag can work normally all day to Black Flag where exposure is measured in minutes. Flag conditions are normally set by NCBC Safety Department.

42. Winter Storms. Although NCBC can experience cold weather it normally doesn't last too long. Most serious is in frost or snow turning into ice forming on grated bridges. Snow fall isn't measured in feet, but in inches whose affects can be devastating. There is little or no snow clearing equipment available.