



DEPARTMENT OF THE NAVY

COMMANDER, FLEET ACTIVITIES, YOKOSUKA
PSC 473 BOX 1
FPO AP 96349-0001

COMFLEACTINST 3140.1Z

N37C

SEP 28 2012

COMFLEACT YOKOSUKA INSTRUCTION 3140.1Z

From: Commander, Fleet Activities, Yokosuka

Subj: TROPICAL CYCLONE PLAN

Ref: (a) USFJINST 15-4001
(b) COMNAVFORJAPANINST/COMNAVREGJAPANINST 3140.4A
(c) COMFLEACTNOTE 3140
(d) COMFLEACTINST 3440.17

Encl: (1) Conditions of Readiness
(2) Destructive Weather Definitions
(3) Afloat Actions
(4) Shore Command Actions
(5) COMFLEACT, Yokosuka Emergency Operation Center (EOC) Checklist
(6) Post Tropical Cyclone Report for COMFLEACT, Yokosuka
(7) Installation (COMFLEACT, Yokosuka) Afloat Actions
(8) Typhoon Command Center/EOC Damage Report Log
(CFAY 3140/9 (Rev. 7-05)
(9) Designated Essential FLEACT, Yokosuka Personnel in Event of Tropical Cyclone Condition of Readiness 1
(10) Essential Base Services/Sources of Assistance in Operation during Tropical Cyclone Condition of Readiness 1
(11) TCCOR Setting Announcement Message Template
(12) TCCOR Attainment Message Template
(13) TCCOR 1 Coordinating Instruction Message Template

1. Purpose. To establish procedures during Tropical Cyclone Conditions of Readiness (TCCORs) for personnel and commands in the Yokosuka/Yokohama/Zushi area and all ships present Yokosuka in accordance with references (a) through (d) and enclosures (1) through (13). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMFLEACTINST 3140.1Y.

3. Authority. In accordance with reference (b), Commander, Fleet Activities (COMFLEACT), Yokosuka is delegated authority to declare TCCORs for the Yokosuka/Yokohama/Zushi area. Per reference (b), Naval Oceanography Antisubmarine Warfare Center (NOAC) Yokosuka will recommend TCCORs for COMFLEACT, Yokosuka. TCCORs are defined in enclosure (1).

4. Definitions. Tropical Cyclone season for Japan normally runs from June to November, though storms may threaten the area at other times. Tropical Cyclone destructive weather phenomena that occur within Fleet Activities (FLEACT), Yokosuka Areas of Responsibility are defined in enclosure (2).

5. Action

a. Afloat and ashore tenant commands shall comply with required actions in enclosures (3) and (4), respectively.

b. FLEACT, Yokosuka Command Duty Officer (CDO) shall:

(1) Activate and man FLEACT, Yokosuka Emergency Operation Center (EOC) in accordance with paragraph 6.

(2) Ensure FLEACT, Yokosuka EOC makes all TCCOR notifications in accordance with reference (c).

(3) Brief all designated FLEACT, Yokosuka EOC watch standers on their duties, responsibilities, and procedures.

(4) Monitor compliance of shore commands with reporting requirements in this instruction.

c. FLEACT, Yokosuka Emergency Management Officer shall:

(1) Execute the FLEACT, Yokosuka EOC Checklist (enclosure (5)).

(2) Convene the COMFLEACT, Yokosuka TCCOR 1 Coordinating Conference upon attainment of TCCOR 2.

(3) Coordinate temporary mass shelter in accordance with reference (d) for displaced personnel in facilities located in the Yokosuka/Yokohama/Zushi areas. Home Port Ashore barracks are designated as the primary ready shelter. Other shelters may be opened based on the estimated number of people requiring temporary mass shelter.

(4) Prepare a Post Tropical Cyclone Report in enclosure (6) and release to Commander, Navy Region Japan.

d. FLEACT, Yokosuka EOC Manager shall:

(1) Post this instruction in the FLEACT, Yokosuka EOC.

(2) Train all EOC watch standers in their duties and responsibilities.

(3) Ensure all watch standers have the appropriate level of security clearance and access to C4I Suite.

e. FLEACT, Yokosuka Department Heads shall:

(1) Comply with required actions in enclosure (7).

(2) Notify all personnel within their respective departments of the provisions and responsibilities set forth in this instruction, including the designation of essential personnel.

(3) Submit TCCOR attainment reports and damage reports in enclosure (8) for facilities and equipment within their area of responsibility.

f. FLEACT, Yokosuka Harbor Movements Officer shall:

(1) Maintain close liaison with FLEACT, Yokosuka EOC when TCCORs are set.

(2) Schedule and dispatch service craft in the safest and most efficient manner possible to support ships in port.

(3) Make inoperable craft ready for berthing using dry docks as wet berths to the maximum extent practical.

g. FLEACT, Yokosuka Administrative Officer shall conduct an installation wide muster report after condition ALL CLEAR is set, upon direction of COMFLEACT, Yokosuka.

6. FLEACT, Yokosuka EOC Watch Organization. FLEACT, Yokosuka EOC will be manned at the setting of TCCOR 4, 3, and 2 until such time as each TCCOR is attained and reports have been made. EOC will be manned on a 24-hour basis upon the setting of TCCOR 1, and will remain manned until condition ALL CLEAR is set by

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COMFLEACT, Yokosuka, all damage reports have been received, and a final report has been transmitted. COMFLEACT, Yokosuka Watch assignments are as follows:

- a. FLEACT, Yokosuka Battle Watch CDO or CDO.
- b. FLEACT, Yokosuka Assistant CDO.
- c. FLEACT, Yokosuka Duty Yeoman.
- d. FLEACT, Yokosuka Base Duty Section.

7. Essential Personnel and Services. Enclosure (9) lists FLEACT, Yokosuka personnel designated as essential personnel who may be required to report for work or remain on the job during TCCOR 1. Enclosure (10) lists base services that may be required to operate during TCCOR 1.

8. Instruction Review. All commands shall review this instruction prior to typhoon season each year and recommend changes or submit corrections to the phone numbers listed in reference (c). Any corrections should be forwarded to the FLEACT, Yokosuka Emergency Management Officer (N37C) via email (jeff.lindaman@fe.navy.mil) or DSN 243-1714.


D. A. OWEN

Distribution:
COMFLEACTINST 5215.2K
List I & II, Case 1
List III

Copy to:
CDO Binder
New Sanno Hotel

Stocked:
Commander, Fleet Activities, Yokosuka
PSC 473 Box 1
FPO AP 96349-0001

CONDITIONS OF READINESS

1. Tropical Cyclone Conditions of Readiness (TCCOR). TCCORs will be implemented for any storm which generates damaging or destructive wind. TCCOR has four distinct levels (4 - 1) based on speed of sustained winds, the speed of wind gusts, and the period of time prior to the forecast onset of damaging or destructive gusts or winds.

2. TCCOR Levels

a. STORM WATCH. The weather is expected to pass dangerously close to the installation and any shift in track or increase in intensity may result in rapid elevations in TCCORs and destructive force winds occurring on short notice. At a minimum, sustained damaging winds of 34-49 knots (39-56 MPH) with significant higher gusts of up to 59 knots (68 MPH) may be experienced when this condition is set.

b. TCCOR 4. Trend indicates a possible threat of destructive winds within 72 hours.

c. TCCOR 3. Destructive winds are possible within 48 hours.

d. TCCOR 2. Destructive winds are anticipated within 24 hours.

e. TCCOR 1. Destructive winds are anticipated within 12 hours.

f. TCCOR 1 CAUTION (1C). Sustained winds of 34-49 knots (39-56 MPG) with frequent gusts of 50 to 59 knots (58-68 MPH) are occurring at the installation.

g. TCCOR 1 EMERGENCY (1E). Sustained winds of 50 knots (58 MPH) and up or frequent gusts of 60 knots (69 MPH) or greater are occurring at the installation.

h. TCCOR 1 RECOVERY (1R). When sustained winds fall below 50 knots and gusts of 60 knots or greater are no longer occurring.

i. TCCOR ALL CLEAR (AC). The meteorological system has passed and the threat of severe weather is over.

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DESTRUCTIVE WEATHER DEFINITIONS

a. Cyclone. A closed atmospheric circulation rotating about an area of low pressure

b. Tropical Cyclone. A non-frontal low-pressure system of sufficient scale developing over tropical or subtropical waters. The peak season is from 1 June to 30 November with a surge of activity from September through October.

c. Tropical Disturbance. A system of apparent organized convection, generally 100 to 300 miles in diameter, originating in the tropics or subtropics and having maintained its identity for 24 hours or more.

d. Tropical Depression. A tropical disturbance in which the central position can be identified and the maximum sustained wind speed is less than 34 knots (39 MPH).

e. Tropical Storm. A warm core tropical cyclone in which the maximum sustained surface wind (1-minute mean) ranges from 34 to 63 knots (39-73 MPH).

f. Typhoon. A warm core tropical cyclone in which the maximum sustained surface wind (1-minute mean) ranges from 64 to 129 knots (74-148 MPH). In the Northern Hemisphere, west of 180 degrees longitude, they are called typhoons; east of 180 degrees longitude, they are called hurricanes; and in the Indian Ocean they are called cyclones.

g. Super Typhoon. A typhoon in which the maximum sustained surface wind (1-minute mean) is 130 knots (149 MPH) or greater.

h. Damaging Winds. Sustained winds of 34-49 knots (39-56 MPH) or frequent gusts of 40-59 knots (46-68 MPH).

i. Destructive Winds. Sustained winds of 50 knots (58 MPH) or greater, or gusts of 60 knots (69 MPH) or greater. Destructive winds can typically cause injury to exposed personnel, damage to aircraft, ships, structures and/or facilities.

AFLOAT ACTIONS

TCCOR 4
Commanding Officers shall ensure a continuous communications guard is maintained on Bridge to Bridge, Channel 10 primary and Channel 72 secondary (Port Control) throughout the duration of the tropical cyclone.
Review the guidance in Typhoon Havens Handbook for Western Pacific and Indian Ocean. Sortie decision rests with Senior Officer Present Afloat.
Review Tropical Cyclone Plan.
Identify loose gear that could become missile hazards and make preparations for stowing or securing.
Advise family members.
Report attainment of TCCOR 4 to Immediate Superior in Command (ISIC).
TCCOR 3
Ships in need of storm pennants may request them from the FLEACT, Yokosuka Dock Masters at DSN 243-7377/3818.
Essential personnel alerted.
Inform family members.
Ensure material/equipment not in use is properly secured.
Report attainment of TCCOR 3 to ISIC.
TCCOR 2
Ensure all loose gear on piers and assigned parking areas has been secured.
Request any necessary logistical assistance (storm pennants, etc.) from FLEACT, Yokosuka Dock Masters at DSN 243-7377/3818.
Hold all trash on station.
Report attainment of TCCOR 2 to ISIC.
TCCOR 1
Reduce all vehicular and pedestrian traffic to mission essential only. ***NOTE*** One out/in bound lane will be open at Carney. All other gates will remain closed until All Clear has been announced.
Non-essential personnel will be sent home.
Report attainment of TCCOR 1 to ISIC.
TCCOR 1 - CAUTION
1. Essential personnel will report for duty and/or stay on station for the duration.
2. All commercial activities will close except those identified during COR 1 conference.
3. All outdoor activities will be limited to mission essential only.
TCCOR 1 - EMERGENCY
Only one inbound and one outbound lane will remain open at Carney Gate. Womble Gate will be closed to all traffic, to include foot traffic. No traffic will be permitted on the street except for official and emergency vehicles. Personnel shall remain indoors until All Clear is announced.

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TCCOR 1 - RECOVERY

Any personnel casualties or major property damage should be promptly reported to FLEACT, Yokosuka EOC, as occurring. Nature of the casualty and/or damage, resultant or expected impact on operational effectiveness, and the estimated time of repair or recovery will be reported. Follow-up reports are required until all significant damage has been repaired and full operational readiness has been restored.

TCCOR - ALL CLEAR

Upon declaration of ALL CLEAR by COMFLEACT, Yokosuka, FLEACT, Yokosuka EOC will make notifications to all tenant commands and resume normal activity.

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SHORE COMMAND ACTIONS

TCCOR 4
Review Tropical Cyclone Plan.
Identify loose gear that could become missile hazards and make preparations for stowing or securing.
Advise employees and family members.
Report attainment of TCCOR 4 to FLEACT, Yokosuka EOC by DSN 243-1714.
TCCOR 3
Essential personnel alerted.
Inform employees and family members.
Ensure material/equipment not in use is properly secured.
Report attainment of TCCOR 3 to FLEACT, Yokosuka EOC by DSN 243-1714.
TCCOR 2
Take necessary precautions to minimize property damage.
Ensure all doors, windows and ventilation devices are secured to withstand heavy winds and rain.
Report attainment of TCCOR 2 to FLEACT, Yokosuka EOC by DSN 243-1714.
TCCOR 1
Reduce all vehicular and pedestrian traffic to mission essential only. ***NOTE*** One out/in bound lane will be open at Carney Gate. All other gates will remain closed until All Clear has been given. In Ikego the main gate will be open for mission essential personnel. In Negishi the main gate and gate 3 will be open for mission essential personnel.
Report attainment of TCCOR 1 to FLEACT, Yokosuka EOC by DSN 243-1714.
TCCOR 1 - CAUTION
1. Essential personnel will report for duty and/or stay on station for the duration.
2. All commercial activities will close except those identified during TCCOR 1 conference.
3. All outdoor activities will be limited to mission essential only.
TCCOR 1 - EMERGENCY
Only one inbound and one outbound lane will remain open at Carney Gate. Womble Gate will be closed to all traffic, to include foot traffic. No traffic will be permitted on the street except for official and emergency vehicles. Personnel shall remain indoors until ALL CLEAR is announced.
TCCOR 1 - RECOVERY
Designated FLEACT, Yokosuka personnel will conduct a cursory installation inspection to discover safety hazards. Any personnel injuries or major property damage should be promptly reported to FLEACT, Yokosuka EOC, as occurring. Nature of the casualty and/or damage, resultant or expected impact on operational effectiveness, and the estimated time of repair or recovery will be reported. Follow-up reports are required until all significant damage has been repaired and full operational readiness has been restored.
TCCOR - ALL CLEAR
Upon declaration of ALL CLEAR by COMFLEACT, Yokosuka, FLEACT, Yokosuka EOC will make notifications to all tenant commands and resume normal activity.

Enclosure (4)

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COMFLEACT, YOKOSUKA EMERGENCY OPERATION CENTER (EOC) CHECKLIST

TCCOR 4		
Time	Initials	Action
		Make notifications of the setting of TCCOR 4 to all tenant commands via Computer Desktop Notification System (CDNS) and reference (c) phone list.
		Post announcement on Channel 15.
		Prepare Naval message announcing the setting of TCCOR 4 using template in enclosure (11). CSO will release.
		Make telephone report to Commander, Navy Region Japan (COMNAVREGJAPAN) SDO, 243-7650, that FLEACT, Yokosuka EOC is activated and all commands have been informed of TCCOR 4.
		Collect attainment reports from tenant commands.
		Prepare immediate precedence Naval message to COMNAVREGJAPAN SDO reporting TCCOR 4 attainment, using template in enclosure (12). CSO will release. Post report on C4I notices board.
		Maintain storm position plot in FLEACT, Yokosuka EOC via the Japan Meteorology Agency (JMA) website and place on the SMART Board.

TCCOR 3		
Time	Initials	Action
		Make notifications of the setting of TCCOR 3 to all tenant commands via CDNS and reference (c) phone list.
		Update Channel 15.
		Prepare Naval message announcing the setting of TCCOR 3 using template in enclosure (11). CSO will release.
		Make telephone report to COMNAVREGJAPAN SDO, 243-7650, that FLEACT, Yokosuka EOC is activated and all commands have been informed of TCCOR 3.
		Collect attainment reports from tenant commands.
		Prepare immediate precedence Naval message to COMNAVREGJAPAN SDO reporting TCCOR 3 attainment using template in enclosure (12). CSO will release. Post report on C4I notices board.
		Maintain storm position plot in FLEACT, Yokosuka EOC via the JMA website and place on the SMART Board.

TCCOR 2		
Time	Initials	Action
		Make notifications of the setting of TCCOR 2 to all tenant command via CDNS and reference (c) phone list.
		Update Channel 15.
		Prepare Naval message announcing the setting of TCCOR 2 using template in enclosure (11). CSO will release.

		Make telephone report to COMNAVREGJAPAN SDO, 243-7650, that FLEACT, Yokosuka EOC is activated and all commands have been informed of TCCOR 2.
		Collect attainment reports from tenant commands.
		Prepare immediate precedence Naval message to COMNAVREGJAPAN SDO, reporting TCCOR 2 attainment using template in enclosure (12). Post report on C4I notices board.
		Verify number of rooms/racks available for personnel at: Navy Lodge: ___rooms / ___racks NGIS: ___rooms / ___racks TPU: ___rooms / ___racks Housing: ___rooms / ___racks
		Determine messing capability of General Mess.
		Make telephone report to COMNAVREGJAPAN SDO, 243-7650, that FLEACT, Yokosuka EOC is activated and all commands have been informed of TCCOR 2.
		Prepare immediate precedence Naval message to COMNAVREGJAPAN SDO reporting TCCOR 2 attainment using template in enclosure (12). CSO will release. Post report on C4I notices board.
		Maintain storm position plot in FLEACT, Yokosuka EOC via the JMA website and place on the SMART Board.

TCCOR 1 CAUTION/EMERGENCY		
Time	Initials	Action
		Activate and man the FLEACT, Yokosuka EOC on 24-hour basis.
		Make notifications of the setting of TCCOR 1 to all tenant commands via CDNS and reference (c) phone list.
		Update Channel 15.
		Prepare Naval message announcing the setting of TCCOR 1 using template in enclosure (11). CSO will release.
		Make telephone report to COMNAVREGJAPAN SDO, 243-7650, that FLEACT, Yokosuka EOC is activated and all commands have been informed of TCCOR 1.
		Prepare immediate precedence Naval message to COMNAVREGJAPAN SDO reporting TCCOR 1 attainment using template in enclosure (12). CSO will release. Post report on C4I notices board.
		Maintain storm position plot in FLEACT, Yokosuka EOC via the JMA website and place on the SMART Board.

TCCOR 1 - RECOVERY		
Time	Initials	Action
		Make notifications of the setting of TCCOR 1 Recovery to all tenant commands via CDNS and reference (c) phone list.
		Update Channel 15.
		Direct appropriate COMFLEACT, Yokosuka personnel (Facilities Management staff, Security) to conduct a safety inspection of the FLEACT, Yokosuka, Yokohama, and Zushi areas.

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		Prepare a Post Tropical Cyclone message for release by COMFLEACT, Yokosuka or CSO to COMNAVREGJAPAN. The format is depicted in enclosure (6) and is contained in the FLEACT, Yokosuka EOC.
		All tenants submit TCCOR 1 Recovery attainment reports to FLEACT, Yokosuka EOC by telephone at DSN 243-1714.

TCCOR ALL CLEAR		
Time	Initials	Action
		When determined by COMFLEACT, Yokosuka, make notifications of TCCOR ALL CLEAR to all tenant commands via CDNS and reference (c) phone list.
		Update Channel 15.
		Verify that all commands have submitted a damage report (negative or otherwise) in accordance with enclosure (7). Use enclosure (3) of COMFLEACTINST 11010.3E to request repairs.
		Receive and log damage report in enclosure (8).
		Prepare immediate precedence message to COMNAVREGJAPAN, reporting ALL CLEAR and any damage reported. Secure FLEACT, Yokosuka EOC after release of Post Tropical Cyclone Report and when directed by proper authority. Replenish checklists and log books for future use.

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POST TROPICAL CYCLONE REPORT FOR COMFLEACT, YOKOSUKA

Report Date: _____

TCCOR Level	*Date/Time Entered	MSG DTG
TCCOR STORM WATCH:	_____/_____/_____	_____
TCCOR 4:	_____/_____/_____	_____
TCCOR 3:	_____/_____/_____	_____
TCCOR 2:	_____/_____/_____	_____
TCCOR 1:	_____/_____/_____	_____
ALL CLEAR:	_____/_____/_____	_____

*Sorties: # of Aircraft: _____
 # of Ships: _____
 # of Personnel: _____

*Highest Wind Speed Recorded: _____ (kt) at _____
 (Date/Time)

*Highest Wind Gusts Recorded: _____ (kt) at _____
 (Date/Time)

*Date/Time Wind \geq 34 kt Began (Onset): _____
 Ended (Offset): _____

*Date/Time Wind \geq 50 kt and/or Gusts 60 kt or greater
 Began (Onset): _____
 Ended (Offset): _____

**Estimated Amount (in dollars)/Type of Damage (trees downed, buildings damaged, etc): _____

Miscellaneous Remarks: _____

Notes:
 * Data input provided by installation weather authority.
 ** Data input provided by NAVFAC Far East but can be provided by any activity that has experienced damage.

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INSTALLATION (COMFLEACT, YOKOSUKA) AFLOAT ACTIONS**TCCOR 4**

1. Upon COMFLEACT, Yokosuka direction to set TCCOR 4, the FLEACT, Yokosuka CDO will activate FLEACT, Yokosuka EOC and commence the notification of all tenant commands by CDNS and the Emergency Notification Phone List.
2. Once TCCOR 4 is set by all tenant commands, FLEACT, Yokosuka EOC will report attainment to COMNAVREGJAPAN ROC/SDO via Naval message and C4I Suite.
3. FLEACT, Yokosuka departments shall review internal tropical cyclone checklists and make necessary preparations for implementation of higher TCCOR.
4. FLEACT, Yokosuka Port Operations will inform fleet units of the setting of TCCOR 4 by Channel 10 (Bridge to Bridge).

TCCOR 3

1. Upon COMFLEACT, Yokosuka direction to set TCCOR 3, the FLEACT, Yokosuka CDO will activate FLEACT, Yokosuka EOC and commence the notification of all tenant commands by CDNS and the Emergency Notification Phone List.
2. Once TCCOR 3 is set by all tenant commands, FLEACT, Yokosuka EOC will report attainment to COMNAVREGJAPAN ROC/SDO via Naval message and C4I Suite.
3. FLEACT, Yokosuka departments shall review internal tropical cyclone checklists and make necessary preparations for implementation of higher TCCOR.
4. FLEACT, Yokosuka Port Operations will inform fleet units of the setting of TCCOR 3 by Channel 10 (Bridge to Bridge).

TCCOR 2

1. Upon COMFLEACT, Yokosuka direction to set TCCOR 2 the FLEACT, Yokosuka CDO will activate FLEACT, Yokosuka EOC and commence the notification of all tenant commands by CDNS and the Emergency Notification Phone List.
2. Once TCCOR 2 is set by all tenant commands, the FLEACT, Yokosuka EOC will report attainment to COMNAVREGJAPAN ROC/SDO via Naval message and C4I Suite.
3. COMFLEACT, Yokosuka will convene a TCCOR 1 Coordinating Conference with all tenant command representatives, including all in-port ships. This brief will include a detailed weather brief, Port Operations brief, and current installation status to include closures during the storm. This meeting will normally be convened in the C-2 Conference Room. COMFLEACT, Yokosuka Emergency Management Officer will draft and release the TCCOR 1 Coordinating Instructions message following the TCCOR 1 Coordinating Conference. Template for TCCOR 1 Coordinating Instructions message can be found in enclosure (13).
4. FLEACT, Yokosuka departments shall review internal tropical cyclone checklists and make necessary preparations for implementation of higher TCCOR.

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TCCOR 2 (Continued)

5. FLEACT, Yokosuka Port Operations will inform fleet units of the setting of TCCOR 2 by Channel 10 (Bridge to Bridge).

6. FLEACT, Yokosuka EMO will assess emergency billeting capability at the Navy Lodge, Navy Gateway Inns and Suites (NGIS), and TPU.

TCCOR 1

1. Upon COMFLEACT, Yokosuka direction to set TCCOR 1, the FLEACT, Yokosuka CDO will activate FLEACT, Yokosuka EOC and commence the notification of all tenant commands by CDNS and the Emergency Notification Phone List.

2. Once TCCOR 1 is set by all tenant commands, FLEACT, Yokosuka EOC will report attainment to COMNAVREGJAPAN ROC/SDO via Naval message and C4I Suite.

3. FLEACT, Yokosuka departments shall review internal tropical cyclone checklists and make necessary preparations.

4. FLEACT, Yokosuka Port Operations will inform fleet units of the setting of TCCOR 1 by Channel 10 (Bridge to Bridge)..

TYPHOON COMMAND CENTER/EOC DAMAGE REPORT LOG				
TROPICAL CYCLONE/STORM:			DATE:	
REPORT No.:	TIME LOCAL:	BLDG./FACILITY NO.:	REPORTED BY:	PHONE NO.:
DAMAGE REPORTED:				
ACTION TAKEN:				
REMARKS:				
REPORT No.:	TIME LOCAL:	BLDG./FACILITY NO.:	REPORTED BY:	PHONE NO.:
DAMAGE REPORTED:				
ACTION TAKEN:				
REMARKS:				
REPORT No.:	TIME LOCAL:	BLDG./FACILITY NO.:	REPORTED BY:	PHONE NO.:
DAMAGE REPORTED:				
ACTION TAKEN:				
REMARKS:				

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DESIGNATED ESSENTIAL FLEACT, YOKOSUKA PERSONNEL
IN EVENT OF TROPICAL CYCLONE CONDITION OF READINESS 1

Code	Billet	Title/Position
N37C	Emergency Operation Center (EOC)	CDO, ACDO, Base Duty Section, Duty Yeoman
N31	Port Operations Department	Port Control Duty Dispatcher Duty Dock Master Duty Harbor Pilot 1st and 2nd Duty Tug Masters and crews Boat Pool Dispatcher (MLC) Boat Pool Barge Pilot (MLC)
N92	Morale, Welfare and Recreation (MWR) Department	MWR Food Court Personnel Facility Maintenance Personnel
N142	Transient Personnel Unit (TPU)	TPU Watch Section
N932	Bachelor Housing Department	NGIS Desk Watch (MLC) Central Assignments Desk Watch (MLC) BH Duty Desk Watch for each BEH (4)
N4E	Environmental Protection	Environmental Officer
N925	General Mess	Galley Food Service Watch Captain Galley Food Service Cashier (1) Galley Food Service Cook F/A (1) (MLC) Galley Food Service Cooks (5) (MLC) Galley Food Service Mess Attendant (1) (MLC) Galley Food Service Mess Attendants (5) (MLC)
N3AT	Security Department	Security Officer Assistant Security Officer Duty Section Patrolmen
N00N	FLEACT, Yokosuka Negishi Detachment	Military Police Duty Section BH Desk Watch
N00I	FLEACT, Yokosuka Ikego Detachment	Military Police Duty Section
N142A1	Pretrial Confinement Facility	Duty Watch Section/Sister Duty Section
N00NEX	Navy Exchange	Navy Lodge Desk Watch
N4	Public Works Officer	Public Works Officer Assistant Public Works Officer Self-Help Staff
COMNAVREG JAPAN N01F	Regional Fire Department	On-Duty District Chiefs (3) On-Duty Firefighters (78) Interpreter/Drivers (3)
COMNAVREG JAPAN N37C	Regional Dispatch Center (RDC)	Regional Emergency Management Officer Emergency Services Dispatchers RDC System Administrator

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ESSENTIAL BASE SERVICES/SOURCES OF ASSISTANCE IN OPERATION
DURING TROPICAL CYCLONE CONDITION OF READINESS 1

1. The following information is provided for use during TCCOR 1.
1. Services and/or recreational facilities will be secured at the direction of COMFLEACT, Yokosuka.

a. Clubs and Messes. When TCCOR 1 is set and non-essential personnel are secured, the COMFLEACT, Yokosuka galley and Fleet Recreation Center food outlet will remain open to provide food service to the maximum extent possible.

b. Schools. COMFLEACT, Yokosuka will coordinate with the Coordinating Principal of Schools and the Department of Defense Dependents School (DoDDs), School Transportation Officer (DSN 243-9566) when schools will be closed. FLEACT, Yokosuka Chief Staff Officer will coordinate with FLEACT, Yokosuka Public Affairs Officer the announcement of school closings on FLEACT, Yokosuka Channel 15, American Forces Network (AFN), American Forces Radio and Television Service (AFRTS), Facebook, and Twitter official accounts, and to local commands to inform parents of the disposition of school children.

c. Exchange and Commissary Facilities. When TCCOR 1 is set and non-essential personnel are secured, the Navy Exchange (NEX) Japan District main store, auto-port, commissary, and Negishi and Ikego NEX/commissary and gas stations will close. The Navy Lodge will remain open through all tropical cyclone conditions.

d. Child Development Center (CDC)/School Age Care (SAC)/Child Development Home (CDH). When TCCOR 1 is set all parents will have one hour to pickup their child(ren) personally or by specially designated person. When all of the children have been picked up, the remaining staff will secure the building and await release or reassignment. All children of essential personnel will be accepted into CDC/SAC.

2. The following list of telephone numbers is provided to aid personnel in obtaining assistance:

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Services	Point of Contact	Telephone No.
Ambulance Service	Dispatcher	911
Command Duty Officer (CDO)	Duty Personnel	243-1701/090-8046-5954
Fire Department	Dispatcher	911
Police (Security)	Desk Sergeant	243-2300
Emergency Management	Emergency Management Officer	243-1714/080-6675-9056
Emergency Operations Center	Manager	243-1706
Emergency Room, Hospital	Duty Personnel	243-5137
Galley	Food Service Representative	243-5741
Gas Station	Service Operation Manager	243-5826/4778
MWR	Director	243-7250/7110
Navy Exchange Mini-Mart	Retail Store Supervisor	243-6752
Commissary	Commissary Store Officer	243-7562/7692
Navy Lodge	Navy Lodge Manager	243-6708/4595
Negishi NEX/Commissary	Retail Store Supervisor	242-4155
Ikego NEX Minimart	Retail Store Manager	246-7991
Hospital	Front Desk	243-7144/5247
Public Works Office	Front Office	243-6046/7311
NAVFAC Far East	Emergency Trouble Desk	115
NGIS	Front Desk	243-7013

SEP 28 2012

TCCOR SETTING ANNOUNCEMENT MESSAGE TEMPLATE

Originator: COMFLEACT YOKOSUKA JA
Precedence: PRIORITY

To: ALL TENANT COMMANDS FLEACT YOKOSUKA JA
ALL UNITS AND SHIPS FORWARD DEPLOYED YOKOSUKA JA
COMSEVENTHFLT
COMNAVFORJAPAN YOKOSUKA JA
CTF 70
COMDESRON FIFTEEN
NAVOCEANASWCEN YOKOSUKA JA

(Insert any visiting ships)

cc: COMPACFLT PEARL HARBOR HI
COMUSJAPAN YOKOTA AB JA
COMFLEACT YOKOSUKA JA

UNCLASSIFIED//

BT

MSGID/GENADMIN/COMFLEACT YOKOSUKA JA//

SUBJ/SET TCCOR 1 FOR TYPHOON _____ FOR THE YOKOSUKA AND YOKOHAMA AREAS//

REF/A/DOC/CFAY 3140.1Y/10NOV16// fix date when signed

REF/B/DOC/CNFJ/24MAR10//

NARR/REF A IS CFAY TROPICAL CYCLONE PLAN.

REF B IS CNFJ HAZARDOUS WEATHER INSTRUCTION.

POC/CFAY EOC/DSN: 243-1701/1702/1703/1704/1705/EMAIL: CFAY.EOC.CDO(AT)FE.NAVY.MIL//

RMKS/1. SET TCCOR 1 EFFECTIVE (insert DTG).

2. MAKE ATTAINMENT REPORTS TO CFAY EOC AT 243-1714.

3. STAY TUNED TO CFAY CHANNEL 15, FACEBOOK, TWITTER, EAGLE 810 AND THE CFAY
WEBSITE: WWW.CNIC.NAVY.MIL/YOKOSUKA/INDEX.HTM FOR THE LATEST UPDATES, POSTED
UNDER STORM UPDATE.//

SEP 28 2012

TCCOR ATTAINMENT MESSAGE TEMPLATE

Originator: COMFLEACT YOKOSUKA JA
Precedence: PRIORITY

To: COMNAVFORJAPAN YOKOSUKA JA
cc: COMFLEACT YOKOSUKA JA

UNCLASSIFIED//
MSGID/GENADMIN/COMFLEACT YOKOSUKA JA//
REF/A/COMFLEACTINST 3140.1Y/10NOV16// fix date when signed
AMPN/REF A IS COMFLEACT YOKOSUKA JA TROPICAL CYCLONE PLAN//
SUBJ/TCCOR 1 ATTAINMENT//
RMKS/1. TCCOR 1 HAS BEEN ATTAINED FOR COMFLEACT, YOKOSUKA JA
EFFECTIVE 301445IOCT10//
BT

SEP 28 2012

TCCOR 1 COORDINATING INSTRUCTION MESSAGE TEMPLATE

Originator: COMFLEACT YOKOSUKA JA
Precedence: PRIORITY

To: ALL TENANT COMMANDS FLEACT YOKOSUKA JA
ALL UNITS AND SHIPS FORWARD DEPLOYED YOKOSUKA JA
COMSEVENTHFLT
COMNAVFORJAPAN YOKOSUKA JA
CTF 70
COMDESERON FIFTEEN
NAVOCEANASWCEN
cc: COMFLEACT YOKOSUKA JA

UNCLASSIFIED//

MSGID/GENADMIN/COMFLEACT YOKOSUKA JA//
SUBJ/COMFLEACT, YOKOSUKA TCCOR 1 PREPAREDNESS AND COORDINATION
FOR TYPHOON//

REF/A/DOC/USFJ/18OCT06//

REF/B/DOC/CNFJ/18MAY05//

REF/C/DOC/CFAY/XXXXXXXX//

REF/D/DOC/CFAY/03NOV11//

REF/E/DOC/CFAY/27DEC06//

REF/F/DOC/CFAY/02MAR07//

REF/G/RMG/CNO/151035ZJUN06//

REF/H/RMG/COMFLEACT YOKOSUKA/220528ZNOV06//

NARR/REF A IS USFJ TCCOR INSTRUCTION. REF B IS CNFJ HAZARDOUS / DESTRUCTIVE
WEATHER PLAN. REF C IS COMFLEACTINST 3140.1Z, TROPICAL CYCLONE PLAN. REF D IS
COMFLEACTNOTE 3140, EMERGENCY NOTIFICATION CHECKLIST. REF E IS COMFLEACTINST
3440.17, ANNEX U, EVACUATION, PERSONNEL ACCOUNTABILITY AND SAFEHAVEN
OPERATIONS. REF F IS APPENDIX 7 TO ANNEX C TO COMFLEACTINST 3440.17, TEMPORARY
MASS SHELTER OPERATIONS. REF G IS NAVADMIN 177, NAVY PERSONNEL ACCOUNTABILITY
POLICY. REF H IS COMFLEACT, YOKOSUKA STANDING LETTER OF INSTRUCTION FOR
PERSONNEL ACCOUNTABILITY, MUSTER, AND REPORTING.//
POC/JEFF LINDAMAN/COMFLEACT, YOKOSUKA/DSN: 243-1714 FAX: 243-1717/EMAIL:
JEFF.LINDAMAN(AT)FE.NAVY.MIL//

GENTEXT/RMKS/1. THIS MESSAGE PROVIDES GUIDANCE FOR PERSONNEL RELEASE,
FACILITIES CLOSURE, AND TRANSPORTATION UPON SETTING COR 1. COMFLEACT
YOKOSUKA ANTICIPATES SETTING COR 1 AT _____ LOCAL TIME.

A. TCCOR 1 CAUTION

(1) DIRECTED BY: COMFLEACT YOKOSUKA

(2) DEFINITION: SUSTAINED WINDS OF 34-49 KNOTS. FREQUENT GUSTS OF 50-59 KNOTS
ARE OCCURRING.

(3) ACTION: NON-ESSENTIAL PERSONNEL RELEASED FROM DUTY. ESSENTIAL
PERSONNEL REPORT FOR DUTY AND / OR REMAIN ON DUTY. COMMERCIAL ACTIVITIES ON
BASE CLOSED. SEE PARA 2 BELOW FOR DETAILS.

(4) BASED ON JTWC WARNING NO. XX, DAMAGING WINDS ARE FORECAST TO COMMENCE
O/A _____ LOCAL TIME.

B. TCCOR 1 EMERGENCY

(1) DIRECTED BY: COMFLEACT YOKOSUKA

Enclosure (13)

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(2) DEFINITION: SUSTAINED WINDS OF 50 KNOTS OR GREATER OR FREQUENT GUSTS OF 60 KNOTS OR GREATER ARE OCCURRING.

(3) ACTION: ONLY OFFICIAL AND EMERGENCY VEHICLES ARE PERMITTED ON ROADS. PERSONNEL REMAIN INDOORS UNTIL ALL CLEAR IS DECLARED.

(4) BASED ON JTWC WARNING NO. XX, DESTRUCTIVE WINDS ARE FORECAST TO COMMENCE O/A _____ LOCAL TIME.

C. TCCOR 1 RECOVERY

(1) DIRECTED BY: COMFLEACT YOKOSUKA

(2) DEFINITION: SUSTAINED WINDS HAVE FALLEN BELOW 50 KNOTS AND GUSTS OF 60 KNOTS OR GREATER ARE NO LONGER OCCURRING.

(3) ACTION: COMFLEACT, YOKOSUKA CONDUCTS INSPECTION FOR SAFETY HAZARDS. NON-ESSENTIAL PERSONNEL REMAIN INDOORS DURING DAMAGE ASSESSMENT AND CLEANUP OPERATIONS.

(4) BASED ON JTWC WARNING NO. XX, ANTICIPATE SETTING TCOOR 1 RECOVERY O/A _____ LOCAL TIME.

D. ALL CLEAR

(1) DIRECTED BY: COMFLEACT YOKOSUKA

(2) DEFINITION: THREAT OF SEVERE WEATHER IS OVER

(3) ACTION: RESUME NORMAL ACTIVITIES

(4) BASED ON JTWC WARNING NO. XX, ANTICIPATE DECLARING TCOOR 1 ALL CLEAR O/A _____ LOCAL TIME.

2. COMFLEACT, YOKOSUKA PROVIDES TELEPHONIC AND E-MAIL NOTIFICATION FOR TCCOR DECLARATIONS PER REF D. COMFLEACT, YOKOSUKA EOC (BLDG 3154, ROOM 122G) IS MANNED 24/7 WHEN TCCOR 1 IS DECLARED. CONTACT INFORMATION:

A. TELEPHONE: DSN: 243-1714

COMMERCIAL: 046 816 PLUS LAST FOUR

B. E-MAIL: CFAY.EOC.EMO[AT]FE.NAVY.MIL OR CFAY.EOC.CDO[AT]FE.NAVY.MIL,

3. AS BRIEFED AT COMFLEACT, YOKOSUKA TCCOR/STORM COR 1 COORDINATING CONFERENCE FOLLOWING PREPAREDNESS INFORMATION PROVIDED:

A. PERSONNEL RELEASE

(1) NON-ESSENTIAL MILITARY AND CIVILIAN PERSONNEL: RELEASED AT _____ LOCAL TIME.

(2) NON-ESSENTIAL MLC EMPLOYEES: RELEASED AT _____ LOCAL TIME.

(3) DODDS SCHOOLS: CLOSED _____ LOCAL TIME. ANTICIPATE DELAYED OPENING AT _____ LOCAL TIME.

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B. FACILITY CLOSURES

- (1) HOURLY CHILD CARE: CLOSED _____ LOCAL TIME.
- (2) CHILD DEVELOPMENT CENTER: CLOSED _____ LOCAL TIME.
- (3) DECA COMMISSARY: REMAINS OPEN UNTIL _____ LOCAL TIME.
- (4) OTHER RECREATION SERVICES CLOSED WHEN TCCOR 1 IS DECLARED.
- (5) NEX: REMAINS OPEN UNTIL O/A _____ LOCAL TIME.
- (6) NEX GAS STATION & MINI-MART: REMAIN OPEN UNTIL _____ LOCAL TIME.
- (7) IKEGO NEX: REMAINS OPEN UNTIL O/A _____ LOCAL TIME.
- (8) NAVY LODGE: REMAINS OPEN.
- (9) USNH YOKOSUKA: REMAINS OPEN FOR EMERGENCIES. WILL CLOSE FOR ALL OTHER PATIENTS O/A _____ LOCAL TIME.

C. TRANSPORTATION

- (1) HOME-TO-WORK BUS: SECURED AFTER MORNING RUN ON (DAY, DATE).
- (2) YOKOSUKA - NARITA BUS: SECURED AFTER (TIME, DATE).
- (3) BASE SHUTTLE: SECURED O/A (TIME, DATE).

D. GATE CLOSURE FOR TCCOR 1: GATES REMAIN OPEN UNTIL COMFLEACT YOKOSUKA DECLARES TCCOR 1 EMERGENCY. AT TCCOR 1 EMERGENCY GATE STATUS IS AS FOLLOWS:

(1) MAIN BASE

(A) CARNEY GATE

INBOUND - SINGLE LANE OPEN

OUTBOUND - SINGLE LANE OPEN

(B) WOMBLE GATE

INBOUND - CLOSED

OUTBOUND - CLOSED

(2) IKEGO MILITARY FAMILY HOUSING

INBOUND - SINGLE LANE OPEN

OUTBOUND - CLOSED

(3) NEGISHI MILITARY FAMILY HOUSING

(A) MAIN GATE (COMMUNITY CENTER)

INBOUND - SINGLE LANE OPEN

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OUTBOUND - CLOSED

(B) GATE 3 (HOUSING)

INBOUND - SINGLE LANE OPEN

OUTBOUND - CLOSED

(C) GATE 1 (ALTERNATE ENTRANCE)

INBOUND - SINGLE LANE OPEN

OUTBOUND - CLOSED

(D) BACK GATE - SECURED EXCEPT FOR EMERGENCY VEHICLES, INCLUDING PWD.

DECISION TO FULLY CLOSE ALL GATES (INBOUND & OUTBOUND) WILL BE BASED ON WEATHER CONDITIONS, PERSONNEL SAFETY, COMFLEACT, YOKOSUKA, AND TENANT COMMAND OPERATIONAL REQUIREMENTS.

4. PRIMARY READY SHELTER:

A. PER REFS E AND F, COMFLEACT, YOKOSUKA PRIMARY READY SHELTER IS FLEET RECREATION CENTER, BLDG 3008, BASKETBALL COURT AREA, (CAPACITY 250). COMFLEACT, YOKOSUKA DUTY SECTION PERSONNEL STAND UP THIS SHELTER AS REQUIRED TO PROVIDE INITIAL SAFE HAVEN FOR PEOPLE DISPLACED BY THE STORM.

B. PEOPLE HOUSED IN TEMPORARY MASS SHELTER ARE NORMALLY MOVED TO ALTERNATE FACILITIES, (BQ, TPU, NAVY LODGE, HOMEPORT ASHORE, OR COMMERCIAL LODGING), WITHIN 24 HOURS AND WHEN IT IS SAFE TO DO SO. COMFLEACT, YOKOSUKA ASHORE TENANT COMMANDS SEE REF E FOR SHELTER MANAGEMENT PERSONNEL AUGMENT REQUIREMENTS.

C. PERSONNEL EVACUATION TO TEMPORARY READY SHELTER MAY TRIGGER A REQUIREMENT TO CONDUCT PERSONNEL ACCOUNTABILITY MUSTER PER REFS G AND H.

4. STORM TRACK UPDATE AND WEATHER INFORMATION IS AVAILABLE AT WWW.CFAY.NAVY.MIL AND JOINT TYPHOON WARNING CENTER AT [HTTPS://METOC.PH.NMCI.NAVY.MIL/JTWC.PHP](https://METOC.PH.NMCI.NAVY.MIL/JTWC.PHP) AND [HTTP://WWW.JMA.GO.JP/EN/TYPH/](http://WWW.JMA.GO.JP/EN/TYPH/)

5. RELEASED BY CAPT D. A. OWEN, USN, COMMANDER, FLEET ACTIVITIES, YOKOSUKA. REQUEST WIDEST DISSEMINATION.//

BT

NNNN

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