

## HAZARD SPECIFIC ANNEX 1 TO SECTION IV DESTRUCTIVE WEATHER

**1. Scope.** This appendix describes hazardous weather elements including high wind gusts, high sustained winds, thunderstorms, tornadoes, hail and/or lightning. Because of NAS Jacksonville's location, the risk from destructive weather exists from various weather systems/conditions. This appendix addresses destructive weather hazards.

**2. Reference.** (a) CNRSEINST 3140.1I

(b) Storm Events:

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

(c) Tropical Cyclone:

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

(d) Flood Risk:

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

(e) National Oceanographic & Atmospheric Administration (NOAA) National Climatic Data Center:

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

**3. Overview.** NAS Jacksonville is subject to various weather phenomena from mild pleasant conditions to catastrophic life endangering environments. This appendix addresses weather conditions from small craft advisories to tropical cyclone warnings.

a. Specific Destructive Weather Checklists have been developed for the CDO and are located in this section, Annexes A through H. Checklist categories are:

- (1) Small Craft, Gale or Storm Warning.
- (2) Thunderstorm Warning
- (3) Electrical Storm Warning
- (4) Tornado Warning
- (5) Tropical Wind Warning
- (6) Tropical Cyclone Warning
- (7) Flood Warning
- (8) Freeze Warning

## b. Weather Terms and Definitions:

## (1) Terminology used in CNRSE Warnings:

- (a) Small Craft Warning. Winds speeds up to 33 knots (38 mph) including gusts. The lower threshold for issuing such a warning is set by local area authority.
- (b) Gale Warning. Sustained wind speeds (non-tropical) between 34 to 47 knots (34-54 mph).
- (c) Storm Warning. Sustained wind speed (non-tropical) of 48 knots (55 mph) or greater.
- (d) Thunderstorm. Thunderstorms are forecast to impact the warning area with gusty winds with velocities less then 50 knots (58 mph). Lightning and thunder can be expected; hail, if any, less than  $\frac{3}{4}$  inch in diameter.
- (e) Severe Thunderstorm. Severe thunderstorms with wind gust 50 knots (58 mph) or greater. Lightning, thunder and hail, if any,  $\frac{3}{4}$  inch or greater in diameter are forecast to impact the warning area.
- (f) Tornado. Tornadoes have been sighted or detected by RADAR in or adjacent to the warning area, or have a strong potential to develop in the warning area.
- (g) Tropical Wind Warnings. Wind speeds of 34 - 49 knots (39-56 mph) that are associated with a tropical system). Heavy rains, thunderstorms, lightning, tornadoes, storm surge and hail may also be expected.
- (h) Tropical Cyclone. Tropical systems with wind speed of 50 knots (58 mph) or greater. Heavy rains, thunderstorms, lightning, tornadoes, storm surge and hail may also be expected.

## (2) Terminology used by the National Weather Service (NWS):

- (a) Severe Thunderstorm or Tornado **Watch**.  
Conditions are conducive for tornadic activity and/or severe thunderstorms within and close to the watch area.
  - (b) Severe Thunderstorm or Tornado **Warning**. A severe thunderstorm or tornado has been confirmed by observation or indicated by weather radar. Personnel close to the storm should take cover immediately. Those further away should take cover if threatening conditions approach.
  - (c) Tropical Storm/Hurricane **Watch**. Tropical Storm/Hurricane pose a possible threat to a specified coastal area within 36 hours.
  - (d) Tropical Storm/Hurricane **Warning**. Tropical Storm/Hurricane force winds are expected in a specified coastal area within 24 hours.
- c. Tropical Wind Warnings will normally be issued more than 12 hours prior to the arrival of 34 to 49 knot (39-56 mph) winds.
- d. Thunderstorms and Lightning. All thunderstorms are dangerous because they produce lightning and can also produce tornados, strong surface winds, hail and rapid or flash flooding.
- (1) In the United States annually, an average of 380 people are injured with 80 of those killed.
  - (2) Not all thunderstorms produce rain, but the effect of lightning has caused many fires especially in drought stricken woods, forests and grass type lands.
- (3) Thunderstorm Conditions:
- (a) Condition 2 - Destructive winds (50 knots [58mph]) accompanying the phenomena indicated is expected in the general area within 6 hours.
  - (b) Condition 1 - Destructive winds (50 knots [58 mph]) of force indicated accompanying the phenomena is imminent. Lightning, thunder and

hail are anticipated. A less the 30 minute warning is likely.

e. Tornadoes. NAS Jacksonville is susceptible to tornadoes. A tornado is the most violent of all storms. Spawned by strong thunderstorms, a tornado can destroy a neighborhood in seconds and take many lives. Tornadoes are rotating funnel-shaped clouds extending from a thunderstorm to the ground with whirling winds possibly reaching 300 miles per hours. Tornadoes can last a few minutes to twenty minutes or longer and the damaging paths they create can range from yards to a mile in width and up to 50 miles long.

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

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

(3) Tornado Conditions:

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

(b) Condition 1 - Destructive winds of force indicated accompanying the phenomena is imminent. Lightning, thunder and hail are anticipated. A less the 30 minute warning is likely.

f. Tropical Cyclones. Tropical cyclones affecting the Southeast Region normally occur June 1<sup>st</sup> through November 30<sup>th</sup> (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 a rare occurrence.

(1) To prepare for tropical cyclone arrival, NAS Jacksonville is prepared to place the installation into five distinct stages called Conditions of Readiness (CORs). Annually, CNRSE will transmit a COR 5 message placing all installations under their watch on June 1<sup>st</sup> and a COR termination message on or about 1 December.

NAS Jacksonville will transmit a COR 5 attainment message back to CNRSE when all specifications are attained in the COR 5 checklists.

(2) Tropical Cyclone Conditions of Readiness (COR):

- (a) COR 5 - Destructive winds (50 knots [58 mph]) possible within 96 hours. Due to the geographical location of NAS Jacksonville, CNRSE requires the base to set and maintain COR V as a minimum state of readiness from June 1<sup>st</sup> through November 30<sup>th</sup>.
- (b) COR 4 - Destructive winds possible within 72 hours.
- (c) COR 3 - Destructive winds possible within 48 hours.
- (d) COR 2 - Destructive winds anticipated within 24 hours.
- (e) COR 1 - Destructive winds are occurring or anticipated within 12 hours.

(3) Categories of Tropical Cyclones: The minimum Tropical Cyclone has no category even though it has winds 50 to 63 knots (58 - 73 mph). Winds cause damage to shrubbery, trees, foliage and poorly constructed, non-secured utility buildings or fixtures (awnings, lawn furniture, etc.).

(a) Category One Hurricane (Cat 1):

1. Winds 64 - 82 knots (74 - 95 mph). Winds cause damage primarily to shrubbery, trees, foliage and to mobile homes not properly anchored. No real damage to permanent building structures. Minor power distribution failures may occur for short periods of time.
2. Storm Surge four to five feet above mean water level. Low-lying coastal roads may be inundated, minor pier damage.

## (b) Category Two Hurricane (Cat 2):

1. Winds 83 - 95 knots (96 - 110 mph). Winds cause considerable damage to shrubbery and tree foliage, some trees blown down. Expect major structural damage to exposed mobile homes. Some damage to roofing material, windows and doors - no major damage to permanent building structures. Minor power distribution failures may occur for short periods of time.
2. Storm Surges ranging from 6' to 8' above mean 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 will be required.

## (c) Category Three Hurricane (Cat 3):

1. Winds 96 - 113 knots (111 - 130 mph). Winds cause considerable damage to shrubbery and trees, with 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 structural wall failure is expected. Major power distribution failures may occur, possibly causing loss of water and sewer for extended periods of time.
2. Storm Surges 9 to 12 feet above mean water level causes serious flooding along the coast with many smaller structures destroyed. Larger structures are damaged by the battering of floating debris. Low-lying escape routes inland are cut by rising water.

## (d) Category Four Hurricane (Cat 4):

1. Winds 114 - 135 knots (131 - 155 mph). Winds cause extensive damage to shrubbery and trees, with large trees blown down. Expect extensive roofing material, window and door damage. Complete failure of roof structures on many small residences and complete destruction of mobile homes. Major power distribution failures causing loss of water and sewer for extended periods of time.
2. Storm Surges ranging from 13' to 17' above mean 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 Hurricane (Cat 5):

1. Winds greater than 135 knots (155 mph). Winds cause extensive damage to shrubbery and trees, with large trees blown down. Extensive roofing material, window and door damage. Complete failure of roof structures on many residences and industrial buildings. Extensive glass failure 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 extended periods of time.
2. Storm Surge, greater than 18 feet above mean 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.

- g. Flooding. Can come from rain, dam/levee failure and melting snow. Some floods develop slowly over days while others develop within minutes without any visible signs of rain.
- (1) Floods can affect a local neighborhood or community to extremely large areas covering entire river basins and multiple states.
  - (2) 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.
- h. Other potential dangerous weather conditions.
- (1) Extreme Heat. High humidity and temperatures can cause heat stress and if not properly treated, death can occur. 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 of Blue, Green, Yellow, Red and Black. They range from Blue Flag, normal outdoor work to Black Flag where outdoor exposure is measured in minutes. Flag conditions are normally set by the Installation medical facility.
  - (2) Winter Storms. Although NAS Jacksonville can experience cold weather it is normally short lived. However, most serious cold event is in frost or snow turning into ice on bridges. Snow fall isn't measured in feet but in inches, and the effects can still be devastating. There is little or no snow clearing equipment available in northeast Florida and most of the drivers are not experienced in driving on snow covered roads, which can cause many accidents.

#### 4. General Guidance.

- a. Authority: CNRSEINST 3440.2D
- b. Assumptions: There will be advance warning when a Tropical Storm approaches.
- c. Roles and Responsibilities:

- (1) Specific roles and responsibilities of key command personnel are outlined in Appendices A through Q of this Annex. The following is a brief description.
- (2) The ICO is responsible for the state of readiness of NAS Jacksonville and shall ensure the proper dissemination of this instruction. In addition, the ICO directs preparedness prior to the arrival of a tropical storm or hurricane, supports mission critical areas, and coordinates base reconstitution and recovery operations.
- (3) The Installation Executive Officer (IXO) is designated as Hurricane and/or Tropical Storm Officer and is responsible for all reports to higher authority. He will assist the ICO as required and assume command in his absence. In addition, he will implement the station recall bill for mission critical personnel when required and coordinate status reports in the setting of COR's from NAS Jacksonville departments and installation tenant commands. The IXO will direct COOP EOC operations.
- (4) The EMO shall assist the ICO and IXO in preparing plans for destructive weather. As the ICO's principal advisor in the coordination of all matters related to an emergency event, and resident expert on EM issues, he is responsible for the collection and dissemination of emergency reports in accordance with this instruction and shall keep the chain of command and all key personnel informed as necessary. In addition, he will:
  - (a) Gather all required reports to ascertain readiness status of NAS Jacksonville's hurricane preparations.
  - (b) Maintain a store room with enough supplies to sustain EOC operations for use during and after the storm.
  - (c) Coordinate with state and local authorities in matters concerning local police support, evacuation routes, and emergency communications.
  - (d) Act as liaison between civilian and military Emergency Management officials, keeping local authorities informed of installation efforts.

- (5) NAS Jacksonville's CDO's and OOD's will assist the ICO, IXO, and EMO in discharging their duties and be responsible for answering all message traffic pertaining to all installation tropical cyclone conditions of readiness. In addition, they will:
  - (a) Relay messages, accept reports, and maintain such records as necessary to show the installation's state of preparedness. Every effort will be made to keep the IXO and the EMO appraised of progress/problems as the situation warrants. The CDO has the authority to order and initiate preventive and rapid response efforts necessary to avoid or minimize damage to government property or injury to personnel.
  - (b) Ensure valid access and permissions into ATRP C4I suite for unit SITREP and installation COR update communications with CNRSE ROC.
  - (c) The CDO/OOD will be thoroughly familiar with this instruction and procedures for notifying department heads, tenant EDO's / SDO's / CDO's, and fleet units of severe weather warnings and the setting of COR's.
  - (d) The primary mode of hazard event notification will be via Computer Desktop Notification System CDNS which includes telephone alert capabilities and can be "Self Populated" with contact data by all personnel who have access to NMCI computers. All NAS Jacksonville's CDO's / OOD's will be familiar with its activation. Additionally, a complete emergency notifications phone list will be maintained at the Quarter Deck located in building one. The emergency notifications phone list is Appendix 6 to Section V of the EM Plan.
  - (e) The CDO will log proper entries concerning relevant items and significant events as required.
- (6) Administration will ensure public awareness training for NFASS muster tool is provided and prepare for disaster mustering.

- (7) Boat Operations will:
- (a) Ensure all pier and waterfront areas are clear of loose gear and/or missile hazards.
  - (b) Coordinate with Public Works, other departments and contractors concerning gear adrift on piers and other waterfront areas.
- (8) Air Operations will provide air traffic control and flight plan services to tenant squadrons and assist in evacuation of aircraft. Ensure airfield and ramp areas are clear of loose gear or missile hazards.
- (9) Departments and tenant activities of NAS JAX Jacksonville shall adhere to the seasonal hurricane condition requirements during the period 1 June to 30 November. In addition, they shall:
- (a) Review category 5 mission critical and mission essential personnel assignments, and submit changes to NAS JAX Jacksonville Physical Security Office and the EMO.
  - (b) Distribute instructions to all personnel on the various precautionary measures to be taken in the event destructive weather or damaging winds impact NE Florida.
  - (c) Inspect areas of responsibility for faulty ordangerous structures and, where such conditions cannot be corrected by department action, submit a work request for correcting the faulty condition, labeling the request urgent for hurricane/destructive weather preparations to the PWO with a copy to the EMO.
  - (d) Locate and identify all materials such as garbage cans, loose lumber, all portable fire extinguishers, picnic benches, empty pallets, etc., that can become dangerous missile hazards during destructive wind events. Be prepared to move these items to safe storage or to have them lashed down.
  - (e) There are no designated destructive weather safe shelters located onboard NAS Jacksonville. All non-essential personnel will evacuate the installation when directed by the ICO. Tenant commands will evacuate mission critical and

mission essential personnel when directed by ICO. Ensure facility vacant / secured placards are placed conspicuously at all entrances. Placard is Appendix 7 to Section V of the EM Plan.

- (f) All fire extinguishers located outside will be removed and stowed during COR 3.
  - (g) Sandbags will not be stored or issued by NAS Jacksonville. Departments and tenant commands requiring sandbags should evaluate their requirements PRIOR TO HURRICANE SEASON and secure a sufficient supply. Public Works may provide sand and bags however this is not guaranteed it is the responsibility of individual departments and tenant commands to pick up, fill and transport.
  - (h) Report all COR attainment to the NAS Jacksonville QD at 542-2338/2339. Additionally report COR's 2 and 1 attainment to the NAS Jacksonville EOC at 542-5595.
- (10) PWD will coordinate with appropriate contractor personnel to meet all requirements specified in this instruction including the following:
- (a) Develop and maintain a list of buildings that will require plywood to board windows and doors during a tropical storm or hurricane. Procure and store wood.
  - (b) Stenciling and precutting boarding material for designated buildings, and supply motorized vehicles as required.
  - (c) Developing a plan to fill and cap off the existing fresh water holding tanks, making the contents accessible upon reconstitution of NAS Jacksonville.
  - (d) Environmental Division shall coordinate with Air Operations, department heads, and tenant commands to ensure all hazardous waste is properly stored during destructive weather conditions.
- (11) Supply Department will make preparations for contracting support and emergency messing.

(12) Naval Hospital will provide first aid stations to support mission critical responders, command staff, coop commands and recovery crews.

(13) Housing Department will:

(a) Ensure BH and FH residences are aware of vacant / secure placard requirement.

(b) Make preparations for emergency berthing of mission critical and essential personnel.

d. Mass Warning & Notifications: Will be made by all means available: giant voice (GV), telephone alert, e-mails, naval message, NMCI computer networks, marquees, public announcements (television / radio), etc.

e. EOC activation Levels 1 thru 4: Will be commensurate with COR settings 1 thru 4.

f. Hazard-Specific Procedures: Deploy response units, securing/relocating equipment/materials, limiting installation population to category 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 PSWG and approved by ICO.

6. **Training Requirements.**

a. All designated category 5 personnel will at a minimum complete the following FEMA web-based independent study courses: IC-100a, IC-200a, IC-700a, and IC-800b.

b. Designated Mission Critical and Mission Essential personnel are included in category 5 and will complete the above FEMA web-based independent study courses in addition to ICS 300 and 400.

7. **Equipment Requirements.**

a. Each department and tenant command shall maintain equipment as required to prepare facilities for onset of destructive weather.

8. **Exercise & Evaluation Requirements.** Participation in annual FFC/CNRSE Hurricane Exercise (HURREX/Citadel Gale), evaluating preparedness checklist items, validating contact numbers and category 5 personnel, coordinating with local EM for expected activity and develop an After Action Report (AAR) with corrective actions, as required.

9. **Additional Resources.**

- a. Activation and deployment of Navy Emergency Preparedness Liaison Officer (NEPLO) via CNRSE.
- b. A high wind event will probably interrupt cellular phone service requiring issuance of Government Emergency Telecommunications Service (GETS) cards from NAS Jacksonville IT, and mobile satellite communications (B-GAN) from NRSE.

**APPENDICES:**

- A - CDO Small craft, Gale or Storm Warning Checklist
- B - CDO Thunderstorm Warning Checklist
- C - CDO Electrical Storm Warning Checklist
- D - CDO Tornado Warning Checklist
- E - CDO Tropical Wind Warning Checklist
- F - CDO Tropical Cyclone COR Notification/Attainment Procedures
- G - CDO Flood Warning Checklist
- H - CDO Freeze Warning Checklist
- I - Activity Hurricane Preparation Guide.
- J - Suggested Hurricane Locker Inventory.
- K - Tropical Cyclone Condition of Readiness (COR) 5 Checklist
- L - Tropical Cyclone Condition of Readiness (COR) 4 Checklist
- M - Tropical Cyclone Condition of Readiness (COR) 3 Checklist
- N - Tropical Cyclone Condition of Readiness (COR) 2 Checklist
- O - Tropical Cyclone Condition of Readiness (COR) 1 Checklist
- P - Base Closure Procedures
- Q - Base Reconstitution and Recovery Plan
- R - Installation Commanding Officer's (ICO) COR Decision Matrix

**APPENDIX A TO ANNEX 1 TO SECTION IV  
CDO SMALL CRAFT, GALE, OR STORM WARNING CHECKLIST**

Small Craft \_\_\_\_\_ Gale \_\_\_\_\_ Storm \_\_\_\_\_

Valid Times: \_\_\_\_\_ local to \_\_\_\_\_ local

Wind Direction: Wind Speed \_\_\_\_\_ knots Gusting to \_\_\_\_\_ knots

1. This checklist is to be used when a small craft, gale or storm weather warning is received.

2. Primary mode for all emergency notifications will be via telephone utilizing the Command telephone listing located in Section V, Appendix 6 of the EM Plan.

a. Notify NAS Jacksonville Command Staff:

(1) Commanding Officer \_\_\_\_\_

(2) Executive Officer \_\_\_\_\_

b. Notify NAS Jacksonville departments:

(1) Boat house \_\_\_\_\_

(2) Air Operations \_\_\_\_\_

(3) Security \_\_\_\_\_

(4) Fire E/S \_\_\_\_\_

(5) Public Works \_\_\_\_\_

(6) MWR \_\_\_\_\_

c. Notify the following major tenant commands:

(1) CNRSE ROC \_\_\_\_\_

(2) FRCSE \_\_\_\_\_

(3) Naval Hospital \_\_\_\_\_

(4) Branch Medical Clinic \_\_\_\_\_

d. Collate all destructive weather data received. \_\_\_\_\_

3. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other annexes. \_\_\_\_\_

4. Notify the Safety Manager of base damage. \_\_\_\_\_

5. Recurring actions - Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. \_\_\_\_\_

6. Prepare initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. Initial CNRSE notifications can be completed via C4I by the CDO. \_\_\_\_\_

7. Record all actions utilizing ICS-214 Unit Log (Tab H to Appendix 5 to Section V, of the EM Plan). \_\_\_\_\_

**APPENDIX B TO ANNEX 1 TO SECTION IV  
CDO THUNDERSTORM WARNING CHECKLIST**

Thunderstorm Condition II \_\_\_\_\_

Thunderstorm Condition I \_\_\_\_\_

Valid Times \_\_\_\_\_ local to \_\_\_\_\_ local

Wind Speed \_\_\_\_\_ knots, Gusting to \_\_\_\_\_ knots

\_\_\_\_\_ inch Hail or \_\_\_\_\_ Hail is not expected

1. This CDO Checklist will be used when a thunderstorm COR is received.

2. Primary mode for all emergency notifications will be via telephone utilizing the Command telephone listing located in Section V, Appendix 6 of the EM Plan.

a. Notify NAVSTA Mayport Command Staff:

(1) Commanding Officer \_\_\_\_\_

(2) Executive Officer \_\_\_\_\_

b. Notify NAS Jacksonville departments:

(1) Boat house \_\_\_\_\_

(2) Air Operations \_\_\_\_\_

(3) Security \_\_\_\_\_

(4) Fire E/S \_\_\_\_\_

(5) Public Works \_\_\_\_\_

(6) MWR \_\_\_\_\_

c. Notify the following major tenant commands:

(1) CNRSE ROC \_\_\_\_\_

(2) FRCSE \_\_\_\_\_

(3) Naval Hospital \_\_\_\_\_

(4) Branch Medical Clinic \_\_\_\_\_

d. Collate all destructive weather data received. \_\_\_\_\_

3. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other annexes. \_\_\_\_\_
4. Notify the Safety Manager of base damage. \_\_\_\_\_
5. Recurring actions - Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. \_\_\_\_\_
6. Prepare initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. Initial CNRSE notifications can be completed via C4I by the CDO. \_\_\_\_\_
7. Record all actions utilizing ICS-214 Unit Log (Tab H to Appendix 5 to Section V, of the EM Plan). \_\_\_\_\_

**APPENDIX C TO ANNEX 1 TO SECTION IV  
CDO ELECTRICAL STORM WARNING CHECKLIST**

Electrical Storm Condition Warning Received: I \_\_\_\_ or II \_\_\_\_

1. This CDO Checklist will be used when an Electrical Storm Warning is received:
2. The CDO will select the appropriate Electrical Storm Warning Advisory to notify the organizations below:

a. Electrical Storm **Condition I** Notifications

"This is the Quarterdeck. Naval Air Station Jacksonville is currently in an Electrical Storm Condition I. Lightning strikes are within 10 miles of the base. Advise all personnel to monitor the weather for possible worsening conditions and to be prepared to suspend all work outdoors."

b. Electrical Storm **Condition II** Notifications

"This is the Quarterdeck. Naval Air Station Jacksonville is currently in Electrical Storm Condition II. Lightning strikes are within 5 miles of the base. Advise all personnel outdoors to suspend work outdoors and seek shelter in the nearest building immediately."

3. Primary mode for all emergency notifications will be via telephone utilizing the Command telephone listing located in Section V, Appendix 6 of the EM Plan.

a. Notify NAVSTA Mayport Command Staff:

- (1) Commanding Officer \_\_\_\_\_
- (2) Executive Officer \_\_\_\_\_

b. Notify NAS Jacksonville departments:

- (1) Boat house \_\_\_\_\_
- (2) Air Operations \_\_\_\_\_
- (3) Security \_\_\_\_\_
- (4) Fire E/S \_\_\_\_\_
- (5) Public Works \_\_\_\_\_
- (6) MWR \_\_\_\_\_

c. Notify the following major tenant commands:

- (1) CNRSE ROC \_\_\_\_\_
- (2) FRCSE \_\_\_\_\_
- (3) Naval Hospital \_\_\_\_\_
- (4) Branch Medical Clinic \_\_\_\_\_

d. Collate all destructive weather data received. \_\_\_\_\_

4. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other annexes. \_\_\_\_\_

5. Notify the Safety Manager of base damage. \_\_\_\_\_

6. Recurring actions - Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. \_\_\_\_\_

7. Prepare initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. Initial CNRSE notifications can be completed via C4I. \_\_\_\_\_

8. Record all actions utilizing ICS-214 Unit Log (Tab H to Appendix 5 to Section V, of the EM Plan). \_\_\_\_\_

**APPENDIX D TO ANNEX 1 TO SECTION IV  
CDO TORNADO WARNING CHECKLIST**

\_\_\_\_\_ Tornado Condition II \* \_\_\_\_\_ Tornado Condition I

Valid Times - \_\_\_\_\_ local to \_\_\_\_\_ local

Proceed with the notifications and related actions concerning tornado conditions contained in this Tab with item 1 below.

1. This CDO Checklist will be used when a tornado alert is received.

2. Primary mode for all emergency notifications will be via telephone utilizing the Command telephone listing located in Section V, Appendix 6 of the EM Plan.

a. Notify NAVSTA Mayport Command Staff:

(1) Commanding Officer \_\_\_\_\_

(2) Executive Officer \_\_\_\_\_

b. Notify NAS Jacksonville departments:

(1) Boat house \_\_\_\_\_

(2) Air Operations \_\_\_\_\_

(3) Security \_\_\_\_\_

(4) Fire E/S \_\_\_\_\_

(5) Public Works \_\_\_\_\_

(6) MWR \_\_\_\_\_

c. Notify the following major tenant commands:

(1) CNRSE ROC \_\_\_\_\_

(2) FRCSE \_\_\_\_\_

(3) Naval Hospital \_\_\_\_\_

(4) Branch Medical Clinic \_\_\_\_\_

d. Collate all destructive weather data received. \_\_\_\_\_

3. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other annexes. \_\_\_\_\_

4. Notify the Safety Manager of base damage. \_\_\_\_\_
5. Recurring actions - Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. \_\_\_\_\_
6. Prepare initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. Initial CNRSE notifications can be completed via C4I. \_\_\_\_\_
7. Record all actions utilizing ICS-214 Unit Log (Tab H to Appendix 5 to Section V, of the EM Plan). \_\_\_\_\_

**NOTE:** If a Tornado Condition I alert has been sounded, an all clear notification must be made once the condition has been verified as passed. This will be accomplished by going through the notifications list a second time making "All clear" notifications based on local media weather advisories that the condition has passed.

**APPENDIX E TO ANNEX 1 TO SECTION IV  
CDO TROPICAL WIND WARNING CHECKLIST**

1. This CDO Checklist will be used when a Tropical Wind Warning (TWW) is received. \_\_\_\_\_

a. Verify the effective time of the Tropical Wind Warning (TWW) being issued. \_\_\_\_\_

2. Primary mode for all emergency notifications will be via telephone utilizing the Command telephone listing located in Section V, Appendix 6 of the EM Plan.

a. Notify NAVSTA Mayport Command Staff:

(1) Commanding Officer \_\_\_\_\_

(2) Executive Officer \_\_\_\_\_

b. Notify NAS Jacksonville departments:

(1) Boat house \_\_\_\_\_

(2) Air Operations \_\_\_\_\_

(3) Security \_\_\_\_\_

(4) Fire E/S \_\_\_\_\_

(5) Public Works \_\_\_\_\_

(6) MWR \_\_\_\_\_

c. Notify the following major tenant commands:

(1) CNRSE ROC \_\_\_\_\_

(2) FRCSE \_\_\_\_\_

(3) Naval Hospital \_\_\_\_\_

(4) Branch Medical Clinic \_\_\_\_\_

d. Collate all destructive weather data received. \_\_\_\_\_

3. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other annexes. \_\_\_\_\_

4. Notify the Safety Manager of base damage. \_\_\_\_\_

5. Recurring actions - Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. \_\_\_\_\_

6. Prepare initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. Initial CNRSE notifications can be completed via C4I. \_\_\_\_\_

7. Record all actions utilizing ICS-214 Unit Log (Tab H to Appendix 5 to Section V, of the EM Plan). \_\_\_\_\_

**APPENDIX F TO ANNEX 1 TO SECTION III  
TROPICAL CYCLONE COR NOTIFICATION/ATTAINMENT PROCEDURES**

1. This portion of storm information dissemination is extremely important and has been designed to accomplish several procedures in a single action. It notifies organizations when a specific tropical cyclone condition exists, addresses expectations through the use of specific checklists containing pre-developed actions, states reporting requirements, and records attainment.
2. Checklist completion and attainment responses are required by all directorates/staff and designated tenant organizations. These inputs are compiled into a consolidated response and submitted to NRSE via C4I.
3. COR V is NAS Jacksonville's standard year long condition. Attainment is officially reported on 1 June when the Hurricane Season begins and remains in effect through 30 November. COR's VI through I are issued at the direction of the ICO, require specific actions to be completed and COR attainment reported. NAS Jacksonville directorates /organizations are required to submit an initial status report (two-four hours after an increase in COR has been ordered) with two-hour call backs on any non-completed checklist items until all items are completed or determined not attainable. This provides the ICO with an effective tool to evaluate our ability to attain each COR by ensuring everyone received the word and bringing to light possible problems.
4. Tropical Cyclone COR notification and attainment will be completed by the Quarterdeck utilizing the following procedures.

TAB:

A - COR Notification and Attainment Procedures

**TAB A TO APPENDIX F TO ANNEX 1 TO SECTION IV  
COR NOTIFICATION AND ATTAINMENT PROCEDURES**

1. Primary mode for all emergency notifications will be via telephone utilizing the Command telephone listing located in Section V, Appendix 6 of the EM Plan when the ICO orders COR 5 or an increase in COR.

2. On June 1<sup>st</sup> of each year, Tropical Cyclone COR V notification will be made by the Quarterdeck using the following:

a. "Tropical Cyclone **COR 5** has been ordered. Your command is to take the appropriate actions for this condition. Attainment reports **are not** required."

3. Tropical Cyclone COR 4 through 1 notifications:

a. Utilize the Command Phone List for Emergency and COR Notifications, and COR Attainment Reporting found in Section 5 Appendix 6 of this manual and state:

"Tropical Cyclone COR \_\_\_\_\_ has been ordered for NAS Jacksonville. Your command is to take appropriate actions and report attainment to the NAS Jacksonville QD at 542-2338/2339."

COR 4 and 3 attainment will be reported to the NAS Jacksonville QD. COR's 2 and 1 will be reported to the NAS Jacksonville QD at 542-2338/2339 and to the NAS Jacksonville EOC at 542-5595.

b. Monitor Tropical Cyclone Condition preparation activity from reports received from directorates, staff and tenants. \_\_\_\_\_

c. Take actions as necessary to acquire attainment reports. \_\_\_\_\_

d. Prepare and submit COR order and attainment to CNRSE via C4I \_\_\_\_\_

e. Assist in COR preparation activity as necessary. \_\_\_\_\_

4. Notify the ICO / IXO when all notifications are complete and again when COR attainment is satisfied (or stating exceptions).

**APPENDIX G TO ANNEX 1 TO SECTION IV  
CDO FLOOD WARNING CHECKLIST**

Time \_\_\_\_\_ Reported by \_\_\_\_\_ Ext \_\_\_\_\_

Flooding Incident: Actual \_\_\_\_\_ Forecast \_\_\_\_\_

Incident Occurring/To Occur: On Base \_\_\_\_\_ Off Base \_\_\_\_\_

Location(s)/Area(s) affected: \_\_\_\_\_

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Location(s) Evacuated: \_\_\_\_\_

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Road(s) Blocked: \_\_\_\_\_

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Remarks: \_\_\_\_\_

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1. This checklist is to be used when a report of a flood or flooding condition(s) is/are received:

- a. Initiate site evacuation as needed (on base only). \_\_\_\_\_
- b. Ensure barricades are positioned as needed (on base only). \_\_\_\_\_
- c. Record report(s) on Flood Data Sheet. \_\_\_\_\_

2. Primary mode for all emergency notifications will be via telephone utilizing the Command telephone listing located in Section V, Appendix 6 of the EM Plan.

- a. Notify NAVSTA Mayport Command Staff:
  - (1) Commanding Officer \_\_\_\_\_
  - (2) Executive Officer \_\_\_\_\_
- b. Notify NAS Jacksonville departments:
  - (1) Boat house \_\_\_\_\_
  - (2) Air Operations \_\_\_\_\_
  - (3) Security \_\_\_\_\_
  - (4) Fire E/S \_\_\_\_\_
  - (5) Public Works \_\_\_\_\_
  - (6) MWR \_\_\_\_\_
- c. Notify the following major tenant commands:
  - (1) CNRSE ROC \_\_\_\_\_
  - (2) FRCSE \_\_\_\_\_
  - (3) Naval Hospital \_\_\_\_\_
  - (4) Branch Medical Clinic \_\_\_\_\_
- d. Collate all destructive weather data received. \_\_\_\_\_

3. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other annexes. \_\_\_\_\_
4. Notify the Safety Manager of base damage. \_\_\_\_\_
5. Recurring actions - Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. \_\_\_\_\_
6. Prepare initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. Initial CNRSE notifications can be completed via C4I. \_\_\_\_\_
7. Record all actions utilizing ICS-214 Unit Log (Tab H to Appendix 5 to Section V, of the EM Plan). \_\_\_\_\_

**APPENDIX H TO ANNEX 1 TO SECTION IV  
CDO FREEZE WARNING CHECKLIST**

Valid Times \_\_\_\_\_ local to \_\_\_\_\_ local

Minimum Temperature \_\_\_\_\_° (Fahrenheit)

1. This checklist is to be used when a freeze warning is received.

2. Primary mode for all emergency notifications will be via telephone utilizing the Command telephone listing located in Section V, Appendix 6 of the EM Plan.

a. Notify NAVSTA Mayport Command Staff:

(1) Commanding Officer \_\_\_\_\_

(2) Executive Officer \_\_\_\_\_

b. Notify NAS Jacksonville departments:

(1) Boat house \_\_\_\_\_

(2) Air Operations \_\_\_\_\_

(3) Security \_\_\_\_\_

(4) Fire E/S \_\_\_\_\_

(5) Public Works \_\_\_\_\_

(6) MWR \_\_\_\_\_

c. Notify the following major tenant commands:

(1) CNRSE ROC \_\_\_\_\_

(2) FRCSE \_\_\_\_\_

(3) Naval Hospital \_\_\_\_\_

(4) Branch Medical Clinic \_\_\_\_\_

d. Collate all destructive weather data received. \_\_\_\_\_

3. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other annexes. \_\_\_\_\_
4. Notify the Safety Manager of base damage. \_\_\_\_\_
5. Recurring actions - Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. \_\_\_\_\_
6. Prepare initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. Initial CNRSE notifications can be completed via C4I. \_\_\_\_\_
7. Record all actions utilizing ICS-214 Unit Log (Tab H to Appendix 5 to Section V, of the EM Plan). \_\_\_\_\_

**APPENDIX I TO ANNEX 1 TO SECTION IV  
HURRICANE ACTIVITY PREPARATION GUIDE**

1. In preparation for the Hurricane Season, all commands and departments should complete the following checklist of precautionary items prior to the first of June each year.

a. Make a thorough periodic check of emergency teams, emergency facilities, and emergency forces. UPDATE YOUR EMERGENCY ACTION PLAN (EAP).

b. Protect buildings and structures by:

(1) Providing instructions on the proper method of venting enclosed buildings and structures using windows, storm shutters, and similar means.

(2) Making careful inspection of buildings and surrounding areas in order to detect and remove potential sources of danger such as:

(a) Damaged, worn, or improperly secured doors, windows, or ventilation openings.

(b) Structural weaknesses resulting from worn or weather-beaten supports, wooden light poles, or similar items.

(c) Gutters and drain pipes on buildings that are clogged, worn, or otherwise incapable of normal operation.

(d) Storm drains sewers, holding ponds, and catch basins that have not been cleaned out and made ready for maximum capacity operation.

(e) Hazardous trees, especially those with rotted limbs or trunks.

c. Ensure that "hurricane kits" and emergency supply lockers are fully stocked with usable materials necessary to perform elementary repairs to electric power and lighting installations, plumbing and waste systems, and heating equipment.

d. Locate and mark all material that could be a potential missile hazard in hurricane force winds, including garbage cans, loose lumber, pails, benches, and similar loose gear. Be prepared to move these items to safe storage or have them lashed down.

e. Because some automotive equipment must be used during storm conditions, ensure that driver's compartments and cabs are as weather tight as possible, windshield wipers are fully functional, and vehicles are full of fuel.

g. Ensure that all personnel understand the procedures to be followed in the event an evacuation is ordered. They should know evacuation routes, what to take when they leave, their designated refuge base, when and where they are expected to muster, and how to contact official Navy representatives and their command after the storm has passed.

h. Prepare a comprehensive recovery plan to implement after the storm passes. Include detailed procedures for restoration of essential services, personnel recall, and installation cleanup.

## 2. Tips for Securing Buildings

a. Inside buildings it is generally recommended that one or more doors or windows be kept open in the leeward side of the building; that is, on the side opposite to that against which the wind is blowing. This will permit some ventilation, making it more comfortable for the occupants and, under certain conditions, offer some protection against wind damage. If wind or flying objects create an opening on the windward side of the building, it is particularly beneficial to have some openings on the leeward side; otherwise pressure is imparted upon the building which increases the chances for damage to leeward walls and windows. If the interior is open to the roof, a windward opening will also add to the forces, tending to lift the roof. Conversely, the leeward opening under such conditions will reduce the forces tending to lift the roof.

b. In buildings divided by interior partitions, such as office and residential buildings, partition doors should be kept closed to avoid transmitting full suction on the leeward walls to the inside of the windward walls.

c. In buildings with large doors at both ends and with interior stock or equipment which would not be seriously damaged by water, it is recommended that doors on both ends be fastened partly open during the storm to relieve pressure on the doors and to help equalize internal pressure.

d. Doors or windows that can be easily closed should not be used for providing leeward openings.

e. Large doors should be securely braced against movement whether inward or outward.

f. Venetian blinds should be raised and securely tied back or removed entirely.

g. Loose material and moveable objects, such as garbage cans, should be placed where there is no danger of their being lifted and blown against a building or through a window.

h. Occupants should stay in rooms on the leeward side of the building.

i. Facility vacant / secured placards should be posted conspicuously at the entrances for security to verify building occupancy. Placard template is located in Appendix 7 to Section V of the EM Plan.

**APPENDIX J TO ANNEX 1 TO SECTION IV  
SUGGESTED HURRICANE LOCKER INVENTORY**

1. The following is a suggested departmental hurricane locker inventory list. Each department and tenant should determine the amount of items to be stocked, based on the planned needs of the department.

Insulated Jugs	Plastic Cups	Sand Bags
Plastic Bags	Bush Axe	Hand Saw Nails
Lanterns	Claw Hammer	Scissors
Duct Tape	Masking Tape	Leaf Rake
Garden Rake	Flat Shovel	Poncho
Flashlight	Batteries	Hatchet
Plastic Jugs	Line/Rope	Plastic Sheeting
Work Gloves	Storage Locker	Whistle
Wash Cloths	Goggles	Chem-lights
Water Cans	Facility vacant / secured placard	

2. This list must be tailored to the individual needs of each department; therefore, changes are authorized as required.

3. Departments are responsible for the procurement and upkeep of all tools, equipment, and other articles in their respective hurricane lockers.

4. The EMO will not stock sand bags, tape, or tools for general use. Each department and tenant command must determine its individual needs and plan accordingly.

5. Once the storm has been forecasted to make landfall and/or affect this area, these items will become nearly impossible to procure, and departments will most generally have to compete with the local community for them. It is best to purchase and store these items before they become precious commodities.

6. Most supplies are available through SERVMART, or they can be obtained through local commercial vendors.

**APPENDIX K TO ANNEX 1 TO SECTION IV  
CONDITION OF READINESS (COR) 5 CHECKLIST**

1. All departments and Tenant Commands under NAS Jacksonville, FL area of responsibility (AOR) will set COR 5 at the beginning of the Hurricane Season, June 1<sup>st</sup>, and remain at this stage of readiness until the end of the season, November 30<sup>th</sup>.

2. The preparations outlined in this Tab are to be accomplished effective 1 June of each year. However, COR 5 actions should be reviewed and maintained throughout the year.

ALL DEPARTMENTS AND TENANTS		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Review Installation Destructive Weather Plan and update Command and Departmental Emergency Action Plans (EAP).		
Ensure all personnel are aware of specific duty assignments in regard to COR as outlined in EAP.		
Identify category 5 personnel: Mission Critical and Mission Essential that will be assigned to base closure, reconstitution and recovery teams.		
Forward rosters of category 5 personnel to NAS JAX Physical Security Office for inclusion in consolidated database.		
Provide category 5 personnel data to HRO for inclusion in personnel records.		
Validate progress of required training for category 5 personnel.		
Provide list of volunteer personnel for Red Cross shelter manning and forward roster to EMO.		
Inspect command AOR to identify potential high wind hazards, ensuring that building roofs are clean of debris and other potential hazards.		
Initiate work requests for those hazards identified to ensure corrective action.		
Inventory and inspect command hurricane locker monthly. Ensure required gear is UTD and maintained in a satisfactory state.		
Facility vacant/secured placards are available.		
Ensure command is familiar with EAP procedures for shelter in place.		

ALL DEPARTMENTS AND TENANTS, Continued		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Ensure command is familiar with EAP procedures for evacuation, base closure, reconstitution and recovery.		
Maintain accurate TAD and IA roster to ensure family members are afforded Evacuation orders.		
Ensure DEERS, NFAAS, and TWMS databases are UTD and personnel are familiar and trained on database management.		
Ensure family members are familiar with disaster preparation, evacuation, and mustering procedures.		
Ensure watch bill is validated for NAS JAX EOC activation levels 2 through 4.		
Establish accounting procedures to capture costs relative to hurricane actions.		
Participate in FFC/NRSE annual Citadel Gale/HURREX hurricane exercise.		
Report COR attainment to NAS JAX QD at 542-2338/2339.		

N00P PUBLIC AFFAIRS (PAO)		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N00J JUDGE ADVOCATE (SJA)		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Advise ICO and IXO on legal issues as required.		

N04 ADMINISTRATION		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Ensure dissemination of Destructive Weather Plan.		
Ensure DEERS is UTD and personnel are familiar and trained on NFAAS and TWMS database management.		
Ensure recall bill/COR attainment checklist is on QD.		

N131 HUMAN RESOURCE OPERATIONS (HRO)		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Coordinate civilian PD modification for designated Category 5 personnel and EOC command and general staff.		

N3AT FORCE PROTECTION OPERATIONS (SECURITY)		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Maintain database of installation category 5 personnel.		
Provide category 5 personnel database to EMO.		

N30 FIRE & EMERGENCY SERVICES (FES)		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N32 AIR OPERATIONS		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Review references for actions applicable to Air Operations Department. Initiate actions as required.		

N33 SUPPLY		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N35 SAFETY		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Assist emergency management with informing departments and tenant commands of up coming conditions.		
Check security of base, family, bachelor housing and Navy Gateway Inns and Suites areas.		
Review and make available for public awareness education, installation hazard handbooks.		

N37 EMERGENCY MANAGEMENT		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Schedule and conduct public awareness all hazard briefs for Tenant Commands and Family Support Groups.		
Ensure all installation CDO's have proper C4I access and permissions.		
Verify secure communications, satellite phone, and C4I suite connectivity with CNRSE ROC.		
Establish and maintain communications with local, state, and federal EM officials.		
Ensure NAVSTA and Tenant Commands properly assign Category 5 personnel to Mission Critical and Essential.		
Ensure Category 5 personnel rosters are verified and submitted to Physical Security for inclusion in the database.		
Ensure Telephone Alert System (TAS) contains accurate recall contacts and devices.		
Ensure Disaster Notification distribution email list contains valid contact data.		
Liaison with AirOps and CDO for NMFC weather VTC's and sortie briefs as required.		
Acquire current installation COR report from NRSE.		
Disseminate installation COR report to appropriate DH's for specific data acquisition.		
EOC activated to level 1 - Watch.		
Validate NAVSTA EOC watch bill via DH's for activation levels 2 through 4.		
Verify COR 5 attainment with QD.		
Submit installation COR report via C4I.		

N39 ORDNANCE		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Review references for actions applicable to Weapons Department. Initiate actions as required.		

N4 ENGINEER (PWO)		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Inspect entire installation to ensure all portable buildings, trailers, and small structures are tied down. Initiate work requests for those commands having structures not tied down.		
Review capability to fuel emergency equipment on call.		
Cut down and/or trim trees that may be hazardous to property during hurricane winds.		
Prepare work statement for maintenance/utility contractor.		
Maintain an up-to-date list of dumpsters that must be secured prior to the impact of hurricane force winds.		
Ensure disaster recovery contracts and letters are in place with out-of-area contractors. Ensure required leases for emergency equipment are in place.		

N45 ENVIRONMENTAL		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Notify afloat commands to store waste or schedule pick-up immediately due to lock-down of Hazardous Waste Storage Facility (HWSF) at COR 3.		

N6 INFORMATION TECHNOLOGY		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Test phones in EOC.		

N7 TRAINING		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Coordinate annual hurricane exercise.		

N8 FINANCIAL MANAGEMENT		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Validate travel orders signature log.		
Ensure valid cost accounting data (JON's) are available to departments.		

N91 FAMILY READINESS (FFSC)		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Ensure personnel are aware of specific duties and assignments under each condition.		
Ensure Crisis Response Plan team assignments are identified.		
Ensure dissemination of Crisis Response Plan.		

N92 FLEET READINESS (MWR)		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N93 HOUSING PROGRAMS (FH/BBC; BH/NGI&S)		
COR V (5) ACTIONS	COMPLETE	NOT COMPLETE
Ensure all housing residents have been notified to prepare an emergency disaster kit.		
Ensure all personnel are familiar with evacuation procedures, routes, and designated shelters.		

**APPENDIX L TO ANNEX 1 TO SECTION IV  
TROPICAL CYCLONE CONDITION OF READINESS (COR) 4 CHECKLIST**

1. When COR 4 is ordered the following actions will be taken:

ALL DEPARTMENTS AND TENANTS		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Review installation Destructive Weather Plan and activate EAP for COR 4.		
Ensure all hands are aware of current weather information and COR.		
Ensure rosters of category 5 mission critical and essential personnel have been forwarded to NAS JAX Physical Security Office.		
Ensure personnel identified and assigned as category 5 mission critical are fully aware of their specific duty assignments.		
Identify non-essential personnel who require transportation off base to Red Cross Risk Shelters.		
Prepare to evacuate category 2-4 non-essential personnel off the installation.		
Ensure command AOR is clear of potential high wind hazards.		
Recheck buildings for material defects, giving special attention to areas that would permit wind or rain to enter.		
Ensure all work requests for identified hazards have been corrected.		
Validate list of portable buildings/trailers, ensure they are properly anchored.		
Ensure emergency disaster kit inventory's are UTD and accurate.		
Forward vehicle requirements for mission critical operations through base closure to PWD.		
Begin back-up of pertinent computer data and prepare to evacuate to secure areas. Ensure plastic wrap is on hand for computers to be left behind.		

ALL DEPARTMENTS AND TENANTS, Continued		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Evaluate storage capacity for hazardous waste and used-hazardous material in anticipation of the COR 3 requirement to move and store these inside permanent facilities. If permanent facility storage capacity is limited when COR 4 is set, contact Hazardous Waste Manager at 542-5251/3492/4283 to schedule a pick-up of waste.		
Ensure DEERS is UTD and personnel are familiar and trained on NFAAS and TWMS database management.		
Report Tropical Cyclone COR 4 attainment to the QD 542-2338/2339.		

N00P PUBLIC AFFAIRS (PAO)		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Advertise COR 4 at the Yorktown Gate Marquee.		

N00J JUDGE ADVOCATE (SJA)		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Advise ICO and IXO on legal issues as required.		

N04 ADMINISTRATION		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Verify muster team members and prepare required mustering equipment and supplies for move to COOP EOC.		
Ensure EKMS custodian issues communications security (COMSEC) gear to squadrons as required and properly secure all gear kept in safe.		
Ensure all remaining COMSEC gear is properly secured in safe.		

N131 HUMAN RESOURCE OPERATIONS (HRO)		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N3AT FORCE PROTECTION OPERATIONS (SECURITY)		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Begin storage of stanchions, portable signs, and barricades that are not in use.		
Advertise COR 4 on portable marquee's		

N30 FIRE & EMERGENCY SERVICES (FES)		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Ensure all apparatus are refueled and refueling support containers are topped off.		
Notify off duty personnel of COR.		

N32 AIR OPERATIONS		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Emergency Generators and vehicles operable and fuel tanks full.		
Review aircraft evacuation plan with HSL Wing. Verify route, intentions and assistance required. Coordinate fueling/de-fueling needs.		
Secure E-28 Arresting Gear.		
All portable buildings anchored.		
Coordinate with AIMD to ensure test cell area secured with minimum 6 point tied downs. If category 3, 4 or 5 storm possible, ensure AIMD has scheduled with PW equipment necessary to move test cell.		

N33 SUPPLY		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Inventory emergency supplies and ensure that the EOC is stocked with a minimum five days supply of food and water.		
Confirm food requirements for COOP EOC and RRT's with IXO and EMO.		
Coordinate with CBU and ensure MHE are fueled, tested, and ready for operation.		
Move equipment and supplies staged at the outdoor gated storage area to the warehouse.		

N35 SAFETY		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Ensure base and family housing areas are secure and free of potential missile hazards.		

N37 EMERGENCY MANAGEMENT		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Make COR change notification via Telephone Alert System, naval message, CDNS, and e-mail.		
Participate in daily NMFC weather VTC's and sortie briefings.		
Provide public awareness information in regard to most recent weather and sortie data via email.		
Verify availability of B-GAN satellite communication capability with NRSE ROC.		
Submit billeting requirements to Housing for category 5 mission critical personnel.		
Establish communication links with local, state, and federal EM officials.		
EOC activated to level 2 - Special.		
Verify COR 4 attainment with QD.		
Submit installation COR report to NRSE via C4I.		

N39 ORDNANCE		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Review references for actions applicable to Weapons Department. Initiate actions as required.		

N4 ENGINEER (PWO)		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Notify contractors.		
Ensure that shop areas, surrounding areas, and job sites are clean and clear of debris and loose materials.		
Validate list of dumpsters that may have to be moved if winds increase.		
Ensure that essential automotive and construction equipment is operational.		
Ensure emergency power units are fueled, tested and made ready for operation.		
Review/reevaluate pending work requests that are marked "URGENT FOR HURRICANE PREPARATION" as verified by Facilities Management Office.		
Commence removal of unnecessary dumpsters.		
Forward vehicle requirements to transportation.		
Ensure all tank trucks are kept filled.		
Issue work statement to maintenance/utility Contractor.		
Identify Damage Preparation/Recovery Team personnel for hurricane preparations.		
Identify 30 personnel to augment PWD.		

N45 ENVIRONMENTAL		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Notify commands to store waste or schedule pick-up immediately due to lock-down of Hazardous Waste Storage Facility (HWSF) at COR 3.		
Assist commands' coordination to ensure removal of HAZMAT/HAZWASTE prior to COR 3, if possible.		
Notify all commands of requirement to bring waste inside at COR 3.		

N6 INFORMATION TECHNOLOGY		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Ensure all departments are aware of the procedure for securing all IT assets.		

N8 FINANCIAL MANAGEMENT		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Initiate sequence for issuance of travel orders.		
Submit departmental signature logs to CNRSE FM for obligation of orders.		

N91 FAMILY READINESS (FFSC)		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Ensure CSC equipment is ready for move to designated CSC location.		
Prepare kits to accompany designated counselors to area shelters.		
Activate the Rapid Response Team (RRT) within the FFSC.		
Advertise COR 4 on marquee.		

N92 FLEET READINESS (MWR)		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Advertise COR 4 on marquee's located around the base.		

N93 HOUSING PROGRAMS (FH/BBC; BH/NGI&S)		
COR IV (4) ACTIONS	COMPLETE	NOT COMPLETE
Obtain billeting requirements for category 5 mission critical personnel from EM.		

**APPENDIX M TO ANNEX 1 TO SECTION IV  
TROPICAL CYCLONE CONDITION OF READINESS (COR) 3 CHECKLIST**

1. When ordered by the ICO, all category 2-4 non-essential personnel should be prepared to evacuate from the installation.
  
2. NAS Jacksonville EOC will activate to level 2 - Special Watch. EMO, EMC and CDO will maintain the EOC watch. Level 4 full activation watch teams should be prepared to report to the EOC when ICO orders COR 2.
  
3. Category 5 mission essential personnel no longer required for facility preparations confirm recall processes and procedures for base reconstitution and recovery operations.
  
4. When COR 3 is ordered the following actions will be taken:

ALL DEPARTMENTS AND TENANTS		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Review installation Destructive Weather Plan and activate EAP for COR 3.		
Ensure all hands are aware of current weather information and COR.		
Ensure personnel are fully aware of specific duty assignments.		
Category 5 personnel should be excused to arrange for the safety of their family members and personal property.		
Inform non-essential civilian employees as to their status when secured, whether annual leave or excused administrative leave. Inform them that recall will be broadcast over local media and the hurricane hotline 1-800-849-6024.		
Ensure emergency disaster kit inventories are complete.		
Continue back-up of all computer data, prepare for shipment to secure areas as necessary.		
Double plastic bag all stay behind electronic equipment and computers, and stow as high as possible in interior rooms. Bag and store all software. Plastic wrap all books, pubs, binders.		

ALL DEPARTMENTS AND TENANTS, Continued		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Relocate hazardous waste containers and drums from 30 day storage sites to inside facilities.		
Ensure command AOR is clear of potentially high wind hazards.		
Ensure all work requests for identified hazards have been corrected.		
Ensure vehicle requirements for emergency operations during COR's 2 and 1 are forwarded to PWD.		
Ensure non-essential personnel who require transportation from NAS Jacksonville to Red Cross risk shelters are prepared to move.		
Upon ICO's order, execute evacuation of all non-essential personnel off the installation.		
Report COR 3 attainment to the QD 542-2338/2339.		

N00P PUBLIC AFFAIRS (PAO)		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Send press release when Air Operations SORTIE's commence.		
Send press release when Base Closure and/or Evacuation is ordered by ICO.		
Stand by to establish Joint Information Center (JIC) operations as required.		
Advertise COR 3 on base marquee.		

N00J JUDGE ADVOCATE (SJA)		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Advise ICO and IXO on legal issues as required.		

N04 ADMINISTRATION		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Ensure muster team members are aware of mustering duties and responsibilities.		
Ensure required mustering equipment is ready for move to COOP location EOC if required.		

N131 HUMAN RESOURCE OPERATIONS (HRO)		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N3AT FORCE PROTECTION OPERATIONS (SECURITY)		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Continue storage of stanchions, portable signs, and barricades that are not in use.		
Ensure housing evacuation notices are promulgated when directed by the CO.		
Bicycle removal from piers.		
Advertise COR 3 on portable marquee's.		

N30 FIRE & EMERGENCY SERVICES (FES)		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Notify off duty personnel of COR and plan of action.		
Conduct inspections of high hazardous areas.		
Verify communication assets.		
Inventory emergency medical supplies.		
Coordinate with all departments and tenants for issuance of cots and MRE's as required.		
Begin moving spare apparatus and equipment to safe location.		
Coordinate with EMO for COOP to building 110 as required.		

N32 AIR OPERATIONS		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Support equipment moved to hangars, or tied down on ramp.		
Secure any transient aircraft that are down and cannot be hangared.		
All JP-5 trucks filled to 95% capacity. Airfield fuel tanks filled to 95% capacity.		
Fuel Farm and Cryogenic plant locked.		
Relocate Hazardous wastes and materials inside permanent facilities.		
Coordinate with AIMD to ensure test cell has been moved, if necessary, and/or test cell and surrounding equipment is secured with minimum 12 point tied down.		
Review aircraft evacuation plan with the squadrons. Verify progress and assistance required.		

N33 SUPPLY		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Food Service Officer (FSO) will make recommendations to Supply Officer as to meal schedule.		

N35 SAFETY		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Ensure base and family, bachelor housing and Navy Gateway Inns and Suites areas are secured of possible missile hazards. Building doors and windows shut.		

N37 EMERGENCY MANAGEMENT		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Make COR change notification via Telephone Alert System (TAS), naval message, CDNS, phone contact and e-mail.		
Participate in daily NMFC weather VTC's and/or teleconference.		
Provide public awareness information in regard to most recent weather and sortie data is provided via email.		
Coordinate COOP with COOP partners; Mayport B team, NRSE and DESRON 14.		
Verify shipment of B-GAN satellite communication capability from NRSE ROC as required.		
Ensure ICO has communications with City of Jacksonville Mayor and EOC.		
Validate volunteer and mandatory evacuation orders from City of Jacksonville.		
Ensure public awareness for Red Cross risk shelter activation.		
Carry out evacuation order of non-essential personnel when issued by ICO.		
Ensure NRSE, CoJ, and Red Cross is notified when ICO issues evacuation order.		
Maintain EOC activation at level 2 - Special.		
Verify COR 3 attainment with QD.		
Submit installation COR report to NRSE via C4I.		

N39 ORDNANCE		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Review references for actions applicable to Weapons Department. Initiate actions as required.		

N4 ENGINEER (PWO)		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Notify contractors.		
Continue removal of unnecessary dumpsters.		
Ensure identified portable emergency generators and pump motors are ready for use.		
Expedite repairs on equipment essential to operations.		
Fill water storage tank to capacity.		
Secure chlorine storage tanks at the swimming pool.		
Secure all propane tanks.		
Secure doors and windows in inactive buildings.		
Recheck assigned areas for debris and loose objects.		
Board up windows as needed.		

N45 ENVIRONMENTAL		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Notify ashore commands to bring waste inside facility.		
HWSF personnel start bringing all waste inside the HWSF; cease all waste pick-ups.		

N6 INFORMATION TECHNOLOGY		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Ensure all departments are aware of the procedure for securing all IT assets.		

N8 FINANCIAL MANAGEMENT		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Verify JON's issuance with NRSE finance if required.		

N91 FAMILY READINESS (FFSC)		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Notify essential personnel to standby to perform duties under COR 2.		
Inform all civilian employees as to their status when secured as directed by designated authority.		
Emergency personnel required for COR I or II can be excused when directed to arrange for the safety of their dependents and personal property.		

N92 FLEET READINESS (MWR)		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Advise CO on facilities status and recovery support plans.		

N93 HOUSING PROGRAMS (FH/BBC; BH/NGI&S)		
COR III (3) ACTIONS	COMPLETE	NOT COMPLETE
Ensure housing evacuation notices are promulgated when directed by the CO.		

**APPENDIX N TO ANNEX 1 TO SECTION III  
TROPICAL CYCLONE CONDITION OF READINESS (COR) 2 CHECKLIST**

1. All non-essential personnel should be evacuated from the installation.
2. NAS Jacksonville EOC will activate to level 3 - Partial Activation. The EOC will be staffed as directed by the Commanding Officer.
3. Category 5 mission essential personnel no longer required for facility preparations can be moved to Red Cross Shelters in preparation for base reconstitution and recovery operations.
4. When COR 2 is ordered the following actions will be taken:

ALL DEPARTMENTS		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Review installation Destructive Weather Plan and activate EAP for COR 2.		
Only category 5 personnel should be on the installation. All non-essential personnel must depart the installation immediately.		
Ensure all hands are aware of weather information and COR.		
Prepare facilities for base closure.		
Commence evacuation of Mission Essential personnel when their services are no longer required.		
Report COR 2 attainment to the EOC, 270-6968.		

N00P PUBLIC AFFAIRS (PAO)		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Deputy PAO initiate JIC limited operations.		
Prepare to move JIC operations to NAS Jacksonville in support of RRT and COOP EOC.		

N00J JUDGE ADVOCATE (SJA)		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Advise ICO and IXO on legal issues as required.		

N04 ADMINISTRATION		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Muster team move to COOP EOC on order of ICO. If directed.		

N131 HUMAN RESOURCE OPERATIONS (HRO)		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N3AT FORCE PROTECTION OPERATIONS (SECURITY)		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Ensure only category 5 personnel are on the installation.		
Conduct inspection of family housing bachelor housing and Navy Gateway Inns and Suites areas to ensure all property is secured and area is free from missile hazards.		
Continue storage of stanchions, portable signs, and barricades that are not in use.		

N30 FIRE & EMERGENCY SERVICES (FES)		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Complete moving all equipment trailers to safe location.		
Ensure all hurricane supplies stored in the warehouse are moved to an issuing/receiving area.		
Begin final inspections of naval facilities, piers, ramps, and housing areas.		

N32 AIR OPERATIONS		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
When ordered, all airfield radar and communication equipment secured.		
Assist in aircraft evacuation when ordered.		
Secure all aircraft to be left in hangars.		
Control Tower operations secured when ordered.		

N33 SUPPLY		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Oasis galley shift to paper products for meal service.		
FSO execute "day back" of FSM records after completing last stores issue for final scheduled meal.		
FSO secure accountability files.		
FSO secure storerooms in a manner to prevent water intrusion damage to remaining provisions.		
FSO secure all galley equipment and utensils.		

N35 SAFETY		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Secure office of all non-essential personnel.		
Conduct inspection of base and family housing areas to ensure all property is secured and free of potential flying hazards.		

N37 EMERGENCY MANAGEMENT		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Make COR change notification via Telephone Alert System (TAS), naval message, CDNS, and e-mail.		
Participate in daily NMFC weather VTC's with COOP partners.		
Put most recent storm information on e-mail and update as necessary.		
Identify transportation for final evacuation if necessary.		
Activate EOC to level 4 - Full Activation.		
RRT and COOP EOC team representatives report to the EOC and verify personnel rosters.		
Verify COR 2 attainment with QD. Move QD operations to the EOC if ordered.		
Submit installation COR report to NRSE via C4I.		

N39 ORDNANCE		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Review references for actions applicable to Weapons Department. Initiate actions as required.		
Move small arms weapons to the CAT II magazines if deemed prudent by the Weapons Officer.		
Sandbag entrances to magazines and buildings, as directed by the Weapons Officer in preparation for evacuation if ordered.		

N4 ENGINEER (PWO)		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Notify contractors.		
Secure booms in saddles of mobile cranes.		
All equipment not needed during COR 1 will be parked and left unlocked where it would receive the most protection. Leave keys in vehicles.		
Prepare all utility plants protection against weather and for shut down to unmanned buildings that do not require power.		
Confirm with the EOC which emergency generators will be left operational.		

N45 ENVIRONMENTAL		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Secure the HWSF; review call back lists.		
Perform final inspections of outdoor storage sites.		

N6 INFORMATION TECHNOLOGY		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Provide support for the EOC and COOP staff.		

N8 FINANCIAL MANAGEMENT		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N91 FAMILY READINESS (FFSC)		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Secure personnel not required for essential duties.		
Activate Crisis Category III under the FFSC Crisis Response Plan. (Stop all routine activities)		

N92 FLEET READINESS (MWR)		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Conduct final check of all facilities.		

N93 HOUSING PROGRAMS (FH/BBC; BH/NGI&S)		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Conduct inspection of family housing, bachelor housing and Navy Gateway Inns and Suites areas to ensure all property is secured and area is free from missile hazards.		

**APPENDIX O TO ANNEX 1 TO SECTION IV  
TROPICAL CYCLONE CONDITION OF READINESS (COR) 1 CHECKLIST**

1. Only category 5 Mission Critical personnel should be on the installation. All category 5 mission essential personnel should be prepared to be recall to the installation at designated Rally Points as prescribed by the EOC. These personnel should rest in preparation for installation reconstitution and recovery operations.

2. When COR 1 is ordered, the EOC will monitor the storm with designated Mission Critical and COOP commands.

3. When COR 1 is ordered the following actions will be taken:

ALL DEPARTMENTS		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Review installation Destructive Weather Plan and activate EAP for COR 1.		
All category 5 mission essential personnel have COOP'd to designated safe shelters.		
Category 5 MISSION CRITICAL personnel are monitoring facilities during base closure.		
Ensure all hands are aware of weather information and COR.		
Report COR 1 attainment to the NAS JAX EOC, 542-5595.		

N00P PUBLIC AFFAIRS (PAO)		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
PAO coordinate with Mayport Deputy PAO to set up JIC operations as required.		

N00J JUDGE ADVOCATE (SJA)		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Advise ICO and IXO on legal issues as required.		

N04 ADMINISTRATION		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Coordinate with Mayport N04 to support receiving Mayport Team Bravo at COOP EOC.		

N131 HUMAN RESOURCE OPERATIONS (HRO)		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N3AT FORCE PROTECTION OPERATIONS (SECURITY)		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Only category 5 MISSION CRITICAL personnel are on the installation. Ensure all facilities are free and clear of all unauthorized personnel.		
Instruct all remaining personnel to physically check in/out with EOC when arriving/departing the installation. This includes recovery teams.		

N30 FIRE & EMERGENCY SERVICES (FES)		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Verify radio connectivity to NRSE ROC and NAS JAX EOC.		
Stand by to assist with base closure operations.		
Complete final inspections of naval facilities, piers, ramps, and housing areas.		

N32 AIR OPERATIONS		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N33 SUPPLY		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Ensure galley is prepared to support Cat 5 personnel and recovery teams as directed.		

N35 SAFETY		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Assist with ensuring only mission critical personnel remain on the installation.		

N37 EMERGENCY MANAGEMENT		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Make COR change notification via telephone alert System (TAS) naval message, CDNS, and e-mail.		
Participate in NMFC weather VTC's at NRSE ROC.		
Put most recent storm information on e-mail and update as necessary.		
Verify COR 1 attainment.		
Submit installation COR report to NRSE via C4I.		
Provide support to COOP partners; Mayport B Team, NRSE ROC, DESRON 14 and others indentified via MOU's with NAS Jacksonville.		

N39 ORDNANCE		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N4 ENGINEER (PWO)		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Commence securing of power grid (CO discretion).		
Position essential equipment as necessary, ready for immediate recovery operations as soon as conditions permit.		
All Cat 5 damage assessment & recovery teams, Security, and Fire Dept. check-in with EOC.		

N45 ENVIRONMENTAL		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Check-in with EOC.		

N6 INFORMATION TECHNOLOGY		
COR II (2) ACTIONS	COMPLETE	NOT COMPLETE
Provide support for the EOC and COOP staff.		

N8 FINANCIAL MANAGEMENT		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N91 FAMILY READINESS (FFSC)		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
Per CO'S order, evacuate base to predetermined location and await recall to implement CSC Ops.		

N92 FLEET READINESS (MWR)		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
None.		

N93 HOUSING PROGRAMS (FH/BBC; BH/NGI&S)		
COR I (1) ACTIONS	COMPLETE	NOT COMPLETE
None.		

**APPENDIX P TO ANNEX 1 TO SECTION IV  
BASE CLOSURE PROCEDURES**

1. Only category 5 Mission Critical personnel should be on the installation.

2. When ordered by the ICO, Security will execute base closure procedures and secure the installation.

3. Upon completion of base closure procedures, Security will check-in and make reports to the EOC. These personnel should rest in preparation for installation reconstitution and recovery operations.

ALL DEPARTMENTS AND TENANTS		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Review installation Destructive Weather Plan and activate EAP for base Closure.		
All remaining mission critical / essential personnel will report directly to ICO at the EOC.		

N00P PUBLIC AFFAIRS (PAO)		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Provide media support as required.		

N00J JUDGE ADVOCATE (SJA)		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Advise ICO and IXO on legal issues as required.		

N04 ADMINISTRATION		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Prepare for post storm mustering.		

N131 HUMAN RESOURCE OPERATIONS (HRO)		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
None.		

N3AT FORCE PROTECTION OPERATIONS (SECURITY)		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Ensure installation is free and clear of all unauthorized personnel and close base.		

N30 FIRE & EMERGENCY SERVICES (FES)		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Assist security with Base Closure actions		

N32 AIR OPERATIONS		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
None.		

N33 SUPPLY		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Prepare to provide support to RRT.		

N35 SAFETY		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Advise ICO of safety concerns.		

N37 EMERGENCY MANAGEMENT		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Make base closure notification to NRSE, COJ, and Red Cross via any and all means available.		

N39 ORDNANCE		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
None.		

N4 ENGINEER (PWO)		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Prepare to provide support to RRT.		

N45 ENVIRONMENTAL		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Prepare to provide support to RRT.		

N6 INFORMATION TECHNOLOGY		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Prepare to provide support to RRT.		

N8 FINANCIAL MANAGEMENT		
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BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Provide support to RRT.		

N91 FAMILY READINESS (FFSC); CSC OPS		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Activate team leaders from RRT, PRT, CT, & CRT personnel in lieu of CSC operations.		
Prepare to establish CSC operations.		

N92 FLEET READINESS (MWR)		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
None.		

N93 HOUSING PROGRAMS (FH/BBC; BH/NGI&S); COOP EOC		
BASE CLOSURE ACTIONS	COMPLETE	NOT COMPLETE
Prepare to provide support to RRT.		

**APPENDIX Q TO ANNEX 1 TO SECTION IV  
BASE RECONSTITUTION AND RECOVERY TEAM (RRT) PLAN**

1. After coordination with City of Jacksonville Emergency Management, the ICO will initiate base reconstitution and recovery operations. Designated category 5 mission critical and mission essential personnel assigned to the RRT will proceed safely to the installation.
2. Safety of all RRT members is paramount.
3. Communications with the EOC must be maintained throughout reconstitution and recovery operations.
4. Installation infrastructure will be restored by priority of systems.

a. The following Mission Essential Functions (MEF's) will be recovered first:

- (1) Air Operations
- (2) Roads
- (3) Storefronts and Support Operations
- (4) Mission Essential Vulnerable Areas
- (5) Housing

b. Mission Critical personnel are responsible for restoring Priority 1 Systems:

- (1) Security.
  - (a) Installation security.
- (2) Public Works.
  - (a) Electrical power.
  - (b) Potable water and firefighting water.
  - (c) Sewage systems and treatment.
  - (d) Roadway access.
- (3) FES.
  - (a) Fire prevention and suppression operations.
  - (b) HAZMAT operations.
  - (c) Emergency medical services.
- (4) IT.
  - (a) Telephone service restoration.
  - (b) NMCI server restoration.
- (5) Air operations.
  - (a) Airfield restoration.

- (6) Supply Support.
  - (a) Emergency messing for Category 5 personnel.
  - (b) Contract support.
- (7) Housing (FH/BBC; BH/NGI&S).
  - (a) Berthing for Category 5 personnel.
- (8) Safety.

b. Category 5 Mission Essential personnel will be responsible for restoring Priority 2 Systems:

- (1) NHJAX, BMC and installation medical services.
- (2) Galley operations.
- (3) FFSC/Community Support Center (CSC) Operations.
- (4) Fueling operations.
- (5) Major Tenant Command operations.

5. Once the ICO is satisfied that the installation is safe, recovery operations have advanced to the extent that basic services can be provided, and the City of Jacksonville Emergency Management has cleared the major roadways for re-entry, the installation will be opened to non-essential personnel.

ALL DEPARTMENTS AND TENANT COMMANDS		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
RRT begins damage assessments, debris clearing and removal.		
Coordinate and supervise all efforts to restore installation medical facilities and services.		

N00P PUBLIC AFFAIRS (PAO)		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Provide support to RRT.		
Send press release when personnel recall via mass media is requested by ICO.		

N00J JUDGE ADVOCATE (SJA)		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Advise ICO and IXO on legal issues as required.		

N04 ADMINISTRATION		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Assist the ICO and IXO and continue monitoring all personnel issues.		
Conduct muster.		
Initiate personnel recall as directed.		

N131 HUMAN RESOURCE OPERATIONS (HRO)		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
None.		

N3AT FORCE PROTECTION OPERATIONS (SECURITY)		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Perform damage assessments of security facilities; provide estimated recovery time and recommendations for restoration.		
Establish security operations for perimeter, access control, and traffic.		
Provide support to RRT.		

N30 FIRE & EMERGENCY SERVICES (FES)		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Perform damage assessments of FES facilities; provide estimated recovery time and recommendations for restoration.		
Restore and maintain HAZMAT operations.		
Restore and maintain EMS operations.		
Provide support to RRT.		

N32 AIR OPERATIONS; RRT		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Perform damage assessments of airfield and fuel farm; provide estimated recovery time and recommendations for restoration.		
Re-establish Radio and radar operations.		
Provide support to RRT.		

N33 SUPPLY		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Perform damage assessments of supply facilities; provide estimated recovery time and recommendations for restoration.		
When directed, activate emergency messing		

facilities in order to feed working parties and other disaster recovery personnel. Utilize the Galley if safe and sanitary for operation.		
Ensure sufficient supplies of potable water are available in the event the installation water system is unavailable for use.		
Provide support to RRT.		

N35 SAFETY		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Ensure all reconstitution and recovery operations are conducted safely.		

N37 EMERGENCY MANAGEMENT		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Assist RRT with resource allocation.		
Assist RRT with damage assessment reporting.		
Provide support to RRT.		

N39 ORDNANCE		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Perform damage assessment on facilities; provide estimated recovery time and recommendations for restoration.		
Ensure magazines have not been compromised.		
Provide support to RRT.		

N4 ENGINEER (PWO)		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Perform damage assessment on roadways; provide estimated recovery time and recommendations for restoration. (Place primary emphasis on main transportation routes and critical access roads.)		
Perform damage assessment on electrical power; provide estimated recovery time and recommendations for restoration.		
Perform damage assessment on potable water and fire-fighting water; provide estimated recovery time and recommendations for restoration.		
Perform damage assessment on sewage systems; provide estimated recovery time and recommendations for restoration.		
Provide support to RRT.		

N45 ENVIRONMENTAL		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Perform environmental assessment for potential contamination; provide estimated recovery time and recommendations for restoration.		
Provide support to RRT.		

N6 INFORMATION TECHNOLOGY		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Perform damage assessment of NMCI servers and phone switch; provide estimated recovery time and recommendations for restoration.		
Restore communications.		
Provide support to RRT.		

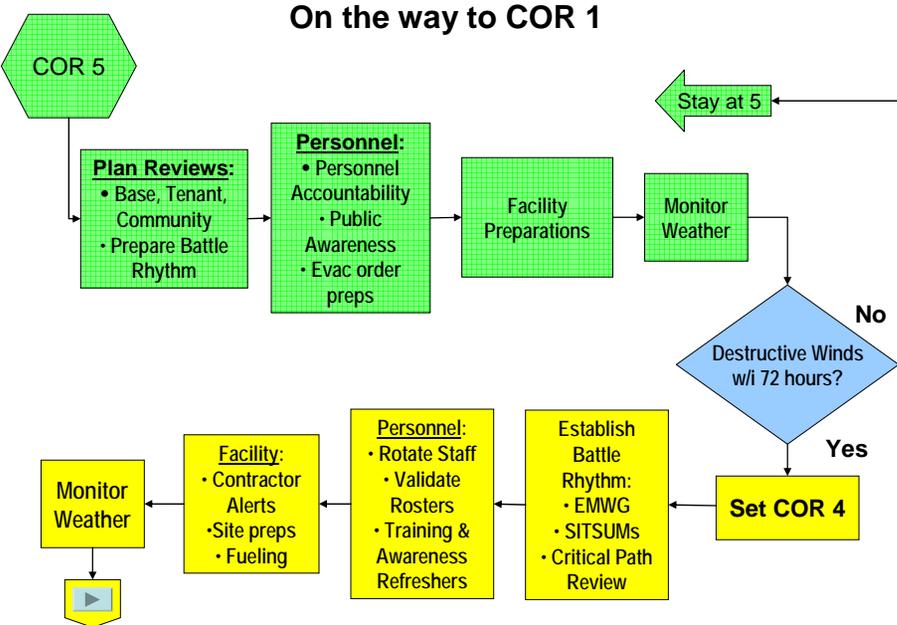
N8 FINANCIAL MANAGEMENT		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Provide support to RRT.		
Initiate actions for travel claim submission and processing.		
Financial data provided in COR 5.		

N91 FAMILY READINESS (FFSC)		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Establish CSC Operations.		

N92 FLEET READINESS (MWR)		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Perform damage assessment of MWR facilities; provide estimated recovery time and recommendations for restoration.		
Provide support to RRT.		

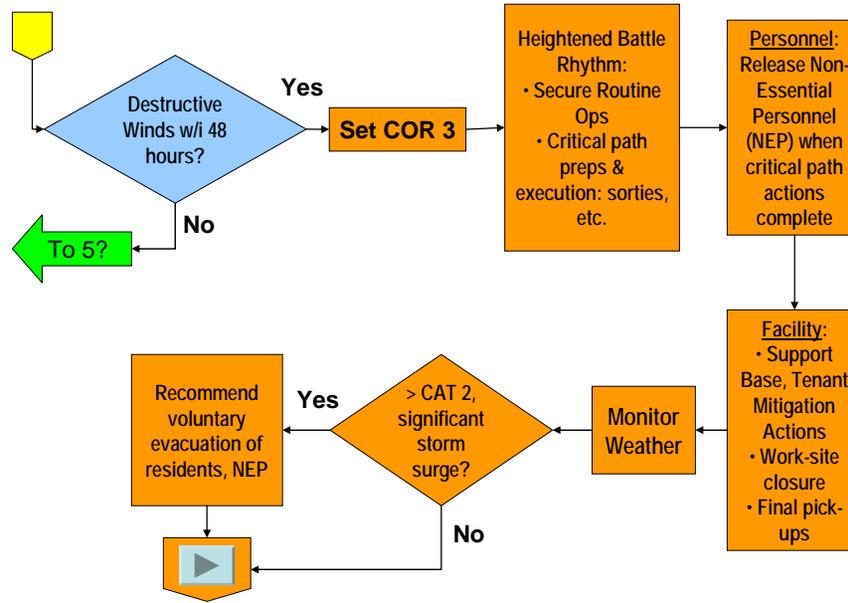
N93 HOUSING PROGRAMS (FH/BBC; BH/NGI&S)		
BASE RECONSTITUTION AND RECOVERY ACTIONS	COMPLETE	NOT COMPLETE
Stand by for recall to perform damage assessment of housing facilities; provide estimated recovery time and recommendations for restoration.		
Provide for temporary housing.		
Provide support to RRT.		

**APPENDIX R TO ANNEX 1 TO SECTION IV  
INSTALLATION COMMANDING OFFICER'S (ICO) COR DECISION MATRIX**



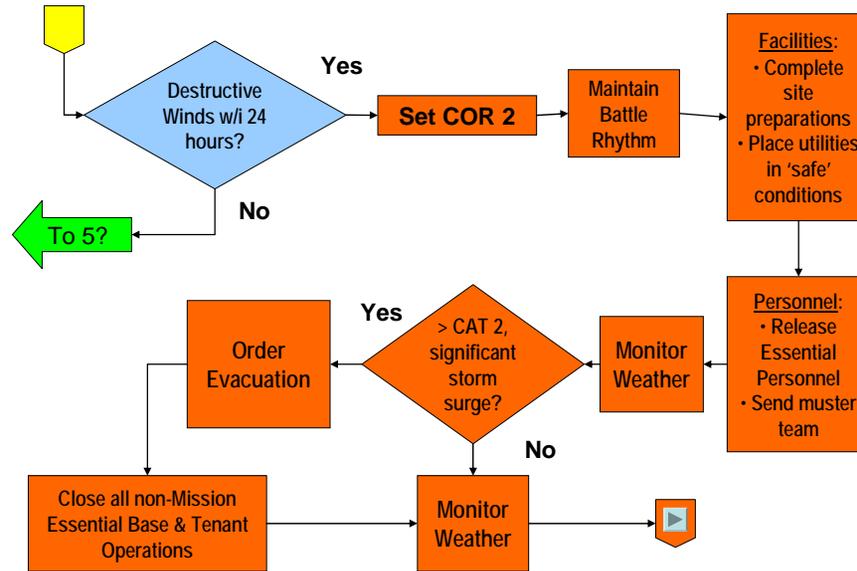
**APPENDIX R TO ANNEX 1 TO SECTION IV  
INSTALLATION COMMANDING OFFICER'S (ICO) COR DECISION MATRIX**

**On the way to COR 1, cont.**



**APPENDIX R TO ANNEX 1 TO SECTION IV  
INSTALLATION COMMANDING OFFICER'S (ICO) COR DECISION MATRIX**

**On the way to COR 1, cont.**



**APPENDIX R TO ANNEX 1 TO SECTION III  
INSTALLATION COMMANDING OFFICER'S (ICO) COR DECISION MATRIX**

**On the way to COR 1, cont.**

