

15 May 2000

DEPARTMENT OF THE ARMY
U.S. ARMY TRANSPORTATION CENTER
Fort Eustis, Virginia 23604-5000

TCFE Plan Number 600-2, : USATCFE Severe Weather and Disaster Preparedness Plan

1. **Summary.** This plan provides guidance to units and staff activities concerning preparation for Severe Weather and Disasters. This includes procedures for withstanding the effects of a hurricane and recovering from a hurricane. The plan recognizes and incorporates changes in unit designations, staff reorganizations, responsibilities and procedures recommended by unit and staff activities.

2. **Applicability.** This plan applies to all units and activities on Fort Eustis and selected actions pertinent to Fort Story.

3. **Requirements Impacting on Unit Commanders and Staff Activities.** This plan contains requirements that impact on unit commanders and directors/chiefs of staff and tenant activities. See paragraph (para) 3c, basic plan and the responsibility paragraphs of the annexes.

4. **Enclosed USATCFE Severe Weather and Disaster Preparedness Plan 600-2.** Is published IAW the provisions of Army Regulation 5-3, Installation Management and Organization. The purpose of this plan is to provide the Commander, U.S. Army Transportation Center, the ability to prepare for and respond to severe weather

phenomena or events/conditions which may adversely impact the operational mission capabilities, safety and security of personnel on the installation. This plan addresses policies, procedures and responsibilities for operations pertinent to Severe Weather and Disaster Preparedness and Operations.

5. **Point of Contact.** Is the Operations Division, Directorate of Plans, Training, Mobilization, and Security, ATZF-PTO, 878-3847/3856.

FOR THE COMMANDER:

Encl

//Original Signed//

STEVE J. PERGER, JR.

Director of Plans, Training,
Mobilization, and Security

DISTRIBUTION:

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75 – DPTMSEC, Operations Division

2 – DOIM Records Management Section

*This plan supercedes TCFE Plan 600-2, 25 November 1996, and all previous editions.

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1. SITUATION.

a. General.

(1) The geographical location of Forts Eustis and Story make them subject to severe weather phenomena and natural disaster throughout the year. Winter conditions, hurricanes, tornadoes, and other forms of severe weather may endanger life and destroy property.

The most serious threat comes from tropical storms in which destructive winds may be sustained for long periods of time. The annual hurricane season for this area is 1 June through 30 November. Storms of non-tropical origin (thunderstorms, tornadoes, snow or ice conditions and blizzards), can also contribute to loss of life and property. There is no substitute for advance planning and preparation before the onset of severe weather and for ensuring all soldiers, family members and civilian personnel are aware of actions to be taken when it occurs.

(2) Detachment 1 (Det 1), 18th Weather Squadron, Air Combat Command (ACC), Fort Eustis, provides weather support for planning and executing precautionary measures and recovery operations. Det 1 is a part-time duty station and provides normal weather forecasting services from 0600L to 1900L, Monday through Friday on normal duty days. Except in the case described in section c (2), Det 1 relies on a standby forecaster recall during non-duty hours. Should weather conditions warrant increased manning, the standby forecaster will man the weather station and issue weather warnings as required during non-duty hours.

b. Phenomena Covered by this plan:

- (1) Tornadoes
- (2) Hail ½" or greater

(3) Rainfall (2" or more in 12 hour period).

(4) Snowfall (1" or more in a 6-hour period).

(5) Freezing precipitation (icing conditions).

(6) Winds 50 Knots (58 mph) or greater associated with Thunderstorms or non-convective winds.

(7) Winds 50 Knots (58 mph) or greater associated with hurricanes or tropical storms (Ft Eustis and Ft Story issued separately).

c. Responsibility for Issuing Weather Warnings.

(1) Det 1 issues weather warnings over the Automated Meteorological Information System (AMIS).

(2) When Tropical Storm/Hurricane forecast tracks first indicate the potential for sustained 50 knots (58 mph) or greater winds at Fort Eustis and/or Fort Story within 72 hours and/or the Ft Eustis Emergency Operation Center (EOC) stands-up operations, Det 1 will begin 24 hour operations and issue warnings, as necessary, for the U.S. Army Transportation Center, Fort Eustis (USATCFE) and Fort Story until the threat has ended.

d. Responsibility for relaying hurricane or tropical storm forecasts. Det 1 relays official National Hurricane Center (NHC) bulletins and local Ft Eustis/Ft Story forecasts by e-mail, telefax or in-person briefing, as required, to the Operations Division (Ops Div), DPTMSEC.

2. MISSION. USATCFE plans and executes precautionary measures before, during, and after severe weather or disasters to protect life and minimize damage to government and personal

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property and conducts post-storm recovery operations.

3. EXECUTION.

a. Concept of Operations.

(1) Precautionary measures in anticipation of potentially damaging conditions/storms consist of actions taken to minimize the effects of such storms. These measures are considered in three stages: pre-storm, during storm, and post-storm. Thorough pre-storm preparations enhance the effectiveness of post-storm recovery operations.

(2) Major subordinate commanders, directors, and commanders/directors of tenant activities will ensure all elements receive weather warnings and hurricane conditions information updates and take measures to minimize and control damage within their assigned areas of responsibility upon receipt of such notification. All activities will also develop damage assessment and recovery plans and be prepared to execute these operations upon notification that emergency conditions have ended.

b. Dissemination Procedures.

(1) Det 1, 18th Weather Squadron.

(a) Notifies the Operations Division, DPTMSEC installation (EOC), 878-3847/2660, via AMIS. Hurricane or tropical storm advisories will be relayed by phone, e-mail, telefax or in-person briefing.

(b) Notifies the Post Staff Duty Officer (SDO), 878-5050/5897, during non-duty hours.

(2) Consistent with the USATCFE Weather Support Plan, Operations Division, DPTMSEC relays weather advisories/warnings, hurricane and other weather information telephonically to units and activities during duty hours. E-mail will be used to provide non-time sensitive severe weather updates, during duty hours.

(3) Consistent with the USATCFE Weather Support and Emergency Notification Plans, the SDO relays all weather warnings to on-call duty officers of post units, agencies and all activities during non-duty hours.

c. Responsibilities.

(1) Garrison Commander.

(a) Assumes duties as Chief, Crisis Management Team (CMT), when the EOC is activated.

(b) Identifies primary and back-up information system support to local DOIM in order to establish required C2 capabilities.

(2) Directorate of Plans, Training, Mobilization and Security (DPTMSEC).

(a) Assumes duties as the Assistant Chief of the CMT.

(b) Advises the Chief of Staff/Garrison Commander of severe weather or disaster conditions information as outlined in Annex A and recommends the curtailment of activities IAW procedures outlined in Annex D. Makes a recommendation on opening the EOC and activation of the CMT, as required.

(c) Coordinates the activities of the EOC and conducts operations in accordance with (IAW) procedures in TCFE Pam 525-1, Emergency Operations Center (EOC).

(d) Through the Operations Division, relays severe weather warnings/advisories and curtailment of activities and other information to major subordinate commanders, directors, staff activities and tenant activities to include Fort Story during duty hours. The SDO will relay weather warnings during non-duty hours. Once activated the EOC will relay all warnings/advisories during duty and non-duty hours.

(1) Directorate heads will be notified by DPTMSEC or the SDO (not by PAO) of the status of the installation. Designation of mission essential personnel is outlined in paragraph 2, Annex D, Curtailment of Activities.

(2) During severe weather conditions, and non-duty hours, the DPTMSEC or SDO will notify PAO or the on call representative no later than 4:00 a.m., so that broadcast media can be notified before employees normally go to work.

(e) The EOC will maintain a weather condition/hurricane tracking chart to record hurricane/tropical storm movements in the event the Det 1 Weather Website links are down/unavailable.

(f) Alerts the command for possible commitment/utilization of the Damage Control Team (DCT), Labor Rescue Teams (LRT) or Domestic Emergency Task Force (DETF) Teams to assist the DPW or other activities in hurricane preparation of the installation prior to a storm, and for damage control and debris removal/cleanup during recovery

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operations, as outlined in Annex E, Engineer Support Operations.

(g) The Operations Div (EOC) maintains status boards to monitor the commitment of DETF, DCT, LRT, and other installation resources.

(h) Notifies the appropriate units and activities when the various teams are needed to support DPW or other installation requirements.

(i) Establishes priorities for administrative transportation resources.

(j) Upon recommendation of the Felker Army Airfield Commander/Aviation Officer, implements the Aircraft Evacuation Plan IAW AR 95-87 and Joint Military Aircraft Hurricane Evacuation Plan 9507-87, for aircraft which cannot be placed in a hanger. Hangered aircraft at Felker Army Airfield will include two of the most suitable types for support and evacuation during adverse weather conditions, and for standby use for command and control, and damage assessment.

(k) Initiates situation reporting (SITREPS) to Headquarters, TRADOC, FORSCOM and CASCOM as required.

(l) Determines in conjunction with commanders and other staff activities, when training and other post activities should be suspended or curtailed, and facilities closed. Makes recommendations to the Chief CMTeam on these actions.

(m) In conjunction with the DPW, utilizing the building (potential EECs) engineering and evaluation decision, Fort Eustis Shelter Space MATRIX, (Appendix 1 to Annex B) and Commander 8th Transportation Bde, evaluate/select the most suitable EECs to activate based on the forecasted weather/storm conditions.

(n) In conjunction with the DPW, Area Coordinators and Commanders, develop and maintain Annex I (Notification and Evacuation Procedures) to this plan. Coordinates with the DPW, Area Coordinators and Commanders, with assistance from the Provost Marshal, for evacuation of families and soldiers from the housing areas, trailer courts and other designated billets areas, to evacuation routes or EECs (Shelters) as necessary. Coordinates with RDOL to obtain the required transportation support.

(o) Coordinates update and revision of this contingency plan. Plans and conducts internal and

external exercises to maintain training and readiness to execute.

(p) Establishes external support contingencies, memorandums and agreements with other installations or activities for mutual support during severe weather, i.e., Fort Lee (evacuee support), Reserve Center (shelter), ECS #93 (equipment), etc.

(q) Coordinates with ECS #93 for equipment and vehicle support as required.

(3) Regional Directorate of Logistics (RDOL).

(a) Assumes duties as a principle member of the CMT, and provides an LNO upon activation of the EOC. Provides logistics support IAW procedures in Annex G (Logistics Operations). Briefs situations and actions as required.

(b) Provides transportation support as required, for the evacuation of families or soldiers from family quarters, trailer parks, and billets to the EECs or other locations as required.

(c) Provides linens (sheets/blankets) and food support to the EECs. Assists EEC operators in developing the logistics portion of the EECs support plans.

(d) Coordinates with the post commissary when operational hours need to be extended or curtailed due to contingency support requirements.

(e) Preposition/pre-stage MREs, linens (sheets/blankets), or other appropriate items/emergency supplies required to meet the requirements of Forts Story and Monroe at those locations as necessary.

(f) Provides for alternate means of feeding in the event severe weather precludes the contract dining facilities from operating.

(g) Issues safety helmets, safety/work gloves, wet weather gear, and other equipment as required to support DCT, LRT, DETF Teams, and other personnel assisting in the preparation or securing of the post for severe weather or during recovery operations. (Annex E, Engineer Support Operations).

(h) Conducts internal exercises and is prepared to participate in installation exercises to validate preparedness to support RDOL emergency support requirements in this plan.

(i) Develops recovery plans and executes

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recovery operations upon notification that emergency conditions have ended.

(4) Directorate of Public Works (DPW).

(a) Assumes duties as a principle member of the CMT and provides an LNO upon activation of the EOC. Provides engineer support as outlined in Annex E, (Engineer Support Operations).

(b) Opens an Area Damage Control Center in building 1407, or the designated Engineer Support Operations Center , when conditions warrant.

(c) Be prepared/maintain the capability to respond to winter conditions (snow and icing) and clear and sand the installations roads as required.

(d) Advises DPTMSEC, Operations Div (EOC) when the DCT, LRT, or DETF Teams are required, or to be put on alert for possible commitment as outlined in Appendix 1, (Annex E).

(e) Receives and consolidates damage control reports from units and activities.

(f) Prepares periodic damage reports as required, by higher headquarters.

(g) Recommends to the Chief of the CMT, and Chief of Staff/GC the evacuation of buildings and facilities (to include the mobile home parks, housing areas and billets) considered unsafe for occupancy during the course of the storm development.

(h) Directs the efforts in providing support to family housing and mobile home parks. Obtains support from the various area coordinators in notifying and directing family housing occupants in preparing for severe weather and hurricanes.

(i) Assists the Operations Div, DPTMSEC, the Provost Marshal and Post Area Coordinators, in the execution of the Notification and Evacuation Procedures, Annex I to this plan.

(j) Coordinates through the EOC for personnel from the 8th Transportation Brigade, 7th Transportation Group, and NCO Academy required to support the requirements of Annex E.

(k) Directs efforts in preparing hazardous materials (HAZMAT) for severe weather conditions and protection. Directs efforts of personnel in restoring storm damaged facilities. (See Appendix 4, Annex E)

(l) Assists the DPTMSEC and Cdr, 8th Transportation Brigade by developing and maintaining a criteria and suitability matrix (potential EECs) building engineering and evaluation decision (Fort Eustis Shelter Space MATRIX, Appendix 1 to Annex B) utilized to evaluate/select the most suitable EECs to activate based on the forecasted impacts of the weather/storm conditions threatening Fort Eustis.

(m) Conduct internal exercises and be prepared to participate in installation exercises to validate preparedness to support the requirements in this plan.

(n) Develop Damage Assessment and Debris Removal plans and be prepared to execute upon notification that emergency conditions have ended.

(o) Assesses and reports environmental damage or potential impacts to the EOC and regulatory agencies, as required. (See Appendix 4, Annex E)

(5) Directorate of Information Management (DOIM).

(a) Assumes duties as a principal member of the CMT and provides an LNO upon activation of the EOC.

(b) Provides information systems and management support to CMT and other staff principals supporting CMT operations in accordance with Annex F, Information Management.

(c) Prepares briefs to Chief, CMT, C of S, and CG to inform them of situations that may adversely impact C2 abilities.

(d) Assists installation Commanders, Directors, and CMT members providing information systems support.

(e) Coordinates EOC primary and alternate information systems support between Fort Eustis staff and EOC CMT members.

(f) Monitors primary information systems and operational capabilities and implements system restoration plans as required during system outages.

(g) Directs severe weather preparedness actions within assigned Information Mission Area (IMA) of responsibility.

(h) Assists EOC in the activation of Emergency Radio Network providing distribution of non-tactical radio equipment to emergency response teams working outside the EOC.

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(i) Conducts internal DOIM exercises and participates during installation exercises to validate preparedness actions required to support this Severe Weather Plan and TCFE Pam 530-2.

(j) Develops recovery plans as required and executes them upon notification that severe weather conditions have ended.

(6) Commander, Medical Department Activity (MEDDAC).

(a) Provides emergency medical support to damage control forces, EECs, and other personnel as required. Supports IAW procedures in ANNEX L, Medical Support. Brief situations/special actions as required.

(b) Develop recovery plans and be prepared to execute upon notification that emergency condition has ended.

(c) Provide qualified personnel to assist Mortuary Affairs personnel or teams as required.

(7) The Public Affairs Office (PAO). The PAO staff at Fort Eustis/Fort Story are the only personnel authorized to inform the news media (newspapers and broadcast-radio and television) of the curtailment of activities, delay or closure at either post due to inclement weather. Notification to the media will be done immediately after the status is received from DPTMSEC or SDO. The PAO will also be responsible to update information as it is received on the installation's operational or emergency status for rebroadcast by the media.

NOTE: "PAO IS THE ONLY AGENCY THAT NOTIFIES THE MEDIA"

(a) Directorate heads will be notified by the Operations Division, DPTMSEC or the SDO of the status of the installation, not by PAO.

(b) During Non-duty hours, in order to effectively notify personnel of the installation's condition/duty status during severe weather conditions, the DPTMSEC or SDO must notify PAO or the PAO on call representative no later than 4:00 a.m., so that broadcast media can be notified before 1st shift employees normally go to work.

(c) Be prepared to activate a Public Affairs Center as required.

(8) Provost Marshal (PM).

(a) Assumes duties as a principal member of the CMT and provides an LNO upon activation of the EOC. Provides law enforcement and security operations IAW Annex J (Law Enforcement and Security Operations). Briefs situations/actions as required.

(b) Checks roads on post and establishes roadblocks and control points when and where necessary.

(c) Reports the location of road obstructions, storm damage, flooded areas, damaged electrical wires or hazardous conditions to the Damage Control Center, 878-4357 (HELP).

(d) Coordinates with civil police to determine off-post road conditions and evacuation routes and provides this information to DPTMSEC, Operations Div, EOC.

(e) Determines current installation road conditions and makes recommendations to DPTMSEC, EOC on the conditions of the installation roads for travel by non emergency military vehicles.

(f) Will support EOC directed notification and evacuation operations utilizing escorts, patrols, roadblocks etc, to support the evacuation of families from trailer courts, family housing areas, billets or other designated facilities to designated Evacuation Routes or EECs as directed.

(g) Utilizes Provost Marshal Augmented Force (PMAF), and NCO Academy DETF personnel as augmenting force to establish guard posts and roving patrols for security of property in evacuated quarters areas, trailer parks and other areas as required. PMAF force will be "chopped" for operations at a time TBD by the PM. Maintains operational control over the PMAF to perform missions IAW Annex J of this Plan.

(h) Establishes and implements a traffic control plan IAW existing conditions.

(i) Conduct internal exercises and be prepared to participate in installation exercises to validate preparedness to support emergency support requirements in this plan, and ensure continuity of training and preparedness due to personnel turbulence.

(j) Develop recovery plans and be prepared to execute upon notification that emergency condition has ended.

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(k) Provides law enforcement and security services IAW Annex J of this plan.

(l) Conducts route and area reconnaissance, reporting road conditions, debris, damage, flooding and hazardous conditions to the EOC.

(m) Assumes the function as the single point of contact to dispatch and coordinate emergency response services for police, fire fighters, and emergency medical technicians (EMTs).

(n) Operate telephone and radio communications IAW Annex F, (Communications), of this plan.

(o) Distributes VCIN Eastern Region Marine/Weather Bulletins to the EOC and Harbor Master Office, Third Port.

(9) Directorate of Personnel and Community Activities (DPCA).

(a) Prepares plans for safeguarding and securing Morale Welfare and Recreation (MWR) equipment and facilities. Refer to Annex R (DPCA Support Operations).

(b) Coordinate with AAFES to ensure that the Post Exchange and Service Station remain open long enough for customers to acquire supplies and, based on the developing situation. Recommends to the Garrison Commander the most opportune time to close these facilities.

(c) Coordinate with the 8th Transportation Bde reference the opening and utilization of any DPCA buildings, if the building is to be used for an EEC.

(d) Coordinate the issue of EECs activities support sets; games, playing cards, and other appropriate recreational items with the 8th Transportation Brigade for utilization in the EECs.

(e) Activate the Family Assistance Center/Crisis Assistance Team in the case of a natural disaster or crisis. The team will consist of the American Red Cross, Army Emergency Relief, and Family Service representatives at a minimum. Activation for assistance is based on the crisis situation and the team may also include SJA, ARC, Chaplain, PAO, CDS, ACS and any other members needed to support the Family Assistance center.

(f) Provide casualty assistance support as required in conjunction with other appropriate units and staff/tenant activities.

(g) Conduct internal exercises and be prepared to participate in installation exercises to validate preparedness to support emergency requirements in this regulation, and ensure continuity of training and preparedness due to personnel turbulence.

(h) Develop recovery plans and be prepared to execute upon notification that emergency condition has ended. Recovery is IAW Annex R, DPCA Support Operations.

(i) Coordinate with the 8th Transportation Bde reference the opening of a building as a post storm extended care shelter if required.

(j) The EEC shelter manager for building 1102, if it is designated for use as a shelter, will sign for the issuance of the MWR items referenced in para 9(d) above at building 1102. The items will be issued by the manager, Youth Services.

(k) The EEC coordinators/shelter managers for the other buildings designated EECs will sign for the MWR items referenced in para 9(d) above from building 671, Morale Welfare Recreation (MWR) center. Items will be issued by the director, MWR.

(l) The EEC buildings will remain open until final relocation of families are coordinated by the DPTMSEC. DPCA Youth Services operations will be relocated into buildings 923, 924, 925, and 926.

(m) DPCA will provide a list of all exceptional family members with debilitating disorders, that reside in post housing, who may need additional assistance, to the DPTMSEC and the hospital commander within 1 hour of notification to evacuate any of the housing areas into shelters.

(10) American Red Cross (ARC) will provide:

(a) Volunteers as available to augment the installation teams in operating the post ECCs.

(b) Assistance and training to installation personnel or other installation identified volunteers in Introduction to Disaster Services, Damage Assessment I, Mass Care I and Shelter Operations I.

(c) Armed Forces Emergency Services worldwide messaging for active duty military personnel and their family members.

(d) Disaster Welfare Inquiry services for active duty military personnel and their families.

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(11) Detachment 1, 18th Weather Squadron, Air Combat Command (ACC).

(a) Prepares and issues/relays weather warnings, hurricane advisories, and tropical storm advisories to the installation EOC, DPTMSEC. Provides weather and hurricane tracking/position reports and SITREPs to the EOC, and updates the hurricane tracking computer data every six hours, or as new information becomes available.

(b) Presents weather briefings to the Command Group and CMT as required.

(12) Director of Peninsula Contracting (DPC).

(a) Identify appropriate source(s) and establish contingency contracts for equipment, supplies, and services to support requirements identified by DPW, RDOL, DPTMSEC, Commanders and other Directorates or Staff Activities. These resources may be needed to meet support requirements of this plan, or in the absence of support provided by elements of the 7th Transportation Gp, that may not be available when emergency support operations are needed. Develop and maintain operations and procedures IAW Annex K. (Contingency Acquisition Support) to this plan.

(b) Be prepared to execute purchase orders and contracts if support is needed.

(c) Be available to assist activity credit card holders for purchases less than \$2,500.

(d) Develop recovery plans and be prepared to execute upon notification that the emergency has ended.

(13) Commandant, Noncommissioned Officers Academy (NCOA).

(a) Upon activation of the installation EOC the NCOA and all assigned resources, with the exception of the 6 EEC shelter operators who will augment the 8th Trans Bde, will be tasked directly by DPTMSEC for the duration of the crisis if not released earlier by Chief of the CMT. NCOA will assign a senior NCO as liaison officer to coordinate for NCOA resources during crisis.

(b) Be prepared to support the DPW, Provost Marshal, and Area Coordinators, with teams of 4-6 personnel, to assist in the Notification and Evacuation of families or personnel out of the mobile home parks or family quarters to predesignated areas out of the

Fort Eustis area, or to EEC's at Fort Eustis, or augment the PMAF with personnel.

(c) Be prepared to augment the 8th Transportation Brigade with a minimum of 6 trained shelter operators to assist in the operation of installation EECs as required.

(d) Maintain a number (min of 6) personnel trained in shelter (EECs) operations and management.

(e) Be prepared to screen available student personnel records for personnel qualified as vehicle operators, i.e., bus drivers, truck drivers, fork lift operators, etc., to be utilized to support emergency operator requirements if needed.

(f) Develop recovery plans and be prepared to execute upon notification that emergency condition has ended.

(14) Commander, 8th Transportation Brigade.

(a) In conjunction with the appropriate units and staff/tenant activities develops and maintains Annex H, Emergency Evacuation Center (EEC) Operations, to this plan.

(b) Provide trained Shelter Management teams to man and operate the EECs.

(c) Open and operate the most suitable selected EECs based on the engineering and Shelter Space evaluation decision MATRIX, (Appendix 1, Annex B) based on the forecasted weather/storm conditions or existing conditions requiring shelter support.

(d) If the requirement for an EEC is going to be limited in nature, i.e., the evacuation of the trailer parks only, or for a place to house families or soldiers because of damages to buildings or family quarters due to severe weather, selection will be based on the minimal impact/disruption of normal operations and continuation of mission essential operations.

(e) Plan to serve soup and crackers initially and replace with MREs and hot foods as soon as practical. Coordinate with RDOL to schedule and coordinate meals for the EECs.

(f) There is a requirement to have EMTs, 91B personnel and aid kits in the EECs. Persons requiring medical treatment are to be evacuated to MACH.

(g) Provides the necessary personnel to operate all installation EECs as required with personnel

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augmentation and assistance from the NCOA, USAALS and 7th Trans Group if necessary.

(h) Be prepared to provide 2 personnel (NCOs) and necessary equipment to support Safety operations as listed in Annex C.

(i) Stays aware of the developing situation and recommend when the post terminate training, and release the students.

(j) Be prepared to provide up to eight DETF, 6-soldier teams to assist the garrison and DPW in pre-storm or post-storm operations on the installation.

(k) Conduct internal exercises and be prepared to participate in installation exercises to validate preparedness to support emergency support requirements in this plan, and ensure continuity of training and preparedness due to personnel turbulence.

(l) Maintain at least one radio in your EOC/activity on the post EOC radio frequency.

(m) Upon activation of the installation EOC, provides an NCO (Liaison Officer) to man the 8th Transportation Bde desk to coordinate EOC actions and support.

(n) Be prepared to attend briefs/updates and address situations and actions.

(o) Develop recovery plans and be prepared to execute recovery plans upon notification that emergency condition has ended.

(15) Assistant Commandant, U.S. Army Aviation Logistics School (USAALS).

(a) Stay aware of the developing situation and decide when to recommend the post terminate instruction and release students.

(b) Be prepared to secure all buildings and training facilities or areas in preparation for severe weather conditions.

(c) Be prepared to provide 8 to 12 soldiers to augment the 8th Transportation Bde in the operation of the designated installation EECs.

(d) Develop recovery plans and be prepared to execute upon notification that emergency conditions have ended.

(16) Commander, 7th Transportation Group (Composite).

(a) Provides Damage Control and Labor/Rescue Teams with necessary equipment (less NBC) IAW Annex E (Engineer Support Operations) this plan, to support damage control, rescue and recovery operations.

(b) Upon activation of the installation EOC, provides an NCO (Liaison Officer) to man 7th Transportation Group desk in the EOC to coordinate 7th Transportation Group support.

(c) Provides transportation support (bus or carryall) drivers for the evacuation of families from mobile home parks and family quarters as required.

(d) Fill organic water buffaloes, and be prepared to provide potable water to designated facilities or points on the installation.

(e) Upon notification, prepares, transports, installs in conjunction with DPW, and operates, generators and light sets at the designated EECs and McDonald Army Hospital to provide emergency power should electrical power fail.

(f) Upon notification provides cots to the designated EECs, numbers to be determined as EECs are selected for use based on anticipated weather conditions and requirements.

(g) Alerts and maintains PMAF forces in a ready status. Upon notification provides PMAF to the Provost Marshal.

(h) Upon notification provides backup military cooks and field messing facilities, as required, to support EECs or other installation activities as required.

(i) Upon notification sends cargo vehicles to Felker AAF to be parked in the vicinity of the CH 47 aircraft.

(j) Identify and develop requirements in conjunction with DPC for any contingency contracts needed in 7th Trans Gp areas of responsibility, to meet support requirements.

(k) Conduct internal exercises and be prepared to participate in installation exercises to validate preparedness to support emergency requirements in this plan, and ensure continuity of training and preparedness due to personnel turbulence.

(l) Be prepared to provide vehicles, tie downs, sand bags, or other equipment suitable for protecting

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Museum aircraft and pavilion displays (see diagram, at Appendix 2, Annex. A).

(m) Have 10 x Cargo vehicles with drivers, canvass and bows on standby for tasking during severe weather conditions and immediately after the severe weather conditions end.

(n) Be prepared to attend briefs/updates and address situations and actions.

(o) Develop recovery plans and be prepared to execute upon notification that emergency condition has ended.

(p) Be prepared to provide 2 personnel (NCOs) and necessary equipment to support Safety operations as listed in Annex C.

(17) Safety Office.

(a) Coordinates with commanders, activities, directors and staff offices to ensure safety considerations and procedures are included and monitored in all areas. Prepares and maintains Annex C, (SAFETY OPERATIONS) to this plan.

(b) Be prepared to coordinate safety briefings and other necessary procedures to support this plan.

(c) Be prepared to brief or address safety issues at the CMT situation/update meetings during severe weather operations as required.

(18) Civilian Personnel Advisory Center (CPAC).

(a) Advises the Chief CMT on appropriate guidelines pertaining to the release of civilian employees due to curtailment of normal activities/operations during severe weather.

(b) Notifies exclusive representatives of decision to release civilian personnel.

(19) Staff Judge Advocate (SJA).

(a) Provide legal (Administrative Law) review and guidance to the commander for all requests for us of government support or assistance to the civilian authorities or local county or city governments/communities.

(b) Provide mobile assistance to include preparation of wills and powers of attorney.

(c) Prepare for claims processing to include training unit claims officers and assistants.

(d) Provide assistance and advice to the PMO regarding the use of PMAF forces and possible detention of civilian personnel.

(e) Carry out support operations IAW the provisions of Annex Q this plan.

(20) Garrison SGM (Garrison Support Detail) made up of 7th Transportation Gp personnel.

(a) Provide 6 ea , 6-personnel DETF Teams to assist the installation in severe weather/disaster preparation, pre-storm and post storm clean up an recovery.

(b) Provide other support to the installation as required.

(21) Commander, Fort Story.

(a) Develops a separate supporting plan for Fort Story, to meet local requirements and takes action to safeguard personnel, facilities, equipment, and supplies from the elements. Provides one copy of the plan to our headquarters, ATTN: ATZF-PTO.

(b) Establishes Hurricane Conditions and Actions for the preparation and securing of Fort Story based on the proximity and movement of the storm in relation to Fort Story.

(c) Establishes hurricane conditions based on tropical storm advisories and other weather forecasting facilities in the Fort Story area, and tropical storm warnings received from Det 1, 18th Weather Squadron, Air Combat Command (ACC), Fort Eustis.

(d) Upon establishing hurricane conditions, WATCH or WARNING, maintains liaisons with and notifies DPTMSEC or the EOC, if activated, of the ongoing actions and on any potential decision on the possible curtailment of activities or release of any civilian employees. Keeps the Fort Eustis EOC informed of ongoing actions and when securing and preparation operations are complete.

(e) Establishes voice communications with Fort Eustis using the Fort Story/Fort Eustis Emergency Response Radio net located in the EOC at Fort Eustis and the EOC/Post Operations office Fort Story (see para 4. b Signal) this plan.

(f) Provide updates and status reports on activities at Fort Story to the EOC at Fort Eustis.

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(g) Develop damage assessment and recovery plans and be prepared to execute recovery plans upon notification that emergency condition has ended.

(h) Provide damage and environmental impacts assessments to the Fort Eustis EOC as soon as possible.

(22) All Commanders and Chiefs of tenant units and activities.

(a) Maintain an awareness of the status of impending weather conditions or phenomena that may require cautions or preparations and actions in accordance with this plan.

(b) Take appropriate actions IAW Annex A, (Severe Weather Conditions and Actions), this plan, to prepare for severe weather phenomena and conditions.

(c) Be sure all civilian personnel are aware of the provisions of Annex D of this plan pertaining to designation of mission essential personnel, the curtailment of activities and release of personnel due to severe weather/disaster conditions.

(d) Be prepared to send a Liaison Officer (LNO) to the installation EOC, Bldg 233 to represent the unit/activity and coordinate any activities or support that maybe required.

d. Coordinating Instructions.

(1) This plan is effective for planning upon receipt and for execution upon order by this headquarters. All addressees are encouraged to supplement this regulation as required, to accomplish your mission. The Fort Eustis Severe Weather/Disaster Preparedness Plan may be supplemented. If supplemented, provide one copy to this headquarters, ATTN: ATZF-PTO.

(2) All Commanders, Chiefs and Directors of Staff and Tenant Activities will take appropriate actions IAW Annex A, (Severe Weather Conditions and Actions), this plan, to prepare for severe weather phenomena and conditions.

(3) All Commanders, Chiefs and Directors of Staff and Tenant Activities having units, soldiers or civilians operating or training in a field location for any purpose, will determine if and when the personnel and any equipment should be recalled to the installation due to impending severe weather conditions, and takes action as required.

(4) All Commanders, Chiefs and Directors of Staff and Tenant Activities will be issued a radio for backup communications contact with the installation EOC if required. This radio will be maintained/operated on the post EOC Emergency Response Radio Net frequency (see Annex F, communications).

(5) Addressees will ensure military and civilian personnel under their supervision are aware of the provisions of this plan and that military personnel residing at Fort Eustis and Fort Story advise their family members as well. Supervisors and union officials will use all sources available to notify employees of the existence and content of this plan to ensure fair and equitable treatment of all employees.

(6) Before 1 June of each year, addressees will ensure this plan and any supplemental plans or instructions are reviewed and the requirement in (2) above is reemphasized.

(7) Fort Eustis and Fort Story resources may be made available to safeguard personnel and property under severe weather/disaster conditions.

(8) Major subordinate commanders and activity chiefs immediately report weather damage information to the Area Damage Control Center, DPW, Building 1407, 878-4357 (HELP), in the following format:

(a) Estimated time of occurrence.

(b) Location of damage.

(c) Cause of damage.

(d) General statement of damage.

(9) Units and staff/tenant activities will identify and develop requirements in conjunction with DPC for any contingency contracts needed in their areas of responsibility. Identify alternate measures required to accomplish the mission in absence of all or some military resources

(10) In the event that DPC is unable to purchase supplies or services using the procedures in Annex K, DPC may verbally authorize activities to purchase supplies or services necessary to protect government property, facilities and personnel from damage or injury. After the emergency is over, report actual costs incurred to the DPC and the Directorate of Resource Management (DRM).

(11) (COs)/Contracting Officer Representatives (CORs), during severe weather conditions, will ensure contracting equipment/supplies are properly secured and/or strategically repositioned IAW the appropriate portion of the Safety Checklist in Annex C to this plan. The DPC will provide the EOC with procurement support, as requested. DPC will develop and execute contingency contracts for emergency support as outlined in Annex K, (Contingency Contracts and Support).

4. Administration and Logistics.

a. The installation will render assistance to civilian communities within the constraints of the Federal Response Plan. Provide support as permitted or directed by the Federal Emergency Management Agency (FEMA) through the Director of Military Operations Support (DOMS) Office, Department of the Army and as requested by the FEMA Regional Area or Task Force Federal Coordinating Officer (FCO).

b. Requests for support (domestic support operations requests) from local civil authorities or communities will be reviewed by the Administrative Law section of the SJA, unless the request is in response to a life or death emergency situation.

c. Release military and civilian personnel from duty or curtail duties, when necessitated by adverse weather conditions, IAW Annex D to this plan.

d. Restrict personnel movement during hurricane or severe weather conditions.

e. Military personnel who must move or work outdoors for the protection of life and property during severe weather conditions, hurricanes or other will wear safety gear and combat helmets.

5. Command and Signal.

a. Command.

(1) The EOC is established in Building 233, and operates under the policies and procedures in TCFE Pam 525-1, EOC Operations. The EOC Crisis Management Team (CMT) consists of those personnel identified in paragraph 3 of this plan and other personnel deemed necessary by the

Commanding General, Chief of Staff, or Garrison Commander.

(2) Once activated, the EOC operates on a 24-hour basis, using two 12-hour shifts, or designated personnel rotations as required. This will be determined by the DPTMSEC

(3) Civilian personnel may be used on an emergency basis to the extent required

b. Signal.

(1) The Fort Eustis telephone and common-user electronic mail systems are the normal (Primary) means of information systems support. Cellular telephones and the EOC Emergency Response Radio Network will be used as back-up (Alternate) systems if primary systems fail. The Fort Eustis DOIM maintains and operates a Private Auxiliary Exchange (PAX) system that provides TCFE staff intercom access between organizations in the event of a telephone system failure. For execution see also Annex F, Appendix 1 (Current PAX Listing), and Appendix 2 (EOC Emergency Response Radio Network Configuration).

(2) Critical/important telephone numbers for all EOCs, EECs, and other activities pertinent to this plan are obtained through contact with the Operations Division, EOC, 878-3847/3856.

(3) Use all available means of emergency communications with other military installations and civil agencies.

(4) Emergency communications between our headquarters and Fort Story will be established using the Emergency Response Radio System net located in the Fort Eustis EOC and Fort Story Commanders office or Fort Story Military Police/Fire and Emergency Services Office. Call signs will be Fort Story EOC and Fort Eustis EOC. Frequencies are preset, when communicating with Fort Story, Fort Eustis will use Channel 3 and Fort Story Channel 1. Back up communications with Fort Story can be effected using the Hampton Roads Emergency Management Committee (HREMC) radio system.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

Acknowledge.

MORTENSEN

BG

OFFICIAL:

//Original Signed//

PERGER

DPTMSEC

ANNEXES:

A – Severe Weather Conditions and Actions

B – Shelter, Emergency Evacuation Centers (EECs)
Criteria and Selection

C - Safety Operations

D - Curtailment of Activities

E - Engineer Support Operations (DPW)

F - Communications

G - Logistic Operations

H - Emergency Evacuation Center Operations

I - Notification and Evacuation Procedures

J - Law Enforcement and Security Operations

K - Contingency Acquisition Support

L - MEDDAC Operations

M - External Support Contingencies & Agreements

N - PAO Operations

O - Glossary

P - References

Q - Office of the Staff Judge Advocate

R - DPCA Support Operations

S – Recovery Operations

T - Critical/Important Telephone Numbers Listing and
Other Contact Information

ANNEX A (SEVERE WEATHER CONDITIONS AND ACTIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. SITUATION.

a. General. Weather advisories and forecasted weather conditions from the Staff Weather Officer reference potential impacts to the installation due to severe weather phenomena, i.e., winter conditions snow and ice, tropical storm or hurricane warnings/advisories and other weather conditions, are the basis for the DPTMSEC to make a recommendation to the Commanding General to declare other than normal installation operating conditions for Fort Eustis.

b. Actions. The DPTMSEC will evaluate the weather advisories, forecasted conditions and potential impacts to the installation and determine what actions are to be taken.

2. MISSION. USATCFE implements actions In Accordance With (IAW) the guidance and procedures set forth in this Annex, and the basic plan.

3. EXECUTION.

a. Concept of Operations.

(1) Severe Weather warnings, watches, advisories and forecasted conditions/impacts for the installation will be disseminated IAW the installation Severe Weather Support Plan and the TCFE Emergency Notification Plan (ENP). Plan ALPHA (during normal duty hours) telephonically and via E-mail, and in accordance with Plan BRAVO (during non-duty hours).

(2) Commanders, Directors and Commanders/Directors of Staff/Tenant units and activities will ensure all subordinate elements receive appropriate weather warnings and instructions on what measures may be implemented to prepare for and operate under during the anticipated conditions.

(3) Precautionary measures taken in anticipation of the expected severe weather conditions should be utilized to prepare for and minimize (mitigate) the effects of the conditions or phenomena. Thorough pre-severe weather conditions actions will, promote awareness, ensure better preparation for required actions, and greatly enhance the effectiveness of post-storm recovery operations.

(4) Actions taken for the various severe weather phenomena and conditions will be IAW the policies, instructions and procedures set forth in this Annex.

b. Severe Weather Phenomena and Conditions.

(1) Winter Weather (Snow and Icing Conditions):

Responsibilities and procedures.

IAW Annex D (Curtailed of Activities) to this plan and Plan ALPHA and BRAVO to the TCFE Emergency Notification Plan (ENP) Plan, activities and/or personnel will be notified of Severe Weather conditions (Snow or Icing) that cause normal installation operations to be curtailed or altered.

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During Normal Duty Hours:

CONDITION	ACTIVITY	ACTION
Snow and/or Icing conditions are forecast	DPTMSEC Operations/ USAF Weather Det, DPTMSEC Staff	Monitor weather conditions and be prepared to act
Snow and/or Icing conditions begin	USAF Staff Weather Det	Provides forecast conditions to Operations Div, DPTMSEC
Initiate EOC Staff Journal	Operations Div, DPTMSEC EOC	Initiate Staff Journal to document conditions and actions taken
Snow and/or Ice begins to accumulate and cause road conditions to become hazardous	Provost Marshal (Military Police)	Monitor road conditions on the installation and check with local Law Enforcement and VA State Police on road conditions in the local area
Weather Forecast indicates worsening conditions	USAF Weather Det	Provides updated weather info/forecast to Operations Div, DPTMSEC
Snowfall and/or Icing conditions continue to worsen, road conditions are becoming hazardous	Military Police	Provide information on road conditions to Operations Div/Director, DPTMSEC
Snowfall and/or Icing conditions warrant initiation of removal and road sanding operations	Military Police and DPW	Military Police recommend to DPW that removal and road sanding operations begin
Curtailment of Activities conditions review and recommendation to the Garrison Commander	Director of DPTMSEC	Recommends course of action on curtailment of activities and/or release of personnel
Exact notification given to units and activities of curtailed installation activities	Director of DPTMSEC, and Chief Operations Div	Exact notification to be given to CPAC and units and activities. Example; i.e., "All personnel to be released immediately," or "All personnel to be released 2 hours prior to the time their normal work day ends" etc.
Initiate Plan ALPHA (During Duty Hours Notification Plan) to units and activities	Director of DPTMSEC	Notify CPAC, with the exact message on curtailment of activities, then the Operations Div to initiate Plan ALPHA notification to units and activities
Union Notification	CPAC	CPAC Notifies Union
Notification to units and activities of curtailed installation activities	Operations Division, DPTMSEC	Operations Division/EOC notifies units and activities according to PLAN ALPHA,

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<p>Note: DPTMSEC is the only activity authorized to notify anyone of curtailed activities or early release</p>		<p>USATCFE Emergency Notification PLAN, reference b above, using the exact message/wording determined to be used for notification</p>
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During Non Duty Hours:

CONDITION	ACTIVITY	ACTION
<p>Snow and/or Icing conditions are forecast</p>	<p>DPTMSEC Operations/ USAF Weather Det, DPTMSEC Staff, and the installation Staff Duty Officer/Staff Duty noncommissioned Officer</p> <p>Note: All USATCFE units and activities should be aware of the forecast weather conditions and potential for curtailed or altered activities to be placed in effect</p>	<p>Monitor weather conditions and be prepared to act IAW USATCFE Emergency Notification PLAN, reference b above, notification procedures PLAN BRAVO (Non-Duty Hours Notification Plan)</p>
<p>Snow and/or Icing conditions begin</p>	<p>DPTMSEC Operations/ USAF Weather Det, DPTMSEC Staff, and the installation Staff Duty Officer/Staff Duty noncommissioned Officer</p>	<p>Provides updated conditions to the installation Staff Duty Officer/Staff Duty noncommissioned Officer</p>
<p>Snow and/or Ice begins to accumulate and cause road conditions to become hazardous</p>	<p>Provost Marshal (Military Police)</p>	<p>Monitor road conditions on the installation and check with local Law Enforcement and VA State Police on road conditions in the local area</p>
<p>Snowfall and/or Icing conditions warrant initiation of removal and road sanding operations</p>	<p>Military Police and DPW</p>	<p>Military Police recommend to DPW that removal and road sanding operations begin</p>
<p>Provide updated weather and road conditions at Fort Eustis</p>	<p>Provost Marshal (Military Police), USAF Weather Det, and the installation Staff Duty Officer/Staff Duty noncommissioned Officer</p>	<p>Provides updated conditions to the installation Staff Duty Officer/Staff Duty noncommissioned Officer</p>
<p>Provide updated weather and road conditions at Fort Eustis to the DPTMSEC</p>	<p>Installation Staff Duty Officer/Staff Duty noncommissioned Officer</p>	<p>Provides updated weather and road conditions to the DPTMSEC, On Call Duty NCO and the Chief, Operations Div</p>
<p>Chief, Operations Div Contacts Director, DPTMSEC</p>	<p>Chief, Operations Div, DPTMSEC</p>	<p>Provides updated weather and road conditions to the DPTMSEC, and makes recommendation on notification</p>

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Curtailment of Activities conditions review and recommendation to the Garrison Commander	Director of DPTMSEC or Chief, Operations Division	Notify Garrison Commander and make recommendation on notification to CPAC and PAO
Exact notification to be given to CPAC and PAO for announcement of curtailed installation activities	Director of DPTMSEC, and Chief Operations Div	Example; i.e., “All Fort Eustis mission essential personnel report on time, all others may be up to 2 hours late
Union Notification	CPAC	CPAC Notifies Union On Call representative of announcement to curtail or alter normal work activities
PAO Notification Note: PAO must be notified prior to 0400 hours to ensure timely notification to local TV and Radio stations	Director of DPTMSEC, or Chief Operations Div	PAO On-Call representative is notified to contact the media and provided the exact word message to be announced on the status of personnel reporting to work for Fort Eustis
Notification to units and activities on-call/contact personnel, PLAN BRAVO, reference b above, non duty hours	Operations Div, DPTMSEC Installation Staff Duty Officer/Staff Duty noncommissioned Officer	Chief, Operations Div or On Call DPTMSEC Duty NCO directs the Installation Staff Duty Officer/Staff Duty noncommissioned Officer to initiate PLAN BRAVO notification to units and activities on-call/contact personnel
PLAN BRAVO notification	Installation Staff Duty Officer/Staff Duty noncommissioned Officer	Initiate PLAN BRAVO notification to units and activities on-call/contact personnel
Initiate Operations Div/EOC Staff Journal	Operations Div, DPTMSEC	Operations Division personnel (on-call duty NCO) initiate staff journal log as soon as notified of the curtailment of activities decision, and pass journal operations to the first arriving EOC personnel.
Continue EOC staff journal and to monitor weather and road conditions	Operations Div/EOC, DPTMSEC	Continue to monitor weather conditions and coordinate with Military Police and Staff Weather Det
Refer to Normal Duty Hours actions above	Operations Div/EOC, DPTMSEC, Military Police and Staff Weather Det	If conditions warrant, start during duty hours sequence of actions again

(2) Hurricane Conditions and Actions

Responsibilities and procedures.

1. Hurricane conditions must be established before winds greater than 49 knots, associated with a tropical storm, are forecast to begin. These conditions are as follows:

Condition	Time (Hours)
IV	72-48
III	48-24
II	24-12
I	12 through duration

All Clear - discontinue hurricane conditions.

Initiate Damage Assessment and Recovery Operations

Hurricane forecasters use a disaster-potential scale which assigns storms to five categories (see the Glossary, Annex O, for detailed criteria for each category).

2. To reduce the effects of a hurricane, the preparatory actions outlined below are taken by Commanders and Chiefs of staff offices and tenant activities, and soldiers and family members concerned. This checklist is not all-inclusive and cannot replace common sense and sound judgement. **Specific tasks/actions broken out by staff and unit responsibilities are contained in Appendix 1 this Annex, TABs A thru S.**

a. Hurricane Condition IV. (72-48)

(1) Alert personnel and maintain a state of readiness. Activate the Emergency Operations Center (EOC) and notify all units, staff activities and tenant activities.

(2) Review severe weather plans.

(3) Inspect all areas of responsibility and secure equipment and facilities.

(4) Begin monitoring the cable TV Weather Channel, if available, and/or local radio or TV stations for weather information

(5) Maintain normal operations and training schedule to the extent possible, while preparing and securing the installation.

(6) Brief the Chief, CMT, on storm status, direction and disaster-potential based on current information and make recommendation on evacuation of families, students and non-mission essential personnel.

(7) Ensure that commanders/area coordinators have received and distributed information for Family

Housing Occupants bulletin as shown in Appendix 1 to Annex I.

(8) Begin preparation for moving and securing Army Watercraft at safe haven, and Aircraft hangered or to an airfield out of the danger area.

(9) Notify next higher headquarters when all actions are completed.

b. Hurricane Condition III. (48-24)

(1) Ensure all applicable actions for Hurricane Condition IV are completed. Continue monitoring local radio and TV stations.

(2) Alert appropriate commands who provide Damage Control, Labor/Rescue and DETF Teams, to identify and make teams ready for response/support when tasked by DPTMSEC.

(3) Suspend routine activities to the extent necessary to prepare for hurricane conditions. Personnel may be released from duty to prepare family quarters; however, upon completion, personnel will return to duty.

(4) Ensure vehicles and emergency power generators have a full tank of fuel.

(5) Ensure all water buffaloes and water containers have been inspected/sanitized (Preventive Medicine Services), MEDDAC will assist. All water buffaloes and containers should be filled and positioned according to instructions from the installation EOC.

(6) Initiate movement and dispersal of Army Watercraft to their "Safe Haven" areas, and hanger aircraft or relocate according to the plan.

(7) Ensure area coordinators have informed all families living in quarters that they should have the following emergency supplies on hand:

(a) Flashlights with extra batteries.

(b) Transistor radio with extra batteries.

(c) Water and canned goods that can be prepared without cooking and do not need refrigeration.

(d) Special medicines and drugs.

(e) Important papers and records, i. e., wills, powers of attorney, insurance policies, birth certificates, etc, and valuables, jewelry; rings, watches, etc, in a waterproof, (ziplock bag) and in a waterproof box/container.

(8) Secure buildings and remove and store material, which may become flying missiles (i.e., signs, trashcans, and lawn furniture, etc) GC/GCSM.

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(9) Ensure manufactured mobile homes are tied down IAW manufacturer's specifications (DPW).

(10) Notify next higher headquarters when all actions are completed.

c. Hurricane Condition II. (24-12)

(1) Ensure all applicable actions for Hurricane Conditions IV and III are completed. Continue monitoring local radio and TV stations.

(2) Secure communications equipment and antennas.

(3) Check culverts and outside drains to ensure they are not obstructed.

(4) Secure or remove supplies from basements and low-lying areas susceptible to flooding.

(5) Take action to protect aircraft and watercraft.

(6) Move critical mission essential vehicles and equipment, not required for hurricane operations inside available buildings.

(7) Prepare vehicles required during hurricane conditions and return nonessential vehicles to Motor Park. Remove tarps and cargo susceptible to damage.

(8) Bring pets indoors.

(9) Turn refrigerator up to coldest temperature and open only when necessary.

(10) Assist any family members whose sponsor is TDY or in the hospital.

(11) Provide DPW and PM with the names, unit designations, and telephone numbers of commanders providing Damage Control, Labor Rescue and DETF Teams, and PMAF.

(12) Make preparations to open Emergency Evacuation Centers (EECs), when directed.

(13) Release civilian personnel from duty IAW Annex D of this plan.

(14) Military personnel with family members residing in the local area who have not been evacuated and are not required for emergency duties, may be released by commanders concerned.

(15) Open EECs when directed.

(16) Notify next higher headquarters when all actions are completed.

d. Hurricane Condition I. (12- through duration)

(1) Ensure all applicable actions for Hurricane Conditions IV, III, and II are completed. Continue monitoring local radio and TV stations.

(2) Commit Damage Control Teams and DETF. DETF consists of up to eight, 6-man-teams, equipped with at least 10 1/4 ton vehicles or the equivalent, to assist the DPW and PM to prepare and secure the post (see Appendix 2, DETF Operations to Annex E).

(3) Extinguish open fires.

(4) Personnel, except those performing emergency duties should remain inside buildings and away from windows.

(5) Vehicle traffic is limited to essential movements.

(6) For emergency police, fire and medical assistance, call 878-4555.

e. Upon Declaration of All Clear, Initiate Damage Assessment and Recovery Operations:

(1) Limit vehicle traffic to essential only. Keep children indoors until the area is free of hazards and debris that could cause injury or death.

(2) Personnel must exercise caution in travel due to hazardous conditions; debris, downed electrical wires, undermined roads, and flooded low spots.

(3) Return all facilities and equipment to normal operations.

(4) Report broken or damaged water, sewer, and electrical lines, and other damage to DPW, 878-4357 (HELP)

(3) Other Weather Phenomena, Warnings, Watches and Advisories

Responsibilities and procedures.

1. Warnings, watches and advisories from the Post Weather Detachment reference tornado and thunderstorm activity will be issued when warranted.

2. Information on the type phenomena and anticipated alert type and suggested actions will be disseminated as is depicted at Appendix 3, this Annex.

3. "**Tornado Warnings**" will be indicated by the "**CONTINUOUS SIREN SOUNDING**" of the emergency warning sirens located on the installation. Any time the emergency sirens are heard, cease all outdoor activity and take cover immediately on the

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interior first floor of a building or seek the closest available shelter.

4. Alert descriptions and how they are disseminated are covered at Appendix 3, this Annex.

APPENDIXES:

1 – Specific Tasks/Actions broken out by staff and unit responsibilities Hurricane Conditions IV thru I.

2 - EOC Operations.

3 – Tornado and Thunderstorm Alerts (Warnings, Watches and Advisories)

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 1 (SPECIFIC TASKS/ACTIONS BROKEN OUT BY STAFF AND UNIT RESPONSIBILITIES) TO ANNEX A (SEVERE WEATHER CONDITIONS AND ACTIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. SITUATION.

a. General. Weather advisories and forecasted weather conditions/impacts are the basis for the DPTMSEC to make a recommendation to the Commanding General to declare installation operating conditions for Fort Eustis.

b. Actions. The Commanding General declares installation operating conditions pre-hurricane Condition IV for Fort Eustis.

2. **MISSION.** USATCFE implements actions In Accordance With (IAW) the guidance and procedures set forth in this Appendix, and the basic plan.

3. EXECUTION.

Concept of Operations.

(1) DPTMSEC activates the Emergency Operations Center (EOC) IAW TCFE Pam 525-1 and directs implementation of hurricane Condition IV actions. EOC actions management will follow the Matrix for Hurricane Conditions IV thru I.

(2) Commanders, Directors and Chiefs of Staff/Tenant units and activities will ensure all subordinate elements receive appropriate weather warnings and instructions on what measures may be implemented to prepare for and operate under during the anticipated conditions.

(3) Commanders, Directors and Chiefs of Staff/Tenant units and activities will execute those tasks and actions identified in TABs A thru S, this Appendix.

TABS:

A – USAF Wea Det and DPTMSEC EOC

B - RDOL

C - DPW

D - DOIM

E - MEDDAC

F - PAO

G - PM

H - RCSD

I - DPCA

J – American Red Cross

K - USAALS

L - DPC

M - NCOA

N – Cdr, 8th Trans Bde

O – Cdr, 7th Trans Gp

P – Safety Office

Q - CPAC

R – Cdr, Fort Story

S – Cdrs, Dirs & Chiefs of Tenant Activities

TAB A to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
USAF Weather Det DPTMSEC Staff	<ul style="list-style-type: none"> provide tracking info weather advisories to EOC every 6 hours or more frequently as needed 	<ul style="list-style-type: none"> provide weather updates info and advisories to EOC every 6 hours or more frequently as needed 	<ul style="list-style-type: none"> provide weather updates info and advisories to EOC every 6 hours or more frequently as needed 	<ul style="list-style-type: none"> provide weather updates info and advisories to EOC every 6 hours or more frequently as needed
DPTMSEC EOC	<ul style="list-style-type: none"> initiate storm tracking brief the Garrison Cdr activate the EOC initiate staff journals initiate EOC Hurr Mgmt MATRIX actions prepare EOC for ops initiate plan condition IV actions provide info and advisories issue special instructions obtain list of available equipment from ECS 93 coordinate cond IV actions maintain normal ops initiate SITREPS/briefs conference call VA EOC alert Ft Lee watercraft and aircraft plan alert maintain cond IV 	<ul style="list-style-type: none"> ensure all cond IV complete initiate plan condition III cont to monitor situation update info and advisories coordinate cond III actions suspend routine activities alert 7th Gp for Damage teams initiate post preparation vehicles and water trailers ready issue special instructions ensure all areas secure watercraft and aircraft plan activate cont SITREPS/briefs conference call VA EOC maintain cond III 	<ul style="list-style-type: none"> ensure all cond III complete initiate plan condition II cont to monitor situation update info and advisories coordinate cond II actions check all areas secure critical mission vehicles /equip inside DPW and PM assist teams names/numbers prepare to open EECs area coordinators check areas release pers to evacuate to Ft Lee on order rel civ pers IAW Anx D open EECs as directed release mil pers/w family conference call VA EOC cont SITREPS/briefs maintain cond II 	<ul style="list-style-type: none"> ensure all cond II complete initiate plan condition I cont to monitor situation update info and advisories coordinate cond I actions all assist teams commit all except emer pers inside limit vehicle traffic to emer damage rpts to DPW EOC monitor EECs support and status conference call VA EOC SITREPS/briefs to TRADOC and CASCOM be prepared to initiate recovery operations Post storm, Check with PMO, Fire and Emergency Services and Safety to ensure all areas are checked for hazards before all clear

TAB B to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Regional Directorate of Logistics	<ul style="list-style-type: none"> • monitor situation/advisories • activate Logistical Operations Center • distribute MREs to Story/Monroe • check availability of reefer vans • ensure all vehicle fuel tanks are topped off • load/stage MILVANS at EECs (MREs/linens) • task 7th Group for Tank and Pump Unit to be stationed at TMP • extend commissary hours • secure all areas/ equipment • LNO to EOC • notify EOC of actions taken 	<ul style="list-style-type: none"> • monitor situation/advisories • provide food service support to EECs as required • issue CIF clothing/equipment as required • expedite repair of emergency equipment • issue MREs to Port Steward for vessels • position reefers as needed • suspend routine activities • secure or remove supplies from basements and low lying areas if possible • notify EOC actions taken 	<ul style="list-style-type: none"> • monitor situation/advisories • suspend commissary opns • provide food service support to EECs as required • limit veh opns emer only • implement on-call transportation services • activate 24 hour response team • updates/briefs as required • notify EOC actions taken 	<ul style="list-style-type: none"> • monitor situation/advisories • provide food service support to EECs as required • provide transportation support as reqd • support DETF/damage control teams as reqd • maintain commo with EOC • updates/briefs as required • notify EOC actions taken

TAB C to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Directorate of Public Works (DPW)	<ul style="list-style-type: none"> • secure all areas/ equipment • LNO to EOC • prepare to open Damage Control Center (bidg 1407) • monitor situation/advisories • provide EOC with a status and availability of Port O Lets • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • advise EOC when Damage Control, Labor/Rescue /DETF teams are needed • all vehicles topped off • suspend routine activities • meet with Damage Control Team Chief • assist 8th Bde in EECs preparation • secure or remove supplies from basements and low lying areas if possible • rent emergency generators for selected/approved EECs • monitor situation/advisories • updates/briefs as required • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • open up damage control cen • utilize DETF teams prepare installation check culverts and drains • monitor situation/advisories • hazardous materials (HAZMAT) properly sec • rel civ pers IAW Annex D • provide Port O Lets to EECs as directed • updates/briefs as required • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • limit vehicles and personnel to emergency reqmts only • coord with MP patrols for damage /hazards rpts • Commit Damage Control Teams as required • provide EOC damage rpts • service Port O Lets • updates/briefs as required • notify EOC cond I actions comp • Post storm, PMO, Fire and Emergency Services and Safety check all areas for hazards before all clear

TAB D to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Director of Information Management (DOIM)	<ul style="list-style-type: none"> • secure all areas/ equipment • LNO to EOC • provide support and technical assist to EOC • monitor situation/advisories • updates/briefs as required • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • suspend routine activities • monitor situation/advisories • provide support and technical assist to EOC • secure or remove supplies from basements and low lying areas if possible • updates/briefs as required • check communications equipment and secure antennas • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • provide support and technical assist to EOC • secure or remove supplies from basements and low lying areas if possible • updates/briefs as required • rel civ pers IAW Anx D • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • provide support and technical assist to EOC • limit vehicles and personnel mvmt to emer only • updates/briefs as required • notify EOC cond I actions comp

TAB E to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Cdr, Medical Department Activity (MEDDAC)	<ul style="list-style-type: none"> • secure all areas/ equipment • LNO to EOC if required • prepare to provide medical support IAW Annex L • be prepared to provide medical support to EECs • monitor situation/advisories • updates/briefs as required • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • suspend routine activities • maintain emergency svcs • monitor situation/advisories • be prepared to receive special needs patients from the mobile home parks or other areas • be prepared to receive and position 2 water buffaloes for the MEDDAC mess facility • updates/briefs as required • check communications equipment and secure antennas • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • provide medical spt (9IBs) to EECs as directed • maintain emergency svcs • monitor situation/advisories • secure or remove supplies from basements and low lying areas if possible • rel civ pers IAW Anx D • updates/briefs as required • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • maintain emergency svcs • provide medical spt to DETF/ Damage Control teams as required • limit vehicles and personnel mvmt to emer only • provide MEDDAC Damage rpts to DPW EOC • updates/briefs as required • notify EOC cond I actions comp

TAB F to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Public Affairs Officer	<ul style="list-style-type: none"> • secure all areas/ equipment • LNO to EOC if required • monitor situation/advisories • provide info to media as appropriate on install status • updates/briefs as required • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • suspend routine activities • monitor situation/advisories • provide info to media on operating conditions • updates/briefs as required • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • provide info to media on operating conditions • notify media of work/shift status • personnel to duty status if directed by the EOC • rel civ pers LAW Anx D • updates/briefs as required • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • provide info to media • on operating conditions • notify media of work/shift status • limit vehicles and personnel mvmt to emer only • updates/briefs as required • notify EOC cond I actions comp

TAB G to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Provost Marshal (PM) <ul style="list-style-type: none"> • secure all areas/ equipment • monitor situation/advisories • LNO to EOC • activates PMO EOC • perform commo checks with install EOC and FT Story • request EOC alert PMAF • maintain normal operations • configures MP patrols for 12 hour shifts • initiate communications with Newport News EOC and local law enforcement agencies • check post roads & rpt condition/status to EOC • updates/briefs as required • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • maintain normal operations • perform commo checks with install EOC and FT Story • coordinate emergency response reqmts with fire and emergency medical • check communications equipment and secure antennas • maintain commo with local law enforcement and fire/rescue agencies • request PMAF forces • utilize the PMAF to assist with securing the installation • report roads status/hazards to EOC • updates/briefs as required • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • suspend routine activities • maintain commo checks • EOC, Ft Story and local law enforcement agencies • law enforcement agencies coordinate PMAF activities • coordinate emergency response reqmts with fire and emergency medical services • escort buses to EECs if required • report roads status/hazards to EOC • rel civ pers IAW Anx D • report facilities /property damage to DPW EOC • updates/briefs as required • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • maintain commo checks • EOC, Ft Story and local law enforcement agencies • coordinate PMAF activities • coordinate emergency response reqmts with fire and emergency medical services • report roads status/hazards to EOC • report facilities /property damage to DPW EOC • updates/briefs as required • notify EOC cond I actions comp • Post storm, PMO, Fire and Emergency Services and Safety check all areas for hazards before all clear

TAB H to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Reserve Component Support Division (RCSD) DPTMISEC)	<ul style="list-style-type: none"> • secure all areas/ equipment • monitor situation/advisories • maintain normal operations LNO to EOC if required • alert RC units on the install be prepared to bring RC units out of tng areas • updates/briefs as required • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • suspend routine activities • coordinate with DPW/ ECS # 93 for storage of tentage, equipment, etc. • RC units out of tng areas • be prepared to issue cots, water containers and equip from ECS #93 to support EECs or MEDDAC • prepare to release RC units • updates/briefs as required • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • prepare to billet/feed RC units that cannot return to home station • release RC units as directed • keep EOC informed status of RC units/personnel • updates/briefs as required • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • keep EOC informed status to move personnel to EECs if situation requires • limit vehicles and personnel mvmt to emer only • notify EOC cond I actions comp

TAB I to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Directorate of Personnel and Community Activities (DPCA)	<ul style="list-style-type: none"> • secure all areas/ equipment • monitor situation/advisories • LNO to EOC if required • prepare to strike Fest Tent Murphy field • Secure all MWR sites IAW Annex R • coordinate PX / Service Station hours extention if required • coordinate/assist 8th Bde with EECs prep if required • updates/briefs as required • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • strike Fest Tent Murphy field • suspend routine activities • Disseminate info PX / Service Station hours • coordinate the issue of games, recreational items for EECs with 8th Bde • coord Red Cross EECs support • updates/briefs as required • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • check all MWR sites • limit vehicle and personnel mvmt to emer only • Disseminate info PX / Service Station hours • secure or remove supplies from basements and low lying areas if possible • report facilities /property damage to DPW EOC • rel civ pers IAW Anx D • updates/briefs as required • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • limit vehicle and personnel mvmt to emer only • report facilities /property damage to DPW EOC • updates/briefs as required • notify EOC cond I actions comp <p>Post storm, Check with PMO, Fire and Emergency Services and Safety to ensure all areas are checked for hazards before all clear</p>

TAB J to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
American Red Cross	<ul style="list-style-type: none"> • monitor situation/advisories • secure all areas/ equipment be prepared to provide personnel/assist to EECs • updates/briefs as required 	<ul style="list-style-type: none"> • monitor situation/advisories • suspend routine activities • updates/briefs as required 	<ul style="list-style-type: none"> • monitor situation/advisories • provide personnel/assist to 8th Bde with EECs if available • report facilities /property damage to DPW EOC • rel civ pers IAW Anx D • updates/briefs as required 	<ul style="list-style-type: none"> • monitor situation/advisories • provide personnel/assist to 8th Bde with EECs if available • report facilities /property damage to DPW EOC • limit vehicle and personnel mvmt to emer only • updates/briefs as required • Post storm, Check with PMO, Fire and Emergency Services and Safety to ensure all areas are checked for hazards before all clear

TAB K to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Asst Cmndt, USAALS	<ul style="list-style-type: none"> • secure all areas/ equipment • maintain normal operations • monitor situation/advisories • prepare to provide 8 soldiers to assist 8th Trans Bde with EEC operations • prepare to recall units and personnel from tng areas • updates/briefs as required • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • suspend routine activities • suspend tng activities • secure all buildings and tng facilities • recall units and personnel from tng areas • updates/briefs as required • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • release mil personnel w/ families to prepare • rel civ pers IAW Anx D • report facilities /property damage to DPW EOC • provide 8 soldiers to assist 8th Trans Bde with EEC operations • secure or remove supplies from basements and low lying areas if possible • updates/briefs as required • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • limit vehicle and personnel mvmt to emer only • report facilities /property damage to DPW EOC • updates/briefs as required • notify EOC cond I actions comp

TAB L to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Director of Peninsula Contracting (DPC)	<ul style="list-style-type: none"> • secure all areas/ equipment • maintain normal operations • monitor situation/advisories • prepare to assist activities with purchases over \$2,500 • prepare to execute purchase orders and contracts • updates/briefs as required • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • suspend routine activities • execute procedures IAW Annex K • updates/briefs as required • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • release mil personnel w/ families to prepare • rel civ pers IAW Anx D • report facilities /property damage to DPW EOC • updates/briefs as required • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • limit vehicle and personnel mvmt to emer only • report facilities /property damage to DPW EOC • updates/briefs as required • notify EOC cond I actions comp

TAB M to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Cmdt NonCommissioned Officers Academy (NCOA)	<ul style="list-style-type: none"> • secure all areas/ equipment • maintain normal operations • monitor situation/advisories • Senior NCO/LNO to EOC • identify 8, 6-man teams to augment/assist the DPW, Provost Marshal or Area Coordinators as required • prepare to provide soldiers/NCOs to assist the 8th Bde with EECs operations • screen NCOA personnel for driver/ equipment qualification • updates/briefs as required • notify EOC cond IV actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • suspend routine activities • ready teams and provide 6-man team names to EOC LNO NCO • coordinate with RDOL for team safety/wet weather gear • prepare to assist the 8th Bde with operations of EECs • updates/briefs as required • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • release mil personnel w/ families to prepare • rel civ pers IAW Anx D • provide 6-man teams to DPW, Provost Marshal or Area Coordinators as directed • secure or remove supplies from basements and low lying areas if possible • report facilities/property damage to DPW EOC • provide soldiers/NCOs to assist the 8th Bde in preparation and operation of EECs for if required • updates/briefs as required • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • limit vehicle and personnel mvmt to emer only • assist 8th Bde in operations of EECs if required • report facilities /property damage to DPW EOC • updates/briefs as required • notify EOC cond I actions comp • Post storm, Check with PMO, Fire and Emergency Services and Safety to ensure all areas are checked for hazards before all clear

TAB N to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Cdr, 8th Trans Bde	<ul style="list-style-type: none"> • secure all areas/ equipment • maintain normal operations • monitor situation/advisories • provide LNO to EOC • prepare to open and operate EECs as required IAW Annex H • prepare to recall units and personnel from tng areas • identify and prepare 8 6-man teams (DETF) to assist in prep/securing of the post • be prepared to have area coordinators check their housing areas to see that all is secure • updates/briefs as required • notify EOC cond IV actions comp • provide 2 NCOs to assist Safety Office with inspection and post prep 	<ul style="list-style-type: none"> • monitor situation/advisories • suspend routine activities • suspend tng activities • secure all buildings and tng facilities • recall units and personnel from tng areas • provide a list of 6-man team names and units to 8th Bde EOC • coord with RDOL for team safety/wet weather gear • provide EOC LNO • prepare to open EECs as required • coordinate with NCOA and installation EOC for soldiers for EEC operations assistance • area coordinators check their housing areas and assist family housing occupants • special needs occupants need to be identified • updates/briefs as required • check communications equipment and secure antenna • notify EOC cond III actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • release mil personnel w/ families to prepare • rel civ pers IAW Anx D • report facilities/property damage to DPW EOC • provide 6-man teams to DPW, Provost Marshal or Area Coordinators as directed • open EECs as required • with support from NCOA • coordinate with RDOL for meals • prepare additional EECs for opns if required • provide status of EECs preparation to EOC • secure or remove supplies from basements and low lying areas if possible • move non-mission essential vehicles and equipment into buildings if possible • notify EOC cond II actions comp 	<ul style="list-style-type: none"> • monitor situation/advisories • limit vehicle and personnel mvmt to emer only • update status and preparedness of EECs to EOC • receive evacuees at the EECs • report facilities /property damage to DPW EOC • updates/briefs as required • notify EOC cond I actions comp • Post storm, Check with PMO, Fire and Emergency Services and Safety to ensure all areas are checked for hazards before all clear

TAB O to Appendix I

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Cdr, 7th Trans Gp	<ul style="list-style-type: none"> • secure all areas/ equipment • maintain normal operations • monitor situation/advisories • provide LNO to EOC • identify units and teams for Damage Control/ Labor Rescue operations IAW Annex E • prepare to activate watercraft to safe haven plan • sanitize and fill water buffaloes, and report status to EOC • prepare and provide status of vehicles for 5th/159th avn acft protection FAAF to the EOC • prepare and provide status of vehicles for museum equipment protection to the EOC • alert and prepare the PMAF for operations in support of the PMO • provide the EOC with a status and availability of cots to support EEC operations • provide 2 NCOs to Safety Office to assist with inspection and post prep 	<ul style="list-style-type: none"> • monitor situation and advisories • suspend routine activities • suspend tng activities • secure all building and facilities, recall units and personnel from tng areas • provide names and team composition of Damage Control/Labor Rescue teams to EOC and DPW • activate watercraft to safe haven plan • ensure all water buffaloes are filled and ready • position water buffaloes IAW instructions from the EOC • dispatch vehicles to FAAF for protection of the 5th/159th avn acft as directed • provide vehicles to protect museum equipment as directed • chop PMAF to operational control of PMO to assist PM and DPW • secure/prepare the post • prepare to provide cots to the EECs as directed 	<ul style="list-style-type: none"> • monitor situation/advisories • release mil personnel w/ families to prepare • rel civ pers IAW Anx D • report facilities/property damage to DPW EOC • coordinate with EOC and DPW for Damage Control/Labor Rescue teams if needed to secure the installation • provide status of water craft to safe haven to installation EOC • monitor the status of water buffaloes and be prepared to relocate if necessary • provide status of vehicles to FAAF and museum to EOC • provide information to EOC when PMAF has closed with PMO • load and move cots to EECs as directed • secure or remove supplies from basements and low lying areas • move non-mission essential vehicles and equipment into buildings if possible 	<ul style="list-style-type: none"> • monitor situation/advisories • limit vehicle and personnel mvmt to emer/supt reqmts only • report facilities/property damage to DPW EOC • update EOC with status of EECs support • support DPW with Light Labor and Rescue Team • operate generators and lightsets as required • service and move water buffaloes as required • provide updates/briefs as required • Post storm, Check with PMO, Fire and Emergency Services and Safety to ensure all areas are checked for hazards before all clear

- be prepared to upon notification provide military cooks and backup field messing support to the EECs
- be prepared to provide transportation support (bus drivers and carry-all drivers) and 10 5ton cargo w/drivers for personnel evacuation support and assistance
- be prepared to transport and install generators and light sets in conjunction with DPW at the EECs as required
- provide a status of generators and operators availability to the EOC
- be prepared to transport field heating units (Herman-Nelson) to the EECs as required
- be prepared to have area coordinators check their housing areas to see that all is secure
- check mobile home parks, homes tied down and secure
- updates/briefs as reqd
- notify EOC cond IV preparation complete
- coordinate with RDOL for messing support for the EECs as directed
- provide the names of bus and carryall drivers to the TMP
- transport and install generators and light sets in conjunction with DPW at the EECs and hospital as directed
- check buildings with basements or low areas for possibility of flooding
- area coordinators check their housing areas and assist family housing occupants as required
- special needs occupants need to be identified
- prepare to evacuate mobile home parks
- check communications equipment and secure antennas
- area coordinators be prepared to receive and utilize 6 man assistance teams
- updates/briefs as reqd
- notify EOC cond III preparation complete
- monitor the status of EECs support requirements
- provide bus and carryall drivers to the TMP if directed
- provide the EOC with status of generators and light sets readiness at the EECs and hospital
- 6th bn initiate notification and evacuation of the mobile home parks if required
- special needs occupants in the mobile home parks to Army hospital
- ensure ability to communicate with Damage Control and Labor rescue teams
- updates/briefs as reqd notify EOC
- notify EOC when cond II preparation is complete

TAB P to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Safety Office	<ul style="list-style-type: none"> • secure all areas/equipment • maintain normal operations • monitor situation/advisories • provide LNO to EOC • coordinate with RDOL for vehicles for Eustis/Story • coordinate with 7th GP for tactical radios • request to EOC for 2 NCOs from 8th Bde and 7th Gp to assist Safety Office with inspection and post prep • check the installation storm preparation and identify safety items IAW Annex C • be prepared to assist area coordinators check mobile home parks and housing areas • updates/briefs as reqd • notify EOC cond IV preparation complete 	<ul style="list-style-type: none"> • monitor situation and advisories • suspend routine activities • secure all building and facilities • continue storm preparation and safety checks • notify EOC and units and activities of any unsafe conditions • assist area coordinators check mobile home parks and housing areas • updates/briefs as reqd • notify EOC cond III preparation complete 	<ul style="list-style-type: none"> • monitor situation/advisories • release mil personnel w/ families to prepare • rel civ pers IAW Anx D • report facilities/property damage to DPW EOC • continue storm preparation and safety checks • notify EOC and units and activities of any unsafe conditions • assist area coordinators check mobile home parks and housing areas • updates/briefs as reqd • notify EOC when cond II preparation is complete 	<ul style="list-style-type: none"> • monitor situation/advisories • limit vehicle and personnel mvmt to emer/supt reqmts only • report facilities/property damage to DPW EOC • provide updates/briefs as required • Post storm, Check with PMO, Fire and Emergency Services to ensure all areas are checked for hazards before all clear

TAB Q to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
<ul style="list-style-type: none"> • secure all areas/equipment • maintain normal operations • monitor situation/advisories • be prepared to notify union of any curtailment of post activities 	<ul style="list-style-type: none"> • monitor situation and advisories • suspend routine activities • secure bldgs and work areas 	<ul style="list-style-type: none"> • monitor situation/advisories • release mil personnel w/ families to prepare • notify the union of any decision to curtail activities and rel civ pers • rel civ pers IAW Anx D 	<ul style="list-style-type: none"> • Secure bldgs and depart the area if required

CPAC

TAB R to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
Commander, Fort Story	<ul style="list-style-type: none"> implement actions IAW Fort Story Severe Weather Plan receive and monitor weather advisories establish conditions and actions based on movement and proximity of the hurricane to Fort Story initiate communications checks with Ft Eustis EOC notify Ft Eustis EOC when cond IV actions complete provide updates and advisories as required 	<ul style="list-style-type: none"> monitor situation and weather advisories communications checks with Ft Eustis EOC notify Ft Eustis EOC when cond III actions complete continue updates and advisories as required 	<ul style="list-style-type: none"> monitor situation and weather advisories communications checks with Ft Eustis EOC notify Ft Eustis EOC when cond II actions complete advise Ft Eustis EOC if assistance required continue updates and advisories as require 	<ul style="list-style-type: none"> monitor situation and weather advisories communications checks with Ft Eustis EOC notify Ft Eustis EOC when cond I actions complete and all secure advise Ft Eustis EOC if assistance required continue updates and advisories as require

TAB S to Appendix 1

HURRICANE PREPARATION MATRIX (3 DAYS TO IMPACT)

	COND IV -3(72 - 48)	COND III -2 (48 - 24)	COND II -1 (24-12)	COND I (12 - IMPACT)
CDRs Dirs & Chiefs of Tenant Activities	<ul style="list-style-type: none"> • secure all areas/equipment • maintain normal operations • monitor situation/advisories • be prepared provide an LNO to post EOC if required 	<ul style="list-style-type: none"> • monitor situation and advisories • suspend routine activities • suspend tng activities • secure all building and facilities • recall units and personnel from tng areas 	<ul style="list-style-type: none"> • monitor situation/advisories • release mil personnel w/ families to prepare • check buildings with basements or low areas for possibility of flooding • report facilities/property damage to DPW EOC • rel civ pers IAW Anix D 	<ul style="list-style-type: none"> • monitor situation/advisories • limit vehicle and personnel mvmt to emer/supt reqmts only • report facilities/property damage to DPW EOC • provide updates/briefs as required

APPENDIX 2 (EOC OPERATIONS) TO ANNEX A (SEVERE WEATHER CONDITIONS AND ACTIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **SITUATION.** Severe Weather Phenomena and Conditions Threaten Fort Eustis, Fort Story, or the local communities.

2. **MISSION.** Take action IAW the procedures and provisions of this plan and TCFE Pam 525-1 (EOC Operations) and USATCFE Emergency Notification Plan to alert, prepare for, and conduct operations to prevent or minimize the effects of Severe Weather Phenomena on soldiers, their family members, civilian personnel, and the buildings, facilities, and properties at Fort Eustis and Fort Story. Provide support to the local communities.

3. **GENERAL.** Severe Weather Phenomena preparation and actions are conducted in three phases; Phase I, Planning and Contingency Preparation (Ongoing), Phase II, Actions taken upon notification of potential danger, EOC activation and actions IAW this plan, and Phase III, Recovery operations.

4. **EXECUTION.**

a. Concept of Operations.

(1) Responsibilities: Assistant Chief (CMT):

(a) Provides situation and conditions information to Chief, CMT (Garrison Commander).

(b) Recommends to Chief, CMT when the CMT and EOC should be activated.

(c) Appoints the Chief, Operations Division as Operations Officer. Senior Mobilization and Plans Branch representative is appointed as the Assistant Operations Officer.

b. Chief, Operations Division (EOC Operations Officer):

(1) Executes notification and recall plan as required IAW USATCFE Emergency Notification Plan, and the notification diagram, Tab 1, this Appendix.

(2) Activates and operates the EOC IAW procedures in TCFE Pam 525-1, and this Appendix.

(3) Limits access to the EOC to personnel who have official business or are liaison representatives.

(4) Coordinates actions, briefs, situations/updates as required to complete those actions required during conditions IV thru I, Annex A, this plan.

(5) Tasks/coordinates actions (equipment and personnel) in support of commanders and staff activities supporting this plan.

(6) Prepares and provides reports, SITREPS, and other notification to higher and adjacent commands, and the local community emergency response coordinators as required.

(7) Provides a liaison representative to the Regional Emergency Operations Center (EOC), City of Newport News, VA, to coordinate actions and information, when requested.

c. EOC Watch/Shift Operations Officer

(1) Executes actions identified in para (1) above.

(2) Coordinates additional actions/tasks during the operations of the EOC as the conditions and situations require.

(3) Support Operations. EOC operations ensure tasking and coordination for support are initiated in a timely manner and monitored for problems which will delay completion of other critical actions.

5. **SUPPORT REQUIREMENTS.**

a. Emergency Power, The EOC requires and has emergency power to continue operations in the event commercial power is lost. EOC operations must revert to an alternate EOC, with backup electrical power, in the event of loss of backup power.

b. Communications. In the event of the loss of telephone communications, the EOC will revert to radio communications, IAW Annex, F.

6. **COMMUNICATIONS. IAW ANNEX F, this plan.**

TABs:

A. Notification and Recall Procedures

B. Message Update Format for Forecast/Advisories

C. Museum Protection Vehicles Placement Diagram.

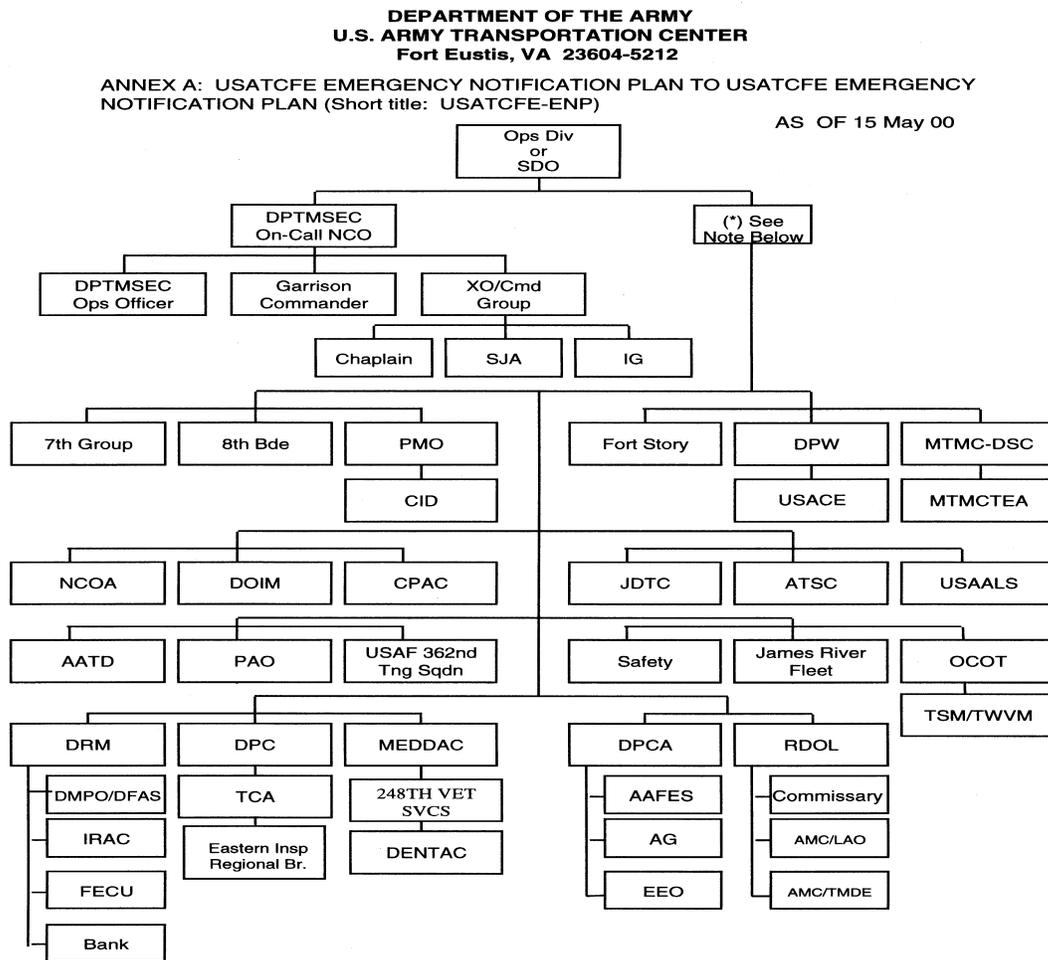
USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

TAB A (NOTIFICATION AND RECALL PROCEDURES) TO APPENDIX 2 (EOC OPERATIONS) TO ANNEX A (SEVERE WEATHER CONDITIONS AND ACTIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. During duty hours, the Operations Division, DPTMSEC will execute notification. During nonduty hours, this notification will be initiated by the USATCFE staff duty officer (SDO) upon order of the DPTMSEC. Notification will be IAW Annex A and B, USATCFE Emergency Notification Plan. Plan Alpha covers during duty hours. Plan Bravo covers during non-duty hours, utilizing the on-call personnel notification roster out of the SDO Books.

2. The Operations Division, DPTMSEC, SDO, or the EOC will notify the command group, staff sections, subordinate commands, and tenant activities of changes/conditions.

3. Operations Division, DPTMSEC, Chief, on-call Duty NCO, or designated personnel will notify the PAO or designated PAO representative, who will notify the MEDIA on the status of the installation.



(*) SDO will contact DPTMSEC On-Call NCO for further instructions prior to contacting installation activities; DPTMSEC On-Call NCO will contact DPTMSEC Ops Officer, Garrison Commander, and Command Group XO.

TAB B (MESSAGE UPDATE FORMAT FOR FORECAST/ADVISORIES, GENERAL INFORMATION, AND COORD INSTRUCTIONS) TO APPENDIX 2 (EOC OPERATIONS) TO ANNEX A (SEVERE WEATHER CONDITIONS AND ACTIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

INSTALLATION EOC

SEVERE WEATHER/HURRICANE MSG FORMAT

DISTRIBUTION: ATZF-PTO E-MAIL: "SEVHUR" DISTRIBUTION LIST.

1. FORECAST/ADVISORY (UPDATES):

2. GENERAL INFORMATION (FORT EUSTIS/FORT STORY):

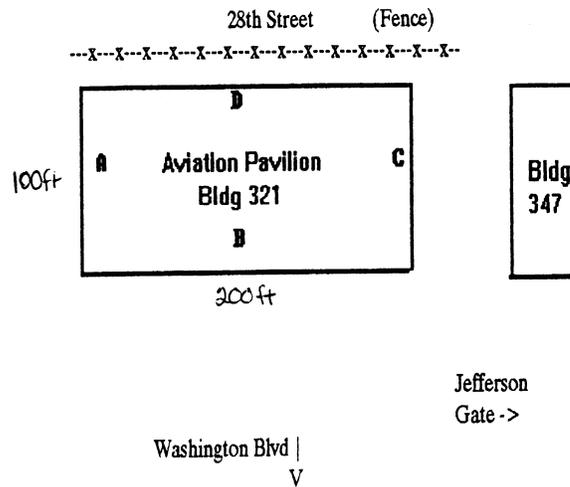
3. COORDINATING INSTRUCTIONS (UNITS/ACTIVITIES):

NOTE: A MESSAGE WILL BE SENT OUT AFTER EACH WEATHER FORECAST/ADVISORY UPDATE, OR AS REQUIRED. FORECASTS/ADVISORYS WILL NORMALLY BE ISSUED BY THE WEATHER FORECASTERS/CENTERS AT 0500, 1100, 1700 AND 2300 HOURS REAL TIME (ROMEO OR AS DEPICTED 0500R). OTHER INFORMATION OR INSTRUCTION MESSAGES CAN OR WILL BE ISSUED ANYTIME THERE IS A NEED.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

TAB C (MUSEUM VEHICLES PROTECTION PLACEMENT DIAGRAM) TO APPENDIX 2 (EOC OPERATIONS) TO ANNEX A (SEVERE WEATHER CONDITIONS AND ACTIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

MUSEUM AVIATION PAVILION, BLDG 321 - HIGH WIND PREPARATION



NOTES: Sides A, B, and C are to be surrounded with vehicles inside the fenced area. Vehicles are parked as close to concrete slab as possible.
Side D is to be lined with vehicles outside and next to the fence along 28th Street.

SUITABLE VEHICLES: 10T Tractor; Tractor M878 "yard dog"; RTCH DV-43; 40T and 140T cranes, HEMTT M977/M978/M984.

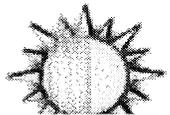
UNSUITABLE VEHICLES: Buses, empty trailers or lowboys

REQUIREMENTS: Any combination of suitable vehicles, the aggregate length of which totals approximately 680 linear feet (two sides @ 240 ft and two sides @ 100 ft).

EXAMPLES:

- 100 foot lengths: 5 ea 10T Tractors
 - 6 ea Tractor M878
 - 3 ea RTCH DV-43
 - 3 ea HEMTT M977/M978/M984
 - 3 ea 40T cranes
 - 240 foot lengths: 6 ea RTCH DV-43
 - 7 ea HEMTT M-977/M978/M984
 - 3 ea 140T cranes (will overhang on end)
- Wash Blvd side only, not 28th St*

APPENDIX 3 (TORNADO AND THUNDERSTORM ALERTS, WARNINGS, WATCHES AND ADVISORIES) TO ANNEX A (SEVERE WEATHER CONDITIONS AND ACTIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2



SEVERE WEATHER PREPAREDNESS

Alert Type (Desired Lead Time)	Definition	Means of Notification	Suggested Organizational Actions
Tornado Warning (15 Min.)	Tornado has been spotted by a reliable source or on weather radar and is <i>forecasted</i> to impact Ft Eustis	Continuous Siren, telephone notification to Post Agencies IAW USATCFE Weather Support Plan	Cease all outdoor activity. Take cover immediately on interior first floor of a building or seek closest available shelter. Personnel monitor TV or radio for updated information
Tornado Watch (4 Hours)	An alert to inform organizations the <i>potential exists</i> for tornadoes to occur	Telephone notification to Post Agencies IAW USATCFE Weather Support Plan	Curtail activities. Stay alert to a possible Tornado Warning and plan actions.
Severe Thunderstorm Warning (2 Hours)	Winds greater than 50 Knots, hail 1/2" or larger, heavy rain, and dangerous lightning	Telephone notification to Post Agencies IAW USATCFE Weather Support Plan	Significantly limit outdoor activity; secure loose items and equipment. Personnel should seek cover.
Severe Thunderstorm Watch (4 Hours)	An alert to inform organizations the potential exists for Severe Thunderstorms to occur	Telephone notification to Post Agencies IAW USATCFE Weather Support Plan	Stay alert to possible severe weather. Make initial preparations to secure equipment and seek shelter should warning be issued
Thunderstorm Advisory (1 Hour)	Thunderstorms with winds less than 40 Knots, hail less than 1/2", rain, and lightning	Telephone notification to Post Agencies IAW USATCFE Weather Support Plan	Alert personnel to lightning potential and moderate winds, rain, and small hail. Limit outdoor activities.

ANNEX B (SHELTERS, EMERGENCY EVACUATION CENTERS (EECs) CRITERIA AND SELECTION) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **SITUATION.** Severe Weather Phenomena/Conditions threaten Fort Eustis, Fort Story, or the local communities.

2. **MISSION.** Take action IAW the procedures and provisions of this plan and TCFE Pam 525-1 (EOC Operations) and USATCFE Emergency Notification Plan. Fort Eustis and Fort Story will alert, prepare for, and conduct operations to prevent or minimize the effects of Severe Weather Phenomena on personnel and property.

3. **GENERAL.** Severe Weather Phenomena and high winds with possible heavy rain are forecasted to impact Fort Eustis. EECs selection, activation, and the decision for evacuation of soldiers and family members will be made IAW the procedures of this Annex, based on the Category and projected severity of the storm conditions.

a. Assumptions.

(1) Emergency sheltering is linked to evacuation requirements.

(a) For winds at 100 miles per hour, which means in a major event, Category II and above, everyone is at some risk.

(b) DPW determines the most suitable buildings for the projected storm conditions. However these buildings are at risk to higher wind conditions and storm categories, as is the case with any structure.

(2) Timely evacuation decisions will be made by the command in the event of a major storm.

(a) This is crucial for successful evacuation out of the Hampton Roads Area.

(b) A clearance time of as much as 27 hours in advance of arrival of tropical force winds (39 MPH) is required to allow sufficient time for some Hampton Roads jurisdictions to clear their populations that are "at risk."

(c) The Virginia Department of Transportation (VDOT) Traffic Plan suggest as much as 20% of the "at risk" population will not be able to evacuate within the 12 hour window for an evacuation.

(d) Given the erratic behavior of hurricanes, at 24 hours prior to hurricane landfall, the uncertainty of the forecasted landfall point can be significant.

(e) Current evacuation plans depend on the interstate and primary road network to move the evacuating population. Forecasters cannot determine the impact of significant rainfall amounts, greater

intensity storms, evacuation of larger populations, or the traffic hazards on the interstate or secondary roads.

(f) We also anticipate the state having to move people from the highways before the sustained winds reach 50 mph when the State Police and State Traffic Control Staff will suspend traffic operations and seek shelter to protect themselves and their equipment.

b. Operational Considerations.

(1) Emergency Evacuation Centers (EECs) will be selected from installation buildings on the Fort Eustis Shelter Space Matrix (Appendix 1, this Annex). This matrix is to be used to determine the most suitable shelters based on the projected storm conditions and building capacities for the degree of protection desired.

(2) Evacuation of soldiers and family members out of the local area. In the event of a major storm, the decision to evacuate soldiers and family members will be made 36 to 48 hours prior to impact.

4. **EXECUTION.**

a. Concept of Operations.

(1) Severe Weather Conditions and Criteria for Selecting Shelters (EECs).

(a) Any Severe Weather phenomena; microburst, tornado, heavy rains or flooding etc., that impacts the installation could result in the need to open a shelter. Depending on the impacts and requirement for temporary shelter, a building can be selected from the Shelter Space Matrix in Appendix 1 or the installation Garrison Commander may elect to place personnel in the Transportation Inn, depending on the number of persons needing shelter.

(b) Sustained winds 60 mph or more. Upon indication that sustained winds in excess of (53 knots or 60 mph) will impact Fort Eustis, mandatory evacuation of the mobile home parks is required. This will necessitate the opening of at least one EEC with a capacity of up 250 persons. The EEC (building) would be selected from the Shelter Space Matrix at Appendix 1, based on the anticipated wind conditions and which building would be the least disruptive to continued operations of the post, and capacities based on 20 square feet of space per person.

(c) Sustained winds of Hurricane Force, Category One (74-95 mph). Upon indication that

sustained winds of Hurricane Force, Category One (74-95 mph) will impact Fort Eustis, mandatory evacuation of the mobile home parks and any personnel in temporary wooden buildings or buildings that the DPW recommends be vacated is required. This will necessitate the opening of one or more EECs with a potential capacity of up to 800 or more persons. The EECs (buildings) would be selected from the Shelter Space Matrix at Appendix 1, based on the anticipated wind conditions Category One and capacities based on 20 square feet of space per person.

(d) Sustained winds of Hurricane Force, Category Two (96-110 mph). Upon indication that sustained winds of Hurricane Force, Category Two (96-110 mph) will impact Fort Eustis, mandatory evacuation of the mobile home parks and any personnel in temporary wooden buildings or buildings that the DPW recommends be vacated is required. This will necessitate the opening of three or more EECs with a potential capacity of up to 1600 or more persons. With shelter capacities based on 10 square feet of space per person.

NOTE: If sustained winds of Hurricane Force, Category Two or higher are forecasted to directly impact Fort Eustis, timely release of personnel (soldiers and their families) to evacuate out of the area to Fort Lee or other areas inland (at least 90 to 150 miles) away from the Coast of Virginia is recommended.

(e) Sustained winds of Hurricane Force, Category Three (111-130). Upon indication that sustained winds of Hurricane Force, Category Three (111-130 mph) will impact Fort Eustis, mandatory evacuation of the mobile home parks and any personnel in temporary wooden buildings or buildings that the DPW recommends be vacated is required. This will necessitate the opening of seven or more EECs with a potential capacity of up to 2000 or more persons. With capacities based on 10 square feet of space per person.

(f) Sustained winds of Hurricane Force, Category Four (131-155). Upon indication that sustained winds of Hurricane Force, Category Four (131-155) will impact Fort Eustis, mandatory evacuation of the mobile home parks and any personnel in temporary wooden buildings or

buildings that the DPW recommends be vacated is required. This will necessitate the opening of all ten EECs with a potential capacity of up to 2340 persons. With capacities based on 10 square feet of space per person.

(g) Sustained winds of Hurricane Force, Category Five (Winds Greater Than 155 mph). Upon indication that sustained winds of Hurricane Force, Category Five (Winds Greater Than 155 mph) will impact Fort Eustis, mandatory evacuation of the mobile home parks and any personnel in temporary wooden buildings or buildings that the DPW recommends be vacated is required. This will necessitate the opening of all ten EECs with a potential capacity of up to 2340 persons, with capacities based on 10 square feet of space per person.

(h) Post Storm Sheltering with no wind conditions. Depending on the number of people needing temporary shelter, the EECs (buildings) would be selected from the Shelter Space Matrix at Appendix 1, based on the needed capacity and the buildings that would be the least disruptive to continued mission requirements.

(2) Responsibilities (Shelter Selection, Tasking and Support).

(a) DPTMSEC. IAW the conditions and criteria contained in paragraphs (a) thru (g) above, the DPTMSEC (EOC Operations Officer) and DPW, utilizing the Shelter Space Matrix at Appendix 1, will make a recommendation to the Garrison Commander that certain buildings be utilized as EECs.

(b) Commander, 8th Transportation Brigade. Open and operate those buildings selected as EECs with assistance from NCOA, USAALS and 7th Gp.

(c) Commander, 7th Transportation Group. Provide personnel and equipment support to the EECs IAW the responsibilities indicated in the basic plan, and as indicated in the conditions and actions in Annex A.

(d) Commanders, Directors and Chiefs of Staff and Tenant Activities. Provide personnel and equipment support to the EECs IAW the responsibilities indicated in the basic plan, and as indicated in the conditions and actions in Annex A.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

**ANNEX B (SHELTERS, EMERGENCY EVACUATION CENTERS (EECs) CRITERIA AND SELECTION)
TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2**

5. SUPPORT REQUIREMENTS.

a. Emergency Power (Electrical Requirements and Lighting) for the EECs is as depicted on the Shelter Space Matrix at Appendix 1.

b. All other support requirements will be IAW the responsibilities indicated in the basic plan, and as indicated in the conditions and actions in Annex A.

6. COMMUNICATIONS. IAW ANNEX F, this plan.

Appendixes:

1. Fort Eustis Shelter Space Matrix (8 May 00).
2. Local Community Shelters

APPENDIX 1 (FORT EUSTIS SHELTER SPACE MATRIX) TO ANNEX B (SHELTERS, EMERGENCY EVACUATION CENTERS (EECs) CRITERIA AND SELECTION) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

FORT EUSTIS SHELTER SPACE MATRIX Revised 15 May 00

BLDG	DESCRIPTION	TYPE CONSTRUCTION	ELECTRICAL REQUIREMENTS	USABLE SPACE		Latrines	NO WIND/POST STORM			CAT I STORM			CAT II STORM			Long Term (no high winds)	Hard Shelter High winds to Cat II and above	Not				
				NO WIND	CAT I		NO WIND	CAT I	NO WIND	CAT I	NO WIND	CAT I	NO WIND	CAT I	NO WIND				CAT I			
601	Army Community Services	Concrete Frame	Emergency Lighting	1800	900	3-4-2-0 M 3-0-3-0 F	7	40	90	180	8	20	45	90	8	20	45	90	90	a		
643	Anderson Field House	Steel & Brick	300 kW rental (quick connect)	19200	0	28-19-27-17 M 20-0-16-6 F	1	427	960	1920	N/A	0	0	N/A	0	0	0	427	960	0	c, f	
650	General Inst. Bldg.	Concrete Frame	Emergency Lighting	2200	1100	6-6-6-0 M 8-0-6-0 F	8	49	110	220	7	24	55	110	7	24	55	110	110	110	a	
671	Old NCO/EM Club	Reinforced Masonry	Emergency Lighting	3000	1500	4-4-2-0 M 8-0-3-0 F	6	67	150	300	6	33	75	150	5	33	75	150	67	150	a	
705	Wyle Hall	Reinforced Masonry	Emergency Lighting	15000	7650	17-13-25-0 M 17-0-25-0 F	4	333	750	1500	3	170	383	765	1	170	383	765	333	750	a, f	
839	Deployment Training Facility	Reinforced Masonry	Emergency Lighting	4800	4800	10-7-10-1M 10-0-10-1F	11	107	240	480	4	107	240	480	2	107	240	480	107	240	480	a
923	Chapel	Reinforced Masonry	Emergency Lighting	3000	1650	6-5-6-0M 6-0-6-0F	5	67	150	300	5	37	83	165	4	37	83	165	67	150	165	a
925	Old Child Development Center	Reinforced Masonry	Emergency Lighting	1800	900		9	40	90	180	9	20	45	90	9	20	45	90	40	90	90	a
926	New Child Development Center	Steel	Emergency Lighting	3600	1800		10	80	180	360	10	40	90	180	6	40	90	180	80	180	180	a
1034	Reserve Center	Steel & Reinforced Masonry	300 KW rental (quick connect)	6300	6300	5-+8-7M 4-0-+1F	2	140	315	630	2	140	315	630	10	20	45	90	140	315	90	a, f
1102	Youth Services Activities	Steel & Reinforced Masonry	300 KW rental (quick connect)	9200	9200	4-2-+0M 8-0-3-0F	3	204	460	920	1	204	460	920	3	49	110	220	204	460	220	b, f
TOTAL				69900	35800			1553	3495	6990		798	1790	3580		520	1170	2340	1553	3495	2340	

[a] Includes interior halls and rooms for buildings assume design for min 85 mph winds
 [b] Includes interior halls and rooms and may include exterior rooms on newer buildings provided they have no exterior windows or measures are taken to harden windows with plywood shutters prior to storm
 [c] Not suitable for high winds
 [d] Priority for use (based on available space and primary building mission)
 [e] Currently 705 generator used only for AC during load shedding
 [f] DPW Rents Emergency Generators at Cond III
 [g] commodes - urnals - sinks - showers; M = Male, F = Female
 [h] The Priority of use for a building in this category of weather.

APPENDIX 2 (LOCAL COMMUNITY SHELTERS) TO ANNEX B (SHELTERS, EMERGENCY EVACUATION CENTERS (EECs) CRITERIA AND SELECTION) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. Hurricane shelters are established in case it should become necessary to leave homes or work areas for protection from severe weather. Military, civilian personnel and their family members are encouraged to use shelters nearest their homes. Families with infants should bring personal supplies, such as bottles, formula and diapers. Personnel having a recurring requirement for medication (i.e., insulin for diabetics) or medical supplies and equipment should take a sufficient supply with them when they evacuate out of the local area or bring a sufficient supply to the shelter (EEC). Animals are not allowed in shelters. Military and civilian personnel should be advised of the availability of these shelters.

2. When hurricane conditions exist, personnel should monitor changes in the weather situation and obtain up-to-date information on the opening of specific off-post shelters from local radio/TV broadcasts, and/or the installation EOC, 878-3847/3856.

3. Area Shelters: **“ATTENTION TO THE FOLLOWING NOTE” IF YOU PLAN TO GO TO A SHELTER IN ONE OF THE LOCAL CITIES OR COUNTIES, “YOU NEED TO LISTEN TO THE LOCAL NEWS MEDIA, RADIO AND TELEVISION STATIONS FOR ANNOUNCEMENTS ON WHICH SHELTERS ARE BEING OPENED UP.”**

ANNEX C (SAFETY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **SITUATION.** The nature of severe weather significantly increases the potential for injury and property damage losses. Proper risk assessment before, during and after the severe weather will minimize losses and aid in normalizing operations as soon as possible after the severe weather event.

2. **MISSION.** Safety operations will focus on providing technical advice during all phases of the event, conducting field evaluations to ensure adequate preparation and monitoring cleanup/recovery operations.

3. **GENERAL.**

a. Phase I - Pre-notification. Upon notification that severe weather may be approaching the area, the Installation Safety Director will review the requirements in the annex and brief the safety staff on potential involvement.

b. Phase II - Plan Activation. The installation Safety Director will provide technical safety expertise through the EOC while directing field risk assessments using the safety staff as augmented by borrowed military manpower.

c. Phase III - Recovery Operations. The Installation Safety Director will provide technical safety expertise through the EOC while directing field risk assessments using the safety staff as augmented by borrowed military manpower.

4. **EXECUTION.**

Condition IV

a. Safety Office requests two NCO's from the 8th Transportation Bde and two NCO's from the 7th Transportation Gp to augment the safety staff for the duration of the severe weather and recovery operations at Fort Eustis and two NCO's from 11th Transportation Bn at Fort Story. NCO's must have a current state driver's license.

b. Safety Gram distributed to installation to aid in preparing for the severe weather.

c. Augmentees arrive at the Branch Safety Office.

d. Training is conducted for safety staff and augmentees.

e. Radios are requested for issue.

f. Assist DPW in checking protection and preparation of hazardous materials (HAZMAT) for

severe weather conditions.

Condition III

a. Safety Office goes on 24 hour schedule; rotating staff for rest.

b. Protective equipment, vehicles, and radios are issued to those conducting field risk assessments.

c. Field risk assessments begin.

Condition II

a. Shelter assignments are made for the safety staff remaining during the severe weather.

b. Safety equipment needed after the severe weather is prepositioned in the appropriate shelters.

c. Field risk assessments continue.

d. A safety professional or NCO is placed in the EOC for the remainder of the operation.

Condition I

a. Safety staff not remaining during the severe weather is released to quarters.

b. Safety communications will be in accordance with the basic plan.

c. Final field risk assessment is begun.

d. Safety staff is released to assigned shelters.

e. Safety trucks are positioned close to assigned shelters in a protected location.

f. Once wind conditions approach 50 MPH, all personnel not directly involved in emergency operations will remain indoors.

Recovery Operations

a. On-site safety staff participates in post storm damage assessment and identification of safety hazards prior to recovery operations.

b. Safety staff monitors cleanup/recovery operations.

5. **SUPPORT REQUIREMENTS.**

a. Two pickup trucks (Fort Eustis RDOL)

b. One pickup truck (Fort Story RDOL)

c. Two tactical radios (HQ, 7th Trans Gp)

d. Two tactical radios (HQ, 11th Trans Bn)

e. Shelter space for two civilians and four NCO's

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

at Fort Eustis and one civilian and one NCO at Fort Story.

6. COORDINATION REQUIREMENTS. All safety conditions/deficiencies needing to be fixed/corrected will flow through the installation EOC for assignment and to the responsible organization for correction and will be followed up and checked by safety for compliance with appropriate standards.

7.COMMUNICATIONS. Alternate communications will be in accordance with the basic plan and Annex F.

APPENDIX: 1. Safety Checklist.

APPENDIX 1. SAFETY CHECKLIST TO ANNEX C (SAFETY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

This checklist has been formulated to reduce the possibility of personnel loss or property damage during hurricane or severe weather conditions, where anticipated winds exceed 50 knots (58 mph).

1 Motor Pools.

- a. To the extent possible, place equipment and motor vehicles inside maintenance buildings.
- b. Lower crane booms to a cradle position and face them into the wind.
- c. Store small items, such as compressed gas cylinders; petroleum, oil and lubricants (POL) containers; and fire extinguishers, inside maintenance buildings or MILVAN containers.
- d. Shut off the electrical supply to fuel storage tanks.
- e. Strategically locate equipment and vehicles left outside to reduce wind damage. This can be accomplished by using heavier vehicles or buildings as wind breaks.

2. Field Training Sites.

- a. Evacuate field-training sites during severe storms. Remove tentage, antennas, and as much equipment as possible to a safe location.
- b. Strategically locate equipment left onsite to reduce wind damage. This can be accomplished by using wooden areas, heavier equipment, steeply inclined hills, or dunes as wind breaks.
- c. Securely lash and stake any light equipment, such as aircraft or portable generators that must be left onsite and exposed to winds.

3. Construction Sites.

- a. Move building materials and construction equipment indoors, if possible. Securely lash and stake any materials or light equipment left exposed to the storm.
- b. Evaluate partially constructed structures to determine if additional blocking or bracing will reduce the potential for destruction and, if so, make repairs.
- c. All scaffolding, to include planking, will be adequately secured to the building and/or supporting structure. If scaffolding can not be properly secured, it will be dismantled and remove from the site.
- d. De-energize temporary wiring systems.
- e. To the extent possible, place equipment left onsite behind wind breaks, such as trees, heavier equipment, or buildings.

- f. Lower crane booms to the cradle position and face them into the wind.

4. Recreation Sites/Riding Stables.

- a. Place small boats, trailers, golf carts, picnic tables, benches and trash cans indoors, if possible. Securely lash and stake any equipment left outdoors. If tables/benches are left outside, turn upside down before lashing.
- b. Strategically locate equipment left outdoors to reduce wind damage. This can be accomplished by using wooded areas, heavier equipment, or buildings as windbreaks.
- c. Evacuate outdoor recreation areas during severe storms.
- d. Secure swings and other moveable playground equipment.
- e. Lash and stake bleachers.
- f. Remove the windbreak material from tennis court fences.
- g. Immediately notify owner of horse(s) of severe weather conditions/notification, and move the animals to higher ground. In the event the animal dies, it will be the owner's responsibility to remove and dispose of remains off the installation.

5. Third Port.

- a. The Harbormaster will direct damage prevention measures for Army watercraft, both in the water and dry-docked.
- b. Move all possible supplies, dunnage, and equipment inside buildings/vessels.
- c. Inspect secureness of guy wires on required shore-based antennas and further secure, if needed.
- d. Survey shore-based lifting devices to ensure adequate security of wire rope, chains and hooks.
- e. Strategically locate equipment and vehicles left outside to reduce wind damage. This can be accomplished by using heavier vehicles or buildings as windbreaks.

ANNEX D (CURTAILMENT OF ACTIVITIES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Statement of Policy.** To ensure fair treatment of all personnel at Fort Eustis and Fort Story, the Commanding General, will make the decision to curtail operations at Fort Eustis due to adverse weather conditions, and the Commander, Fort Story will make the decision for Fort Story. Maintain normal operations unless an official announcement is made to the contrary. The decision to administratively dismiss civilian employees not designated mission essential personnel, is made on a day-to-day basis. Dismiss civilian employees only when activities are curtailed by the appropriate official authorized above. When advance notice cannot be given, administrative dismissals will not exceed the employees scheduled duty hours for the day.

2. **Designation of Mission Essential Personnel.**

a. Certain critical operations cannot be suspended or interrupted even though it may be necessary to excuse military and civilian personnel for all or part of a day. Activity heads will ensure that personnel who perform duties essential to the mission and the continuation of medical facilities services, public safety services or functions, national defense or other crucial operations, and who are required to be at work regardless of emergency situations and general dismissal authorizations are designated as Mission Essential. Employees must receive advance written notification of their designation as mission essential and the requirement to report for duty. Alternate mission essential personnel should also be designated to ensure critical operations continue if primary or scheduled mission essential personnel are unable to report due to adverse weather conditions. The Civilian Personnel Advisory Center (CPAC) will be provided a current list or a copy of written notification of primary and alternate mission essential civilian personnel. While it is imperative that an appropriate number of mission essential personnel be designated, take care not to arbitrarily designate all personnel within an office or activity as mission essential. The serious nature of essential work that must be continued/completed requires all mission essential employees to make every effort to report for work. Mission essential civilians who are not able to report for duty due to hazardous road conditions where they reside, will be excused from duty IAW their negotiated agreement or appropriate regulation.

b. **ON THE SPOT MISSION ESSENTIAL PERSONNEL**, are defined as personnel who are retained to shut down normal operations, complete a critical operation which is time sensitive and cannot be postponed, or secure facilities that are interrupted by emergency situations. Commanders, directors, division chiefs, or other personnel delegated responsibility to assign work will not retain employees as "On-The-Spot Mission Essential" to perform routine work that can be postponed.

3. **General.**

a. On occasion, normal operations are interrupted by emergency situations such as extreme weather conditions, which are beyond the control of management or employees. These situations may prevent the opening of Fort Eustis and Fort Story offices, may prevent personnel from getting to work, or may create the necessity to release personnel early. Activities must abide by uniform curtailment and release policies and procedures to avoid confusion and ensure fair treatment of personnel. The health and safety of personnel during emergency situations are of prime concern to this command.

b. Any decision to change installation operating conditions will be announced by the Operations Division, DPTMSEC.

c. Commanders will modify or curtail training as required, after consultation with the Training Division, DPTMSEC.

d. Emergency action procedures for severe weather conditions and storms are contained in Annex A.

e. Operating and release procedures necessitated by severe weather conditions; hurricanes, rain or wind storms, flooding, snow, sleet, icing conditions, or extreme hot or cold temperatures are at Appendix 1 to this Annex.

f. Mission essential personnel working on the installation during severe weather may be authorized to stay in available temporary housing on a "pay-as-you-go" basis, should weather conditions warrant. Decisions on reimbursement for personnel will be made by the Chief of Staff, based on a review of each situation.

g. Operating and release procedures necessitated by excessive heat and humidity or operational malfunctions are at Appendix 2 to this Annex.

4. Implementation.

a. During non-duty hours. Local radio stations, identified in Appendix 1 to this Annex, will broadcast the official announcement from the Fort Eustis PAO on the conditions and status of operations at Fort Eustis and Fort Story during adverse weather conditions. Personnel should listen for the announcement on one station and then listen to a second station to confirm the condition and status. Personnel who have been designated mission essential must report for duty, if possible, at their regularly scheduled time.

b. During duty hours.

(1) Operations Division, DPTMSEC will notify activities as shown in Annex A, of the commander's decision to change the installation's operating hours. When notified, supervisors will release all but mission essential personnel. The notice to release personnel will specify that personnel will be released "X HOURS EARLIER THAN NORMAL", and will address the status of second and third shifts. This means that a person whose normal end of duty day is

1700 would be released at 1600 (for a one hour earlier than normal release) or a person whose normal end of duty day is 1600 would be released at 1500 (for a one hour earlier than normal release). Release in this manner will retain the usual staggered release of personnel, avoid congestion of the outbound lanes and ensure the fair treatment of all personnel.

(2) Commanders/supervisors will release personnel due to excessive heat and humidity IAW Appendix 2 to this Annex.

APPENDIXES:

- 1 - Operating and Release Procedures.
- 2 - Operating and Release Procedures Required by Excessive Heat and Humidity or Operational Malfunction.
- 3 - Determination of Road Conditions and the Operation of Motor Vehicles on Fort Eustis During Inclement Weather Conditions.
- 4 - Leave Administration for Civilian Employees.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 1 (OPERATING AND RELEASE PROCEDURES) TO ANNEX D (CURTAILMENT OF ACTIVITIES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. General.

a. The decision to curtail activities due to adverse weather conditions at Fort Eustis is made by the Commanding General, and the decision at Fort Story will be made by the commander, Fort Story, to afford fair treatment to all installation personnel.

b. Unit commanders, directors, chiefs of staff offices, and commanders of tenant activities will determine, in advance the personnel within their areas of responsibility who perform duties essential to their mission and who must report for duty regardless of weather conditions. Give these mission essential personnel advance notification, in writing, of the requirement to report for duty. Personnel may be designated as, on-the-spot mission essential, to complete mission essential work that must be accomplished. This is not meant to include normal routine work. Additional personnel may be designated as mission essential, based upon specific mission requirements of the situation.

2. Responsibilities.

a. During duty hours, DPTMSEC will:

(1) Consult with the Chief of Staff/Garrison Commander for a decision to release personnel. Civilian personnel may be granted administrative leave only when activities have been curtailed by the appropriate official authorized in paragraph 1a above.

(2) Require the Chief, Operations Division, DPTMSEC to notify activities indicated in Annex A, of the decision to dismiss personnel.

(3) Require the Chief, Operations Division, DPTMSEC to establish and maintain a journal using DA Form 1594 (Daily Staff Journal or Duty Officer Log) upon initiation of a weather condition in paragraph 2b(4) below, to record the sequence of events until operations return to normal. When normal operations resume, forward a copy of the completed DA Form 1594 to DRM, ATTN: ATZF-FA, within 2 workdays. If activities are curtailed or normal operations resume during non-duty hours, obtain the information to initiate or complete the DA Form 1594 from the SDO log.

(4) Ensure personnel are released IAW Annex D, paragraph 4b of this plan.

b. During non-duty hours and holidays.

(1) The SDO is advised by the standby staff weather forecaster and the military police (MP) desk of

impending adverse weather or hazardous road conditions. Upon receipt of this information, the SDO will:

(a) Record the ensuing sequence of events in the SDO log to facilitate the creation and maintenance of the journal discussed in paragraph 2a(3) above.

(b) Contact the MP desk and determine road conditions both on and off post, if original warning is from the standby staff weather forecaster.

(c) Contact the standby staff weather forecaster for a forecast of expected weather conditions, if original warning is from the MP desk.

(d) If justified by the weather information received, notify DPTMSEC to review procedures for operations to be restricted to mission essential personnel only. DPTMSEC will make appropriate recommendations to the Chief of Staff/Garrison Commander and notify the SDO of the decision.

(e) Notify PAO NLT 0400 or earlier of the decision in paragraph 2b(d) above (or immediately, if notified after 0400), to release the information to the appropriate news media.

(f) Notify the standby staff weather forecaster to place the information on the automatic weather extension system.

(g) Notify SDO of major subordinate commands and tenant activities.

(h) Notify the on-call duty officer/NCO of each HQ USATCFE staff section.

(2) Staff Weather Officer will:

(a) Advise the SDO of all weather conditions that will impact on Fort Eustis operations.

(b) Provide a duty or standby forecaster for 24 hour coverage of weather conditions.

(3) PM will:

(a) Determine the condition of off-post roads by contacting civilian police authorities.

(b) Advise the SDO/Chief, Operations Division, DPTMSEC, when driving conditions become hazardous enough to warrant consideration of mission essential operation of the installation.

APPENDIX 1 (OPERATING AND RELEASE PROCEDURES) TO ANNEX D (CURTAILMENT OF ACTIVITIES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

(4) PAO will:

(a) When installation operations are affected by adverse weather, PAO will release uncoded messages to the media.

FOR EXAMPLE:

(1) All personnel report on time.

(2) Mission essential personnel only report on time, all other non-mission essential personnel report up to X hours late.

(3) Only mission essential personnel are to report for all shifts.

(4) Only mission essential personnel report for first shift, all personnel for second and third shift report on time.

(5) Mission essential personnel report first shift, mission essential personnel for second and third shift report on time, all others up to X hours late.

(b) Release information to the following radio and television stations:

(1) TV Stations:

WAVY Portsmouth	CH 10	Richmond	WWBT	12
WVEC Hampton	CH 13	Richmond	WRIC	8
WTKR Norfolk	CH 3	Richmond	WTVR	6

(2) Radio Stations:

<u>STATION</u>	<u>LOCATION</u>	<u>FREQUENCY/CHANNEL</u>
WNIS	Norfolk, VA	AM 850
WWSO	Norfolk, VA	AM 1450/FM 92.9
WKHK	Richmond, VA	FM 95.3
WROX	Hampton, VA	FM 96.1
WGH	Hampton, VA	AM 1310/FM 97.3
WNOR	Norfolk, VA	AM 1230/FM 98.7
WWDE	Virginia Beach, VA	FM 101.3
WRVA	Petersburg, VA	AM 1140
WHRO	Norfolk, VA	FM 90.3
WSQI	Norfolk, VA	FM 94.9
WTAR/WLTY	Norfolk, VA	AM 790/FM 95.7
WYFI	Chesapeake, V A	FM 99.7
WCMS	VA Beach, VA	AM 1050/FM 100.5
WOWI	Norfolk, VA	FM 102.9
WJCD	Norfolk, VA	FM 105.3

APPENDIX 1 (OPERATING AND RELEASE PROCEDURES) TO ANNEX D (CURTAILMENT OF ACTIVITIES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

c. Commander, 8th Trans Bde and Commandant USAALS; major subordinate commanders, directors, chiefs of staff offices, and commanders of tenant activities will:

(1) Establish a plan for maintaining operations under mission essential strength.

(2) Ensure personnel required to report under mission essential basis are aware of their responsibilities and that such instructions supersede public announcements. Place office memorandums listing personnel required, along with instructions, on bulletin boards in work areas and update when necessary to reflect personnel changes.

(3) Publicize plans and provide an opportunity for personnel to obtain clarification on any questions.

(4) Emphasize to personnel that the authority to report for duty later than the regularly scheduled time is for the purpose of allowing additional travel time, because of adverse road conditions, and that all personnel are to report for duty as close to their regularly scheduled reporting time, as possible.

(5) Provide necessary detail personnel and equipment to react to snow removal and/or other emergency requirements, as tasked by DPTMSEC.

(6) Ensure military personnel residing on-post are considered mission essential personnel, unless otherwise excused by the commander/activity director concerned.

(7) Notify RC units if they are reporting for inactive duty training.

d. The Directorate of Peninsula Contracting (DPC) and other contracting offices at Fort Eustis will notify contractors as to their status during any such release.

e. During duty and non-duty hours, the following organizations will notify RC units of curtailment of activities during adverse weather conditions:

(1) Commander, MEDDAC for modular medical annual training personnel.

(2) Reserve Component Support Division, DPTMSEC, for annual training units.

APPENDIX 2 (OPERATING AND RELEASE PROCEDURES REQUIRED BY EXCESSIVE HEAT AND HUMIDITY OR LOSS OF AIR CONDITIONING) TO ANNEX D (CURTAILMENT OF ACTIVITIES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. General.

a. Exposure to excessive heat may cause injury and threaten the well-being of personnel during summer weather. Prevention of adverse effects of heat depends on education. Supervisors should use the information in Technical Bulletin Medical 507 to educate themselves and their subordinates. This education program will address, as a minimum, the use of the wet bulb globe temperature (WBGT) indexes to assess heat stress in both indoor and outdoor conditions.

b. Supervisors must consider intensity of the work, physical condition of personnel, acclimatization factors, duration of task, heat stress index, and importance of the task in scheduling or curtailing outside work and training. Additional factors involving strenuous work or training in heat intensive areas such as on concrete or asphalt, in warehouses, or other enclosed structures, must be carefully monitored by supervisors of military and civilian personnel during periods of excessive heat and humidity. The wearing of MOPP gear or body armor will require an adjustment of at least ten degrees Fahrenheit to the WBGT index.

c. Supervisors will comply with safety regulations for appropriate training/work being performed.

2. Responsibilities. Unit commanders, directors, chiefs of staff offices, and commanders of tenant activities will:

a. Procure WBGT monitoring devices to use in determining the WBGT index for non-air conditioned work/operating areas. As necessary, ensure primary and alternate persons receive training on the operation of the WBGT. Contact the McDonald Army Community Hospital, Preventive Medicine Services at 878-1178/4532 to schedule training in the use of the WBGT. Place the WBGT in a location which is the same or closely approximates the environment to which personnel are exposed. (The WBGT monitoring device is the WBGT Kit, NSN 6665-00-159-2218).

Organizations which normally do not have a requirement for the outdoor WBGT monitoring device, may contact the MEDDAC, Preventive Medicine Services for monitoring of outdoor WBGT assistance when required. The Staff Weather forecast recording may be accessed (878-5236) for Non-operational Military Use Only.

b. Designate mission essential personnel, as defined in Annex D, paragraph 2a. In addition, managers and supervisors may designate personnel as, on-the-spot mission essential to complete mission essential work that is time critical and cannot be postponed.

3. Restrictions of Heavy/ Moderate Physical Activity: The following restrictions apply to military personnel, soldiers primarily to outdoor/indoor physical activity involving the body or arm(s) such as marching, digging cleaning floors, hammering nails, climbing, etc:

a. When WBGT Index is 78-81.9 degrees Fahrenheit (Heat Category I), personnel should consume at least one-half quart of water per hour and take normally scheduled breaks in the shade during the work/rest cycle.

b. When WBGT index is 82-84.9 degrees Fahrenheit (Heat Category II), use discretion in planning heavy exercise for non-acclimated personnel. Consumption of at least one quart of water per hour is recommended, and take normally scheduled breaks in the shade during work/rest cycle.

c. When WBGT index is 85-87.9 degrees Fahrenheit (Heat Category III) suspend strenuous exercise such as marching at standard cadence for non-acclimated personnel with less than three weeks of training. Training activities may be continued on a reduced scale after the second week of training. Avoid activities in direct sunlight. Consumption of at least one quart of water per hour is recommended. Work/rest cycle for acclimated personnel is 40 min/20 min.

d. When WBGT index is 88-89.9 degrees Fahrenheit (Heat Category IV), curtail strenuous exercise for all personnel with less than 12 weeks of hot weather training. Consumption of one quart of water per hour is recommended. Work/rest cycle for acclimated personnel is 30 min/30 min.

e. When WBGT index is 90 degrees Fahrenheit or above (Heat Category V), physical training and strenuous activity is suspended. Individuals participating in operational (non-training) mission commitments should comply with the work/rest cycle of 30 min/30 min for acclimated personnel and the recommended requirement for consumption of at least

APPENDIX 2 (OPERATING AND RELEASE PROCEDURES REQUIRED BY EXCESSIVE HEAT AND HUMIDITY OR LOSS OF AIR CONDITIONING) TO ANNEX D (CURTAILMENT OF ACTIVITIES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

one and one-half quarts of water per hour. When a WBGT index of 90 degrees Fahrenheit or higher is recorded, supervisors should consider alternate work sites for military and civilian personnel.

f. When three consecutive WBGT readings of 90 degrees Fahrenheit or higher at 15 minute intervals are recorded, cancel strenuous activities and nonessential duty for military and civilian personnel.

“See the Fluid Replacement & Work –Rest Cycle Chart next page (page 61) for civilian workers.”

4. Light Physical Activity: The following procedures are intended for indoor administrative/office work areas where the work level involves light hand work such as writing, filing, computer input/queries, etc. or heavy hand work such as typewriting/word processing, etc:

a. When the temperature in an activity is uncomfortably hot and productivity has been or is likely to be affected, supervisors will take actions to alleviate the adverse effects of hot weather. Examples of such actions follow:

(1) Where feasible and appropriate, allow employees to adjust their tours of duty.

(2) Investigate available options of temporary moves to other more comfortable work locations.

(3) Implement a liberal annual leave policy.

(4) Use portable fans and/or small individual desk top personal fans. If personal fans are used, encourage the use of battery operated fans to prevent increased electricity use.

(5) Suggest employees perform work requiring greater exertion during cooler hours.

(6) During the warmest hours, assign work requiring no appreciable physical activity such as reading, telephone duty, etc.

(7) Encourage increased water consumption.

(8) Remind employees to check the weather forecast and dress appropriately.

b. When the ambient indoor temperature reaches or is projected to reach 87 degrees Fahrenheit, the activity/building supervisor will, at a minimum, expeditiously notify the following personnel of the situation: the appropriate activity head or designee, union president/steward, civilian personnel advisor, and the Chief, Preventive Medicine, McDonald Army Hospital. The civilian personnel advisor will then coordinate a meeting for the purpose of assessing the severity of the situation and discussing mutual concerns such as work/mission requirements and employee health, comfort, and morale. Attendees will include, at a minimum, the activity/building supervisor designee, the union president/designee, and specialist/technician from the industrial hygiene office. The group will attempt to reach a consensus on a recommended course of action. At a minimum, the supervisor/designee and union representative will present the recommended plan of action to the activity head for consideration to include recommendations not in agreement with the group majority.

5. Assistance: Direct inquiries to the Preventive Medicine Activity, McDonald Army Community Hospital, 878-1178/4532.

**FLUID RELACEMENT & WORK- REST CYCLE CHART
CIVILIAN WORKERS**

HEAT CATEGORY	WBGT INDEX °F	EASY WORK		MODERATE WORK		HARD WORK	
		WORK/REST CYCLE	WATER INTAKE QUARTS AN HOUR	WORK/REST CYCLE	WATER INTAKE QUARTS AN HOUR	WORK/REST CYCLE	WATER INTAKE QUARTS AN HOUR
1	78°-81.9°	No Limits	1/2 quart	No Limits	3/4 quart	40/20 Min	3/4 quart
2	82°-84.9°	No Limits	1/2 quart	50/20 Min	3/4 quart	30/30 Min	1 quart
3	85°-87.9°	No Limits	3/4 quart	40/20 Min	3/4 quart	30/30 Min	1 quart
4	88°-89.9°	No Limits	3/4 quart	30/30 Min	3/4 quart	20/40 Min	1 1/4 quart
5	> 90°	50/10 Min	1 quart	20/40 Min	1 quart	10/50 Min	No more Than 1 1/4 quart

APPENDIX 3 (DETERMINATION OF ROAD CONDITIONS AND THE OPERATION OF MOTOR VEHICLES ON FORT EUSTIS DURING INCLEMENT WEATHER CONDITIONS) TO ANNEX D (CURTAILMENT OF ACTIVITIES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **General.** The decision to curtail operation of Army motor vehicles on Fort Eustis due to adverse road conditions, or storm conditions, is made by the Commander, USATCFE to ensure the safety of installation personnel. The decision for Fort Story is made by the Commander, Fort Story in coordination with the PM office at Fort Story.

2. Categories of Road Conditions:

- **GREEN.** No limiting factors to the safe operation of military motor vehicles.
- **AMBER.** Sufficient ice and snow, or high winds which may pose a hazard to military motor vehicle operations, but does not necessarily restrict motor vehicle operations.
- **RED.** Conditions sufficient (snow, ice, or high winds or damage /hazards) to limit the operation of military motor vehicles to emergency vehicles only.

NOTE: There may be situations where some roads may be in AMBER condition and others in a RED condition. When appropriate, these will be identified and closed to vehicular traffic, accordingly.

3. Responsibilities.

a. DPTMSEC will advise the Chief of Staff during periods of adverse/severe weather conditions

concerning the condition of roads on the installation and recommend appropriate categorization and limitations to vehicular traffic.

b. PM will:

(1) Survey the negotiability of on -post roads.

(2) Coordinate with DPW concerning the placement of sand during those periods of ice/snow buildup on the roadways and the capability to maintain the roads.

(3) Advise DPTMSEC of road conditions and recommend categorization, as outlined in paragraph 2 above.

c. PM will notify DPW when sanding and snow removal are no longer effective due to the severity of the weather and recommend, as appropriate, road closing/traffic restrictions. PM will notify DPTMSEC for dissemination of information.

d. Commanders/RDOL will restrict the dispatching of Army motor vehicles to essential operations only during AMBER road conditions and will perform emergency operations only during RED road conditions.

APPENDIX 4 (LEAVE ADMINISTRATION FOR CIVILIAN EMPLOYEES) ANNEX D (CURTAILMENT OF ACTIVITIES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. The following are answers to some frequently asked questions about reporting civilian employees' time and attendance, following administrative dismissal:

a. **QUESTION.** If an employee was absent on approved leave for the entire work shift (i.e., on annual leave from 0730 until 1630) and the day is declared a "snow day" prior to the beginning of the work shift, must he or she be charged annual leave?

ANSWER. No.

b. **QUESTION.** When an employee (who is not designated mission essential) is on approved leave for only part of the work shift and the commander dismisses the work force before the employee reports for work, how is leave charged?

ANSWER. The employee is charged leave only until the time set for dismissal. For example, if an employee is on approved sick leave for a dentist's appointment from 0730 until 1000 and the commander dismisses non-mission essential employees at 0830, the employee is only charged one hour of sick leave (0730-0830).

c. **QUESTION.** If a mission essential employee (i.e., a nurse) works his or her shift during adverse weather while other employees (i.e., education specialists) are excused without charge to leave, is the mission essential employee compensated for his or her hours worked?

ANSWER. No. There is no legal or regulatory authority for granting overtime or compensatory time to the mission essential employee under these circumstances.

d. **QUESTION.** If a non-mission/mission essential employee is unable to come in to work despite making every attempt to do so, what sort of leave is charged?

ANSWER. Supervisors have discretion in this instance. They may elect to charge the absence to annual leave or leave without pay. Alternatively, management may decide, after reviewing the facts of the case, that the employee made every effort to get to work, but was unable to do so. The employee's reporting for duty was effected by adverse weather conditions and the post closed because of adverse weather. In such cases, the absence may be excused without charge to leave. Determining factors would include the distance between the employee's residence and place of work, mode of transportation normally used, efforts by the employee to get to work, and the success which other employees similarly situated had in being able to report for work. The decision to excuse such absences should be followed with respect to all employees similarly affected. If the employee is a member of a collective bargaining unit, consideration should also be given to any applicable negotiated agreements.

2. Leave administration concerns which are not answered here should be addressed to the Civilian Personnel Advisory Center Fort Eustis.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

ANNEX E (ENGINEER SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Situation:** No change from basic plan.

2. **Mission:** Provide for storm preparation, damage control, damage assessment, rescue, clean-up and recovery, and the expeditious return to normal operations following severe weather or a storm (hurricane).

3. **Execution:** The following actions will be undertaken by the DPW to perform emergency mission requirements.

a. Pre-notification (96-72 hours)

(1) Assemble DPW staff to be briefed on the current situation.

(2) Review USATCFE Plan 600-2.

(3) Prepare the DPW, Building 1407, to function as the Damage Control Center (DCC).

(4) Determine potential problem areas.

b. Notification of Impending Threat; Condition Level IV (72-48 hours)

(1) Review and assess current situation.

(2) Based on weather predictions DPW in conjunction with DPTMSEC makes recommendations to EOC as to implementation of emergency evacuation center selection using (Shelter Space Matrix at Appendix 1 to Annex B).

(3) Prepare area damage control and labor/rescue plans using teams identified in this annex.

(4) Request EOC to task soldiers for damage control teams (Appendix 1).

(5) Activate the Damage Control Center in Bldg. 1407.

(6) Develop contractual agreement for supplemental electrical Hi-voltage line crew (all hurricane categories) and tree cutting personnel (hurricane categories II and above).

(7) Develop preliminary contractual placement to rent emergency generators for buildings 643, 1034 and 1102 depending on hurricane projection.

c. Notification of Impending Threat; Condition Level III (48-24 hours)

(1) Prepare designated/selected EEC buildings 1034, 1102, 705, 839, etc., depending on hurricane projection and conditions.

(a) Issue sheeting materials to cover windows in front entrance area only building 1102 and 1034 assembly hall area only.

(b) Check power and back-up generator function.

(2) Coordinate through EOC to have 7th Trans Group to move port-o-lets.

Remove all portable toilets from 3rd port area and Murphy field for hurricane category II and above. Relocate to building 850 for emergency use after the storm.

(3) Prepare family housing areas, especially Mobile Home parks, for the impending threat.

(a) Check to see that all mobile homes are secured in place. Hurricane tie downs for trailers are a requirement.

(b) EOC coordinates meeting for area coordinators for possible evacuation of family housing occupants and policing of housing areas for possible items not properly secured.

(c) Coordinate decision to evacuate trailer area residents, for all hurricane categories. Evacuation should occur during daylight hours if at all possible and prior to winds reaching sustained speeds of 23 mph (20 Knots).

(d) Coordinate decision to evacuate army family housing occupants for hurricane category IV and mandatory evacuation for hurricane category V.

(e) Coordinate decision with troop commanders to evacuate from temporary (WWII) barracks for hurricane category III and Semi-permanent and permanent barracks for category V. Recommend troop commanders have troops move to interior hallways and away from windows for hurricane category IV or higher.

(f) Secure DPW compound and contractor's construction sites. Coordinate with Norfolk District Area Office for their contractor's to secure their construction areas.

(g) Retain on post a small ongoing capability for plumbers, sanitary workers, carpenters, and road/ground employees. Arrange with Transportation Inn for rooms as required if impact is projected to occur during night time hours. Bring on standby electrical and tree cutting contractors.

ANNEX E (ENGINEER SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

d. IMPACT (0 hour):

(1) React to emergency requirements. DPW and contractor personnel will not normally be outside exposed to the severe weather/storm conditions unless called upon to protect life.

(2) Policy to cut primary electrical circuits on post for the following reasons:

(a) Safety by eliminating the danger of down live wires.

(b) Reduced damage caused by power drops and surges. Especially evident in 3 phase equipment throughout post.

(c) The ability for DPW to more rapidly restore power when the entire system is not energized.

(3) Procedures to cut electrical power on installation.

(a) Approximately 3 hours prior to project cutting of electrical power, DPW will start phased turn down of 3 phase equipment (i.e. major air conditioning systems).

(b) When winds have sustain velocity of 40 mph and increasing a warning order through the EOC that power will be coming down in 30 minutes is issued.

(c) After warning order, DPW starts up emergency generators and brings facilities up on

generator power.

(d) When winds obtain velocities of 45 mph the DPW notifies the C of S and with his concurrence shuts down installation power.

e. Recovery Operations

(1) Make preliminary assessment of damage and submit to installation EOC.

(2) Prepare to bring electric back on line. First ensure downed power lines are identified so that remaining electrical grids can be energized as soon as possible. Priority to reestablish power is as follows: hospital, living areas, training and administration. Damage circuits may impact these priorities, but intent is to restore power to the largest number first.

(3) Establish and execute damage control plan in appendix 1.

(4) DPW, as installation Fire Marshall will supervise rescue operations.

Appendixes.

1. Damage Control
2. Domestic Emergency Task Force
3. Emergency Generators
4. Environmental Operations

APPENDIX 1 (DAMAGE CONTROL) TO ANNEX E (ENGINEER SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. General.

a. Emergency Damage Control teams will be organized and equipped as indicated in this document to support all phases of hurricane/disaster preparedness and recovery. The 7th Trans Gp will be tasked to provide Damage Control Teams to support damage control and recovery operations. Civilians may be used on a voluntary basis in lieu of military personnel to augment teams if circumstances warrant such action.

b. Damage Control Team is composed of one company grade officer or warrant officer and one NCO (E6 or above). A maximum of four such teams are required to support damage identification and control mission. DPW, during initial phases of operation, will determine number of teams (1 to 4) necessary and will alert EOC.

c. Teams will meet at building 1407 during condition III for initial briefing. DPW will provide copies of installation map showing inspection areas along with storm damage assessment report (page 133/134).

d. Team members will come equipped with safety helmets, goggles and gloves.

2. Execution.

a. Mission. Provide for the expeditious return to normal operations following severe weather/disaster conditions or a storm (hurricane).

b. Concept of Operations.

(1) Survival Measures, are those actions taken by units, activities, and individuals before, during, and after severe weather/disaster conditions or storms (hurricanes) which will minimize its effects and maximize survival and recovery operations.

(2) Damage control and labor/rescue assistance measures are taken by military commanders before, during, and after severe weather/disaster conditions and hurricanes to minimize their effects and to expedite the return to normal activities.

c. Responsibilities.

(1) The DPW will:

(a) Prepare area damage control and rescue plans using teams identified in this annex.

(b) Activate an Area Damage Control Center in Building 1407.

(d) Supervise rescue operations through the fire and emergency service division.

(e) Submit Area Damage Reports to the DPTMSEC EOC.

(2) Chief, Operations Division, DPTMSEC will:

Receive damage control reports and coordinate action to be taken by USATCFE activities.

(3) Major Subordinate Commanders will:

(a) Appoint area damage control officers.

(b) Organize and train damage control and labor/rescue teams, as indicated below, within their capabilities. Commander, 7th Trans Gp, will support Fort Eustis and Fort Story within existing capabilities.

(c) Conduct rescue operations in conjunction with DPW's Fire and Emergency Services Division.

(d) Submit Area Damage Reports to DPW.

(e) Coordinate plans and operations with adjacent military units and activities as required.

(f) Furnish other supports, as directed

(4) Commander, Fort Story, will:

(a) Act as Area Damage Control Officer for Fort Story.

(b) Develop damage control plans for Fort Story using available resources.

(c) Request additional support, as required, to perform area damage control functions.

(d) Implement area damage control functions within the Fort Story area.

3. Administration and Logistics.

a. Functions, organization, and equipment for disaster relief teams are identified in this Appendix.

(1) Equipment requirements beyond the organic capability of the disaster relief teams will be made available from all USATCFE resources when required for damage control/rescue operations.

(2) Current logistical procedures will continue in effect. Authorized installation supply levels will not be exceeded to support this regulation, unless authorized by TRADOC.

b. Transportation.

(1) The USATCFE Emergency Common-Use Military Owned Vehicle Plan (USATCFE-MOVP) provides for the operation of military-owned vehicle

APPENDIX 1 (DAMAGE CONTROL) TO ANNEX E (ENGINEER SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

service during a declared transportation emergency.

(2) Transportation services will be provided by using assigned transportation personnel and organic equipment including administrative use vehicles.

(3) Current procedures for movement of personnel supplies, and equipment by commercial transportation will remain in effect unless otherwise directed.

(4) Motor convoy operations, to include movements of overweight, outsize, dangerous, and hazardous cargo, will be IAW current directives.

(5) The First U.S. Army Emergency Highway Regulation Plan (1A-EHTRP) provides for military representation to Emergency Highway Traffic Regulation (EHTR) Centers for liaison and coordination with State and local officials and law enforcement agencies to facilitate movement of DOD highway traffic, when required by emergency conditions.

c. Traffic Control.

(1) Following emergency, highway (EHTR) operations and regulations are the responsibility of civilian agencies.

(2) EHTR Centers are established at state and district levels, and highway traffic sectors are established at county, city or metropolitan area levels IAW the Federal Highway Administration's Plan for Highway Traffic Regulation in an emergency, will determine how the highway network will operate under emergency or regulated conditions and allocate road space to users to meet highway movement priorities.

(3) Upon implementation of the 1A-EHTRP, Military Highway Traffic Regulation Teams (HTRT) will establish liaison with State EHTR Centers for coordinating military highway traffic requirements and movements.

(4) Movement clearances will be obtained IAW AR 55-28 and 1A-EHTRP.

(5) Only vehicles engaged in damage control activities or tactical operations will be permitted to enter or operate within damage areas. These vehicles must have the "Official Road Use Permit" issued IAW 1A-EHTRP for identifying and controlling vehicles with priority missions on routes subjects to highway traffic regulation.

d. Evacuation and Hospitalization.

(1) Military casualties will be hospitalized in military, other federal, or civilian hospitals in the following priority:

(a) Military.

(b) Federal (Veterans Administration and U.S. Public Health Service).

(c) Civilian.

(2) Emergency medical care at Army facilities is authorized for all persons in order to prevent undue suffering or loss of life.

(3) Evacuation from aid stations to local hospitals will be coordinated by the Director of MEDDAC, USATCFE.

(4) Requests for transfer of patients from one medical facility to another will be made to the Army Medical Regulating Officer (AMRO).

(5) Emergency transfer of patients to another medical facility is authorized whenever the condition of the patient constitutes an emergency and receiving medical facility has the required capabilities.

e. Graves registration will be accomplished IAW TRADOC Reg 638-40.

f. Billeting and messing.

(1) Maximum use will be made of existing Army and other service installations for billeting and messing facilities.

(2) Temporary field messes will be established, as required.

4. Command and Signal.

a. Command.

(1) USATCFE command group will exercise command and control from the USATCFE EOC.

(2) Major subordinate commands will operate from their present locations or alternates, as required.

b. Signal.

(1) See basic plan and Annex F.

(2) Telephones will be used as the primary means of communication.

(3) Cellular telephones and radios will be the back-up.

APPENDIX 2 (DOMESTIC EMERGENCY TASK FORCE) TO ANNEX E (ENGINEER SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

General.

a. Domestic Emergency Task Force (DETF) will be organized and equipped as indicated in Tabs A through C this appendix. Composition of teams and equipment lists are guides only and will be flexible and adaptable to varying situations.

b. The function of the DETF will be as follows:

(1) Participate in pre-storm (48-24 hours) preparation under the direction of Garrison Commander and Garrison Command Sergeant Major (CSM) to assist the DPW, Provost Marshal and Cdr, 8th Trans Bde. This includes assisting with preparation of emergency shelters with all required cots, blankets, pillows, etc. Securing all equipment that could become airborne during high winds; clean out culverts, and any other tasks that DPW sees as required. The 6-man teams can also be used notify family housing occupants if they are to evacuate

(2) Provide and assist in search and rescue operations once the storm has passed under the direction of DPW Fire and Emergency Services Division.

(3) Provide information on area damage assessments to the DPW for evaluation and forwarding to the DPTMSEC EOC.

(4) Participate in the removal of debris and post storm cleanup under the direction of Garrison Commander and GCSM.

TABs:

A-Light Labor & Rescue Team

B-Damage Control Team

C-6-Man DETF Team

TAB A (LIGHT LABOR & RESCUE TEAM) TO APPENDIX 2 (DOMESTIC EMERGENCY TASK FORCE) TO ANNEX E (ENGINEER SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2.

1. Functions.

- a. Pre-storm preparation.
- b. Search for and rescue casualties.
- c. Area Damage Assessment.
- d. Removal of debris and post-storm clean up.

2. Organic Equipment for each team.

- a. Cargo trucks, w/winch or other vehicular transportation.
- b. First aid kits, vehicular.
- c. Four brooms, stable.
- d. Eight shovels.
- e. Four axes
- f. One 24 foot extension ladder.
- g. One crowbar.

- h. One crosscut saw.
- i. Four pick mattocks.
- j. Four road flares.
- k. Ten flashlights with extra batteries.
- l. One sledge hammer.
- m. Safety goggles for each member.

3. Personnel. Maximum of four teams each team is comprised of the following:

- a. One commissioned officer.
- b. One noncommissioned officer.
- c. Twenty other enlisted personnel.

4. Command and Control.

Is readied and provided by the 7th Trans Gp.

Is tasked by the Post EOC to support DPW as required.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

TAB B (DAMAGE CONTROL TEAM) TO APPENDIX 2 (DOMESTIC EMERGENCY TASK FORCE) TO ANNEX E (ENGINEER OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2.

1. **Function:** Primary resource to determine and report damage.

2. **Organic Equipment**

Vehicular Transportation per team

- a. Safety Helmet per member
- b. Safety Goggles per member

c. Work Gloves one pair per member

d. First Aid Kit per vehicle

3. **Personnel:** Maximum four 2-person teams consisting of one company grade or warrant officer and one non-commissioned officer (E6 or above).

4. **Command.** Reports to the Chief, Public Works, DPW.

TAB C (6 MAN DETF TEAMS) TO APPENDIX 2 (DOMESTIC EMERGENCY TASK FORCE) TO ANNEX E (ENGINEER SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2.

1. **Function.** Primary resources to assist the installation in pre-storm preparation, securing the installation, and post storm clean-up.

2. Organic Equipment.

- a. Vehicular Transportation
- b. Safety Helmet per member
- c. Safety Goggles one pair per member
- d. Work Gloves one pair per member

3. **Personnel.** 6 soldiers per team, to include one team leader (E-4 or above).

4. Organizations providing DETF teams.

8th Trans Bde – 8 - 6 soldier teams

NCOA – 6 - 6 soldier teams

7th Trans Gp – (Garrison Support Detail) 6 - 6 soldier teams

5. **Command and Control.** All teams from the providing organizations will be tasked for by the installation EOC and report to the Garrison Command Sergeant Major at Bldg 210. The teams will be further directed to support operational requirements of the DPW, Provost Marshal, Safety Office, and other organizations as requested.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 3 (EMERGENCY GENERATORS) TO ANNEX E (ENGINEER SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. General.

a. Buildings designated, as mission essential will be equipped with emergency backup power in order to maintain full operation in the event of a power outage from a severe storm.

b. The following buildings on the installation will be equipped with emergency generators (permanent or temporary rental depending on the situation)

- (1) Heilemen Hall Building 210.
- (2) Wyle Hall Building 705.
- (3) Building 233, Emergency Operations Center (EOC).
- (4) Airfield Crash Station - Building 2401.
- (5) Directorate of Public Works, Building 1407.
- (6) MTMC-DSC (COC) Building 661.
- (7) Deployment Training Facility, Building 839.
- (8) McDonald Army Hospital, Building 586 (Emergency Generators Primary and a Backup).
- (9) Harbormaster (Tower) Building 451.

c. The following buildings on the installation can be equipped with rental emergency generators depending on the situation.

- (1) Youth Activities Center Building 1102.
- (2) Anderson Field House, Building 643 non-wind related incidence or post storm/disaster.
- (3) Reserve Center, Building 1034.

APPENDIX 4 (ENVIRONMENTAL OPERATIONS) TO ANNEX E (ENGINEER SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Situation.** Severe weather has the potential for significant damage to the environment and natural and cultural resources. Appropriate measures taken before, during and after a severe weather event can minimize environmental damage.

2. **Mission.** Environmental operations will entail providing technical advice during all phases of the event and conducting assessments to determine facilities, properties and resources at risk and mitigate or remediation measures to be taken.

3. **General.**

a. Phase I - Pre-notification. Upon notification that severe weather may be approaching the area, the Chief, Environmental and Natural Resources Division (ENRD), DPW, will review the requirements of this Appendix and inform the environmental staff of any potential involvement.

b. Phase II - Plan Activation. The Chief, ENRD, will advise the EOC as needed and conduct environmental risk and damage assessments using the environmental staff and borrowed manpower, if necessary.

c. Phase III - Recovery Operations. The Chief, ENRD, will advise the EOC as needed and conduct environmental risk and damage assessments using environmental staff and borrowed manpower, if necessary.

4. **Execution.**

Condition IV through Condition I

a. ENRD notifies the affected Hazardous Waste Accumulation Facility and directs the facility operator to do the following:

(1) Move inside the building all waste materials stored outside.

(2) Move inside the building, space permitting, all other outside items, which may be affected by the event.

(3) Update inventories of stored materials and forward a copy to ENRD.

b. ENRD requests all Activity Environmental Coordinators and Hazardous Waste Coordinators to inspect their areas for conditions which may result in environmental damage during the event, e.g.,

unsecured containers and potential spills. Coordinators take necessary actions.

c. ENRD inspects hazardous waste accumulation sites for potential releases. Requests corrective action from Hazardous Waste Coordinators where needed.

Recovery Operations

a. Any releases of POLs, chemicals, hazardous materials or hazardous wastes to the environment should be immediately reported to the Fire Department.

b. Hazardous waste releases will be handled in accordance with the appropriate Hazardous Waste Contingency Plan found in the Fort Eustis & Fort Story Hazardous Waste Management Standing Operating Procedures. All other releases will be handled in accordance with the Fort Eustis Oil and Hazardous Substances Facility Response Plan or the Fort Story Spill Prevention, Control and Countermeasures Plan, as applicable.

c. Any emergency operation which may affect shorelines, wetlands, mudflats, dunes or other environmentally sensitive areas will be coordinated with ENRD as soon as practicable. ENRD will in turn notify the Army Corps of Engineers, Virginia Marine Resources Commission or other regulatory agencies.

d. Personnel involved in debris cleanup will dispose of items as follows:

(1) Recyclable materials will be turned in to the Recycling Facility, telephone 878-2692 at Fort Eustis or 422-7914 at Fort Story.

(2) Hazardous wastes will be turned into the Hazardous Waste Accumulation Facility, telephone 878-3915 at Fort Eustis or 422-7404 at Fort Story in accordance with the Fort Eustis & Fort Story Hazardous Waste Management Standing Operating Procedures.

e. ENRD will report any damage to historical properties, sensitive environmental areas, endangered species nesting sites and other environmental sites to appropriate Federal, State and Army agencies and commands.

ANNEX F (COMMUNICATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **SITUATION.** Same as the basic plan.
2. **MISSION.** Provide communications in support of Severe Weather/Disaster Preparedness operations Fort Eustis and Fort Story.
3. **GENERAL.** Phased Concept: Phase I H Hour plus 72 hours. Pre-notification; Phase II Activation of Plan (72 hours to 0 hours); Phase III, Recovery Operations.

4. EXECUTION.

a. Concept of Operations. At Phase I, EOC personnel will check and prepare all radio systems for operation. All hand held radios will be placed on chargers and having been charged, be checked for operability. DOIM activates LNO e-mail accounts and set up their PCs if they have problems in the EOC.

(1) Responsibilities: At phase II, plan and EOC activation, selected unit and staff/tenant activities will be notified to send a representative (LNO) to the EOC, building 233 to pick up a radio.

(2) Actions Required: The DOIM LNO representative to the EOC will assist the EOC personnel with issuing the radios. Communications operations will be IAW the procedures in Annex I, Communications to TCFE 525-1, EOC Operations and Appendix 2 this Annex. Upon completion of recovery Phase III, units/organizations will return hand held radios with chargers back to the EOC.

b Support Operations.

(1) Upon activation of the EOC or upon request, a member of the DOIM staff will man the EOC and

operate the radio net as required and provide advice and assistance on an as-required basis.

(2) Primary Means of Communication:

(a) Telephones (Annex S, contains a listing of critical phone numbers and contact information).

(b) PAX lines (see Appendix 1 to this Annex)

(c) Cellular phones (if available and operational)

(d) Radio net (see Appendix 2 to this Annex)

(3) The telephones and PAX lines have back-up power using 8-hour batteries plus backup generator. The remote service unit (RSU) located in Building 401 also has 8-hour batteries plus generator.

(4) Communications with Fort Story will be by primary means (telephones) or via the Emergency Response Radio Net or HREMEC Emergency Response Radio. This equipment at Fort Eustis is located in the EOC, Bldg 233 and in the Fort Story Operations office and Fire Station EOC at Fort Story.

5. SUPPORT REQUIREMENTS. (External Support) None.

6. COORDINATION REQUIREMENTS. Direct coordination between the EOC, DOIM LNO and Unit and Staff/Tenant Activities representative is authorized and encouraged.

APPENDIXES:

1. PAX Numbers

2. Secondary Communications Radio Net Diagram

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 1 (PAX DIRECTORY) TO ANNEX F (COMMUNICATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

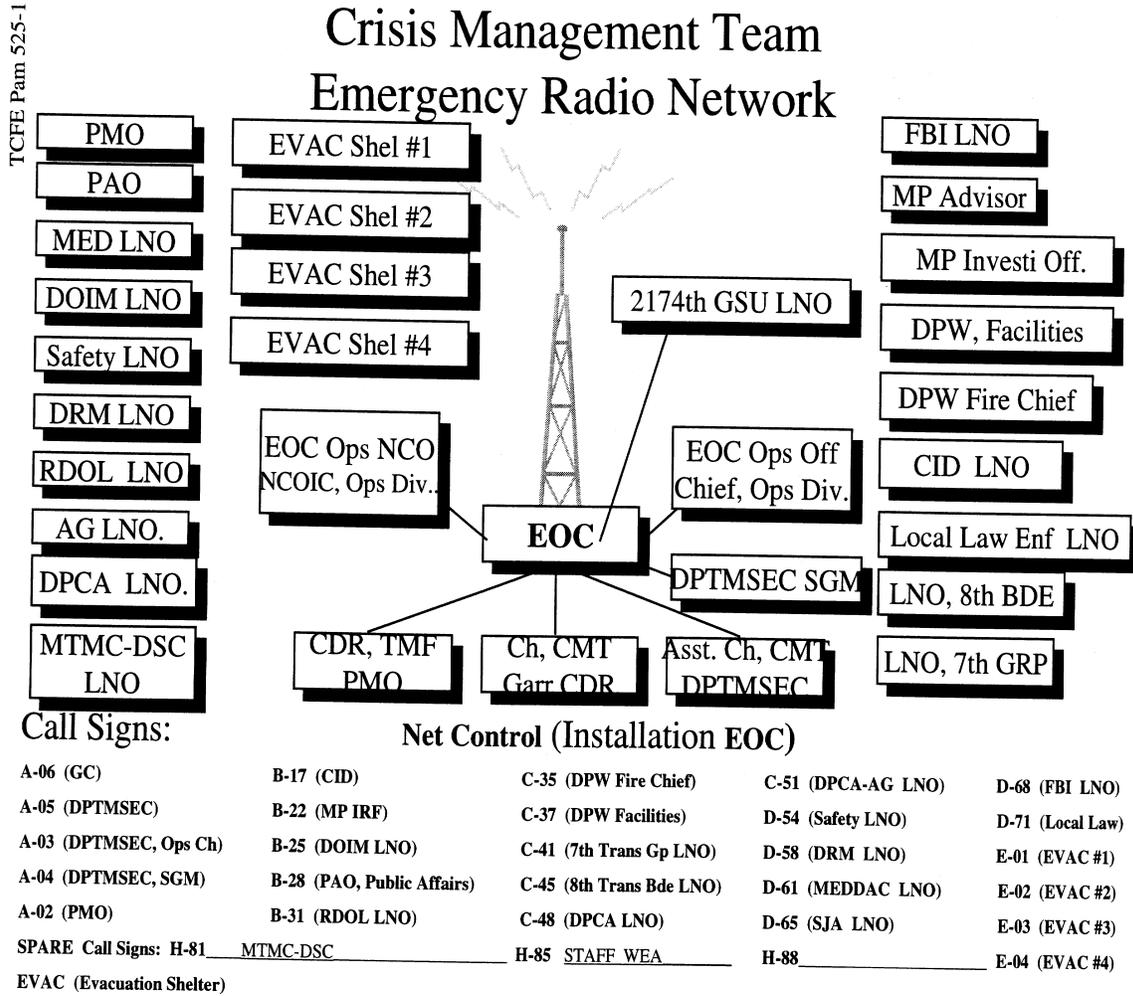
<u>NUMBER</u>	<u>ORGANIZATION</u>	<u>OFFICE</u>	<u>BLDG #</u>
PAX 20	ATSC	CDR	1721
PAX 21	ATSC	DISTANCE LEARNING CTR	2795
PAX 22	DPTMSEC	OPERATIONS DIVISION	210
PAX 23	ATSC	DEVICES MGT DIR	1725
PAX 24	ATSC	TNET-ATSC	1514
PAX 25	ATSC	DIR, ARMY EXTENSION TNG DIR	1529
PAX 26	ATSC	DIR, INDIV TRN EVAL DIR	2793
PAX 28	ATSC	OPLD	1721
PAX 29	ATSC	TFIO	2795
PAX 30	ATSC	AG SECRETARY	1719
PAX 31	ATSC	ATISD	2785
PAX 32	ATSC	ATISD	2787
PAX 33	ATSC	COMBAT TRAINING SUPPORT	1728
PAX 35	ATSC	RESOURCE MGT DIR	1747
PAX 36	ATSC	SGM	1721
PAX 37	ATSC	DIR, ATISD	2785
PAX 38	ATSC	TISD	2785
PAX 40	DOIM	DIR	667
PAX 41	GARRISON CDR	GARRISON COMMANDER, USATCFE	210
PAX 43	ATSC	AG	1719
PAX 44	ATSC	DEP COMMANDER	1721
PAX 45	ATSC	C, LOG DIV, OPLD	3310
PAX 46	PAO	PAO	213
PAX 47	ATSC	C, OPNS & TNG DIV, AET	1523
PAX 48	ATSC	DEP DIR, ITED	2793
PAX 49	CofS	CHIEF OF STAFF	210
PAX 50	IG	INSPECTOR GENERAL	2783
PAX 51	CG	COMMANDING GENERAL	210
PAX 52	8TH TRANS BDE	CDR	705
PAX 53	8TH TRANS CDR	71ST TRANS BDE	1013
PAX 54	DPTMSEC	EMERG OPS CTR (EOC)	233
PAX 55	PMO	PROVOST MARSHAL	648
PAX 56	7TH TRANS GP	CDR	825
PAX 57	MEDDAC	CDR	576
PAX 58	DPTMSEC	CDR, FELKER AIRFIELD	2408
PAX 59	DPW	DIR	1407

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APP 1 TO ANNEX F TO USATCFE SEV WEA/DISASTER PREP PLAN 600-2

<u>NUMBER</u>	<u>ORGANIZATION</u>	<u>OFFICE</u>	<u>BLDG #</u>
PAX 61	LOCAL TESTING	TELEPHONE MAINT	1387
PAX 62	CPAC	CHIEF, CPAC	670
PAX 64	RDOL	DIR	1410
PAX 65	8TH TRANS BDE	CDR, 765TH TRANS BN	1012
PAX 66	USAALS	ASST COMDT	2717
PAX 67	SJA	STAFF JUDGE ADVOCATE	2732
PAX 68	DPCA	DIR	210
PAX 69	DRM	DIR	210
PAX 71	DPTMSEC	SECURITY DIV	210
PAX 72	CID	CDR	2733
PAX 73	CHAP	CENTER CHAPLAIN	923
PAX 75	DMPO	DIR	662
PAX 76	DPTMSEC	DIR	210
PAX 78	8TH TRANS BDE	DOI	705
PAX 79	NCO ACADEMY	COMDT	664
PAX 80	AG	ADJUTANT GENERAL	661
PAX 81	ATSC	ATISD	2785
PAX 85	TCA	DIR OFC	1748
PAX 86	DENTAC	CDR OFC	1563
PAX 88	OCOT	DIR	705
PAX 89	8TH TRANS BDE	PROFESSIONAL DEVELOPMENT DEPT	705
PAX 90	TSM-TWVM	DIR	705
PAX 92	7TH TRANS GP	CDR, 6TH TRANS BN	823
PAX 93	7TH TRANS GP	CDR, 10TH TRANS BN	826
PAX 94	7TH TRANS GP	CDR, 24TH TRANS BN	861
PAX 95	8TH TRANS BDE	CDR, 1ST BN, 222D	1006
PAX 97	ATSC	IPD	3306
PAX 99	ATSC	OPLO	1721

APPENDIX 2 (SECONDARY COMMUNICATIONS RADIO NET DIAGRAM) TO ANNEX F (COMMUNICATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2



NOTE: ANNEX T (Contains all critical/important phone numbers).

NOTE: Primary communications, utilize telephone and PAX telephones. Radio communications will be utilized as a backup and emergency means in the event the installation power is lost.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Situation:** No change from Basic Plan.
2. **Mission:** Provide responsive logistical support to USATCFE, Fort Monroe and Fort Story to sustain operations during periods of severe weather/hurricane conditions.
3. **Execution:** The following actions are executed by the Director, Regional Directorate of Logistics (RDOL) and his staff to accomplish emergency mission requirements.

a. Pre-Notification Alert (96-72 hours prior to impact):

(1) Notify (telephonically) Regional Directorate of Logistics (RDOL) staff, to include the Commissary Officer, of impending weather forecast.

(2) Review USATCFE Plan 600-2.

(3) Determine requirements and priorities.

(a) Rations, supplies, vehicles, etc.

(b) Available assets versus pre-determined needs.

(c) Personnel status (i.e. drivers, staff for shift operations).

(d) Facilities available/required.

(e) Maintenance support strategy.

(f) Transportation execution plan.

(g) Supply posture.

(4) Coordinate with staff s, Forts

Monroe and Story EOCs concerning anticipated requirements and problem areas.

(5) Conduct continuous review and update of previous actions until start of 72 hours before landfall condition IV.

a. Hurricane Condition IV (72-48 hours prior to impact):

(1) Assemble RDOL staff and review current situation.

(2) Activate LOC and initiate communications check with USATCFE EOC.

(3) Identify personnel to handle RDOL emergency requirements on 24-hour basis.

(4) Check availability of refrigerated vans.

(5) Distribute MREs to Forts Monroe and Story.

(a) Fort Monroe (Four wooden pallets) = 192 cases/2304 meals.

(b) Fort Story (Eight wooden pallets) = 384 cases/4608 meals.

(6) Task 7th Transportation Group to pick-up MILVANS from TMP and transport to Bldg 1610 for loading of MREs/linens and subsequent delivery to the EECs. Supply will lock MILVAN upon loading. Keys will be given to shelter managers.

(7) Task 7th Transportation Group to provide an empty Tank and Pump Unit (TPU) or one containing diesel fuel (not JP8) to the TMP Fuel Point. Provide keys to Dispatch Office.

(8) Secure outdoor equipment/materials subject to storm damage.

c. Hurricane Condition III (48-24 hours prior to impact):

(1) Provide Central Issue Facility (CIF) support, as required, to Forts Monroe and Story.

(2) Receive, process and support USATCFE EOC commitments for appropriate installation requirements.

(3) Expedite repair of emergency equipment (i.e., generators, ambulances, water trailers).

(4) Issue cases of MREs to Port Steward for vessels seeking safe haven.

(a) Units responsible for vessels will draw MREs from the Port Steward.

(b) Units will draw 5 days of MREs for vessels seeking safe haven.

(c) Issue factor is as follows:

Vessel Type MRE Cases Per Vessel

LSV	40
LCU	18
Tug (128 ft)	40
Tug (100 ft)	20
Tug (65 ft)	18
BD Crane	25

ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/ DISASTER PREPAREDNESS PLAN 600-2

(5) Position refrigerated trailers at designated locations.

d. **Hurricane Condition II** (24-12 hours prior to impact):

(1) Activate 24 hour response teams and issue necessary OCIE gear.

(2) React to emergency requirements

e. **Hurricane Condition I** (12 hours prior to impact): React to emergency requirements.

f. Recovery Operations:

(1) Conduct damage assessment and initial repairs.

(2) Director, RDOL brief Garrison Commander on remaining capability.

(3) Provide continuous support as required.

g. Endex:

(1) Director, RDOL review operations with

director staff.

(2) Prepare After-Action Report.

(3) Director, RDOL brief Garrison Commander on overall assessment of emergency logistical operations.

Command and Signal:

a. **Command.** The Director, RDOL is located in Bldg 1410.

b. **Signal.**

Telephone: 878-5874, FAX: 878-0331

Annex F this plan.

Appendixes:

1. Logistical Operations Center
2. Installation Supply Department
3. Food Service Operations
4. Maintenance Operations
5. Transportation Operations

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 1 (LOGISTICAL OPERATIONS CENTER) TO ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/ DISASTER PREPAREDNESS PLAN 600-2

1. **Situation:** No change from Basic Plan.
2. **Mission:** Be prepared to activate RDOL Regional Logistics Operations Center (LOC), as required, to command, control and direct logistical operations in support of USATCFE Plan 600-2.
3. **Execution:** The LOC will activate when directed to do so by the Director, Regional DOL or by the Installation EOC, as appropriate.
 - a. Concept of Operations:
 - (1) Location: Bldg 1410.
 - (2) Hours of operation: Two, 12-hour shifts unless directed otherwise by Director, RDOL.
 - (3) Manning: Two personnel (one government and one contractor) per shift, if possible.
 - (4) Communications:
 - (a) Maintain one hand-held AM radio on Installation EOC frequency.
 - (b) Maintain seven hand-held AM radios for intra RDOL communications and distribute as necessary to ensure mission accomplishment.
 - (c) Require and maintain a total of eight (8) hand-held AM radios for intra RDOL communications to provide backup in the event the installation telephone system should become inoperative.
 - b. Operational Procedures:
 - (1) Notify subordinate RDOL activities of severe weather storm warning upon EOC activation.
 - (2) Maintain Daily Staff Journal(DA Form 1594) for duration of alert/storm.
 - (3) Activate backup communication (hand-held radios) system and ensure operability as required during alert/storm.
 - (4) Maintain communications with Installation EOC on primary and alternate communication systems. Maintain communications with Fort Monroe and Fort Story EOCs, as required.
 - (5) Request Chief, Logistical Contracts Division provide status of Classes I, II, III , immediately upon activation of the LOC.
 - (6) Receive, evaluate, and execute valid logistical requirements from the Installation EOC.
 - (7) Task subordinate activities to perform required taskings in support of subject plan.
 - (8) Update Director, RDOL on all ongoing actions per his guidance.
 - (9) Notify RDOL activities of termination of alert/storm upon appropriate notification from the Installation EOC.
 - (10) Gather input from RDOL activities and prepare After- Action report.
4. **Service Support:** Acquire and maintain adequate supplies (flashlights, batteries, hand-held radios, Daily Staff Journal Forms (DA Form 1594), writing pads, pens and pencils etc.) to support operational requirements within the LOC.
5. **Command and Signal:**
 - a. **Command.** Director, RDOL and staff is located in Bldg 1410.
 - b. **Signal.** Annex F the basic plan.
 - (1) Telephone: 878-3803.
 - (2) FAX: 878-0331.

APPENDIX 2 (INSTALLATION SUPPLY DEPARTMENT) TO ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/ DISASTER PREPAREDNESS PLAN 600-2

1. **Situation:** No change from Basic Plan.
2. **Mission:** Provide supply support upon execution of USATCFE Plan 600-2.
3. **Execution:**
 - a. **Pre-Notification Alert** (96-72 hours prior to impact); Director Installation Supply Department (ISD) accomplishes the following actions:
 - (1) Conduct inventory of severe weather related stock items and notify the LOC of their findings.
 - (2) Activate plan for the distribution of MREs.
 - b. **Hurricane Condition IV** (72-48 hours prior to impact).
 - (1) Advise LOC on ISD stocks available for storm duration and recovery operations. This includes:
 - (a) Stockage quantities of MREs.
 - (b) Stockage quantities of the following Organizational Clothing and Individual Equipment (OCIE) items at Forts Eustis and Story:
 - Sleeping Bags
 - Sleeping Pads
 - Hard Hats
 - Rainsuits/Ponchos
 - (2) Distribute MREs to Forts Monroe and Story based on quantities documented in Appendix G.
 - (3) Survey and secure outdoor work areas for materiel subject to storm damage.
 - (4) Evaluate quantities of fuel stored in underground fuel tanks at Forts Eustis and Story. Order as necessary.
 - (5) Task 7th Transportation Group to provide an empty Tank and Pump Unit (TPU) or one containing diesel fuel (not JP8) to the TMP Fuel Point. Fill as necessary and provide keys to Dispatch Office.
 - (6) Task 7th Trans Gp to pick-up MILVANs from TMP and transport to Bldg 1610 for loading of MREs/linens and subsequent delivery to the EECs. Lock MILVANs and provide keys to shelter managers.
 - c. **Hurricane Condition III** (48-24 hours prior to impact).
 - (1) Provide CIF support, as required.
 - (2) Issue MREs to Port Steward for vessels seeking safe haven. Note distribution schedule shown in Annex G.
 - d. **Hurricane Condition II** (24-12 hours prior to impact).

React to emergency requirements directed by the LOC.
 - e. **Hurricane Condition I** (12 hours to impact).

React to emergency requirements directed by the LOC.
 - f. Recovery Operations. Assess storm damage and report results to LOC with particular attention given to:
 - (1) Ammunition Supply Point (ASP). Assess damage to security fencing/intrusion detection systems. Based on assessment, and if needed, request 24 hour guard force be assigned to protect the ASP. Ammunition is issued if necessary to security element assigned to guard the ASP until repairs can be completed.
 - (2) Prepare to recover distributed stocks of OCIE and MREs if storm damage is minimal or nonexistent.
 - g. Endex: Prepare and forward After-Action report to the LOC.
4. **Service Support:** As required.
5. **Command and Signal:**
 - a. **Command.** The Supply Technical Advisor is located in Bldg 1410 unless directed to do otherwise by the Chief, Logistical Contracts Division.
 - b. **Signal.** IAW Annex F this plan.
 - (1) Telephone: 878-3425/2006.
 - (2) FAX: 878-0331-3292.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 3 (FOOD SERVICE OPERATIONS) TO ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Situation:** No change from Basic Plan.

2. **Mission:** Conduct emergency feeding operations in support of USATCFE Plan 600-2 using contractor and 7th Transportation Group (Composite) assets, if available, at Forts Eustis, Story and Monroe.

3. **Execution:**

a. **Pre-Notification Alert** (96-72 hours prior to impact):

(1) Determine Assets on Hand:

(a) Availability of military/contractor personnel.

(b) Availability of military/commercial equipment.

(c) Availability of military facilities.

(d) Availability of Class "A" Subsistence And Operational Rations.

(2) Determine maximum feeding capacity in operational dining facilities.

b. **Hurricane Condition IV** (72-48 hours prior to impact):

(1) Notify LOC of shortfalls/re quirements.

(2) Notify Subsistence Supply Office to coordinate with Prime Vendor for emergency orders and Defense Supply Center Philadelphia (DSCP) for an emergency.

(3) Notify TMP to deliver rations to Forts Monroe and Story.

(4) Purchase additional paper products (plates, plasticware, cups, etc.)

(5) Ensure mermite containers are sanitized and available for use.

c. **Hurricane Condition III** (48-24 hours prior to impact):

(1) Notify Subsistence Supply Office to prepare palletized rations for movement to all current food service operations based on projections.

(2) Inform TMP where to spot refrigerated trailers and have them positioned.

(3) Provide training to contractor personnel on field equipment.

d. **Hurricane Condition II** (24-12 Hours prior to impact): Brief EEC managers on

procedures to be used to account for rations consumed during site activation.

e. **Hurricane Condition I** (12 hours prior to impact):

(1) React to emergency requirements.

(2) Safeguard/Protect government property.

(3) Feed as required.

f. **Recovery Operations:**

(1) Deploy equipment/supply assets as required.

(2) Provide continuous support to Forts Eustis, Story, and Monroe, as well as to the civilian community, as required.

(3) Continue to assess requirements and make adjustments as needed.

e. **Endex:** Prepare and forward After-Action report to the LOC.

4. **Service Support:** As required.

5. **Command and Signal:**

a. **Command:** The Installation Food Advisor is located in Building 1410 unless directed to do otherwise by the Director RDOL.

b. **Signal:** IAW Annex F this plan.

(1) Telephone: 878-2807/5346.

(2) FAX: 878-0331.

6. **Notes:**

a. Contractor will be able to maintain current operation levels at Fort Monroe, but will require military personnel and equipment augmentation for increased support levels.

b. Field kitchens will be set up as needed for sole support or in support of current garrison operations to handle the increased support levels (7th Trans Gp, ECS-93, Fort Lee, Fort Bragg).

c. Additional dining facilities will be established if required.

TABs:

A. Mobile Feeding Operations

B. Procedures for Subsisting Personnel During Disaster/Emergency Conditions

TAB A (MOBILE FEEDING OPERATIONS) TO APPENDIX 3 (FOOD SERVICE OPERATIONS) TO ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Staffing and Equipment Requirements:** Based on approximately 8,000 personnel sustainment (approximately 1,200 at each of six sites).

a. Food Service Staff - 168 total (28 per site).

-- Food Service Sergeants (6 each) (92G30) or contractor equivalent (1 per site).

-- Assistant Food Service Sergeants (12 each) (92G30) or contractor equivalent (2 per site).

-- Shift Leaders/First Cooks (24 each)(92G20) or contractor equivalent (4 per site).

-- Cooks (102 each) (92G10) or contractor equivalent (17 per site).

-- Truck drivers (24 each) (88M 10) or civil service or contractor equivalent (4 per site).

b. Dining Facility Attendant (DFA) Staffing (Military Personnel)

-- DFAs (156) (26 per garrison operation).

or

--DFAs (288) (48 per field site).

c. Food Preparation Areas:

Mobile Kitchen Trailers (18 each) (MKT) (3 per site).

d. GP Medium tents (storage/cleaning centers) (12 each) (2 per site).

e. Truck, Cargo, 2-1/2 or 5 Ton capacity (24 each) (prime movers and ration distribution) (4 per site).

f. Water Trailers, 400 gallon (18 each) (3 per site).

g. Galvanized trash cans, 35 gallon capacity (84 each) (14 per site).

h. Immersion Heaters (36 each) (3 wash line set-ups per site; 3 per site for shaving/personal hygiene water).

i. Water Cans, 5 gallon capacity (120 each) (20 per site).

j. Water Purification bags w/poles and ropes (30 each) (5 per site).

k. Insulated Food Containers, 5 gallon capacity (288 each) (48 per site).

l. Beverage Containers, 5 gallon capacity (288 each) (48 per site).

m. Light Sets (12 each) (2 per site).

n. Generator 3KW (12 each) (2 per site).

o. Gasoline Cans, 5 gallon capacity (60 each) (10 per site).

p. Flashlights with extra batteries (60 each) (10 per site).

q. Folding Tables (30 each) (5 per site).

r. Commercial Dumpster (60 each) (10 per site).

s. Wooden Mallets (12 each) (2 per site).

t. If MKTs are not available, then the following are required:

-- M-59 Field Range Outfits, complete (54 each) (9 per site).

-- Accessory Kits (12 each) (2 per site).

-- Additional M-2 Burner Units (54 each) (9 per site).

2. **Expendable Supplies:** List consists of expend-able supplies required when providing alternate means of feeding in the event severe weather precludes the contract dining facilities from operating. Expendable supplies required to support 8,000 personnel for 5 days are:

--Paper plates - 120,000 each (240 cases)

--Plastic flatware sets - 120,000 each (1200 cases)

--Paper cups - 300,000 each (300 cases)

--Napkins (100 cases)

--Plastic wrap (180 rolls)

--Aluminum foil- (180 rolls)

--Green scouring pads (60 cases)

--Plastic garbage bags, 35 gal capacity (150 boxes)

--Long handled brushes (60 each)

--Elbow length rubber gloves (60 Pairs)

--Plastic cutting boards (30 each)

--Plastic food service gloves (20 cases)

--24" stainless steel serving spoons (150 each)

--24" stainless steel serving forks (150 each)

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

TAB A (MOBILE FEEDING OPERATIONS) TO APPENDIX 3 (FOOD SERVICE OPERATIONS) TO ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

- | | |
|--|--|
| --24" stainless steel slotted serving spoons (75 each) | --Flake soap for hand washing pots pans (20 barrels) |
| --Spatulas, 8" (50 each) | --"D" Cell batteries (24 boxes) |
| --Paper towels for hand-washing (150 cases) | --Bicycle hand pumps (12 each) |
| --Terry towels for sanitizing/ | --Water purification kits (chlorine) (60 boxes) |
| --Cleaning (60 cases) | --Emergency lighting power packs (50 each) |
| --Hand-washing bar soap (25 cases) | |

TAB B PROCEDURES FOR SUBSISTING PERSONNEL DURING DISASTER/EMERGENCY CONDITIONS) TO APPENDIX 3 (FOOD SERVICE OPERATIONS) TO ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. References:

a. AR 30-1, 15 Aug 1989, Army Food Service Program.

b. AR 500-60, Emergency Employment of Army and Other Resources Disaster Relief.

Implementation: These procedures are established to eliminate confusion and ensure subsistence support during disaster or emergency conditions at Fort Eustis.

a. The Installation Commander, IAW references above, must:

(1) Issue a directive declaring an emergency or disaster condition exists.

(2) Direct subsistence support (prepared meals or operational rations (MREs)).

(3) Implement provisions in AR 500-60 when providing subsistence to persons other than those normally authorized to subsist.

b. The Emergency Operations Center (EOC) will notify commanders responsible for operating emergency evacuation centers of the estimated number of persons for each meal. The EOC should consider the following:

(1) Prime Vendor initiatives eliminated the Army Troop Issue Activity (TISA) requirement for maintaining perishable and semiperishable foods on hand. Therefore, RDOL does not have any stock to provide additional support on short notice but must coordinate receipt with commercial vendors.

(2) Stockage levels and storage of operational rations such as "Unit Basic Load" that could be used without having a contingency of operational rations on hand for this purpose.

c. Responsibilities of Commanders (military or civilian) operating evacuation centers are:

(1) Provide the total number of personnel requiring subsistence to the designated dining facility manager.

(2) Establish procedures to identify emergency evacuees requiring subsistence by Name, Rank, Unit and SSN of the responsible military member.

(3) Provide list identifying emergency evacuees to the designated dining facility manager.

(4) Designate emergency evacuation center (EEC) staff to receive, set up, and serve meals.

(5) Sign a one-line entry accounting for the total number of meals delivered on DA Form 3032 (Signature Headcount Sheet) reflecting each meal served (Breakfast, Lunch or Dinner).

d. Responsibilities of designated Dining Facility

Manager:

(1) Advise the Commanders operating evacuation centers of times when subsistence will be delivered.

(2) Deliver all subsistence requirements to the EECs.

(3) Provide DA Form 3032 with one-line entry to the EEC and obtain signature to account for all meals provided.

(4) Assist EEC staffs with setting up serving lines.

(5) Explain and show EEC staffs the proper serving portions for each food item.

(6) Ensure meals furnished under these conditions are accounted for using DA Form 2970 (Subsistence Report and Field Ration Request).

e. The majority of emergency evacuees come to the Emergency Evacuation Centers because there is a mandatory evacuation of their homes and, in most cases, on very short notice. It is impractical to have evacuees pay or individually sign for their meals during these times of hardship. Therefore, personnel subsisting during disaster or emergency conditions, IAW AR 30-1, para 6-12 and 6-28 and when provisions of AR 500-60, para 2-12 apply, are accounted for by the following procedures:

(1) All meals provided to the emergency evacuees and EEC operations support staff will be signed for by one-line entries on DA Form 3032. A list of all personnel to include SSN# will be provided to the dining facility manager to support one-line entry accountability.

(2) Dining Facility Managers will account for all meals furnished under these conditions on DA Form 2970 (Subsistence Report and Field Ration Request).

(3) The local disaster coordinator or their representative will establish procedures to identify all emergency evacuees receiving subsistence.

f. The Installation Food Advisor, RDOL, will provide assistance in establishing food service support upon the opening of the emergency evacuation centers.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 4 (MAINTENANCE OPERATIONS) TO ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Situation.** No change from Basic Plan.
2. **Mission.** Provide maintenance support upon execution of USATCFE Plan 600-2.
3. **Execution:**
 - a. **Pre-Notification Alert** (96-72 Hours prior to impact):
 - (1) Determine requirements and priorities of equipment to be repaired regardless of priority designator (to include clean up and recovery equipment).
 - (2) Initiate acquisition of repair parts needed for priority repairs (emergency and life support equipment has priority, i.e., ambulances, generators, and water trailers).
 - (3) Inventory and procure assets required to secure all maintenance areas to include AVIM hanger at the Airfield.
 - (4) Identify mission essential personnel to accommodate emergency requirements.
 - (5) Ensure Operational Readiness Float (ORF) equipment is fully mission capable and ready for issue when and if required.
 - b. **Hurricane Condition IV** (72-48 Hours prior to impact):
 - (1) Notify all mission essential personnel of activation possibility and place them on standby status.
 - (2) Secure maintenance facilities and equipment (i.e., aircraft in AVIM hanger and cannons in Building 1411).
 - c. **Hurricane Condition III** (48-24 Hours prior to impact): Expedite repair of emergency equipment.
 - d. **Hurricane Condition II** (24-12 Hours prior to impact):
 - (1) Establish 24 hour on-site emergency response personnel.
 - (2) Validate security of all maintenance areas (i.e., Buildings 1411, 2413, and 2750).
 - e. **Hurricane Condition I** (12 Hours until impact): React to installation emergency maintenance requirements.
 - f. **Recovery Operations:**
 - (1) Provide support as required to Forts Eustis and Story.
 - (2) Conduct damage assessment and report findings to the LOC.
 - g. **Endex:** Prepare and forward After-Action report to the LOC.
1. **Service Support:** As required.
2. **Command and Signal:**
 - a. **Command.** The Maintenance Technical Advisor is located in Bldg 1410 unless directed to do otherwise by the Director, RDOL.
 - b. **Signal:** IAW Annex F this plan.
 - (1) Telephone: 878-2921/2006.
 - (2) FAX: 878-0331/3292.

APPENDIX 5 (TRANSPORTATION OPERATIONS) TO ANNEX G (LOGISTICS OPERATIONS) TO USATCFE SEVERE WEATHER/HURRICANE PREPAREDNESS PLAN 600-2

1. **Situation:** No change from Basic Plan.
2. **Mission:** Provide transportation support upon execution of USATCFE PLAN 600-2.
3. **Execution:**
 - a. **Pre-notification Alert** (96-72 Hours prior to impact):
 - (1) Contact vendors to arrange return of buses and other essential passenger carrying vehicles to the TMP.
 - (2) Identify any additional vehicle support requirements for Fort Story.
 - (3) Require all TMP vehicles to be topped off with fuel before being returned to the TMP.
 - (4) Ensure availability of refrigerated trailers to support requirements, as needed.
 - (5) Identify MILVAN containers to be positioned at EEC sites.
 - (6) Provide vehicle support, as required.
 - b. **Hurricane Condition IV** (72-48 Hours prior to impact):
 - (1) Alert TMP drivers of the possibility to support additional driving requirements.
 - (2) Provide vehicle support, as required.
 - (3) Request EOC task 7th Transportation Group to transport MILVANS from TMP to Bldg 1610 for loading of MREs/linens and subsequently to EECs.
 - c. **Hurricane Condition III** (48-24 Hours prior to impact):
 - (1) Relocate additional TMP vehicles to Fort Story, as required.
 - (2) Coordinate with GSA concerning in-house repair of TMP vehicles during emergency situations (primarily buses, trucks, and trailers).
 - d. **Hurricane Condition II** (24-12 Hours prior to impact):
 - (1) Secure TMP vehicles/equipment at Forts Eustis/Story.
 - (2) React to emergency requirements received from the EOC.
 - e. **Hurricane Condition I** (12 Hours prior to impact):
 - (1) React to emergency requirements received from the EOC.
 - (2) Safeguard/protect government property.
 - (3) Dispatch Office will be operational 24 hours a day throughout the duration of hurricane/severe weather operations.
 - (4) TMP drivers will be placed on standby (number to be determined).
 - (5) Provide TMP vehicles(s) with TMP driver(s) to transport meals from the Dining Facility to the EECs.
 - f. **Recovery Operations:**

Provide continuous support to Forts Eustis/Story and to the civilian community, as required.
 - g. **Endex:** Provide After-Action report to the LOC.
4. **Service Support:** As required.
5. **Command and Signal:**
 - a. **Command.** The Installation Transportation Officer is located in Bldg 1410 unless directed to do otherwise by the Director, RDOL.
 - b. **Signal:** IAW Annex F this plan.
 - (1) Telephone: 878-2823/2825.
 - (2) FAX: 878-3292/0331.

ANNEX H (EMERGENCY EVACUATION CENTER OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **SITUATION.** Regardless of the emergency, when large groups of people are temporarily displaced from their homes, Fort Eustis responds by opening and operating evacuation centers. The purpose of the Emergency Evacuation Center (EEC) is to provide a safe place for military and civilian personnel to stay during an emergency, with access to various types of support and information. In some cases, people will leave their homes as a precautionary measure. These people will usually return home as soon as possible after the emergency has passed. In other cases, when their homes are damaged as a result of the disaster, they may continue to live in the evacuation center until alternative housing can be arranged.

2. **MISSION.** The Installation staff and the 8th Transportation Brigade are responsible for ensuring all Fort Eustis evacuation centers are managed in accordance with American Red Cross standards. These standards include the following phases; Preparedness, Response and Recovery. (Refer to the American Red Cross Shelter Operations Participant's Workbook) Following these standards will ensure a smooth transition to extended term shelters. The Federal Response Plan designates the American Red Cross as the support agency for Mass Care Operations during declared national emergencies.

3. **General.** The 8th Transportation Brigade will be responsible for the management of all emergency evacuation centers. The Garrison Commander will provide the activation order and the Brigade Commander will assign personnel to support evacuation center operations, using METT-T. Sufficient staff must be identified and trained to initiate and sustain an evacuation center operation for a minimum of two weeks. The Brigade should prepare several evacuation center kits. The Key EEC functions consist of the following areas:

a. **Evacuation Center OIC/NCOIC:** The evacuation center OIC/NCOIC provides supervision and administrative support for Installation responsibilities within the evacuation center. The OIC/NCOIC ensures that the needs of the evacuation center clients are being met.

b. **Registration:** Those assigned registration duties are responsible for ensuring that persons entering or leaving the shelter go through the registration process. Registration gives us information such as how many clients are in the evacuation center, their names, and special needs they may have. Without complete, legible, and accurate information about the residents of

the shelter, our ability to provide needed services is impaired.

c. **Feeding Responsibilities:** The feeding responsibilities in a evacuation center include supervising on-site food preparation and services for evacuation center residents and workers. The feeding supervisor advises the evacuation center logistics NCOIC of supplies that are needed, ensures that safe food handling procedures are followed. The NCOIC must keep accurate records of food and supplies received and expended.

d. **Dormitory Management:** Dormitory NCOIC responsibility includes setting up sleeping areas, and coordinating with the logistics NCOIC for cots, blankets, comfort kits and other items, if available and necessary. It also includes establishing entrance and exit controls and making sure the sleeping areas are monitored, especially at night.

e. **Health Services Responsibilities:** When the evacuation centers are established, MEDDAC is responsible for providing quality health services and for seeing that applicable public health standards are met. Health Services workers will strive to meet the needs of clients and workers. Health Service workers do this in part by acting as advisors to the evacuation center OIC/NCOIC and food services NCOIC on general health and safety issues.

f. **Mental Health Service:** Mental Health workers assist evacuation center residents and workers as they cope with the aftermath of the disaster including the stressors and frustrations of living in a concrete evacuation center.

g. **Family Services:** In addition to the client services already listed, clients may have some additional needs. It is important for evacuation center workers to determine which clients may have not spoken with a health service or mental health service worker and encourage them to do so. Evacuation Center workers should also identify needs for recreation and play areas and resources such as pay phones. Addressing these needs becomes particularly important in longer-term shelters

h. **Communications Responsibilities:** Communications is usually a full-time, 24-hour position at evacuation centers when telephones are out of order or anticipated to be out of order. Consequently we must plan for alternative communications between the evacuation center(s) and the Emergency Operation Center. It is recommended

ANNEX H (EMERGENCY EVACUATION CENTER OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

that a communications specialist be assigned to the logistics function and included on the evacuation center staff.

i. **Staff Recruitment and Placement:** There are many tasks that need to be performed in order to open, operate and close a evacuation center. Individuals assigned the responsibility for this function anticipate the demands for staff and the people available. They coordinate with the evacuation center OIC/NCOIC and supervisory staff to recruit, place, and release assignees and volunteers.

j. **Logistics:** The Logistics NCOIC in a evacuation center coordinate getting supplies and equipment to the evacuation center, making sure that the facility and equipment remain in good condition, and returning borrowed items when the evacuation center closes. The Logistics NCOIC is also responsible for conducting the Facility Self-Inspection and filling out the Facility Self-Inspection Worksheet, both prior to activation and closing of the evacuation center.

4. Execution:

a. Concept of Operations. (Phased concept; Phase I, Pre-Notification, Phase II, Execution, Phase III, Recovery Operations):

(1) Phase I – Preparedness

(a) Review/update Brigade/Battalion Emergency Operations Plans (EOP) biannually.

(b) Coordinate with the American Red Cross for Mass Care and Shelter Operations training annually.

(c) Establish and maintain contact with the American Red Cross disaster services liaison.

(d) Coordinate with appropriate post agency for walk through of emergency evacuation site. Ensure the site location will meet the needs and health standards of evacuees. (Review ARC 4496, July 1992, Guidelines for Hurricane Evacuation Shelter Selection.)

(e) Organize and brief staff. Assign staff to perform the tasks on the following checklist:

- _____ OIC/NCOIC
- _____ Logistics
- _____ Communications
- _____ Registration
- _____ Health Services
- _____ Dormitory Management

_____ Mental Health Services

(f) Conduct a pre-disaster facility survey to ensure the evacuation center is still an applicable site. The facility survey provides us with pertinent information about the building such as dimensions, bathroom/shower facilities, accommodations for persons with disabilities, and floor plan.

(g) Prepare several evacuation center manager’s kit’s. The kits should always be ready to go and should contain the supplies needed to open and run a short-term evacuation center.

(h) Establish a working relationship with support agencies. Develop a Personnel Resource list which identifies support personnel; i.e., Generator Operator, Facility Key Custodian, Operations Officer/NCOIC, etc.

(i) Conduct an annual exercise which evaluates your Emergency Operations Plan.

(j) Conduct community disaster education training for evacuation center teams.

(2) Phase II - Response

(a) Upon notification from the installation EOC, the 8th Transportation Brigade and 7th Transportation Group will recall evacuation center support personnel and begin activation of assigned EECs.

(b) Establish a shelter log reporting system using DA Form 1594.

(c) Establish schedules for staff usually for 12 to 13 hours. The extra hour allows for information updates at the change of shift

(d) Coordinate recruitment of additional personnel support. Encourage the involvement of evacuees as volunteer workers.

(e) Establish and maintain regular communications with the installation EOC through hourly SITREPs beginning when the EEC is ready for personnel.

(f) Ensure evacuees receive information about the recovery process and all resources available to them.

(g) Conduct staff meetings, include updates on disaster recovery and center operations, direction and advice from installation EOC, and status of problems and resolutions. Identify needs of center residents, staff, supplies, and systems. Address rumors.

(h) Monitor disaster and recovery efforts, and plan for closing of EEC.

ANNEX H (EMERGENCY EVACUATION CENTER OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

(3) Phase III

(a) Communicate plans to close the evacuation center with the brigade EOC and center residents well in the advance of the actual closing.

(b) Coordinate with brigade EOC to ensure placement of all displaced center occupants.

(c) Complete an inventory of all supplies on hand at the facility, and forward this to the installation EOC for disposition.

(d) Return all rented or borrowed equipment to the owners. Maintain copies of hand receipts.

(e) Arrange for the cleaning of the facility and have it returned to pre-disaster condition.

(f) Forward all pending financial commitments to the installation RDOL EOC representative for disposition.

(g) Consult with the installation EOC about transfer or release of staff.

(h) Remove all EEC identification materials from and around the facility.

(i) Prepare a list of staff, vendors and other support personnel to be thanked and recognized. Forward list to DPTMSEC Plans and Operations section for action.

(j) Prepare an after action report on the operation and submit to DPTMSEC Plans and Operations section NLT 3 workdays after ENDEX. Include the EEC location and dates of operation, summary of those services provided, issues, and recommendations.

a. Responsibilities:

(1) DPTMSEC Plans and Operations (EOC).

(a) Coordinates resources for all EEC's.

(b) Coordinates support for EEC's.

(c) Recommends best course of action to the garrison commander in all matters pertaining to the EEC's.

(2) DPW:

(a) Recommends best available facility for use as EEC, based upon the emergency situation.

(b) Recommends the maximum safe capacity of each EEC (Appendix 1, Annex B, Shelter Space Matrix).

(c) Provides engineer support to EEC's; i.e., Generator Operators, Electricians, Carpenters, along with equipment and resources.

(3) DOIM:

(a) Identify communications equipment to support EEC operations in each EEC.

(b) Provide communications equipment in support of EEC operations.

(4) RDOL:

(a) Identify, coordinate, inventory and provide equipment in support of EEC operations.

(b) Provide food services in support of EEC operations, see Annex G.

(5) DPCA

(a) Identify, coordinate, inventory and provide equipment in support of EEC operations.

(b) Assist the DPTMSEC with identifying the special needs population.

(c) Coordinate with the Commissary, PX, American Red Cross and Army Community Services for resources which will support EEC operations.

(6) 7th Transportation Group

(a) Provide equipment in support of EEC operations.

(b) Provide support personnel as required.

(7) 8th Transportation Brigade:

(a) Has overall responsibility for the safe operation of installation EEC's.

(b) Coordinates with the American Red Cross for training of EEC teams.

(c) Develops standardized plans for operation of installation EEC's.

(d) Participates in annual exercises to evaluate the installation EOP and EEC response plan.

(8) NCO Academy supports EEC operations by training and providing a minimum of 2 Shelter Teams.

ANNEX H (EMERGENCY EVACUATION CENTER OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

5. Coordination Requirements. This plan is immediately effective for planning on receipt and for implementation on order.

6. Command and Signal:

a. **Command.** This plan is directive in nature and applicable to all activities.

b. **Signal:**

(1) The telephone will be the main means of communication for execution of this plan.

(2) During Emergency Conditions hand-held radios will be signed out from the installation EOC. These radios will be used as an alternate means of communications.

(3) Radio Net (See Annex F basic plan).

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 1 (EEC SUPPORT EQUIPMENT LIST) TO ANNEX H (EMERGENCY EVACUATION CENTER OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

EQUIPMENT, SUPPLIES AND RESPONSIBLE AGENCY

<u>EQUIPMENT/SUPPLIES</u>	<u>PER EEC</u>	<u>AGENCY</u>
Cots	250 to 450	7 th Gp
Blankets	250 to 450	RDOL
Sheets	500 to 900	RDOL
Meals Per Day (MREs)	Up to 1440	RDOL
Cups (cases)	5 Per Day	RDOL
Videos	10	DPCA
Playing Cards (Case)	1	DPCA
Board Games	10	DPCA
Generator	1/2	DPW/7 th Gp
Water Buffaloes	1 per EEC	7 th Gp
Hand Held Radios	2 per EEC	8Bde S-4
Hand Held Radio (Post EOC)	1 per EEC	POST EOC
Dumpsters	2 per EEC	DPW
5 Gallon Water Cans	3 per EEC	8Bde S-4
Light Sets	Up to 4 per	7 th Gp
5 Ton Trucks	1 per EEC	7 th Gp
Passenger Vans	1 per EEC	RDOL/TMP
Porta-Lets	6 per EEC	DPW
Battery-Powered Radio (w/Batteries)	1 per EEC	BN/8BDE S4
First Aid Kit	1 per EEC	BN/8BDE S4

NOTE: EECs to be opened and capacities designated, will be determined based on the forecasted conditions/impacts for Fort Eustis, and IAW the procedures in Annex B, and Appendix 1 (Shelter Space Selection Matrix) this plan.

ANNEX I (NOTIFICATION AND EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. NOTIFICATION AND EVACUATION PROCEDURES

a. Fort Eustis and the surrounding areas are subject to winds of hurricane force (greater than 50 knots or 56 mph) often accompanied by flooding conditions. To minimize or prevent danger when this occurs, it is necessary that certain actions and precautions be taken prior to the arrival of and during the hurricane.

b. Each family housing area on Fort Eustis is assigned an Area Coordinator. This individual is responsible for the supervision and safety of family members in his/her area during a hurricane alert. In the event that an alert is declared, the area coordinator will advise them of necessary actions to be taken.

c. They should keep the radio or television tuned for weather updates and notices to Fort Eustis personnel. Official announcements on the hurricane situation will normally be made by local radio/TV stations every hour. As the storm approaches, the actions indicated below should be taken. If they are alone they should not hesitate to ask a neighbor or friend for assistance. The area coordinator will contact them during Hurricane Conditions III and II to insure that all their preparations are completed and will assist them as required.

d. Remember that electrical, telephone and water service failures are the norm rather than the exception during hurricanes or other severe weather events. They should have emergency equipment ready and available. At night, they should keep a flashlight near by at all times.

e. Tell them, **DO NOT PANIC**. The possibility of injury is remote if they have been thorough in their preparations and follow the instructions provided.

f. Hurricane Action Checklist.

(1) By 1 May every year, ensure all members fill out or update the Hurricane Evacuation Preference Form and it is maintained in the unit orderly room. Each unit will report summary information to Operations Division , DPTMSEC NLT 15 May every year.

(2) By 1 June every year, and prior to Hurricane Condition IV (72 hours prior to Hurricane), the Information Bulletin at Appendix 1, this Annex, should be provided to all personnel and families residing on Fort Eustis.

(3) Hurricane Condition IV (72 to 48 hours prior to impact).

(a) Area Coordinators should check with area occupants (families) on status of emergency items and equipment, and check for completed preparations and actions indicated for the families prior to evacuation notification.

(b) Ensure they are aware of the need to have sufficient quantities of emergency supplies and understand the notification and evacuation procedures.

(c) Tell them to be ready to evacuate as directed by the area coordinator. All mobile homes (trailer parks) will be evacuated.

(4) Hurricane Condition III (48 to 24 hours to impact).

(a) Ensure above actions have been completed.

(b) Confirm that mobile homes, boats, and recreational vehicles are secured and tied down IAW manufacturer's specifications.

g. Evacuation Procedures:

(1) The post commander may, if the situation warrants, direct that certain family housing units be evacuated. In this event, personnel will be notified to evacuate (leave Fort Eustis and travel to Fort Lee as an option, or to a motel or other area inland at least 90 to 150 miles), or to the designated Emergency Evacuation Centers (EECs) on post.

(2) Area coordinators will notify family members when actual evacuation will begin. Family members will proceed to Fort Lee if directed to do so, or have the option to travel inland to a motel or other facility, or be picked up in the mobile home parks/housing area by buses and taken to the designated shelters.

(3) **NO PETS ARE ALLOWED IN SHELTERS.** Pets will remain in quarters, if families shelter on the installation.

2. QUARTERS EVACUATION PROCEDURES

a. Evacuation of family housing quarters may be necessary when winds are predicted to exceed 100 mph. Installation trailer parks are to be evacuated when winds are predicted to exceed 60 mph.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

ANNEX I (NOTIFICATION AND EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

b. Normally occupants remain in their quarters for the duration of the emergency and follow the instructions of their area coordinators and the measures listed in the Hurricane Action Checklist (Information Bulletin Appendix 1). Mobile home occupants should do likewise; however, if the weather conditions become too severe, the installation commander may deem it necessary to evacuate these occupants. Personnel will be told to evacuate (leave Fort Eustis and travel to Fort Lee as an option, or to a motel or other area inland at least 90 to 150 miles) or be evacuated to designated Emergency Evacuation Centers (EECs) on post.

c. Hurricane Notification Chain

- (1) Post Operations/EOC
- (2) Area Coordinators
- (3) Family Members

d. The following are designated housing areas on Fort Eustis:

AREA	BATTALION	PHONE
(1) 300	1/222d Avn	2867/3407
(2) 2900/2700	71st Trans Bn	5664/4245
(3) 2300	765th Trans Bn	5389/3531
(4) Trailer Pks	6th Trans Bn	3202/5463
(5) 2100/2500	10th Trans Bn	5005/3036
(6) 1100/1900	24th Trans Bn	3481/2264

e. Area Coordinators:

(1) Appointment: Battalion commanders are appointed as area coordinators by the Chief of Staff. The Sergeant Major under each Battalion commander will serve as the assistant area coordinator. An area coordinator will be appointed for each area listed above. A current list of appointees will be on file in the Post EOC. Area coordinators will be responsible directly to the Post EOC in the execution of their duties as it pertains to this Annex.

(2) Duties and Responsibilities:

(a) Maintain current lists of family members in their areas by quarters and sponsor.

(b) Ensure family members in their areas are familiar with the (Information Bulletin, Appendix 1) and notification and evacuation procedures.

(c) Be responsible for the notification and evacuation of personnel in their assigned areas.

(d) Maintain a complete activity log which will be submitted to the Post EOC within 5 hours after the *All Clear* notification.

(3) Upon notification of Hurricane Condition III, (48-24 hours to impact):

(a) Assemble at Post HQ, Bldg 210, Command Conference Room, or EOC, Bldg 233, for Hurricane Emergency Briefing.

(b) After hurricane emergency briefings, relay necessary information or take action to notify family members.

(c) Determine which families or family members wish to evacuate to Fort Lee or out of the Tidewater area, and notify them to secure quarters and depart the area via the designated evacuation routes (See Information Bulletin Appendix 1).

(4) Upon notification of Hurricane Condition II, (24-12 hours to impact).

(a) Prepare for family members evacuation from all quarters not suitable for occupancy during the storm. Area coordinators will notify family members when the actual evacuation will begin, and also inform them what shelters they will go to.

(b) Personal luggage is restricted to one suitcase per family, and will include prepared foods for one meal, medications, blankets and sufficient sanitary items. "**Pets will remain in quarters.**"

(5) Upon notification of Hurricane Condition II, (24-12 hours to impact):

(a) Initiate the evacuation of family members to the designated shelters, EECs. Trailer parks will be evacuated first.

(b) Contact the EOC immediately upon completion of evacuation of their assigned areas.

f. Evacuation Transportation to the EECs:

(1) Upon declaration of Hurricane Condition II, personnel will prepare to evacuate. Family members will be told what buildings (EECs) are designated shelters and where to go.

ANNEX I (NOTIFICATION AND EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER PAREDNESS PLAN 600-2

(2) One vehicle will remain on-call for the EOC to evacuate occupants of Senior Field Officer housing.

g. Off Post Personnel:

Off-post personnel (Fort Eustis military or Fort Eustis military dependents with I.D. cards) desiring the

safety of a shelter should go to Fort Lee, VA and report to building 9023, the Army Community Service Building on Mahone Ave for sheltering, or the nearest shelter as designated by local community government officials here in the Hampton Roads Area.

Appendixes:

1. Information Bulletin.

Tab A (Memorandum for Family Housing Occupants and Hurricane Evacuation Checklist).

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 1 (INFORMATION BULLETIN PUBLICATION) TO ANNEX I (NOTIFICATION AND EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

Prior to 1 June annually, and in the event of a (Hurricane) emergency prior to Hurricane condition III) the following letter is to be published and disseminated postwide:

INFORMATION BULLETIN

ATZF-PTO

SUBJECT: USATCFE SEVERE WEATHER AND HURRICANE EMERGENCY PROCEDURES

PURPOSE: TO PROVIDE INFORMATION FOR ALL PERSONNEL; MILITARY, CIVILIANS AND FAMILY MEMBERS

FACTS:

1. **General.** The geographical location of Fort Eustis makes it subject to severe weather phenomena throughout the year. Hurricanes, tornadoes, and other severe weather events that may endanger life, destroy property and cause disruption of normal operations.

2. **Emergency Information.** All personnel should prepare for severe weather phenomena by taking the following precautions and utilizing information provided below to seek assistance or obtain additional information.

a. Each family housing area on Fort Eustis is assigned an Area Coordinator. This Area Coordinator is responsible for the supervision and safety of family members residing on the Installation in his/her area during a Hurricane Alert. During a Hurricane Alert the Area Coordinator will advise you and your family of necessary actions to be taken.

b. The Hurricane season starts in June and normally ends in November of each year. Families should begin preparation each year by reading this bulletin, obtaining the recommended supplies and being prepared to execute the procedures outlined in the Hurricane Action Checklist that follows:

APPENDIX 1 (INFORMATION BULLETIN PUBLICATION) TO ANNEX I (NOTIFICATION AND EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

HURRICANE ACTION CHECKLIST

1. Remember that electrical, telephone and water service failures are the norm rather than the exception during hurricanes. Have your emergency equipment and supplies ready and available. At night, keep a flashlight near you at all times.

2. **DO NOT PANIC.** The possibility of injury is remote if you have made thorough preparations and follow the instructions below. Remember to remain calm, stay inside your quarters after you have secured the items outside, or the shelter if you have been evacuated to one, and maintain control of your children.

3. Preparation actions:

a. Ensure the following emergency supplies are on hand:

- Transistor (battery operated) radio with extra batteries.
- Flashlights with extra batteries.
- Bottled water and canned goods that can be prepared without cooking and do not need refrigeration.
- Special medicines and drugs.

b. Security and preparation measures:

- Secure your valuables and important papers and be prepared to take them with you, (wrap or place them in a waterproof container or plastic zip lock freezer bags and place these in a plastic waterproof container, tupper/rubbermaid, etc).
- Be prepared to lock and secure your quarters.
- Fill the family car with gas.
- Secure materials around your quarters which may become flying missiles (i.e., signs, mailboxes, trash cans, lawn furniture).
- Secure windows, screens and shutters.

c. Obtain information on current conditions by:

- Staying tuned to local radio and television stations. WAVY TV, (NBC) channel 10, (check local listings).

APPENDIX 1 (INFORMATION BULLETIN PUBLICATION) TO ANNEX I (NOTIFICATION AND EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

- Contact your Area Coordinator at the number on the attached enclosure, the Provost Marshal at 878 -4555 for information or assistance.
- d. Unless notified to evacuate, remain in your quarters:
 - Stay indoors and keep your children with you.
 - Stay away from windows.
 - Use extreme caution when opening doors and windows.
 - Extinguish all open flames.
 - Do not handle electrical equipment when damp or wet.
- e. Be prepared to evacuate your quarters on order:

NOTE: PETS ARE NOT ALLOWED IN SHELTERS.

- Prepare for possible evacuation off post (out of the local area inland 90-150 miles inland away from the coast), to Fort Lee or to Fort Eustis shelters. Area Coordinators will inform you. Unless otherwise notified, you should remain in your quarters and take all necessary steps to safeguard life and protect property.
- Personnel and families may be asked to evacuate out of the local area to shelters at Fort Lee, at which time you will be instructed to secure your quarters or homes and evacuate to Fort Lee and check in at . building 9023, the Army Community Service Building on Mahone Ave.
- Families or individuals unable to evacuate will be directed by their area coordinator to go to designated Emergency Shelters (EECs) on Fort Eustis.
- Area Coordinators will notify family members when actual evacuation will begin. Family members not being directed to evacuate to Fort Lee, VA, and being directed to go to shelters on Fort Eustis, will be told what shelters buildings (EECS) to go to.
- Personnel luggage is restricted to one suitcase per family. **Pets will remain in quarters and are not**

allowed in shelters. Suggested items to bring with you in case of evacuation:

- ✓ Blankets, pillows, and sleeping bags
- ✓ Games, books and toys
- ✓ Flashlight, and battery operated radio
- ✓ Provisions for one meal (food not requiring heating or refrigeration)
- ✓ Infant bottles, formula, food and diapers(pampers)
- ✓ Medications, medical supplies and sanitary items

f. **All Clear:**

(1) *Make certain that the Hurricane has definitely passed and "All Clear" has been declared.* If the Hurricane passes directly over you, the eye of the hurricane will contain a no-wind area which appears to be a clear weather condition. This eye or lull can be deceptive. After the eye passes, winds, sometimes with greater force, will return from the opposite direction. The "All Clear" will be announced by the MP's or Fire Department by means of a mobile public address system.

(2) Stay indoors and keep your children with you until you are sure that there is no danger from downed electrical wires, broken glass and other debris.

(3) Don't drive unless you absolutely have to. If you must travel, drive cautiously and be alert to hazards such as debris, downed electrical wires, undermined roads and flooded areas.

(4) If power has gone off for any significant time, check food for possible spoilage.

(5) Be alert to help prevent fires. Broken water mains and low water pressure will make fighting any fires difficult, if not impossible.

(6) Stay away from damaged or disaster areas.

(7) In government housing, if the telephones are working, report any damage or safety hazards to the Facility Engineers, 878-5225 or 878-HELP.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

APPENDIX 1 (INFORMATION BULLETIN PUBLICATION) TO ANNEX I (NOTIFICATION AND EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

4. Assistance or clarification on any of the information provided above can be obtained by contacting the EOC

or Provost Marshal at the telephone numbers indicated in paragraph c, above.

FOR THE COMMANDER:

Colonel, TC
Garrison Commander

**TAB A (MEMORANDUM FOR FAMILY HOUSING OCCUPANTS) TO APPENDIX 1
(INFORMATION BULLETIN PUBLICATION) TO USATCFE ANNEX I (NOTIFICATION AND
EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER
PREPAREDNESS PLAN 600-2**

**FAMILY HOUSING OCCUPANTS
HURRICANE ACTION CHECKLIST**

1. Remember that electrical, telephone and water service failures are the norm rather than the exception during hurricanes. Have your emergency equipment and supplies ready and available. At night, keep a flashlight near you at all times.

2. **DO NOT PANIC.** The possibility of injury is remote if you have made thorough preparations and follow the instructions below. Remember to remain calm, stay inside your quarters after you have secured the items outside, or the shelter if you have been evacuated to one, and maintain control of your children.

3. Preparation actions:

a. Ensure the following emergency supplies are on hand:

- Transistor (battery operated) radio with extra batteries.
- Flashlights with extra batteries; **“DO NOT USE CANDLES”**.
- Bottled water and canned goods that can be prepared without cooking and do not need refrigeration.
- Special medicines and drugs.

b. Security and preparation measures:

- Secure your valuables and important papers and be prepared to take them with you, (wrap or place them in a waterproof container or plastic zip lock freezer bags and place these in a plastic waterproof container, tupperware/rubbermaid, etc).
- Be prepared to lock and secure your quarters.
- Fill the family car with gas.
- Secure materials around your quarters which may become flying missiles (i.e., signs, mailboxes, trash cans, lawn furniture).
- Secure windows, screens and shutters.

c. Obtain information on current conditions by:

- Staying tuned to local radio and television stations. WAVY TV, (NBC) channel 10, (check local listings).
- Contact your Area Coordinator at the number on the attached enclosure or the Provost Marshal at 878-4555 for information or assistance.
 - d. Unless notified to evacuate, remain in your quarters:
 - Stay indoors (downstairs bathroom or small interior room if possible during the storm), and keep your children with you.
 - Stay away from windows.
 - Use extreme caution when opening doors and windows.
 - Extinguish all open flames.
 - Do not handle electrical equipment when damp or wet.
 - e. Be prepared to evacuate your quarters on order:

NOTE: PETS ARE NOT ALLOWED IN SHELTERS.

- Prepare for possible evacuation off post (out of the local area inland 90-150 miles inland away from the coast), to Fort Lee or to Fort Eustis shelters. Area Coordinators will inform you. Unless otherwise notified, you should remain in your quarters and take all necessary steps to safeguard life and protect property.
- Personnel and families may be asked to evacuate out of the local area to shelters at Fort Lee, at which time you will be instructed to secure your quarters or homes and evacuate to Fort Lee and check in at building 9023, the Army Community Service Building on Mahone Ave.
- Families or individuals unable to evacuate will be directed by their area coordinator to go to

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

TAB A (MEMORANDUM FOR FAMILY HOUSING OCCUPANTS) TO APPENDIX 1 (INFORMATION BULLETIN PUBLICATION) TO USATCFE ANNEX I (NOTIFICATION AND EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

- designated Emergency Shelters (EECs) on Fort Eustis.
- Area Coordinators will notify family members when actual evacuation will begin. Family members not being directed to evacuate to Fort Lee, VA, and being directed to go to shelters on Fort Eustis, will be given a building number and reporting time.
- Personnel luggage is restricted to one suitcase per family. **Pets will remain in quarters and are not allowed in shelters.** Suggested items to bring with you in case of evacuation:

- ✓ Blankets, pillows, and sleeping bags
- ✓ Games, books, and toys
- ✓ Flashlight and battery operated radio
- ✓ Provisions for one meal (food not requiring heating or refrigeration)
- ✓ Infant bottles, formula, food and diapers (pampers)
- ✓ Medications, medical supplies and sanitary items

4. All Clear:

a. *Make certain that the Hurricane has definitely passed and "All Clear" has been declared.* If the Hurricane passes directly over you, the eye of the hurricane will contain a no-wind area which appears to be a clear weather condition. This eye or lull can be deceptive. After the eye passes, winds, sometimes with greater force, will return from the opposite direction. The "All Clear" will be announced by the MP's or Fire Department by means of a mobile public address system.

b. Stay indoors and keep your children with you until you are sure that there is no danger from downed electrical wires, broken glass and other debris.

c. Don't drive unless absolutely necessary. If you must travel, drive cautiously and be alert to hazards such as debris, downed electrical wires, undermined roads and flooded areas.

d. If power has gone off for any significant time, check food for possible spoilage.

e. Be alert to help prevent fires. Broken water

mains and low water pressure will make fighting any fires difficult, if not impossible.

f. Stay away from damaged or disaster areas.

g. In government housing, if the telephones are working, report any damage or safety hazards to the Facility Engineers, 878-5225 or 878-HELP.

5. Assistance or clarification on any of the information provided above can be obtained by contacting your family housing coordinator or Provost Marshal at the telephone numbers indicated in paragraph 3c.

EVACUATION CHECKLIST

BEFORE YOU GO

- Ensure you have a FULL tank of gas before evacuating.
- Act immediately - in daylight if possible. **DON'T GET MAROONED !!**
- Turn off main switch to circuit breaker for utilities (consider what appliances you want left on as long as possible, refrigerator, FREEZER, etc..)
- Shut off main gas valves.
- Turn off main water valves.
- Lock your home securely.
- If you are leaving pets in your quarters, leave enough food and water for 3 days. Again, remember, pets are not allowed in shelters.

WHAT TO TAKE

- Carry your portable radio, flashlight, batteries, and valuables with you.
- Bring medicines, baby food/items, and personal hygiene items.
- Bring blankets, sheets, pillows, or sleeping bags.
- Prepare a meal and/or bring a snack for your family. It may be a while before food can be provided.
- Bring at least one change of clothing for each family member.

**TAB A (MEMORANDUM FOR FAMILY HOUSING OCCUPANTS) TO APPENDIX 1
(INFORMATION BULLETIN PUBLICATION) TO USATCFE ANNEX I (NOTIFICATION AND
EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER
PREPAREDNESS PLAN 600-2**

- Bring important papers such as birth certificates, wills, passports, insurance policies, extra checks, deeds, etc. Place them in plastic "Zip Lock" bags.
- Bring small valuable items like cameras, jewelry, also in waterproof plastic bags.
- Accept the fact that shelters will not be able to afford you all the comforts of home. They are geared for basic survival. Bring toys, games and books, etc. for your children. Assemble a survival kit and bring it along with you to make your stay more comfortable.

GETTING THERE

- Personnel leaving the Fort Eustis area should travel west on Interstate 64 towards Richmond, if you are traveling to Fort Lee, you can take bypass 295 at Richmond towards Hopewell then exit at the Fort Lee exit.
- If you travel to Fort Lee, report in at building 9023, the Army Community Service Building on Mahone Ave. They will tell you what shelter to go to, and where it is located.
- Travel with care, leave early and follow recommended routes.
- Stay away from low-lying areas. Avoid obstructions, wires, trees, flooded areas etc.
- Be wary of driving in "shallow waters". Light reflection may cause depth of water to be deceiving, and only a relatively light current will be enough to sweep your vehicle away.
- Local authorities will officially advise through area coordinators when specific housing areas should be evacuated, where you are to go, and which shelters will be opened and staffed.

WHAT TO DO AT THE SHELTER

- If you go to a shelter on Fort Eustis or in the local civilian community, check in at the registration desk as soon as you enter the building.
- If you are able, volunteer to assist the shelter workers in any way possible.
- Parents are responsible for the behavior of their children at all times. Don't make it someone

else's problem. Help them understand what is happening.

- The shelter staff (the shelter commander or shelter manager for on-base shelters) will be responsible for your health and well being. Follow all their directions.

SHELTERING AT HOME

If you decide to shelter at home (remain in your quarters) keep in mind that after most hurricanes, utilities such as water, sewer, electricity, phone and gas lines are out of service for days or weeks. Because of downed telephone lines, debris clogged roads and low water pressure, the fire dept. won't be able to respond effectively, if at all. Here are some of things you should do to prepare for the storm and it's aftermath.

BEFORE THE STORM

- Board-up and tape all windows. Secure loose items.
- If you have a pool, leave it full and over-chlorinate the water.
- Top off your car's fuel tank (gas stations won't work when the power is down)
- Water: Store as much water as possible. consider using empty plastic containers such as milk jugs, 2 liter soft drinks bottles, etc. Plan on using one gallon per day per person. Fill bathtubs, sinks, and trashcans lined with clean garbage bags with water for washing.
- Water purification tablets: They are inexpensive and available at most sporting goods stores and some drugstores. Follow the package directions. Usually one tablet is enough for one quart of water. Double the dose for cloudy water.
- Food: Stock-pile; preferable nonperishable, needing little or no cooking; high nutrition type. Some dietary foods are needed, if a diabetic person is sheltering.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

**TAB A (MEMORANDUM FOR FAMILY HOUSING OCCUPANTS) TO APPENDIX 1
(INFORMATION BULLETIN PUBLICATION) TO USATCFE ANNEX I (NOTIFICATION AND
EVACUATION PROCEDURES) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS
PLAN 600-2**

Extra supplies of any medicines needed.

- A heating source such as a propane camp stove, propane grill, Canned Heat. **(DO NOT USE GASOLINE FUELED STOVES OR BURNERS).**

- Bottled (plastic bottles) drinks.

- A manual can opener.

* Special needs persons\children need to be identified to your area coordinator or the ACS as soon as possible.

DURING THE STORM

Stay away from windows. The safest place in a house (without a basement) is in an interior room with no windows. Bathrooms or closets are often the safest place to be.

Avoid the EYE of the storm. When the eye of a hurricane passes overhead you may think the storm is over. The sun may come out and it may

appear to be calm or a normal beautiful day; however, **DO NOT GO OUTSIDE!**

This is the eye of the storm passing over, and hurricane or strong winds will resume shortly, but in the opposite direction.

AFTER THE STORM

Stay tuned to your local radio or television station. They will keep you informed about the storm and when it has passed; however, **REMAIN IN YOUR HOME UNTIL THE AUTHORITIES (PROVOST MARSHAL, MILITARY POLICE OR YOUR AREA COORDINATOR) INFORM YOU IT IS SAFE TO GO OUT, AS DOWNED POWER LINES AND OTHER DANGEROUS DEBRIS MAY PRESENT A HAZARD TO YOU OR YOUR FAMILY.**

"FOR FURTHER INFORMATION ON DISASTER PREPAREDNESS CONTACT THE INSTALLATION RED CROSS STATION, 878-3339/3168."

ANNEX J (LAW ENFORCEMENT AND SECURITY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. Situation:

a. Enemy Forces. This plan addresses all forms of severe weather associated with the Tidewater Region.

b. Friendly Forces.

(1) TCFE Plan 600-2 delineates responsibilities and procedures in preparation for and in response to all forms of severe weather associated with the Tidewater Region.

(2) TCFE Plan 600-2 supplements Virginia Emergency Operations Plan, Annex 1-ff to Vol II, Virginia Hurricane Emergency Response Plan in regard to the security and evacuation of Fort Eustis and Fort Story.

(3) Attachments.

(a) O/O Provost Marshal Augmentation Force.

(b) O/O Noncommissioned Officers Academy.

(2) Condition III. (48-24).

(a) Monitor situation/advisories.

(b) Maintain normal operations.

(c) Perform commo checks with installation EOC and Ft. Story.

(d) Coordinate emergency response requirements with fire and emergency medical.

(e) Check commo equipment and secure antennas.

(f) Maintain commo with local law enforcement and fire/rescue agencies.

(g) Report roads status/hazards to EOC.

(h) Updates/briefs as required.

(i) O/O request activation of PMAF.

(j) O/O increase MP commitment.

(k) B/P to receive and employ PMAF.

2. Mission:

The Provost Marshal Office (PMO) conducts law enforcement and security operations to support Fort Eustis in response to all forms of severe weather.

(3) Condition II. (24-12).

(a) Monitor situation/advisories.

(b) O/O suspend routine activities.

(c) Maintain commo checks with EOC, Ft. Story and local law enforcement agencies.

(d) Coordinate emergency response requirements with fire and emergency medical.

(e) Report roads status/hazards to EOC.

(f) Report facilities/property damage to DPW EOC.

(g) LNO to EOC when PMAF is activated.

(h) Update/brief as required.

(i) O/O increase MP commitment.

(k) B/P to receive and employ PMAF.

3. Execution:

a. Concept of Operation.

(1) Condition IV (72-48).

(a) Secure all areas/equipment.

(b) Monitor situation/advisories.

(c) Activate PMO EOC.

(d) Perform commo checks with installation EOC and Ft. Story.

(e) Request Installation EOC alert PMAF and NCOA.

(f) Maintain normal operations.

(g) Initiate communications with local law enforcement agencies.

(h) Check post roads and report condition/status to EOC.

(i) Update/brief as required.

(j) Alert MP Company to begin planning for increase MP commitment.

(4) Condition I (12-through duration).

(a) Monitor situation/advisories.

(b) Maintain commo checks with EOC, Ft. Story and local law enforcement agencies.

ANNEX J (LAW ENFORCEMENT AND SECURITY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

- (c) Coordinate emergency response requirements with fire and emergency medical services
- (d) Report roads status/hazards to EOC
- (e) Report facilities/property damage to DPW EOC.
- (f) Update/brief as required
- (g) O/O increase MP commitment.

(5) **POST STORM.**

- (a) Monitor situation/advisories
- (b) Maintain commo checks with EOC, Ft. Story and local law enforcement agencies
- (c) Coordinate emergency response requirements with fire and emergency medical services
- (d) Report roads status/hazards to EOC
- (e) Report facilities/property damage to DPW EOC.
- (f) Update/brief as required
- (g) Release PMAF upon completion of required mission.
- (h) Return to normal operations.

4. Service Support

- a. Supply.
 - (1) Class I. A water trailer from 7th Trans GP will be staged at BLDG 648.
 - (2) Class III. During Phases II and III PMO as sets will use fuel located at the post TMP.
 - (3) Class V. The MP Company will replenish from the unit's operational load.
 - (4) Class VII and IX. The Military Police company will maintain sufficient contingency stocks of D cell batteries, flares, and reflectorized vests.

b. Transportation. During condition I and the post storm condition the military police will be prepared to convert to HMMWVs.

c. Medical evacuation and hospitalization. Injured personnel will be evacuated to appropriate medical facility.

5. Command and Signal

a. Command.

(1) The MP EOC is located at Bldg 648. The alternate EOC is Bldg 1406.

(2) Liaison requirements include the Post EOC, Fire Department, EMS, and EECs.

b. Signal.

(1) For radio frequencies, telephone numbers, pager numbers, see Appendix 6, this Annex.

(2) At condition IV the Red Cross will activate at the PMO the alternate line with the Red Cross Emergency Communications System.

(3) Communications with post EOC will be IAW Annex F this plan.

Acknowledge.

Appendices:

- 1-Training
- 2-Logistics
- 3-PMAF Utilization and Employment
- 4-Time Phase Action/N-Hour Sequence
- 5-SITREP
- 6-Communications

APPENDIX 1 (TRAINING) TO ANNEX J (LAW ENFORCEMENT AND SECURITY OPERATIONS) TO USATCFE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Purpose.** The purpose of this appendix is to establish basic guidelines for training soldiers in response to a severe weather plan.

2. **General.** The USATCFE MP Company Commander is responsible for establishing a training program whereby the MP will be able to respond to any severe weather emergency.

3. **Training.** Training will be established on a semi-annual basis with the following subject areas covered:

PMAF Training.

- a. Driving.
- b. Supervising and operating as emergency Response teams.
- c. How to complete a SITREP.
- d. Preparedness for Evacuation.
- e. First Aid/Safety.
- f. Setup and operating procedures.

APPENDIX 2 (LOGISTICS) TO ANNEX J (LAW ENFORCEMENT AND SECURITY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Purpose.** The purpose of this appendix is to identify equipment necessary to be stocked, and additional equipment from external resources to be relinquished upon activation of the Plan, to sustain personnel in support of the operation for at least 72 hours.

2. **Scope.** This applies to all personnel assigned under operational control of the Provost Marshal Office in preparation for activation of the Emergency Plan.

3. **Equipment.** There are two categories of equipment which need to be addressed. Category 1 equipment, which is currently maintained by the soldier/unit, whether it be issued or stocked is to be made readily available. Category 2 equipment is that which needs to be procured from installation resources upon activation of the Plan.

a. Category 1 equipment to be stocked/issued for readily available use upon condition IV of Annex J is listed below:

- (1). Flashlights with batteries.
- (2). Crime scene/engineer tape.
- (3). First aid kits.
- (4). Blankets.

(5). Road flares.

(6). Reflectorized vests.

(7). Rubber gloves.

b. Category 2 equipment/resources are items to be relinquished upon request of the Provost Marshal:

(1). Five HUMVEESs from 12th MP Detachment.

(2). One "potable water" buffalo delivered to Bldg 648.

(3). Fuel from RDOL in lieu of commercial resources.

4. **Additional Requirements.** Upon activation of the PMAF, support personnel will report as directed by the PM with the following equipment:

a. One 2 1/2 ton truck or one 5 ton truck and 2 HUMVEES.

b. Wet weather gear.

c. Reflectorized vests.

d. Tactical communications.

e. Cots/bedding for shift personnel (PMAF).

f. Provost Marshal will notify 7th Group PMAF if use of assigned individual weapons with basic load will be required for mission.

APPENDIX 3 (PMAF UTILIZATION AND EQUIPMENT) TO ANNEX J (LAW ENFORCEMENT AND SECURITY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Situation:** On order the 7th Transportation Group (COMP) places a platoon size unit under the operational control of the Provost Marshal (PM) to assist in area and point security type missions.

2. **Mission:** The PMAF will:

a. Provide area and point security of essential sensitive buildings; i.e., bank, credit union, PX, ASP arms room, finance.

b. Provides security of evacuated areas; i.e., trailer parks and housing areas.

c. Secure damaged areas, assist with crowd control/traffic.

3. **Execution:**

a. Concept of Operation.

(1) Condition IV (Pre-Storm). After receiving a warning order from the Provost Marshal Office, activates the PMAF.

(2) Condition I (During Storm). Assists the Provost Marshal with timely responses to emergency situations.

(3) Post storm condition. Continues to provide security and supports recovery operations until released by the Provost Marshal.

b. Responsibilities.

(1) PMAF OIC:

(a) Condition IV.

1. Makes contact with the PMO Operation Officer/Sergeant.

2. Activates the PMAF.

3. Provides a liaison Representative to PMO EOC.

4. Establishes communication with respective battalion.

(b) Condition I.

1. Coordinates all PMAF responses.

2. Maintains a daily journal of all missions.

3. Maintains constant contact with Operations Officer/Sergeant.

(c) Post storm.

1. Performs mission support.

2. Replenishes logistical shortages through Provost Sergeant.

3. Provides an AAR to the PM.

d. Coordinating Instructions.

(1) Based on the risk assessment the PM may withdraw soldiers to safety during condition I. until after the storm subsides to Post storm condition.

(2) Soldiers individual equipment should be sufficient to carry over for 72 hours.

(3) Soldiers should be licensed to drive HUMVEES vehicle.

(4) The PMAF will be a platoon of 28 persons placed under the operational control of the Provost Marshal.

(a) Personnel requirements:

1. OIC: 1LT or 2LT.

2. NCOIC: SFC or SSG.

3. RTO with PRC-77 or PRC 119 (SINGARS).

4. Driver with HUMVEE.

5. 3 squad leaders, SSG or SGT.

6. 3 seven members squads, PVT through SGT.

NOTE: Each squad will have an assigned RTO with a radio and be a licensed 5 ton truck driver.

b. Uniform requirements:

(1) BDU's, ballistic helmet, pistol belt and suspenders, 2 ammo pouches, first aid pouch, E-Tool, identification tags and ear plugs. Additional equipment (gloves, wet weather gear, eye protection) as required by weather conditions.

(2) Ruck sack will be placed with additional gear to allow for a change of clothing during extended missions.

(3) Personnel will report with assigned individual weapon.

4. **Service Support.**

See Appendix 5.

5. **Command and Signal.**

See Appendix 6.

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APPENDIX 4 (TIME PHASED ACTION/N-HOUR SEQUENCE) TO ANNEX J (LAW ENFORCEMENT AND SECURITY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

TO BE DETERMINED

APPENDIX 5 (SITUATION REPORTS (SITREP) TO ANNEX J (LAW ENFORCEMENT AND SECURITY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. Attached TAB is an example of the situation reports which will be used to relay information from the PMO to DPTMSEC during severe weather conditions.

2. Heading of the SITREP needs only the date and time the report was completed. From and To is self explanatory. Each Situation Report must have a numerical listing followed by the period covered with any references, map numbers or attachments to the SITREP.

3. Paragraph 1 is the status of attachments: unit, location, brief description of status.

4. Paragraph 2 is the existing condition of: road closures, damage assessments, and Evacuation Status.

Use the applicable situation for the report.

5. Paragraph 3 is the road status on and off post. Conditions: Red - impassable, Yellow - use caution, Green - normal.

6. Paragraph 4 is general comments not covered in any of the above paragraphs.

7. Paragraph 5 depicts the overall situation of Fort Story. A continuation sheet may be needed if the situation dictates.

TAB A—Situation Report Format

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

TAB A (SITUATION REPORT EXAMPLE FORMAT) TO APPENDIX 5 (SITUATION REPORTS (SITREP) TO ANNEX J (LAW ENFORCEMENT AND SECURITY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

Time/Date:

From: Provost Marshal Office

To: DPTMSEC

SITUATION REPORT NO _____

Period Covered:

References:

1. Status of Attachments:

a. PMAF:

b. NCOA:

2. Situation:

a. Road Closures:

b. Damage Assessments:

c. Evacuation Status:

3. Road Status (Condition: Red, Yellow, Green, Traffic Flow: Heavy, Moderate, Light):

a. On Post:

b. Off Post: (Ft Eustis Blvd, Rte 17, Rte 60 and I -64):

4. General:

5. Fort Story:

APPENDIX 6 (COMMUNICATIONS) TO ANNEX J (LAW ENFORCEMENT AND SECURITY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Purpose.** To prescribe a listing of the key Provost Marshal personnel telephone numbers that may impact on planning, coordination and operations.

2. **General.** USATCFE staff elements must report information of damages or to obtain emergency assistance during severe weather conditions. When such information is reported, a statement as to location, time, and whether or not personnel injuries exist should be included.

3. **Emergency Contact Numbers.**

POC	DUTY NO.	CELLULAR	PAGER NO.	HOME NO.	CALL SIGN
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TO BE PUBLISHED

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

ANNEX K (CONTINGENCY ACQUISITION SUPPORT) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Situation.** Severe Weather Conditions
2. **Mission.** Contact vendors to place purchase orders/contracts or to find out if required items are available. Requiring activities should maximize credit card use for purchases less than \$2,500.00. For requirements over this amount the following personnel can be contacted.

NAME TITLE WORK PAGER

Edna Van Lieu Dir 878-2808

Contracts > \$100K:

Debra Emerson Ch Con Div 878-2207

Nancy Outland Services 878-5025

Roger Staskiel Const/Spec 878-5769

Purchases to \$100K:

Sara Mills Lead Con Spec 878-3100

Pat Niles Alternate 878-3805 881-1097

Vessel Maint/Repair:

Anna Grigsby ChVes/Div 878-2741

Credit Card(CC) Assistance:

Laura Waters CC Admin 878-5809 988-4432

Shaunda McManus Alternate 878-5568 881-1097

3. General.

a. Phase I - Contact emergency list of vendors to ascertain availability of supplies and services which may be required.

(1) Inform construction contractors to move equipment indoors and to dismantle scaffolding and remove from site.

(2) Contact local airports to find out how long they will be open in case supplies have to be air shipped.

b. Phase II - Have typed purchase orders ready for the fax machine (72 hours to 24 hours).

(1) Fax orders as funded requirements are received.

(2) Buy or rent only those items which can be immediately delivered or picked up by government personnel.

(3) Establish cut off point for vendor deliveries three hours prior to the landfall or onset of the severe weather. Expect to use hand held (cellular) telephones to call vendors if phone lines are down.

c. Phase III - Recovery Operations.

(1) H + 24 - set up purchase request register if power loss prevents use of computers.

(2) Establish one local point per customer or EOC.

(3) Establish one receiving point for all supplies.

(4) If supplies must be delivered directly to the customer, make certain those customers submit receiving reports or at least hold receiving reports in one location until they can be picked up by RDOL.

(5) Depending on the severity of the storm or weather conditions, contact out of state construction companies to rebuild using letter contracts or verbal negotiations if necessary.

4. Execution.

a. Concept of operations:

(1) Responsibilities - make certain all actions are ready to go at a moments notice. If an item or service cannot be bought, notify the EOC at once.

(2) Call, fax, or do whatever is necessary to place the contracts.

(3) Follow - up to make certain all ordered items have been delivered.

5. Support Operations.

a. Check computers.

b. Check communications equipment.

ANNEX K (CONTINGENCY ACQUISITION SUPPORT) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

6. Support Requirements.

a. List of items to be bought must be forwarded to DPC thru the installation EOC to avoid duplication of buys.

b. DPC must be alerted at once if any ordered item is to be cancelled.

7. Coordination Requirements.

Customers, DRM and SJA must work together so that only funded contracts are legally issued.

8. Communications. (see Annex F basic plan)

a. Two cellular telephones will be needed for vendor contact.

b. One hand held radio, set to the post EOC frequency will be needed.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

ANNEX L (MEDICAL SUPPORT) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. Situation: A severe weather/hurricane condition threatens the Tidewater region of Virginia.

2. Mission: The U.S. Army Medical Department Activity (USAMEDDAC), Fort Eustis, Virginia will develop, maintain, and exercise plans for the medical support of the Fort Eustis installation and community during severe weather conditions. Emergency Preparedness Plans (EPP) will stress the evacuation, emergency treatment, and hospitalization of casualties resulting from severe weather phenomena.

3. General: The medical support plan will support installation emergency preparedness, and recovery IAW Annex A. All additional medical support will be provided as required.

4. Execution:

a. Concept of the Operations: USAMEDDAC will continue its daily role as the installation medical support provider. The USAMEDDAC's primary role during severe weather conditions is to provide urgent medical care, evacuation and hospitalization to casualties resulting from the severe weather phenomena.

b. Support Operations:

(1) Treatment Assets. Inpatient capacity is normally 30 operating beds, with the ability to expand to 62 beds. There is no critical care capability for inpatients. A standard level III Urgent Care Center operates 24 hours per day.

(2) Evacuation Assets:

(a) Two Emergency medical service vehicles (ambulances) and one Patient Transport Vehicle.

(b) Operational helicopter landing pad.

(3) Emergency Assets:

(a) Emergency power generator capable of supporting all necessary functions. Additional fuel is required for sustained operation. (Fuel capacity is 5,000 gallons)

(b) Bottled water contract is in place. Approximately 200 gallons maintained on site.

(c) Mass Casualty Plan.

5. Support Requirements:

a. The USAMEDDAC requires a minimum of 2 water buffaloes to serve as back-up water sources. One water buffalo will be positioned next the logistics loading dock; the other will be positioned next to the dining facility loading dock.

b. USAMEDDAC requires wood and bracing materials to board the storefront windows, the windows in the dining facility and Outpatient Records. The front windows measure 20 ft x 8 ft. The Outpatient Records windows measure 58 ft x 9 ft. The dining facility windows measure 28 ft x 7 ft.

c. USAMEDDAC requires eight (8) port-o-lets to support patients and staff in the event that the water and sewerage service is interrupted.

d. USAMEDDAC requires two generators (one 30KW and one 5KW generators) with one operator, and maintenance and fuel support, and 2 light sets, to provide emergency power and lighting to the USAMEDDAC critical patient areas not supported by emergency power and medical storage facilities requiring climate control at all times. 30KW will be positioned outside the entrance of the UCC and the 5KW will be positioned at the logistics loading dock.

e. USAMEDDAC requires the use of a tactical vehicle ambulance or non-standard vehicle that can support patient evacuation during severe weather conditions. This vehicle will provide the capability to ford flooded streets and increase the ability to access and re-supply medical support personnel located in installation designated EECs.

f. USAMEDDAC requires a refrigeration van or unit for the storage of food supplied by its Dining Facility. This will ensure the continuance of essential patient meals in the event of a prolonged power loss.

g. Coordination for delivery and placement of all support requirements should be made with the Chief of Logistics in conjunction with the USAMEDDAC EOC at 314-7891/7892 or 7555.

6. Coordination Requirements:

a. USAMEDDAC will continue to maintain communications with all installation units and supporting staff agencies through the installation EOC. In a mass casualty situation, HHC, 7th Transportation Group needs to be prepared to assist the USAMEDDAC in the evacuation of casualties.

b. Units with water buffaloes must coordinate with Preventive Medicine Service in order to determine serviceability, 878-4531.

c. USAMEDDAC will be included in the site selection, set up, and operating of the Emergency Evacuation Centers and temporary food serving facilities. Preventive Medicine Services will conduct all necessary inspections to ensure all facilities are operating properly without any health risks to occupants of the EECs and supporting personnel.

ANNEX L (MEDICAL SUPPORT) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

7. Communications:

a. Internal:

- (1) Phone lines independent of post.
- (2) Red phones independent of hospital lines.
- (3) Six Cellular Phones.
- (4) Ten Motorola Radios.

b. External:

- (1) Emergency Room.
- (2) Phone lines independent of post.
- (3) Radio communications with Post EOC IAW Annex F this plan. (MEDDAC LNO) will get radio from Post EOC.
- c. All outside coordination with the USAMEDD AC needs to be communicated through PTM&S at the following numbers: 314-7535/7555/7891/7892.
- d. After duty hours, please call the Administrative Officer of the Day (AOD) at pager number 882-9517.

ANNEX M (EXTERNAL SUPPORT CONTINGENCIES AND AGREEMENTS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **SITUATION.** U.S. Army Transportation Center and Fort Eustis establishes and maintains mutual support/aid memorandums of agreement or understanding with other Military Installations, Tenant Units and Activities, and/or local County and City governments to provide mutual support and assistance during Severe Weather/Disaster events or situations.

2. **MISSION.** To formalize the relationship and define areas of responsibility between the U.S. Army Transportation Center and Fort Eustis with other Military Installations, Tenant Units and Activities, and/or local County and City governments to provide mutual support and assistance during Severe Weather/Disaster events or situations.

3. EXECUTION:

a. Concept of Operations:

The USATCFE Directorate of Plans, Training, Mobilization, and Security, DPTMSEC will establish memorandums of agreement or understanding with other Military Installations, Tenant Units and Activities, and/or local County and City governments to provide mutual support and assistance during Severe Weather/Disaster events or situations. These memorandums of agreement or understanding are needed to augment installation capability and ensure additional needed support is available to enhance the ability of the installation to continue its mission and provide the best protection and support available during Severe Weather/Disaster events or situations.

b. Memorandums of Agreement and Understanding:

(a) Memorandum of Understanding (MOU) between U.S. Army Combined Arms Support Command and Fort Lee and the U.S. Army Transportation Center and Fort Eustis.

The scope of this MOU includes:

Sheltering people at Fort Lee and/or Fort Eustis and providing personnel and equipment to perform special missions which could be associated with severe weather/disaster contingencies.

(b) Memorandum of Agreement with the 99th Reserve Support Command Equipment Concentration Support Site #93 (ECS 93).

The scope of this MOA includes:

The issuing/drawing of equipment from ECS #93 at Fort Eustis to support severe weather contingency operations. This is necessary to augment installation capability and ensure additional needed equipment is available to enhance the ability of the installation to continue its mission and provide the best support available during Severe Weather/Disaster events or situations.

(c) Memorandum of Agreement with the 99th Reserve Support Command on the use of building 1034, the Reserve Center at Fort Eustis during Severe Weather/Disaster contingency operations.

The scope of this MOA includes:

The agreement that Fort Eustis can use building 1034, the Reserve Center at Fort Eustis as a Emergency Evacuation Center (EEC) shelter during Severe Weather/Disaster contingency operations.

4. SUPPORT REQUIREMENTS:

As indicated in the MOU/MOA.

5. COORDINATION.

As indicated in the MOU/MOA.

ANNEX N (PAO OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **SITUATION.** Notification of installation military and civilian employees of severe weather conditions, via local commercial media, that cause, or may cause, the normal conditions and operating hours of the installation to be changed.

2. **MISSION.** Release of information to print and broadcast (radio and television) media, upon notification of PAO officials by DPTMSEC or the installation SDO, of a change to, or curtailment of, the normal operating hours of Fort Eustis or Fort Story.

3. **GENERAL.** Release of information to the media outlets listed in Appendix 1, Annex D of this plan will be made as soon as the Public Affairs Officials are notified by the DPTMSEC or SDO.

4. **EXECUTION:**

a. The Fort Eustis and Fort Story PAOs are responsible for notifying the media of the status (operating conditions) of the installations during severe weather conditions.

b. Notification will be made utilizing inclement weather voice message announcements information (See Examples, Appendix 1, Annex D of this plan), released to the media IAW procedures outlined in Appendix 1, to Annex D, of this plan.

5. **SUPPORT REQUIREMENTS.** The DPTMSEC or SDO must provide immediate information to the PAO with the appropriate severe weather information

and/or operating conditions, to allow timely and accurate information release to the media.

6. **COORDINATION REQUIREMENTS.** The DPTMSEC must communicate directly with the PAO, or PAO on-call representative on any release or curtailment of normal operations requirements or coordination with media representatives.

7. **COMMUNICATIONS:**

a. Notification to the media will be made only by designated members of the Fort Eustis or Fort Story Public Affairs Offices. Notification will be made by telephone or facsimile, using special codes established by media outlets.

b. During non-duty hours, the DPT MSEC or SDO will contact the PAO duty officer IAW established notification procedures. The PAO duty officer will in turn contact other members of the PAO staff for assistance as needed.

c. In the event of telephone or power outage, the PAO will make notification to the media by cellular telephone.

d. The PAO will have a representative in the EOC as needed or available on the EOC radio net.

ANNEX O (GLOSSARY) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS
PLAN 600-2

1. **PURPOSE.** To provide a standard terminology and abbreviation list.
2. **CONCEPT.** This annex consists of two parts. Part I is a list of standard terms and phrases. Part II is an alphabetical listing of abbreviations used in this plan.

PART I - TERMS

Warning area: Area within a ten nautical mile radius of Felker Army Airfield.

Weather Watch: A notice that provides an alert to or weather conditions of such intensity (tornadoes, severe thunderstorms (winds gusts of greater than 50 knots / hail greater than 1/2 inch)) as to pose a hazard to life of property. These may be issued at any time and may or may not necessarily be followed by a weather warning.

Weather Warning: A notice issued by Detachment 1, 18th Weather Squadron Air Combat Command (ACC), Fort Eustis that provides an alert to forecasted weather conditions of such intensity as to pose a hazard to life or property.

Small craft cautionary statement: When a tropical cyclone threatens a coastal area, small craft operators are advised to remain in port or not to venture into the open sea. These statements are transmitted by the National Weather Service.

Tropical disturbance: A moving area of thunderstorms, in the tropics, that maintains its identity for 24 hours or more. It is a common phenomenon in the tropics.

Tropical depression: A tropical cyclone in which the maximum sustained surface wind speed is 33 knots (38 mph) or less.

Tropical storm warning: A warning for tropical storm conditions including sustained winds within the range of 34 to 63 knots (39 to 73 mph) that are expected in a specified coastal area within 24 hours or less.

Tropical storm: A tropical cyclone in which the maximum sustained surface wind speed is 34 to 63 knots (39 to 73 mph).

Gale warning: A warning may be issued when winds of 39-54 mph (34-47 knots) are expected. This may or may not be associated with a tropical storm.

Hurricane: A storm with sustained winds of 64 knots (74 mph) or greater.

a. **A HURRICANE WATCH** is issued for specific coastal areas when there is a possible *threat* of hurricane conditions within 48 hours.

b. **A HURRICANE WARNING** is issued when hurricane conditions *are expected* in a specified coastal area in 24 hours or less. Hurricane conditions include winds of 74 mph (64 knots) and/or dangerously high tides and waves. Actions for protection of life and property should begin immediately when the warning is received.

c. **HURRICANE OR TROPICAL STORM ADVISORY:** An advisory bulletin prepared by the National Hurricane Center that should not be construed as a weather warning. It contains:

- (1) The current position of the storm and present movement of the storm.
- (2) Maximum sustained winds associated with the storm.
- (3) The outward extent of winds of 34 to 50 knots wind or greater associated with the storm.
- (4) Probabilities of hurricane center passing within 65 miles of selected locations.
- (5) A 12- and 24-hour forecast position and a 48- and 72-hour outlook position of the storm.

Gale warning: A warning may be issued when winds of 39-54 mph (34-47 knots) are expected.

ANNEX O (GLOSSARY) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS

PLAN 600-2

Saffir/Simpson Hurricane Scale

National Oceanic and Atmospheric Administration's forecasters use a disaster-potential scale which assigns storms to five categories. The criteria for each category are shown below.

<u>CATEGORY</u>	<u>DEFINITION--EFFECTS</u>
ONE	WINDS 74-95 MPH: No real damage to building structures. Damage primarily to mobile homes, shrubbery, and trees. Also, some coastal road flooding and pier damage. Storm surge 4 -5 feet.
TWO	WINDS 96-110 MPH: Some roofing material, door, and window damage to buildings. Considerable damage to vegetation, mobile homes, and piers. Coastal and low-lying escape routes flooded 2-4 hours before arrival of the center. Small craft in unprotected anchorages break moorings. Storm surge 6-8 feet.
THREE	WINDS 111-130 MPH: Some structural damage to small residences and utility buildings with a minor amount of curtainwall failures. Mobile homes are destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain continuously lower than 5 feet. Storm surge, 9 -12 feet.
FOUR	WINDS 131-155 MPH: More extensive curtainwall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Major damage to lower floors of structures near the shore. Terrain continuously lower than 10 feet (ASL) may be flooded thereby requiring massive evacuation of residential areas inland as far as 6 miles. Storm surge 13 -18 feet.
FIVE	WINDS GREATER THAN 155 MPH: Complete roof failure on residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Major damage to lower floors of all structures located less than 15 feet (ASL) and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within 5 to 10 miles of the shoreline may be required. Storm surge 19+ feet.

ANNEX O (GLOSSARY) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS
PLAN 600-2

PART II - ABBREVIATIONS

ACC.....	Air Combat Command
AMC.....	Air Mobility Command
AMIS.....	Automated Meteorological Information System
DN.....	Automatic Digital Network
CMT.....	Crisis Management Team
CO(R).....	Contracting Officer (Representative)
CPAC.....	Civilian Personnel Advisory Center
DETF.....	Domestic Emergency Task Force
DPC.....	Directorate of Peninsula Contracting
DPW.....	Directorate of Public Works
DOIM.....	Directorate of Information Management
DPCA.....	Directorate of Personnel and Community Activities
DPTMSEC.....	Directorate of Plans, Training, Mobilization, and Security
DRM.....	Directorate of Resource Management
EOC.....	Emergency Operations Center
IAW.....	in accordance with
MACH.....	McDonald Army Community Hospital
MARS.....	Military Affiliate Radio Station
MEDDAC.....	Medical Department Activity
MTMC-DSC.....	Military Traffic Management Command-Deployment Support Command
NAS.....	Naval Air Station
NAVEASTOCEANCEN.....	U.S. Naval Eastern Oceanography Center
PAO.....	Public Affairs Office
PM.....	Provost Marshal
POL.....	...petroleum, oil, lubricants
RC.....	Reserve Component
RCSD.....	Reserve Component Support Division
RDOL.....	Regional Directorate of Logistics
RSD.....	Regional Security Division
SDNCO.....	staff duty noncommissioned officer
SDO.....	staff duty officer

ANNEX P (REFERENCE LIST) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

REFERENCES

- a. Joint Military Aircraft Hurricane Evacuation Plan (JMAHEP) 9507-87.
- b. AR 30-1, The Army Food Service Program.
- c. AR 40-5, Preventive Medicine.
- d. AR 95-87, Aircraft Hurricane Evacuation.
- e. AR 350-1, Army Training.
- f. AR 500-60, Emergency Employment of Army and Other Resources Disaster Relief
- g. AR 690-990-2 , subchapter S3 ,Administrative Dismissals of Employees.
- h. USATCFE Military Assistance to Civil Authorities Plan (USATCFE-MACAP).
- i. USATCFE Survival, Recovery, and Reconstitution Plan (USATCFE-SRRP).
- j. TCFE Reg 37-1, Control of Overtime/Holiday Pay.
- k. USATCFE Weather Support Plan (USATCFE-WSP).
- l. USATCFE Pamphlet 525-1, Emergency Operations Center.
- m. USATCFE Emergency Notification Plan
- n. FM 21-10, Field Hygiene and Sanitation
- o. FM 100-19, Domestic Support Operations.
- p. Virginia Emergency Operations Plan, Annex 1-ff to Vol II, Virginia Hurricane Emergency Response Plan.
- q. Hurricane Response Plan, City of Newport News, Virginia.
- r. TB Med 81, Cold Injury.
- s. TB Med 507, Occupational and Environmental Health Prevention (Treatment and Control of Heat Injury).
- t. AR 690-990-2, Hours of Duty, Pay and Leave, Annotated.
- u. TCFE Reg 385-10, Occupational Safety and Health Program

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

ANNEX Q (OFFICE OF THE STAFF JUDGE ADVOCATE) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Situation.** Severe weather phenomena/conditions threaten Fort Eustis, Fort Story, or the local communities.

2. **Mission.** Take action IAW the procedures and provisions of this plan and 27 series regulations to prepare for and conduct operations in response for assistance and to process claims pursuant to AR 27-20.

3. **Execution.**

Hurricane Condition IV (72-48 hours)

a. Concept of Operations

(1) Responsibilities:

(a) Chief, Legal Assistance will prepare for and conduct mobile assistance to include wills and powers of attorney preparation.

(b) Chief, Claims will prepare for claims processing to include training unit claims officers and assistants.

(c) Chief, Administrative Law will prepare to give advice as needed, with special emphasis on the use of government assets in the assistance of local authorities and for emergency rescue.

(d) Chief, Military Justice, will be available to assist and advise the PMO regarding the use of PMAF forces and detention of civilian prisoners.

(e) Remaining personnel, will be available to assist other sections in the performance of weather related missions.

(2) Support Operations.

Office of the Staff Judge will provide the above listed assistance to personnel and organizations as permitted by regulations.

4. **Support Requirements.** (external support)

a. Personnel. Organizations tasked to provide personnel must allow the appointees to serve as their primary duty and all detailed personnel must be qualified to operate administrative use vehicles.

(1) Damage Assessment Teams (DAT). 10 enlisted personnel (to include 5 NCOs) each at Fort Story and

Fort Eustis.

(2) Claims Paying Teams. Two Class A paying agents and two armed security escorts, one each for Fort Eustis and Fort Story.

(3) In the event that cash funds are prepositioned at Fort Eustis and Fort Story in advance of the severe weather at SJA's direction, Military Police escort for the transfers will be required.

b. Transportation. If the circumstances render administrative vehicles unsafe to use, then tactical vehicle support with drivers may be required to transport the damage assessment and claims paying teams. Otherwise, two administrative use vehicles will be required (one each for Fort Eustis and Fort Story). An unmarked military police vehicle would be required for the prepositioning of cash funds.

c. Security. Two secure cash pouches are required during transportation of cash funds. The below described containers with access restricted to the pertinent Class A agent are required for the safeguarding of public funds, and alternate containers should be identified in the event weather precludes use of the primary:

(1) At Fort Eustis, a burglary resistant safe or vault (at least UL classification Tool Resistant Safe TL-30 and Group 1R combination lock).

(2) At Fort Story, a security container that carries a Class 1 or Class 5 rating or a burglary resistant safe carrying at least a UL classification of Tool Resistant Safe, TL-15, and having a Group 1R combination lock.

d. Weapons and munitions. The escorts for the Class A paying agents should be armed and with munitions, preferably with sidearms.

e. Communications. In the event of the loss of telephone communications, the OSJA will revert to radio or cellular telephone communications, based on their availability and operational status. If these means of communication are not available, a messenger/courier will be needed to contact a JAG officer.

5. **Communications.** IAW ANNEX F, this plan.

ANNEX R (DPCA SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **Situation.** Severe weather conditions threaten Fort Eustis and Fort Story.

2. **Mission.** Take action IAW the general responsibilities of basic PLAN and Annex A of this plan, in addition to actions outlined below.

3. **Responsibilities and Actions:**

a. **Hurricane Condition IV (72-48 hours out)**

Take actions IAW Annex A of basic plan. (ALL)

b. **Hurricane Condition III (48-24 hours out)**

(1) Coordinate with DPTMSEC EOC to request disassembly of the Fest Tent

(2) Secure picnic tables and trash cans indoors. If this is impractical, turn the picnic tables upside down before securing. (ALL)

(3) Take actions IAW Annex A of basic plan (ALL)

(4) Close outdoors pools

(5) Remove soccer nets and mobile sports equipment. (SPORTS/YOUTH SERVICES)

(6) Secure swings and other moveable playground equipment. (CHILD DEV SVCS)

(7) Secure golf carts. (GOLF)

(8) Disassemble all canopies. (SVC DIV)

c. **Hurricane Condition II (24-12 hours out)**

(1) Take actions IAW Annex A of basic plan. (ALL)

(2) Secure boats, trailers, and horses. (OUTDOOR REC)

d. **Hurricane Condition I (12 hours thru duration)**

Take actions IAW Annex A of basic plan. (ALL)

4. Recovery Procedures for DPCA activities. DPCA activity directors and managers and/or designated representatives will execute recovery procedures immediately after notification that an emergency condition has ended.

a. Emergency Recovery Personnel and Activity (ERPA) report. Managers will assess areas and prepare a DPCA Damage Assessment within four report(Enclosure 1) and submit to the DPCA within four hours. This report will include:

(1) Accountability of personnel. Managers should ensure all personnel are accounted for. This includes accountability of personnel unable to come to work due to prevalent conditions off post.

(2) Damage assessment of activities. Assessment will be performed after the Installation Safety Officer has performed initial Hazardous conditions assessment in conjunction with the Provost marshal and fire department and given the all clear. Managers will assess damages sustained during storm/severe weather conditions to include internal and external assessment (see Damage Assessment Forms, Annex S).

(a) Internal damage assessment of activities.

Managers will assess internal damage to areas sustained during storm/severe weather conditions. Assess overall operational and structural damage. Report damages that effect operational and structural damage. This includes all offices, automation/office equipment; major systems used for operations; water damages, bathrooms, etc.

(b) External damage assessment of activities.

Managers will assess external damages to areas sustained during storm/severe weather conditions. Assess overall damage and report damages as required. External assessment will include, but are not limited to, all structural damages to buildings, electrical power, outside areas (include parking areas, adjacent roads and main roads to activity); roofs, windows, doors; fallen trees or obstruction debris; vehicular damage and all damage of external equipment (i.e., trailers, picnic areas, swimming pools, vehicle lots, playgrounds, patio areas, golf courses, softball/soccer fields, tracks, etc.)

b. Review all security systems for proper operation. Coordinate checks after power failures with the Ft Eustis MPs and assess impact.

c. Prepare vehicle damage reports. Assess damage of all DPCA vehicles. Prepare appropriate damage reports for vehicles.

d. Managers will provide an estimate cost for damage repair on all damages with the initial report. Follow up cost requirements will be generated as required.

e. Managers will generate a Hazardous Material/Waste report and forward to the DPCA HAZMAT representative immediately. Emergency HAZMAT reporting will be IAW Ft Eustis policy.

USATCFE SEVERE WEATHER/DISASTER PREP PLAN 600-2

ANNEX R (DPCA SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

f. Cleanup activities. Managers and assigned personnel will begin cleanup activities as soon as possible after emergency conditions have ended. In an effort to quickly resume operations managers will:

(1) Establish work schedules for personnel required to assist in post emergency operations cleanup. Workers will be informed of cleanup activity schedules during Phase I of all emergency operations.

(2) Contact the designated unit representative for their activity to provide a cleanup detail for all grounds. Managers should ensure units are directed to perform specific functions required for the clean up. See the Unit Sponsorship listing for designated DPCA activity representatives.

(3) Contact DPW for the removal of trees and/or bulk debris that may have fallen and/or require truck removal etc.

(4) Request additional assistance for cleanup support through the DPCA.

(5) Inform the DPCA when activities are fully operational.

Appendix 1. Emergency Recovery Personnel and Activity Report

APPENDIX 1 (EMERGENCY RECOVERY PERSONNEL AND ACTIVITY REPORT) TO ANNEX R (DPCA SUPPORT OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

DIRECTORATE OF PERSONNEL AND COMMUNITY ACTIVITIES (DPCA)
EMERGENCY RECOVERY PERSONNEL & ACTIVITY REPORT

DPCA ACTIVITY: _____

The following damage assessment report is submitted for subject activity.

a. Accountability of personnel.

Number assigned _____

Number present and accounted _____

b. Damage Assessment.

1. Internal Damage. See attached Internal Damage sheet. Assessment of this facility reflects:

Minor internal damages _____

Major internal damages _____

Facility is operational with current damages _____

Facility cannot operate under current damages _____

2. External Damage. See attached External Damage sheet. Assessment of this facility reflects:

Minor external damages _____

Major external damages _____

Facility is operational with current damages _____

Facility cannot operate under current damages _____

3. Security alarm systems.

Secure____ Unsecure ____ Military Police contacted _____

4. Hazardous Material/Waste reporting.

No Hazard____ Hazard noted____ Notified HAZMAT officer_____

5. Vehicle damage reporting.

Damage _____ No damage _____

6. Cleanup of Activities.

After cleanup of activity initiated. Yes_____ No _____

7. Total damage cost (estimate) _____

8. This activity will be fully operational (give date)

Report submitted by: _____

ANNEX S (RECOVERY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

1. **SITUATION.** The severe weather condition/threat has passed. Fort Eustis Safety, Fire and Emergency Services, and Provost Marshal personnel will survey the installation for hazardous conditions and report all to the Engineer Emergency Damage Control Center, building 1407 and to the installation EOC. Not until the **all clear** has been approved by the Chief of Staff and announced by the installation EOC, may personnel safely move about outdoors, and recovery operations will begin. Rendering assistance to those injured will be first priority.

2. **MISSION.** Fort Eustis initiates recovery operations to assess damage and begin to restore the installation to normal operating conditions as soon as possible.

3. **EXECUTION.**

a. Concept of Operations.

(1) Responsibilities.

(a) Chief of Staff. Responsible for overall recovery operations.

(b) Garrison Commander.

1 Recommends when to initiate recovery operations.

2 Recommends what base operations will open upon initiation of recovery operations.

3 Recommends when day care and youth center activities will reopen.

(c) DPTMSEC.

1 Continue to operate the EOC until recovery is complete or as directed by the Garrison Commander or Chief of Staff.

2 Task Commanders, Chiefs of Staff and Tenant Activities and Area Coordinators to conduct a survey of damage to the installation cantonment area (first priority) and then to the training areas, ranges and other areas and facilities.

3 Provide Engineer Damage Control Center (EDCC) with a list of damaged facilities.

4 Reschedule training as required.

5 Provide photographer to DPW to document damage.

6 Provide a helicopter to assist with damage survey if required.

7 Advise Chief of Staff and Garrison Commander

of progress.

(d) DPW.

1 Establish Damage Control Center (DCC).

2 Evaluate damage and recommend to the Command Group the priority for repairs.

3 Report status to EOC.

4 Restore utilities infrastructure and services.

a Priority 1: Troop and family housing, heating plants, water pumping stations, medical activities, food storage areas.

b Priority 2: Command and Control activities and food service facilities.

c Priority 3: Remaining Areas.

d Clear other roads in the priority developed for snow removal.

e Firing range and training area access roads in priority set by DPTMSEC.

f Access to Recreation Service Activities in the priority specified by DPCA.

g Document damage. Coordinate with DPTMSEC for photographer and SJA for claims management.

h Coordinate thru the EOC for support from Commanders 8th Trans Bde and 7th Trans Group, and other Staff and Tenant activities as required.

i Keep EOC apprised of recovery progress.

(e) DPCA.

Provide recommendation to Garrison Commander regarding reopening child development centers, youth activities center and other DPCA facilities and activities.

(f) PMO.

1 Reopen roads and control traffic.

2 Coordinate with civilian authorities regarding road conditions and traffic control points.

3 Secure damaged critical facilities as required.

4 Report damaged utilities, building, etc located in the main cantonment area to EOC.

ANNEX S (RECOVERY OPERATIONS) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

(g) **DOIM**

1 Perform emergency repairs to communications facilities as prioritized by EOC.

2 Restore postal service.

(h) **PAO:** Keep military and civilian personnel informed of closings, delays and other critical events through coordination with local media.

(i) **SJA:**

1 Address and process claims.

2 Review all request to PAO or EOC from local city and county governments for services or support.

(j) **Major Subordinate Commands/Directorates and Chiefs of Staff and Tenant Activities:**

1 Conduct accountability assessment for all personnel.

2 Survey cantonment area (first priority) and

training or other areas for damage. Report damage to EOC.

3 Be prepared to draw radios from EOC as required.

4 Commanders, 8th Trans Brigade and 7th Trans Group, when directed by EOC, provide sufficient personnel for clean-up and recovery in support of DPW.

APPENDIXES:

1 - Engineer Damage Control Center

2 – Spill Response Plan

3 – Weather Damage Assessment Procedures

(EOC Not Activated)

4 – Damage Control Zone Map

5 – Storm Damage Inspection Report

APPENDIX 1 (ENGINEER DAMAGE CONTROL CENTER) TO ANNEX S (RECOVERY OPERATIONS)

1. During extensive recovery operations, an Engineer Damage Control Center (DCC) will be established for control purposes by the DPW in Building 1407.

2. During recovery operations, Fort Eustis is divided into 8 sub-areas. See Appendix 4 to this Annex. Upon execution of recovery operations, area commanders assume operational control of their respective areas and report extent of damage to the EOC. Major subordinate commanders who are assigned training area responsibilities will expeditiously inspect their training facilities and report damage to the EOC. The EOC will provide the EDCC with a list of damaged cantonment area and training areas and indicate priority of work.

3. EDCC will keep EOC informed of work status as long as EOC is in operation.

4. Coordinating Instructions.

a. Personnel Requirements for EDCC. DPW - three representatives.

b. Telephone numbers for EDCC upon activation will be **878-5225, 878-5226, and 878-54357**.

c. Procedures relating to control of on-post hazardous substance releases (including oil spills) will be IAW Fort Eustis Installation Spill Contingency Plan.

(1) Any individual observing a hazardous substance release should implement the Spill Response Plan located in Appendix 2. This plan was designed to reduce safety, health, and environmental risks associated with a hazardous substance spill. Actions outlined in this plan should only be taken if they can be performed safely.

(2) Additional emergency response procedures conducted by emergency response personnel will be IAW FE Installation Spill Contingency Plan.

APPENDIX 2 (SPILL RESPONSE PLAN) TO ANNEX S (RECOVERY OPERATIONS)

The goal of the spill response plan is to reduce safety, health, and environmental risks associated with a hazardous substance incident. If personnel are familiar with the spilled material and these actions can be performed safely, the following actions should be implemented:

SECURE AND EVACUATE THE AREA - Keep unauthorized persons out of the area.

REPORT THE SPILL - Notify the FEFDP immediately at 911. Provide any pertinent information, including:

- Substance spilled.
- Location of spill.
- Nature and extent of injuries.
- Extent to which spill traveled.
- Estimated amount spilled.
- Time spill occurred.

PROTECT YOURSELF - Extinguish smoking material and ignition sources. Identify the substance spilled and obtain appropriate personal protective equipment, such as:

- Protective Goggles.
- Protective Apron.

- Rubber Overboots.
- Compatible Rubber Gloves.
- Respirators.

STOP THE FLOW - Stop or slow flow of hazardous substance.

- Plug or patch punctured container(s).
- Upright overturned or tipped container(s).
- Close appropriate valve(s).

CONTAIN THE SPILL - The spilled substance should be contained within the immediate area. Prevent flow to drains, drainage ditches, sewer systems, etc.

Place non reactive absorbent material such as sand, earth, straw, vermiculite, absorbent pillows or booms on the spill.

Block the spill from entering storm drains or sewers by constructing a dike around all points of entry.

If the spill is on the ground, clean it up immediately by digging up the contaminated soil, placing it in proper containers, and disposing of it properly.

APPENDIX 3 (WEATHER DAMAGE ASSESSMENT PROCEDURES – EOC NOT ACTIVATED) TO ANNEX S (RECOVERY OPERATIONS)

1. Occasions will arise when Fort Eustis sustains weather related damage not requiring EOC activation. Under those circumstances, the following assessment procedures will be followed.

a. **DPTMSEC** will assess damage to ranges and training areas.

b. **PM** will assess damage to the main installation roads to include traffic signs/signal lights, downed trees, electrical lines, etc.

c. **All Fort Eustis commands and agencies** will report building/facility damage to **DPW** and any additional observed damage to the responsible organization as reflected above.

d. **DPW** will compile information received from miscellaneous sources for reporting to **DPTMSEC**.

c. **SAFETY** will conduct field Risk Assessments on Damage and Hazards during Recovery Operations.

2. Damages which constitute a safety hazard or which may cause further damage to property will be repaired immediately and will not need to be reported first.

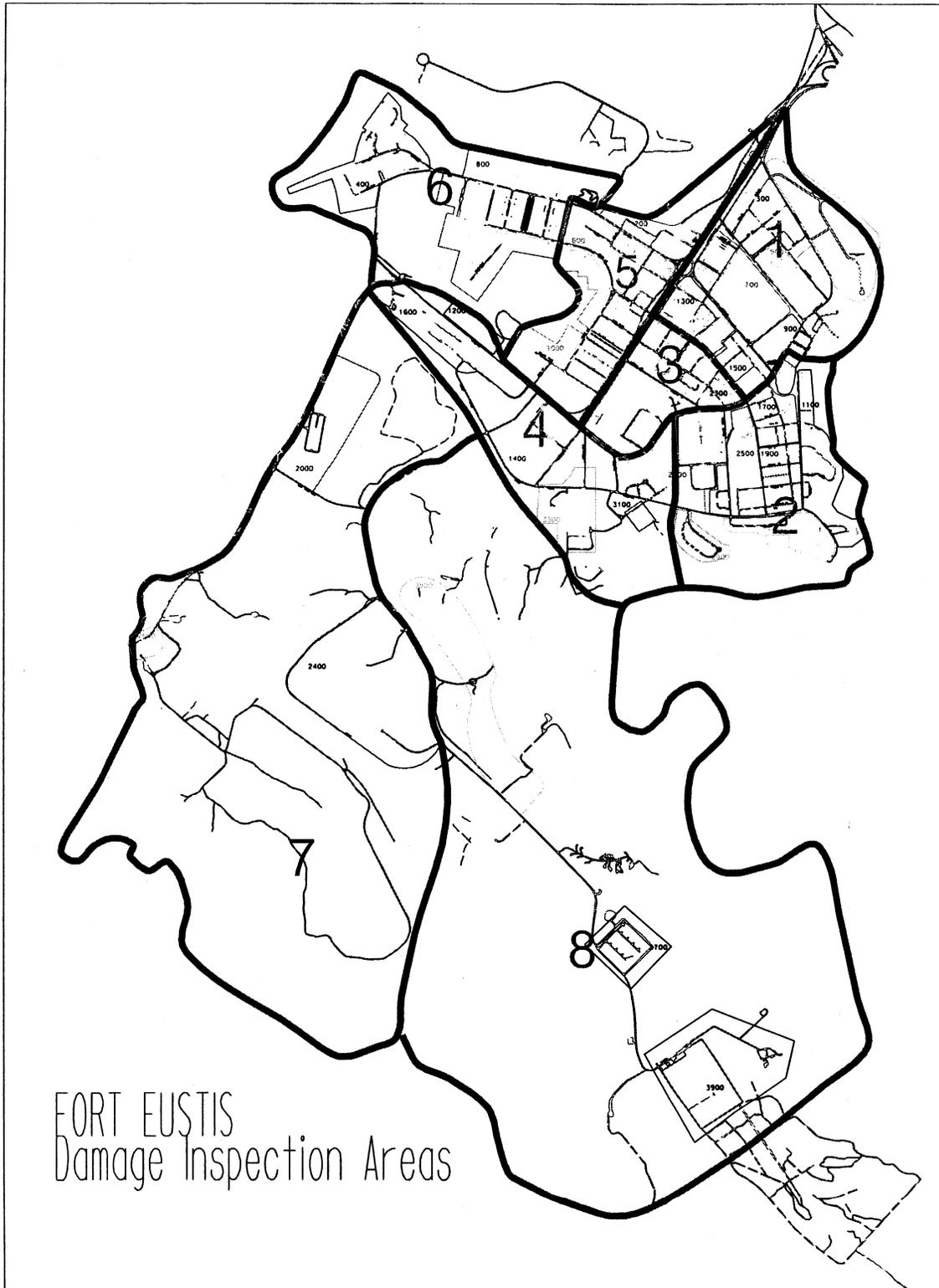
3. REPORTING PROCEDURES

a. Agencies listed above will determine if damage constitutes a safety hazard and then report assessed damage information to DPTMSEC EOC at 3847/3856.

b. After consultation with the DPW and the PM , the Director, DPTMSEC will recommend repair priorities to the Command Group.

c. Repairs affecting safety will always take precedence over all other repairs.

APPENDIX 4 (DAMAGE CONTROL ZONE MAP) TO ANNEX S (RECOVERY OPERATIONS)



APPENDIX 5 (STORM DAMAGE ASSESSMENT REPORTS) TO ANNEX S (RECOVERY OPERATIONS)

American Red Cross

PRELIMINARY DAMAGE ASSESSMENT WORKSHEET

Side A

City: _____ County: _____ State: _____

Chapter: _____ Date: _____ Time: _____

Description of Disaster (Type and status): _____

Geographic Area Affected: _____

Access to Area and Roads Closed: _____

Comments (Unique conditions, community needs, etc.): _____

Estimated Number of Dwelling Units Affected:		
	Major	Minor
Single Family Dwellings	_____	_____
Mobile Homes	_____	_____
Apartments	_____	_____
Total	_____	_____

Side A is to be completed by supervisors. Side B is to be completed by damage assessment teams.
 Supervisors: Complete one form for each community surveyed. Consolidate all damage figures in the Initial Incident Report and the Damage Assessment Summary Sheet (Form 4233).

American Red Cross Form 0579 (12-88)

APPENDIX 5 (STORM DAMAGE ASSESSMENT REPORTS) TO ANNEX S (RECOVERY OPERATIONS)

Windshield Verification Tally Sheet

Side B

Street Name: _____ City: _____ County: _____

Area Boundaries: North _____ South _____

East _____ West _____

	Single Family Dwellings	Mobile Homes	Apartments	Businesses	Totals
D E S T R O Y E D					
M A J O R					
M I N O R					

Tally example: **||||** = 5. One diagonal mark for every five dwellings, mobile homes, apartments, or businesses.

ANNEX T (CRITICAL PHONE NUMBER LISTING) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

CRITICAL PHONE NUMBER LISTING

ACTIVITY	TELEPHONE NUMBERS	POC	E-MAIL	HOME/PAGER
	EOC/EEC FAX PAX			

1. **Situation:** No change from the basic plan.

3. **Execution:** The following listing will be used to expedite actions required to execute the requirements of this plan/pam.

2. **Mission:** Provide a ready reference for critical phone numbers and other contact information.

CRITICAL PHONE NUMBER LISTING

ACTIVITY	TELEPHONE NUMBERS	POC	E-MAIL	HOME/PAGER
	EOC/EEC FAX PAX			

ACTIVITY	TELEPHONE NUMBERS	POC	E-MAIL	HOME/PAGER
	EOC/EEC FAX PAX			
INSTALLATION OPS DIV (EOC)	878-2387 878-3028 878-3856	878-2833 878-3513	54	Atzfpfo
Fire Chief	878-3470 878-2660 878-3854 878-3564 878-1008 878-1870	Secure FAX 878-2515		
2174 th GSU	878-1153 878-5607 878-2785	878-3428		
POST STAFF WEATHER	878-5300 878-3343	878-1496		
PMO	878-4555 878-4554 878-1451 878-4556	878-4558	55	
7 th TRANS GP	878-5383 878-5428 878-4850	878-4870	56	
8 th Trans Bde EOC	878-6515 878-6060 878-2662	878-6906	53	
EEC, Bldg 1102, Youth Activity Center	878-1149 878-4448	878-3989		
EEC Bldg 1034 RC Center	878-4064	878-		

ANNEX T (CRITICAL PHONE NUMBER LISTING) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

CRITICAL PHONE NUMBER LISTING

ACTIVITY	TELEPHONE NUMBERS			POC	E-MAIL	HOME/PAGER
	EOC/EEC	FAX	PAX			
EEC Bldg 705 Wyle Hall	878-6059	878-6906				
EEC Bldg 839 DTF	878-2039 878-1038	878-4900				
EEC Bldg 923 Chapel	878-1303	878-1445				
EEC Bldg 671 Old NCO/EM Club	878-4430	878-4396				
EEC Bldg 650 Gen Inst Bldg.	878-4569 878-5152	878-3454				
EEC Bldg. 601 ACS Building	878-3638	878-0919				
EEC Bldg. 925 Old Child Dev Center	878-5584 878-4087	878-3738				
EEC Bldg 926 New Child Dev Center	878-5978	878-5928				
EEC Bldg 643 Anderson Field House	878-4380	878-0107				
MTMC-DSC	878-8584 878-7571 878-8141 878-8416	878-7875				
SAFETY	878-3740 878-3741	878-0404				
DOIM	878-2293	878-4810	40			
ACS	878-3638	878-0919				
CPAC	878-5646 878-3637	878-4128	62			

ANNEX T (CRITICAL PHONE NUMBER LISTING) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

CRITICAL PHONE NUMBER LISTING

ACTIVITY	TELEPHONE NUMBERS			POC	E-MAIL	HOME/PAGER
	EOC/EEC	FAX	PAX			
VET SVCS	878-3207 878-2281	878-3650				
AG	878-2204 878-2180	878-2181	80			
DPC	878-2808 878-2025	878-2712				
CHAPLAIN	878-1304 878-1303	878-1445	73			
PX	887-0293 8873564	887-15724				
COMMISSARY	878-2073 8785608	878-23683				
FORT STORY EOC (Fire Station) BUNKER 401	9-422- 7813 9-422- 7702 9-422- 7111	9-422- 7737				
DENTAC	878-5854 878-5500	878-5180	86			
CID	878-4811 878-4812	878-0058	72			
RDOL	878-3803 878-0326 878-0327	878-0331	64			
MTMC-COC	878-8560 878-8141	878-8212 878-8990				
AATD	878-2208 878-1114	878-1323				
DPW	878-5226 878-4357 878-5225	878-4030	59			
PAO	878-4920 878-4921 878-4922	878-1502	46			
MEDDAC	314-7891 314-7892 314-7555	314-7712 314-7579	57			
DPCA	878-3102	878-2285	68			

ANNEX T (CRITICAL PHONE NUMBER LISTING) TO USATCFE SEVERE WEATHER/DISASTER PREPAREDNESS PLAN 600-2

CRITICAL PHONE NUMBER LISTING

ACTIVITY	TELEPHONE NUMBERS			POC	E-MAIL	HOME/PAGER
	EOC/EEC	FAX	PAX			
	878-3606					
RCSD, DPTMSEC	878-2155 878-2882	878-5073				
AVN DIV DPTMSEC	878-2138 878-3398	878-4143	58			
AM RED CROSS	838-7320 838-7321	838-7091				
USAALS	878-6957 878-6802	878-6966	66			
DRM	878-2324 878-3800	878-5589	69			
IG	878-5702 878-5737	878-4308	50			
NCOA	878-2080 878-3419	878-1369	79			
ATSC	878-2880 878-5708 878-3881	878-2674	20			
RED CROSS Fort Eustis	878-3339	878-4259				
SJA	878-2205 878-5286	878-5289	67			
ECS # 93	878-2070 878-3955	878-5468				