



DEPARTMENT OF THE NAVY
NAVAL DIVING AND SALVAGE TRAINING CENTER
350 SOUTH CRAG RD.
PANAMA CITY, FLORIDA 32407-7016

ORIGINAL

NAVDIVESALVTRACENINST 3140.1F
OSH
8 APR 2005

NAVDIVESALVTRACEN INSTRUCTION 3140.1F

Subj: DESTRUCTIVE WEATHER PREPARATION AND CONDITIONS OF WARNING

Ref: (a) OPNAVINST 3140.24F
(b) CNRSEINST 3140.1G
(c) NSAPCINST 3140.1A
(d) OPNAVINST 3440.16C

Encl: (1) Tornado Bill
(2) Waterspout Bill
(3) Summary of Weather Conditions
(4) Check-off List for Tropical Cyclone Conditions of Readiness (COR) I thru V, NAVDIVESALVTRACEN 3140/1 (Rev. 4-99)
(5) Hurricane Tracking Chart
(6) Natural Disaster Preparedness Plan for NAVDIVESALVTRACEN Craft (HELD IN SAFETY/ADMIN)
(7) Preparedness Information Checklist
(8) Hurricane Locker Inventory, NAVDIVESALVTRACEN 3140/2 (Rev. 4-99),
(9) Plan Evacuation
(10) Student/Staff Hurricane Brief Sheet/Handout
(11) Evacuation Summary Report, NAVDIVESALVTRACEN 3140/2 (Rev. 4-99),
(12) Disaster Preparedness
(13) Proposed Revision of Hurricane Mooring Plan for YDT's
(14) NAVDIVESALVTRACEN Air Raid Defense Bill
(15) NAVDIVESALVTRACEN Radiological Defense Bill
(16) NAVDIVESALVTRACEN Chemical Defense Bill
(17) NAVDIVESALVTRACEN Biological Defense Bill
(18) NAVDIVESALVTRACEN Communications Bill
(19) NAVDIVESALVTRACEN Emergency Diving Bill

1. Purpose. As required by references (a) through (d), this instruction establishes conditions of readiness (COR) and delineates procedures to prepare NAVDIVESALVTRACEN for all conditions of destructive weather to minimize damage to craft, facilities, and personnel.

2. Cancellation. NAVDIVESALVTRACENINST 3140.1E and NAVDIVESALVTRACENINST 3440.2B.

3. Discussion. Storms are a potential threat to naval ships, small craft, piers, and installations. Adequate and timely warnings, coupled with prompt and effective action by all NAVDIVESALVTRACEN personnel will minimize loss and damage from destructive weather. Being located on the Gulf Coast, the Training Center is subject to frequent and often devastating storm conditions. The official hurricane season runs from 1 June to 30 November annually. Preparations should be carried out by all personnel well in advance of the beginning of the hurricane season.

4. Storm Notices. The Naval Oceanography Command Detachment, Pensacola, Florida, prepares and issues an appropriately designated wind warning whenever winds dictating small craft warning or higher are forecast for the local area. Enclosure (1) lists the precautions and procedures to follow when conditions favor the development of tornado activity. Enclosure (2) states the precautions and procedures to follow when conditions favor the development of waterspouts. Enclosure (3) lists typical storm conditions for this geographical area and recommended actions to be taken.

5. Tropical Cyclone Condition of Readiness. Five tropical cyclone conditions of readiness are used to advise personnel of hurricane threats. The condition of readiness is based on the location, movement and velocity of the storm center. The condition of readiness (COR) must not be confused with the National Weather Service Category of storms. TROPICAL CYCLONE CONDITIONS OF READINESS DO NOT ADVISE ON THE INTENSITY OF THE STORM.

a. TROPICAL CYCLONE CONDITION OF READINESS V. A hurricane readiness status consistent with sound precautionary measures effective 1 June through 30 November.

b. TROPICAL CYCLONE CONDITION OF READINESS IV. A hurricane has become a threat to the NAVDIVESALVTRACEN area. Surface winds in excess of 50 knots could arrive within 72 hours.

c. TROPICAL CYCLONE CONDITION OF READINESS III. Surface winds in excess of 50 knots could arrive within 48 hours.

d. TROPICAL CYCLONE CONDITION OF READINESS II. Surface winds in excess of 50 knots could arrive within 24 hours.

e. TROPICAL CYCLONE CONDITION OF READINESS I. Surface winds in excess of 50 knots could arrive within 12 hours.

6. Preliminary Measures Prior to Hurricane Season (not later than 14 May)

a. The Craft Officer will ensure that pertinent personnel are familiar with their assigned duties.

b. The Craft Officer will ensure that sufficient wire, line, assorted shackles, straps, battle lanterns and damage control equipment are available on all craft and that the boat shop, electric shop, etc., are able to furnish extra equipment to small craft and ships if needed.

c. The Craft Officer will be responsible to see that their craft or area has sufficient mooring lines, anchors, fenders or other equipment necessary for securing their craft or area for hurricanes.

d. The Disaster Preparedness Officer will review this instruction and ensure overall command compliance.

e. Hurricane drills will be conducted at least once a year.

f. Military personnel will, when on leave or liberty in the Panama City area, keep themselves informed of the Tropical Cyclone Readiness Condition (COR) set at NSA, Panama City.

7. Condition of Readiness (COR)/Corresponding Procedures

a. Seasonal Tropical Storm/TROPICAL CYCLONE CONDITION OF READINESS V. A normal condition of alertness consistent with sound precautionary measures to be exercised during the annual tropical storm/hurricane season, which is from 1 June to 30 November. Small area storms with destructive winds can accompany the phenomena. NSA-PC departments and Station activities shall make attainment reports for Tropical Cyclone COR IV, III, II, and I to the EM at telephone number 235-5882 or 234-4150 or the EOC at 235-5005/6/7.

b. Major Cyclonic Storm/TROPICAL CYCLONE CONDITION OF READINESS IV. When a path of a hurricane has been fairly well established and its trend indicates a possible threat of destructive winds of force to areas within 72 hours.

(1) Disaster Preparedness Officer will maintain communications with Operations Control Center, Building 110, in order to attain a continuous update of the storm's status.

(2) Department Heads/Division Officers will inspect buildings and all applicable areas for proper stowage and hurricane readiness utilizing enclosure (4).

(3) Craftmasters will make hurricane readiness reports to the Craft Officer.

(4) Continue general operations.

(5) Command Duty Officer make reports to Command Disaster Preparedness Officer, Chain of Command, and NSA, Panama City Quarterdeck that TROPICAL CYCLONE CONDITIONS OF READINESS IV is set. Update status board as required.

c. TROPICAL CYCLONE CONDITION OF READINESS III. When the hurricane/tropical storm continues to advance and the path of the storm has assumed a definite pattern that threatens with winds of hurricane force within 48 hours:

(1) Set modified general conditions.

(2) Disaster Preparedness Officer continue to maintain communication via radio with Building 110 and Command Duty Officer continue tracking the storm and update status board utilizing enclosure (5).

(3) Remove all student/staff bicycles.

(4) Top off fuel level in all command vehicles.

(5) Department Heads/Division Officers identify needs and organize working parties to assist in command readiness preparations.

(6) Test emergency diesel generator.

(7) Top off emergency diesel generator fuel oil tank.

(8) Curtail extended absence of personnel assigned to craft and others whose skills may be required.

(9) Provide working parties (as necessary).

(10) Sandbags filled and provided as required.

(11) Police the pier.

(12) Schedule support requirements with Public Works Transportation.

(13) Move all small boats (Boston Whalers, Zodiacs, etc.) to safe area.

(14) Craftmasters will be responsible for ensuring the following precautions are taken:

(a) Top off all craft with fresh water. Break out, fuel up and test all emergency pumping equipment.

(b) Lash down all loose equipment and maintain maximum watertight integrity on each craft.

(c) Move YDT's and SLWT to hurricane moorage per enclosure (6) at Commanding Officer's discretion. Staff briefed by Disaster Preparedness Officer and issued a Disaster Preparedness Information Checklist enclosure (7). Students will be briefed by the Training Department.

(15) Complete student recall list. Identify staff and students that will require transportation to local shelter if necessary.

(16) All staff briefed by Disaster Preparedness Officer and issued a Disaster Preparedness Information Checklist enclosure (7). Students will be briefed by the Training Department.

(17) Notify stay behind crew, Executive Officer, Commanding Officer and Disaster Preparedness Officer.

(18) Secure diving operations as directed by the Commanding Officer.

(19) Command Duty Officer will report to Emergency Operations Center (EOC) that, "TROPICAL CYCLONE CONDITION OF READINESS III is set."

d. TROPICAL CYCLONE CONDITION OF READINESS II. When the track of the storm has been definitely established and winds of hurricane force can be expected to strike within 24 hours:

(1) General recall of all personnel on leave or liberty in the general area.

(2) Deployed craft (if applicable). The following steps will be taken to provide for maximum safety of personnel and craft:

(a) Secure diving operations

(b) Craft will return to port

(3) NAVDIVESALVTRACEN Training Officer will turn over to the On Site Disaster Preparedness Officer who will be assisted by the CDO assume responsibility and act as the principle advisor to the Commanding Officer in all matters of disaster preparedness, destructive weather preparations and relevant operations.

(4) Facilities Division reports all buildings boarded up as required to Command Disaster Preparedness Officer.

(5) When the Craft Officer orders all boats to hurricane moorage (coordinate with NSA, Panama City - 24 hours) the following steps will be taken:

(a) Each Craftmaster will move and secure their craft in the assigned hurricane moorage per enclosure (6).

(b) Lines to the pier will be doubled.

(c) In heavy winds (30 knots or more) and unusually high tide conditions, place bow and stern anchors out in the bayou.

(d) Man the Ready Boat to move dead craft and remove personnel from anchored craft.

(e) Any loose equipment or miscellaneous items aboard each craft will be moved inside and/or lashed down.

(f) All hatches will be secured and all measures taken to ensure maximum watertight integrity.

(g) Move inside and/or tie down all loose equipment or miscellaneous items in the deck area of in the vicinity of NAVDIVESALVTRACEN.

(6) The CDO will report to NSA Emergency Operations Center (EOC) when TROPICAL CYCLONE CONDITION OF READINESS II has been set and will maintain communication with the On-Site Disaster Preparedness Officer.

e. TROPICAL CYCLONE CONDITION OF READINESS I

(1) Individuals designated as stay behind crew will be required to standby within NAVDIVESALVTRACEN for emergency boat crew duty.

(2) Remaining personnel will take stations as ordered by the On-Site Disaster Preparedness Officer.

(3) Move all vehicles to west (Thomas Drive) side of Building 350.

(4) Secure all non-vital electrical circuits (i.e., Pierside Support, Hotel station, BBAT tower, pier and training pool lights, etc.).

The On-Site Disaster Preparedness office will be the Quarterdeck used as Command Control. Emergency communications will be Hand held radio's and the UHF NET/VHF located on the Quarterdeck.

8. Action.

a. The Commanding Officer will use all available weather information to avoid or minimize loss and damage by destructive weather phenomena; ensure the proper safeguard of personnel and government property and direct precautionary measures when destructive weather warnings are received; and make cooperative arrangements with NSA, Panama City and local civilian agencies to prepare for destructive weather where practicable.

b. The Executive Officer will oversee local facilities and craft preparation in the threat of destructive weather.

c. The Craft Officer will prepare all craft, pier and pierside facilities and remove all boats from the water when directed by the Executive Officer.

d. The Facilities Division will make all preparations in the facilities when directed by the Executive Officer.

e. The Command Duty Officer/On-Site Disaster Preparedness Officer will constantly monitor the Navy and National Weather Service Bulletins and keep the Commanding Officer constantly appraised of changing weather conditions. The Command Duty Officer will further carry out any other measures deemed necessary by the Commanding Officer, Executive Officer or in their absence, by himself for the safety of life and property.

f. The Disaster Preparedness Officer will schedule General Military Training on Hurricane Preparedness prior to 1 June annually. He will also provide the Supply Office with an approved list of the Hurricane Preparedness Locker contents as listed in enclosure (8). When destructive weather warnings are received, the Disaster Preparedness Officer will assist the Command Duty Officer in performance of his duties.

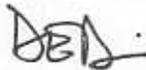
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g. The Facilities Division will maintain custody of the command hurricane kit. Contents of the hurricane kit shall be stowed under lock and key. The Facilities Division will inventory the contents of the kit and restock shelf life items annually in the month of May and report all findings to the Disaster Preparedness Officer.

9. NAVDIVESALVTRACEN Personnel and Dependent Evacuation Plan. Evacuation procedures will be instituted no later than the setting of TROPICAL CYCLONE CONDITION OF READINESS II, and if the order to evacuate is issued by Commanding Officer, NSA, Panama City per reference (d). Personnel attached to NSA-PC are authorized evacuation within 300 NM of Panama City, to include the Atlanta area. Personnel from other activities aboard NSA-PC, should make sure they know, and follow, their leadership's guidance prior to evacuation. Staff and students will be provided copies of enclosures (9) and (11) prior to evacuating. All staff and students are required to initially go to muster at NDSTC. All students and staff personnel who reside in the BEQ will be provided government transportation if required. All students will be mustered by class and distributed throughout the local Panama City Shelters starting with Northside Elementary School 850-872-4760 and Bozeman Learning Center 850-265-9887 to assist with the needy a Petty Officer in-Charge will be assigned. Staging for transportation will be in the BEQ parking lot.

10. Recovery. All Students evacuated to shelters will be notified to return to NDSTC by the shelter petty officer in charge via the CDO. All Staff must report to NDSTC when the curfew is lifted and reports of the base being safe for entry have been attained. This information will be broadcast over local television and radio stations and by calling the NDSTC quarterdeck.

11. Forms. NAVDIVESALVTRACEN 3140/1 (Rev. 4-99) enclosure (4) and NAVDIVESALVTRACEN 3140/2 (Rev. 4-99) enclosure (8) will be stocked by the Disaster Preparedness Officer.



D. E. DAVIS

TORNADO BILL

1. Discussion. Tornadoes are the most destructive weather phenomena known to man. Although major advancements have been made in identifying conditions that foster development of these phenomena, such as weather satellites and improved radar systems, observations by qualified individuals are still the primary means by which tornadic events are identified.

2. Purpose. The purpose of this bill is to foster respect (not a passive attitude towards these phenomena), provide guidance as to which precautions and actions should be taken, and to issue notification procedures that will be used to alert personnel to the threat or actual occurrence of tornadic activity. The dissemination procedures and precautionary actions listed below have been developed to minimize injury to personnel and to provide a system which will reduce potential for false alarms that could eventually result in a passive response to an actual treat.

3. Procedures. The following procedures will be used when dealing with tornado threats:

a. Tornado Condition II

(1) Criteria. Present or forecasted conditions favor development of tornado activity within 25 nautical miles during the time specified.

(2) Action. Departments will notify key personnel at the divisional level. Consideration should be given to securing unnecessary work or activity in exposed locations. All hands should review tornado warning signals. If possible, tune in to the local radio/TV for up-to-minute warnings.

b. Tornado Condition I

(1) Criteria. A tornado or funnel cloud has been sighted within 25 nautical miles and conditions indicate that the potential for a tornadic event is highly probable.

(2) Action. All outside work or activity will be secured. Those personnel residing in trailers should seek shelter elsewhere. All personnel should review their current location and identify what action they will need to take. Personnel shall maintain such state of readiness until Tornado Condition II is reset or an "All Clear" is reported.

c. Tornado Alert

(1) Criteria. A tornado or funnel cloud has been sighted and available data confirms that the tornado system will affect the station.

(2) Action. All personnel will seek shelter. Personnel inside buildings should seek shelter in hallways, under desks, or in other protected areas. UNDER NO CIRCUMSTANCES SHOULD PERSONNEL ATTEMPT TO OPEN DOORS AND WINDOWS AS THE TORNADO APPROACHES. Personnel in exposed areas who cannot reach shelter should lie face down in a ditch, culvert, or on the lowest ground available and cover their heads with their arms. Personnel operating a motor vehicle, when possible, should drive away at a right angle to the tornado's path. If avoidance by vehicle is not possible, personnel should pull off the road and seek shelter where practicable. Personnel shall maintain such state of readiness until the signal for Tornado Condition I or an "All Clear" is indicated.

d. All Clear

(1) Criteria. Conditions indicate that there is no longer a threat of tornadic activity or criteria for Tornado Conditions.

(2) Dissemination. There is no signal for "All Clear." The word will be passed verbally, by telephone or by other means.

(3) Action. Personnel will report injuries and property damage to the CDO/OOD, as appropriate and render assistance to injured personnel and emergency teams as needed.

WATERSPOUT BILL

1. Discussion. Two types of waterspouts are common to the local area.

a. Local type. Originate from convective clouds of moderate vertical extent, which form a line or small clusters. Their existence is very sensitive to wind and temperature; surface winds of 20 knots or greater, or a cooling of the atmosphere caused by precipitation will dissipate them. Additionally, when they come ashore, the friction induced by the land rapidly dissipates them. The biggest threat posed by these waterspouts is to small craft, recreational boating, and their support facilities such as harbor operations and marinas. Winds near these spouts are in the 20 knot range.

b. Tornado Type. Originate from severe convective cells associated with a cold front, squall line, or large convective cluster. Whenever conditions for tornado development are present over coastal areas, potential for their development is very high. They have a relatively short life span and usually stay over water. However, when one does come ashore, the initial intensity would be sufficient to cause property damage and injure personnel.

2. Procedures for Notification of Waterspout Advisories. Communications will notify the CDO who will notify any craft underway. Air Operations, Port Operations, and the NSA, Panama City Marina are to take precautionary actions similar to those taken when small craft warnings are issued.

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SUMMARY OF WEATHER CONDITIONS

<u>CONDITION</u>	<u>TIME</u>	<u>WIND SPEED</u>
Gale Condition IV	within 72 hours	37-47 knots
Gale Condition III	within 48 hours	37-47 knots
Gale Condition II	within 24 hours	37-47 knots
Gale Condition I	within 12 hours	37-47 knots

Remarks: Issued for coastal waterways. In some cases, tidal flooding of low areas may occur.

Recommended action: Recall all deployed craft prior to Condition I.

Storm Condition IV	within 72 hours	48+ knots
Storm Condition III	within 48 hours	48+ knots
Storm Condition II	within 24 hours	48+ knots
Storm Condition I	within 12 hours	48+ knots

Remarks: Issued for maritime and land areas to permit timely action to secure equipment.

Recommended action: Recall all deployed craft prior to Condition I. Secure craft from high winds and surge. Secure grounds area.

Trop Storm Condition IV	within 72 hours	sustained winds
Trop Storm Condition III	within 48 hours	48-63 knots forecasted
Trop Storm Condition II	within 24 hours	
Trop Storm Condition I	within 12 hours	

Remarks: Hurricanes and tropical storms are low pressure systems that originate in the tropics. These systems have a well deserved reputation for their unpredictability and damaging winds. Tornados, flooding, and storm surge are the more severe aspects of these systems.

Recommended actions: Recall all deployed craft prior to Condition I. Secure craft from high winds and surge. Secure grounds area.

<u>CONDITION</u>	<u>TIME</u>	<u>WIND SPEED</u>
Tropical Cyclone Cond of Readiness IV	within 72 hours	sustained winds
Tropical Cyclone Cond of Readiness III	within 48 hours	of 50 kts
Tropical Cyclone Cond of Readiness II	within 24 hours	forecasted
Tropical Cyclone Cond of Readiness I	within 12 hours	

Enclosure (3)

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Required action: Set readiness conditions as required.

High Wind Cond II-IV	within 12 hours	22-47 knots
High Wind Cond I	within 1 hour	22-47 knots

Remarks: Issued for land areas to permit action to secure equipment such as workstands, aircraft, or construction material.

Required action: None required.

Waterspout Advisory	imminent	20+ knots
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Remarks: Seasonal in nature, this phenomena may cause damage to small craft and disrupt harbor operations.

Small Craft Warning	within 1 hour	15-30 knots
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Remarks: Issued to support harbor operations.

Required action: Recall small craft (less than 50' length).

Thunderstorm Cond II	within 6 hours	as stated in text
Thunderstorm Cond I w/lightning	less than 1 hour	of warning

Remarks: Set when forecast calls for thunderstorms to be present within the time specified.

Required action: No action required. Secure Dive OPs if storm is in the immediate area.

<u>CONDITION</u>	<u>TIME</u>	<u>WIND SPEED</u>
Tornado Cond II	as specified	100-250 knots
Tornado Cond I	less than 1 hour	

Remarks: Conditions favor development of tornadoes. A tornado has been sighted within 25 nautical miles and indicates substantial increased threat to the local area.

Required action: Secure grounds area.

Tornado alert	imminent
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Remarks: Tornado will affect center.

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Required action: Personnel move to shelter.

Freeze Warning as stated in text of warning

Remarks: Temperature forecast to be less than 32 degrees Fahrenheit for at least 8 hours or less than 26 degrees.

Recommended action: Department heads protect exposed equipment as required.

Enclosure (4)

NAVDIVESALVTRACEN CHECK-OFF LIST FOR TROPICAL CYCLONE CONDITIONS OF READINESS
(COR) I-VA

1. ITEMS TO BE COMPLETED UNDER CONDITION V

Naval Diving and Salvage Training Center remains at normal operating conditions and at normal condition alertness consistent with the dictates of sound precautionary measures to be exercised during the annual tropical storm/hurricane season.

- | | | | |
|----------------|-------|-------------|-------|
| a. CMAA/Safety | _____ | e. Training | _____ |
| b. Engineering | _____ | f. Craft | _____ |
| c. Supply | _____ | g. Medical | _____ |
| d. CISO | _____ | h. Admin | _____ |

2. ITEMS TO BE COMPLETED UNDER CONDITION OF IV

a. CMAA

(1) Maintain communications with Emergency Control Center (EOC), Building 110, 3rd deck, in order to attain a continuous update of storm's status.

(2) CDO tracks storm and updates status board.

(3) Inspect buildings and all applicable areas for proper stowage and hurricane readiness.

(4) Continue general operations.

b. Department Heads/Division Officers inspect buildings and applicable areas for proper stowage and hurricane readiness.

- | | | | |
|--------------|-------|-------------|-------|
| (1) ENG | _____ | (5) Craft | _____ |
| (2) Supply | _____ | (6) Medical | _____ |
| (3) CISO | _____ | (7) Admin | _____ |
| (4) Training | _____ | | |

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c. Command Duty Officer report to NSA, Panama City Quarterdeck that condition IV is set.

3. ITEMS TO BE COMPLETED UNDER THE CONDITION III

a. Naval Diving and Salvage Training Center set modified general operations.

b. CMAA/Safety

- (1) Maintain communications via radio with Building 110.
- (2) Track storm on and update status board.
- (3) Remove all student/staff bicycles.
- (4) Top off fuel level in all command vehicles.

c. Engineering

(1) Start boarding up all buildings/windows on outside as necessary.
(3 hours-15 students)

- (2) Test Emergency Diesel Generator.
- (3) Secure installed sprinkling system (grounds).
- (4) Top off emergency diesel generator fuel tank.

d. Training

(1) Provide working parties (as necessary).

(2) Class proctors brief students on NAVDIVESALVTRACENINST 3140.1 and provide copies of enclosures (9) and (10). Provide On-Site Disaster Preparedness Officer with total number of students requiring evacuation transportation. Identify single point of contact for NDSTC personnel. (NDSTC Rep will liaison with the on-site Navy Military Support Officer).

(3) Training Team supply 25 students to supplement NSA, Panama City emergency team and print out class roster for additional working parties.

(4) Scrub and rinse wetpots #1-3. Open tanks #1-3, fill with fresh water (4 hours-20 students).

(5) Fill sandbags and provide as needed (3 hours-20 students).

(6) Police the pier. (2 hours-20 students)

e. Craft

(1) Schedule support requirements with PWC, NSA, Panama City transportation, crane services, boat lifts, fork lifts, etc.

(2) Top off all fresh water tanks, test all emergency equipment, lash down all loose equipment, ensure watertight integrity.

(3) Move all small boats out of the water.

(4) Move YDT's to hurricane moorage per enclosure (6) at CO's discretion. (2 hours utilizing Craft Department)

f. All staff briefed by Disaster Preparedness Officer. Students will be briefed by the Training Department. Members may obtain a copy of enclosure (9).

g. Department Heads provide a list of personnel for the following positions who will volunteer to stay behind after evacuation:

On-site Officer - CDO
Disaster Preparedness On-site Officer - Safety
Electrician (diesel generator operator)
CMAA
Craftmaster

Lists will be submitted to the Executive Officer who will make the final decision as to which of the personnel will be assigned as the "stay behind" crew. Personnel notified

h. Secure Diving Operations as directed by the Commanding Officer.

i. Disaster Preparedness Officer report to NSA, Panama City Emergency Operations Center (EOC) that condition III is set.

4. ITEMS TO BE COMPLETED UNDER THE CONDITION II

a. Secure all diving operations. Direct all underway craft to return to port.

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- b. Facilities Division report all buildings boarded up.
- c. On-site Disaster Preparedness Officer takes control of all operations.
- d. Implement evacuation procedures per NSA Panama City 3140.2 if ordered by CO, NSA, Panama City.
- e. On-site Disaster Preparedness Officer reports to NSA, Panama City Emergency Operations Center (EOC) that condition II is set.

5. ITEMS TO BE COMPLETED UNDER THE CONDITION I

- a. On-site Disaster Preparedness Officer establish emergency communications using the UHF NET/VHF located in the Master-At-Arms office.
- b. Move all vehicles inside buildings. If space not available, move to west side (Thomas Drive) of Building 350.
- c. Secure all non-vital electrical circuits (i.e. pierside/hotel stations/BBAT tower/training pool lights, etc.).
- d. On-site Disaster Preparedness Officer reports to NSA, Panama City Emergency Operations Center (EOC) that Condition I is set.

HURRICANE TRACKING CHART

										STORM NAME
										ADVISORY NUMBER
										ZULU DATE
										TIME (ZULU)
										LATITUDE ° (N)
										LONGITUDE ° (W)
										MILES
										FROM
										MAXIMUM WIND (KTS)
										FORWARD SPEED (KTS)
										DIRECTION
										ADVANCE FORECAST

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NATURAL DISASTER PREPAREDNESS PLAN FOR NAVDIVESALVTRACEN CRAFT

1. YDT 17/18. To improve the safety of the YDT's, during a hurricane, the bayou between the NAVDIVESALVTRACEN pier and the NSA, Panama City pier will be used to moor the YDT 17/18. one YDT will be moored port side to the NSA, Panama City pier with the other YDT moored starboard side to the NAVDIVESALVTRACEN pier. Two spring lines will be run from one craft to the other allowing the craft to be pulled away from the pier a sufficient distance enough to keep them from contacting it during periods of high wind. (See diagram on page 2.)

2. Small Craft. To improve the security of the small workboats during the periods of high tides and high winds, each small craft will be retrieved from the water and stored in the craft building.

PREPAREDNESS INFORMATION CHECKLIST

NAVDIVESALVTRACEN and Panama City are located in a primary hurricane danger zone. Plans have been made to protect life and property when hurricane force winds and abnormal high tides are forecast to arrive in this area. The hurricane season for the state of Florida is normally the period 1 June to 30 November.

In the event a mass evacuation of the area is declared by local commanders and civil defense authorities, local shelters, are the only designated evacuation shelter for the military personnel in this area. Preparations made well in advance of the hurricane season and a personal checklist will go a long way in alleviating apprehension and uncertainty in the event a hurricane materializes.

1. Tropical Cyclone Conditions of Readiness. Five readiness conditions are used to advise personnel of the hurricane threat. Conditions of readiness (COR) are based on the location and movement velocity of the storm center. Readiness conditions must not be confused with the National Weather Service category of the storm. CONDITIONS OF READINESS (COR) DO NOT ADVISE ON THE INTENSITY OF THE STORM.

a. Tropical Cyclone Readiness Condition V: A hurricane readiness status consistent with sound precautionary measures effective 1 June through 30 November.

b. Tropical Cyclone Readiness Condition IV: A hurricane has become a threat to the Panama City area. Surface winds in excess of 50 knots could arrive within 72 hours.

c. Tropical Cyclone Readiness Condition III: Surface winds in excess of 50 knots could arrive within 48 hours. At this time a decision to evacuate will be considered by the local commanders.

d. Tropical Cyclone Readiness Condition II: Surface winds in excess of 50 knots could arrive within 24 hours.

e. Tropical Cyclone Readiness Condition I: Surface winds in excess of 50 knots could arrive within 12 hours.

2. Preparation for the Hurricane Season. The most important thing you and your family must do is to be prepared. Ask yourself the following questions and if you can answer yes to all of the questions then you and your family are well prepared to survive.

- a. Do you know where to evacuate?
- b. If your spouse cannot drive, does he or she have a neighbor or friend to help in the event of an evacuation?
- c. Do you have a complete hurricane kit?
- d. Do you know what to do in a hurricane watch?
- e. Do you know what to do in a hurricane warning?

3. Riding out the Storm. If a storm is a low category or the threat to NAVDIVESALVTRACEN is minimal, it is likely that the Commanding Officer will decide not to evacuate. In such cases, dependents may remain in their homes to weather out the storm. Whether the decision is made to ride out the storm at home or totally evacuate the area, certain preparatory actions must be taken by everyone. Radio and television bulletins are given far in advance of the storm. Initial preparations to secure your home should begin as soon as COR 4 is announced. Use the following checklists as a guide to assist you in your preparations for you and your family's safety and security and the safety of your home and valuables.

4. Hurricane Kit Checklist. The following items will be included:

First Aid Kit,
Flashlight w/spare batteries,
Portable radio and spare batteries,
Candles,
Matches,
Non-breakable drinking and eating utensils,
Books, games, cards,
Can opener,
Water container(s),
Baby articles, i.e., lotions, powder, diapers, etc.,
Sterno fuel,
Canned or dried foods,
Toilet and personal bedding articles,
Road map,
Tools (basic tool kit),
Special medicines or prescription drugs, baby formulas, etc., and a jug of frozen water or ice and ice chest for preserving milk and perishables.
Waterproof container for important papers/phone numbers (i.e. home insurance/auto insurance, wills and valuables).

5. Hurricane Watch Checklist. These actions will be taken when a hurricane watch is issued:

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a. Monitor local radios and television stations at all times. If power fails, use portable radios.

b. Keep automobile fully fueled.

c. Check your supply of batteries and candles in your hurricane kit.

(If you have waited this long to obtain batteries or candles, it may be too late. Also, now is not the time to put together your hurricane kit.)

d. Check your stock of food, which may be eaten without cooking.

e. Secure all loose items such as garbage cans, swing sets, toys, dog houses, lawn furniture, sprinklers or anything that may become a deadly flying object.

f. If you live in a mobile home, ensure the tie downs are secure and plan your evacuation to a more suitable structure.

g. Plan your evacuation if it becomes necessary.

6. Hurricane Warning Checklist. These actions will be taken when a hurricane warning (24 hours) is issued:

a. Open the windows a crack on down-wind side of your home to equalize air pressure and help prevent damage. Additionally, large windows and glass patio doors should be taped or covered with plywood to protect from missile hazards.

b. Fill suitable containers with drinking water (jugs, thermos, used plastic milk containers, and large pots and pans that can be covered). Fresh water may not be available for an extended period of time after the hurricane.

c. Fill bathtub(s) with water for sanitation purposes.

d. Close venetian blinds and drapes to help stop flying glass.

e. Prepare yourself for evacuation (ready to load the car).

f. Keep children close to the house, or better yet, in the house.

7. Hurricane Evacuation Checklist

a. Is the car full of gas?

b. Is the hurricane kit in the car?

- c. Is your evacuation route planned out? Is there an alternate route?
- d. Do you have necessary cash or credit cards to defray the costs of evacuation?
- e. Did you secure your home? All loose items secured, doors locked, all electrical appliances unplugged, TV antenna disconnected, electrical power secured at the circuit breakers?
- f. Do you have ample supply of special items, prescription drugs, baby formulas, toiletries, special medicines, etc.?
- g. Did you pack sleeping bags, pillows and blankets, and extra clothing?
- h. Did you leave enough food and water for your pets? Most evacuation centers will not allow pets. Pets care should be pre-arranged prior to evacuation.

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HURRICANE LOCKER CONTENTS/INVENTORY

<u>ITEMS</u> <u>BOARD</u>	<u>NSN</u> <u>INT</u>	<u>QTY/UI</u>	<u>ON</u>
SCREW, ANCHOR (MOBILE HOME)	COMMERCIAL PURCHASE	30 EA	YES/NO
COTS FOLDING	1H 209-00-369-4567	20 EA	YES/NO
BAND-IT KIT, 1"	9Q 3540-00-565-6243	1 EA	YES/NO
GLOVES, LEATHER	9D 8415-00-268-7870	20 PR	YES/NO
CUPS PLASTIC	9Q 7250-00-082-5741	1 BX	YES/NO
LOUD HAILER	9Y 5830-00-164-7335	2 EA	YES/NO
BATTERIES, D CELL	9G 6135-00-835-7210	3 EA	YES/NO
FLASHLIGHTS	9Q 6230-00-270-5418	10 EA	YES/NO
TAPE	91 5640-00-103-2254	10 RO	YES/NO
CONNECTOR, FEMALE	9N 5935-01-012-3066	6 EA	YES/NO
CONNECTOR, MALE	9N 5935-01-005=3579	6 EA	YES/NO
SHOVEL	9Q 5120-11-188-8450	6 EA	YES/NO
SHEETING, CLEAR PLASTIC	9Q 8135-00-579-6487	2 RO	YES/NO
CONTAINER, WATER, 5 GAL	9Q 7330-00-893-8550	5 EA	YES/NO
PLYWOOD, 4X8 SHEET, 3/8"	9C 5530-00-129-7749	20 SH	YES/NO
LUMBER, 4X4X8 FT	LOCAL, PRESS TREAT	45 EA	YES/NO
LUMBER, 2X4X8 FT	LOCAL, PRESS TREAT	35 EA	YES/NO
WEDGES, WOODEN	LOCAL, PRESS TREAT	100 EA	YES/NO
CABLE, ELECTRIC	9Z 6145-00-583-9501	300 FT	YES/NO
MEALS, READY TO EAT	8970-00-149-1094	3 BX	YES/NO
BLANKET, WOOL	9D 7210-00-082-5668	16 EA	YES/NO

Enclosure (8)

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WET WEATHER OVERALLS	8405-00-985-7329	10 PR	YES/NO
WET WEATHER COAT	8405-00-924-7937	10 EA	YES/NO
1-LB HAMMER		10 EA	YES/NO
PLYWOOD, VARIOUS PRECUT			YES/NO
PRY BAR		5 EA	YES/NO
LADDER, 30'		4 EA	YES/NO
BAGS, BURLAP	8105-00-285-4744	200 EA	YES/NO
GAS POWERED CHAIN SAW		3 EA	YES/NO

NOTED DISCREPANCIES/COMMENTS:

INVENTORIED BY NAME/RATE

DATE

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PLAN FOR EVACUATION
(See Privacy Act Data Below)

NAME: _____ **RANK/RATE** _____ **STAFF/STUDENT**
(Last, First, mi.) _____ (circle one)

TOTAL # OF FAMILY MEMBERS EVACUATING (Include Yourself) _____

HOME ADDRESS _____ **DEPT/CLASS #** _____ **INSTRUCTOR** _____

I PLAN TO EVACUATE TO: CIRCLE ONE

(Public Shelter) (Motel) (Home of Friend/Relative)
(Other/Specify) i.e. address and recall phone number.

MEANS OF TRAVEL: Circle one

(POV) (BUS/PLANE)

GOV VEHICLES will be provided for local Public Shelters pick up point will be the BEQ.

SPECIAL NEEDS: (List any special needs you may have)

1974 PRIVACY ACT DATA

1. AUTHORITY: 10 USC Section 3012
2. PRINCIPAL PURPOSES: To accomplish registration of personnel if emergency shelters are required
3. ROUTINE USES: Registration of Personnel
4. DISCLOSURE IS VOLUNTARY

Enclosure (9)

**STUDENT/STAFF
HURRICANE BRIEF SHEET/HANDOUT**

1. For base information, call 234-4100 for a taped message update. This message will be updated as change occur regarding hurricane conditions, muster times, and other important information.
2. The following radio stations will broadcast information pertaining only to NDSTC: 95.9 FM WRBA (ARROW), and 93.5 FM BUBBA RADIO.
3. When the base is evacuated, the primary place for all students/staff to go is a shelter to be determined. Remember, all staff/students must call in to the command (850) 234-4651. Give the command the following information: your name, class number or department, location (BEQ number or hotel name and room number), and phone number where you are staying. CLASSES ARE ENCOURAGED TO TRAVEL AND BERTH TOGETHER AS MUCH AS POSSIBLE, THE BUDDY SYSTEM WORKS.
4. If the NDSTC Quarterdeck phones are disconnected due to the storm, the quarterdeck can be reached by pager (850) 784-6510 or base information 850-234-4100 or command center 235-5005/6/7.
5. Take your POV first with classmates if possible. If you require a ride, the evacuation point for this command, NDSTC Quarter deck. You can catch the military bus to the local shelter determined. *** DURING HURRICANE OPAL, IT TOOK AN AVERAGE OF FIVE HOURS TO GET FROM THE BASE TO INTERSTATE I-10.***
6. Important things to remember and take: FILL UP THE CAR ONE OR TWO DAYS PRIOR TO STORM, KEEP IT TOPPED OFF, GET MONEY (CASH FROM BANK - VERSATELLERS AND GAS PUMPS DON'T WORK WITHOUT POWER), TAKE EXTRA CLOTHES, RAIN GEAR, BATTERY-POWERED RADIO, FLASHLIGHTS, SNACKS, SHOWER ITEMS, READING MATERIAL, GLASSES, MEDICINES. (See enclosure (8), Hurricane Kit).

TAPED MESSAGE: (BEFORE STORM)

The following information is for staff and students assigned to NDSTC Only.

1. This report will update you on hurricane conditions, muster times and other important information.
2. HURRICANE _____ (Name), STATUS AS OF _____ HRS. IS A CAT 1, 2, 3, 4, 5 STORM. WINDS ARE AT _____ KTS, FORWARD SPEED IS _____ KTS.

3. NAVAL BASE IS IN CONDITION OF READINESS (COR) _____ .
_____ (Name) IS EXPECTED TO HIT THE AREA OF
_____ .

4. EXPECTED ARRIVAL OF STORM IN OUR AREA IS AT _____ HRS,
DATE _____

TAPED MESSAGE: (AFTER STORM)

The following information is for staff and students assigned to NDSTC.

1. If you have duty on _____, report for duty at _____.
2. All staff/students report for work at _____ hrs on _____.
3. Come straight to the base and command, don't drive around the area. Traffic lights will be out, trees and wires will be on the road. Be very careful driving. Average time to get back to the base from Interstate I-10 to the base was 3 ½ hours after hurricane OPAL in 1995.
4. If you can not report in physically by the posted day and time, it is essential that you call the quarterdeck at (850) 234-4651, (850) 235-5246 or the cellular phone at (850) 896-1321/28.

DISASTER PREPAREDNESS

1. Purpose. To provide NAVDIVESALVTRACEN with a plan to minimize loss of personnel and property in the event of a non-weather related disaster.

3. Discussion

a. In accordance with reference (c), this instruction presents guidelines for planning, organizing, and equipping emergency teams for use in disaster operations.

b. Civil emergencies, civil defense, and civil disturbances will be handled in accordance with references (a) through (b).

c. At the CO's discretion this command will provide Disaster Control Recovery teams to perform diving operations as necessary to salvage vessels, clear channels, and repair piers. These teams will remain at this command until dispatched by the Commanding Officer, NSA Panama City. A total of two diving teams, comprised of enlisted personnel and one master diver, will be provided. When possible, an officer will head each team. Equipment carried by these teams should make them self-sufficient for the first eight hours. Provision for relief will be made. All instructors and students will assist in assembling the diving gear. They will also be available as members of auxiliary diving teams or as relief diving teams. Such teams will be assembled and dispatched as directed.

d. The following boats, equipped for diving, will be available for use by the diving teams:

(1) YDT-17: Fully equipped for sustained diving and salvage operations.

(2) YDT-18: Fully equipped for sustained diving and salvage operations.

If vehicular transportation is required to move diving teams and equipment, it may be requested through the NSA Commanding Officer.

e. Upon receipt of a preliminary warning or alert, the following action will be taken:

(1) Test out all crafts and boats. Fuel and service same.

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(1) Test out all crafts and boats. Fuel and service same.

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(2) Check all diving and salvage equipment assigned to craft and remedy shortages.

(3) Designate diving, salvage, and operating crews and supervisory personnel.

(4) Report readiness to the Commanding Officer.

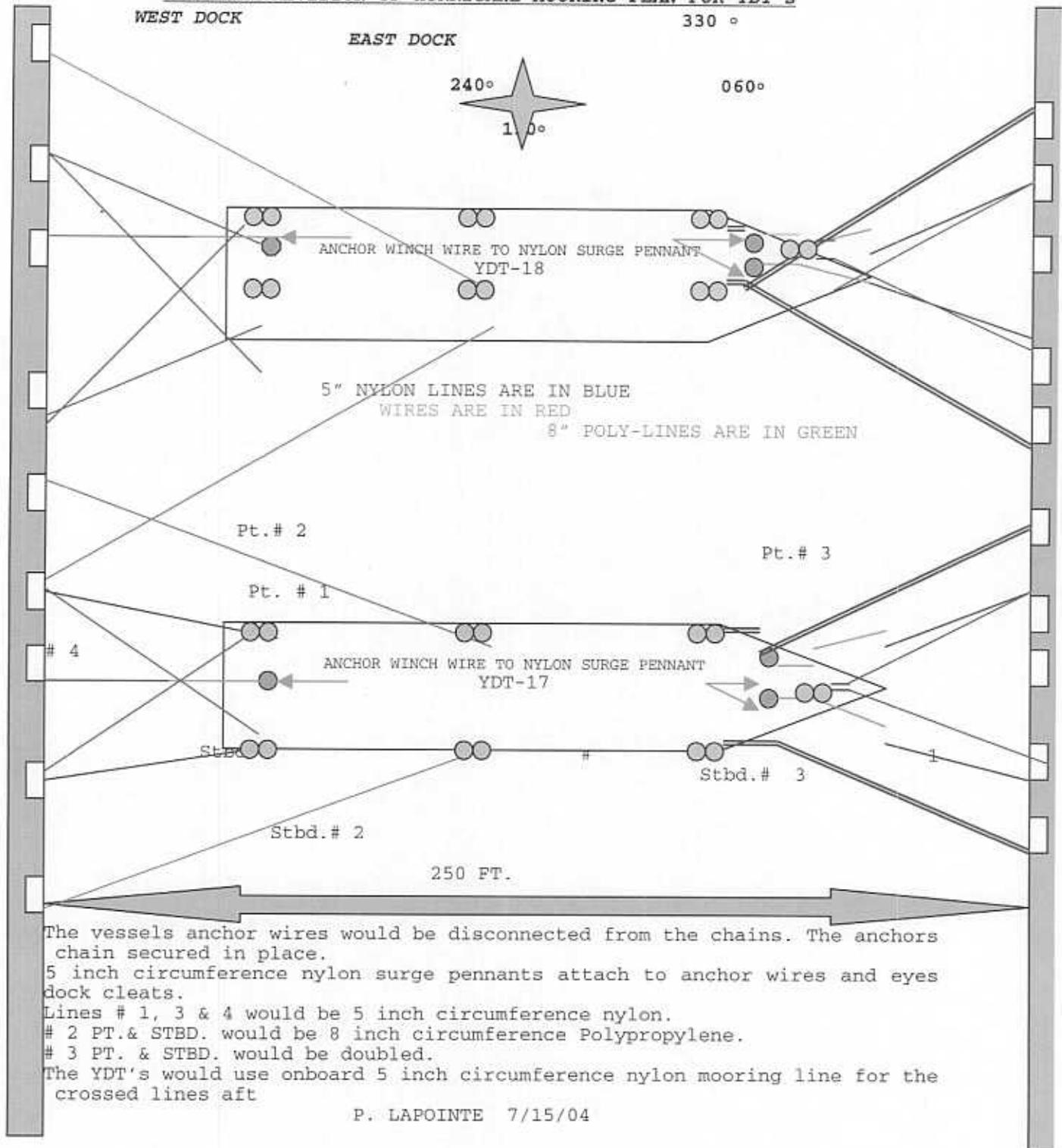
Upon receipt of warning that attack is imminent, take cover in assigned spaces in accordance with the Air Raid Defense Bill enclosure (2).

3. Action

a. Action will be taken as delineated in enclosures (11) through (19).

b. The Commanding Officer, NAVDIVESALVTRACEN, will enlist the resources of other activities and ships in port, in addition to Explosive Ordnance Disposal (EOD), when warranted.

PROPOSED REVISION OF HURRICANE MOORING PLAN FOR YDT'S
WEST DOCK EAST DOCK 330 °



The vessels anchor wires would be disconnected from the chains. The anchors chain secured in place.
5 inch circumference nylon surge pennants attach to anchor wires and eyes dock cleats.
Lines # 1, 3 & 4 would be 5 inch circumference nylon.
2 PT. & STBD. would be 8 inch circumference Polypropylene.
3 PT. & STBD. would be doubled.
The YDT's would use onboard 5 inch circumference nylon mooring line for the crossed lines aft

P. LAPOINTE 7/15/04

AIR RAID DEFENSE BILL

1. The purpose of this bill is to provide guidance in the procedures to be followed in the event of an attack by hostile aircraft. The objectives of this bill are to minimize casualties to personnel, material, and facilities and to provide for the repair of damaged facilities. The Commanding Officer of NSA, Panama City will coordinate passive defense measures. Air raid warnings are of three types:

a. Yellow Alert: Attack likely. Signal: A steady blast of the siren or whistle for a duration of three minutes.

b. Red Alert: Attack imminent. Alarm: A series of short blasts on the whistle or a wailing tone on the siren for duration of three minutes.

c. White Alert: All clear. Signal: Three short blasts on the NSA, Panama City whistle or siren.*

* The above signals will, if possible, be followed by a public address announcement explaining the urgency and extent of the warning.

2. The following action will be taken on receipt of an air raid warning:

a. Yellow alert. Prepare to take prompt action in the event of red alert.

(1) Surface all divers. If divers are under pressure in the PVA's, initiate the Diving Casualty Bill when directed by the Commanding Officer, Executive Officer, or Training Officer.

(2) Close all doors and windows.

(3) Fill all open tanks with water for emergency fire fighting purpose.

(4) When directed by the Commanding Officer, secure all air systems at sources.

(5) Secure lights and electrical power when directed.

(6) Permit only emergency vehicle traffic.

(7) Telephone will be used for emergency purposes only.

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(8) All personnel take stations within Building 350.

b. Red Alert. Take cover. After an attack, if damage has been received, commence control of damage and care of injured.

c. White Alert. Complete rescue damage control work.

If a yellow alert is received outside of normal working hours, on weekends or holidays, the CDO shall immediately notify the Commanding Officer and request instructions.

RADIOLOGICAL DEFENSE BILL

1. Radiological defense measures are considered an integral part of the air raid defense effort. Except for the additional hazards of radiological contamination, the same considerations that apply to any air raid (fire, structural damage, and personnel casualties) also apply in a radiological attack.

2. In the event of an advance warning, some measure of protection against blast and the effects of radiation will be afforded by the assigned shelter. This command has no allowance for radio equipment, dosimeters, or film badges. The collective protection afforded by the shelter stations (recompression chambers and igloos) represents the best possible solution at the present time.

3. After the blast, every effort will be made to administer self-help. Medical personnel will set up emergency first aid dressing stations if regular facilities are destroyed.

4. When directed, personnel will proceed to established personnel decontamination centers for monitoring and decontamination.

CHEMICAL DEFENSE BILL

1. Upon recognition of a chemical attack, pass the word throughout the building by every means available.
2. As no protective clothing is available, all personnel will remain indoors. Close all doors and windows as tightly as possible. Secure all blowers having access to the outdoors. Make the building as air tight as circumstances allow.
3. Use the recompression chambers and igloos as shelter stations for the maximum number of personnel. Build up a slight pressure (10 psi) in the chamber to prevent ingress of chemical agents.
4. Remain indoors until the all clear signal is given.

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BIOLOGICAL DEFENSE BILL

1. There is insufficient information on the subject of biological warfare agents to permit any but the most general instructions for protection against them. Until more is known about the specific agents that might or could be used, immunization and prophylactic measures cannot be prescribed.
2. In the event of an advance warning, the provisions of the Air Raid Defense Bill and Chemical Defense Bill shall be placed in effect.
3. All personnel shall immediately report to the Medical Officer any unusual symptoms of illness. The Medical Officer shall report any unusual trend of symptoms to the Commanding Officer, NSA, Panama City.
4. Personal protection against biological agents will be the same that apply to chemical defense.
5. It should be noted that casualties from biological agents may not be immediate, but delayed for days, or even weeks, depending on the incubation of the agent employed.

COMMUNICATIONS BILL

1. Telephones will be the primary means of communication both within the command and with other services.
2. Hand-held radios (ET Shop) and the marine band radio QD will be secondary means of communication. If phone lines become inoperable, the hand-held radios will be used within the command, and the marine band radio will be used to communicate with NSA, Panama City.
3. All radios, equipment, call signs, frequencies and procedures will be assigned to various teams as needed.
4. Essential Radio Equipment and Frequencies:

<u>TYPE</u>	<u>FREQUENCY</u>	<u>POWER</u>
Motorola HT600 (Handheld radio)	Channel 1 141.975 MHz Channel 2 142.625 MHz	3 watts 1-30 watts
Horizon 76 (marine band radio)	Channel 16	

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EMERGENCY DIVING BILL

1. NAVDIVESALVTRACEN divers will respond to emergency recall as directed by the Command Duty Officer.

a. SCUBA Locker personnel will answer emergency recall and issue SCUBA equipment to be used at the discretion of the DDO.

b. Equipment issued for emergency use will be returned to the SCUBA Locker as soon as possible upon completion of the emergency response.

