



DEPARTMENT OF THE NAVY

NAVAL RESERVE OFFICERS TRAINING CORPS
THE TULANE UNIVERSITY OF LOUISIANA
NEW ORLEANS, LA 70118

IN REPLY REFER TO:
NROTCUTUINST 3440.16A

JUL 01 2005

NROTC UNIT TULANE UNIVERISTY INSTRUCTION 3440.16A

Subj: LOCAL DESTRUCTIVE WEATHER PLAN (DWP)

Ref: (a) OPNAVINST 3440.16C
(b) NAVSUPPACTNRLNSINST 3450.5B
(c) COMNAVRESFORINST 3440.1D
(d) COMNAVRESFORNOTE 3440
(e) Tulane University Administrative Hurricane Plan 2005

Encl: (1) Conditions of Readiness Actions
(2) Destructive Weather Preparedness Form for Active Duty and Staff Personnel
(3) Destructive Weather Preparedness Form for Midshipmen
(4) Hurricane Planning Guidance for NROTC Personnel
(5) Tulane University Evacuation Guidelines, Evacuation Map, and Evacuation Guide
(6) Hurricane/Tropical Weather Terms
(7) Full Page Installation Report

1. Purpose. To establish a local destructive weather plan for safeguarding active duty military and staff personnel and government equipment located at Tulane Naval ROTC Unit, 6823 St. Charles Avenue, New Orleans LA 70118-5698 in accordance with reference (a).

2. Cancellation. NROTCUTUINST 3440.16.

3. Background. The local destructive weather plan is published for planning purposes and provides instructions for NROTC staff and assigned military personnel in the event of destructive weather. This order pertains to active duty and civilian personnel assigned to the NORTC unit, and to all assigned Midshipmen in the battalion.

a. Although the New Orleans area can be affected by numerous types of destructive weather to include tornadoes, floods, severe freezes and other natural phenomena, the most common and most destructive is the threat of hurricanes. However, due to the likelihood of advanced warning, there is usually sufficient time to plan and prepare for the arrival of this type of destructive weather.

b. During destructive weather emergencies, the following activities may provide assistance. The assigned Emergency Manager (EM) will provide close coordination with those activities necessary to effect the safe and efficient compliance with all directed measures.

(1) Naval Support Activity (NAVSUPPACT) Tennant Commands

(2) Naval Air Station (NAS) Belle Chasse, Weather Detachment.

(3) Federal, State, and Local law enforcement, and the Tulane Police Department

(4) University Officials

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(5) Marine Support Group/Navy League

(6) Navy-Marine Corps Relief Society

c. Students of Tulane, Loyola, University of New Orleans, Xavier, and Dillard that are part of the NROTC Unit, but are not active duty military will be encouraged to participate in their university emergency weather procedures as applicable. Tulane NROTC Staff and faculty will always put priority on ensuring students and attached personnel receive the most up to date information and guidance as possible. However, the decision for NROTC students (that are not active duty personnel) to evacuate in the event of a destructive weather emergency rests with the student and the university in which they are matriculated.

Enclosure (1) lists actions to be taken during various conditions or readiness, Enclosures (2) and (3) are the destructive weather preparedness forms for active duty and staff personnel and for midshipmen. Enclosure (4) is an information packet for active duty personnel and their families, while enclosure (5) is an information packet for midshipmen. Enclosure (6) is a list of weather terms.

d. The first priority of any effort will be the safeguarding of NROTC students, attached personnel, and staff in accordance with University regulations and military guidelines. The second priority will be the safeguarding of government and university property.

4. Nonessential personnel. All personnel located at or assigned to NROTC Unit, Tulane University are considered nonessential during a destructive weather emergency. The Commanding Officer and Emergency Manager will be the last members to evacuate the area; doing so only after all other personnel have done so or are known to be effecting an approved plan for evacuation or seeking safe shelter.

5. Task Organization

a. The Commanding Officer has the overall responsibility for the safe execution of the destructive weather plan.

b. The Commanding Officer will appoint a Disaster Preparedness Officer (DPO) to directly supervise the execution of the destructive weather plan. The DPO will report directly to the Commanding Officer or other designated person in the absence of the Commanding Officer.

c. Class advisors will assist in the dissemination of information to their students and will act as a liaison to the students they advise. Additionally, each advisor and staff member will ensure they conduct the appropriate measures for each condition of readiness to include those measures associated with their regular or additional assigned duties.

d. Alternate Command Post (ACP). The Tulane Naval ROTC Unit ACP will be located with the Commanding Officer or otherwise appointed Military Officer. The ACP will remain the primary contact for information flow throughout a hurricane once and evacuation is ordered.

e. Emergency Operation Center (EOC). The NAVSUPPACT EOC is located in building 601, Naval Support Activity (Eastbank), at 678-4044/4045/4046. The EOC is only staffed during evacuations.

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6. Action. Follow measures as outlined in enclosure (1). Upon Notification by the Commanding Officer, Tulane NROTC Unit or the Commanding Officer NAVSUPPACT, the Disaster Preparedness Officer will set the appropriate destructive weather Condition of Readiness (COR), and assist in supervising the actions outlined in Enclosure (1).

7. Evacuation Procedures. The evacuation of all Tulane NROTC personnel begins on order of the Commanding Officer, with approval from higher headquarters. Once the Commanding Officer gives the order to evacuate, unit personnel will ensure all designated actions from the Conditions of Readiness action list located in enclosure (1) will be completed through COR 1A. When ordered to evacuate, the following actions will be taken:

a. Order of evacuation of NROTC Unit personnel.

b. Transfer of Command to the NROTC Commanding Officer Cell Phone as the Alternate Command Post (ACP) or other appointee as directed by the Commanding Officer.

c. The front office will transfer critical communications paths as necessary.

d. The Tulane Police Department will be alerted of NROTC evacuation and protect NROTC building (Tulane Property) and government vehicles as part of their normal duties.

e. All military personnel and government personnel will check-in with their evacuation safe haven site to receive instructions/information. All personnel are required to call in to their assigned section leader, regardless of whether they evacuated to a new location or not, no later than 24 hours after the issue of the evacuation order. Section leaders will notify the Commanding Officer of any changes to initial evacuation plans of all personnel.

f. Executive Officer (XO) will contact NSTC MCRC to inform them of the ACP phone number and update them on the evacuation situation.

g. If storm damage is significant enough to preclude returning to the New Orleans area in a reasonable time, the Commanding Officer may opt to extend the length of PTAD as long as prudent.

h. The XO is responsible for coordinating the accountability of all personnel. Prior to departing the New Orleans area, ensure the Commanding Officer has an updated recall roster.

i. Destructive Weather Conditions of Readiness. Enclosure (6) list pertinent hurricane and tropical weather terms.

(1) Condition Five (5). The normal Hurricane Season from 1 June to 30 November. Enclosure (7) is submitted by the DPO to the NAVSUPPACT EMO at the beginning of each hurricane season.

(2) Condition Four (4). A tropical disturbance (gale, storm, cyclone, hurricane) has been identified with destructive winds forecast to reach this area within 72 hours.

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(3) Condition Three Bravo (3B). Destructive winds forecast to reach this area within 48 hours.

(4) Condition Three Alpha (3A). Major Hurricane may reach New Orleans within 48 hours.

(5) Condition Two Bravo (2B). Destructive winds forecast to reach this area within 24 hours.

(6) Condition Two Alpha (2A). Major Hurricane may reach New Orleans within 24 hours.

(7) Condition One Bravo (1B). Destructive winds forecast to reach this area within 12 hours.

(8) Condition One Alpha (1A). Major Hurricane may reach New Orleans within 12 hours.

5. Recovery Procedures: The Commanding Officer, based on information gathered from higher and from University sources, will decide when and how NROTC Unit personnel will return to the New Orleans area.

a. All unit personnel will be assigned to one of two sections for reporting and information passing purposes. The section leaders for each section are as follows.

<u>Section</u>	<u>Primary</u>	<u>Secondary</u>
Section A	XO	Senior Class Advisor
Section B	MOI	Junior Class Advisor

b. Once ordered to evacuate, all word will be passed via the CO to the section leaders. Section leaders will pass word to their assigned sections. Information should flow up the chain as well. If you cannot contact your section leader, contact the secondary leader, then the other section leader, then the CO direct.

c. All hands will check-in twice a day (in the a.m. and the p.m.) following the initial check-in after the first 24-hour period, unless directed otherwise.

d. All hands should expect to assist as necessary to ensure all hands are contacted and word is passed efficiently and timely. Section Leaders will remain active until all hands are properly accounted for or back in the area. Once this occurs, the normal chain of command will be active.

e. Upon order from the CO, the Disaster Preparedness Officer will notify NAVSUPACT regarding the unit's recovery plan. The Section Leaders will initiate the recall procedures to ensure everyone is aware of the recovery order. The MOI will notify the Midshipmen chain of command of the unit's intent. Midshipmen will return only upon direction by the University.

f. The XO and Admin Officer will produce orders on all evacuated personnel and will process all travel claims of evacuated personnel.

8. Distribution. This instruction should be made available to all active duty and government personnel that are members of the NROTC Unit and is to remain in effect until superceded. The Administrative Office under

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supervision of the Executive Officer will distribute it. The Destructive Weather Preparedness Officer will be identified via separate correspondence.



J. J. MORROW

Distribution:
All Hands

Hurricane Season: 01 June - 30 November

Upon setting Condition of Readiness Five, the following actions will be taken:

Commanding Officer

- 5A. Assign Disaster Preparedness Officer (DPO).
- 5B. Issue specific guidance.

Executive Officer

None.

Destructive Weather Officer

- 5C. Review all pertinent orders and directives.
- 5D. Make liaison with:
 - a. Tulane University Emergency Preparedness
 - b. Tulane University Housing and Residence Life
 - c. Tulane University Public Safety
 - d. NSTC Destructive Weather Officer
 - e. Marine Corps Recruiting Command (ON)
- 5E. Report to all hands the current weather condition.
- 5F. Ensure all personnel complete the appropriate destructive weather preparedness form.
- 5G. BPT to track storms that may impact the area.
- 5H. Ensure all hands are aware of their responsibilities during conditions of readiness for destructive weather.
- 5I. Report attainment of COR 5 to NAVSUPPACT EM. Include the following in the report:
 - a. Disaster Preparedness Coordinator primary, secondary, and tertiary point of contact information
 - 1) Name
 - 2) Work phone
 - 3) Home phone
 - 4) Mobile phone
 - 5) Email address(s)
 - b. Primary and secondary point of contact for post-evacuation notifications.
 - 1) Name
 - 2) Phone number
 - 3) Fax number
- 5J. Complete full page installation report and submit to NAVSUPPACT EMO [Enclosure (7)].

Administrative Officer

- 5K. Verify accuracy and test the unit recall bill.
- 5L. Verify accuracy of post-evacuation recall bill.
- 5M. Coordinate with the Destructive Weather Officer to ensure transportation requirements are met for all unit personnel.

Enclosure (1)

CONDITION 5

Hurricane Season: 01 June - 30 November

5N. Stage supplies for necessary administrative processing in case of destructive weather.

ADP Officer

5O. Review procedures to prepare all computers and other electronic equipment located on first deck for transfer to second deck.

Security Manager

5P. Review materials to prepare for storage of any sensitive materials located in the Navy building.

Storekeeper

5Q. Conduct inspection of GSA vehicles and ensure they are in good working order.

Battalion Advisor

5R. Ensure Midshipmen battalion is briefed on university procedures for destructive weather.

Unit Sailing Officer

5S. Ensure boats and trailer are in good working order.

5T. Review procedures for the storage of boats and trailer during destructive weather.

CONDITION 4

Destructive winds within 72 hours

Upon setting Condition of Readiness Four, the following actions will be taken:

Commanding Officer

- 4A. Modify general operations as appropriate.
- 4B. Issue specific guidance.
- 4C. Conduct special staff meeting as appropriate with necessary personnel.
- 4D. Ensure all personnel are allocated appropriate time to prepare families and homes for evacuation and possible destructive weather.

Executive Officer

- 4E. Prepare sensitive materials for storage or transfer.
- 5. Provide NSTC and MCRC with points of contact information for the command during destructive weather.
- 4F. Ensure all military personnel are aware of evacuation and post-evacuation procedures.
- 4G. Ensure off-duty personnel and personnel on leave are notified to standby for possible evacuation.
- 4H. Ensure to remove, secure, and properly store all loose items or any debris that could become a missile hazard and damage property or injure personnel.

Destructive Weather Officer

- 4I. Track destructive weather and update CO, XO
- 4J. Keep all hands abreast of latest information regarding destructive weather.
- 4K. Notify NAVSUPACT CDO (West Bank) of attainment of COR 4.

Administrative Officer

- 4L. Distribute up to date unit recall bill and post-evacuation recall bill to all hands.
- 4M. Coordinate with the Destructive Weather Officer to finalize transportation requirements for all unit personnel needing assistance.
- 4N. Relocate necessary supplies for necessary administrative processing in case of destructive weather.

ADP Officer

- 4O. Review procedures to prepare all computers and other electronic equipment located on first deck for transfer to second deck.

Security Manager

CONDITION 4

Destructive winds within 72 hours

4P. Review materials to prepare for storage of any sensitive materials located in the Navy building.

Storekeeper

4Q. Conduct inspection of GSA vehicles and ensure they are in good working order.

4S. Fuel all government vehicles to capacity.

Battalion Advisor

4R. Ensure Midshipmen battalion is briefed on university procedures for destructive weather.

Unit Sailing Officer

4S. Ensure boats and trailer are in good working order.

4T. Review procedures for the storage of boats and trailer during destructive weather.

