



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST

3141.2

N3/5

12 JULY 2005

COMSC INSTRUCTION 3141.2

Subj: DESTRUCTIVE WEATHER PLAN

Ref: (a) OPNAVINST 3140.24E
(b) COMSC Notice 1053
(c) NDWINST 3006.1A
(d) COMSC Mission Continuity Plan

Encl: (1) Definitions
(2) Severe Weather Checklist
(3) Sample Message Format to Report Post-Event Recovery to Naval District Washington

1. Purpose. To promulgate guidance and procedures that Commander Military Sealift Command (COMSC) Headquarters military and civilian personnel must follow during destructive weather conditions such as hurricanes, tornadoes and severe storms and to establish guidelines for protection of the shore establishment.

2. Action. All COMSC HQ personnel will ensure thorough knowledge of and compliance with the contents of this instruction.

3. Background. Reference (a) prescribes the basic conditions of readiness for destructive weather. Reference (b) provides guidance for administrative dismissal of personnel during destructive weather conditions. Reference (c) provides guidance for local commands upon the onset of destructive weather in Naval District Washington. Enclosure (1) provides severe weather definitions. Enclosure (2) is a checklist of actions to be accomplished during Tropical Storm and Hurricane conditions of readiness. Enclosure (3) provides the format for post-event recovery reporting to Naval District Washington.

4. Discussion

a. Destructive weather conditions can result in personnel injury and loss of life, as well as costly damage to equipment and property. Hurricanes pose the most widespread threat; however, non-tropical storms can also significantly disrupt operations and endanger life and property. COMSC must maintain a state of

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readiness that allows for prompt and positive action when destructive weather threatens, to ensure the safety of personnel and to lessen the potential for damage to facilities.

b. COMSC Headquarters lies within Naval District Washington, which sets severe weather Conditions of Readiness (CORs) for the Washington, DC area. The process for setting these CORs is described below:

(1) Naval District Washington receives Navy weather warnings from Naval Atlantic Meteorology and Oceanography Detachment (NLMOD), Patuxent River, Maryland, through Hurricane Warning Atlantic (HURRIWARNLANT) general message series.

(2) Naval District Washington sets small craft, gale, storm and hurricane CORs.

(3) The CORs will normally be promulgated by immediate message to all Naval District Washington activities. Backup notification will be made by telephone, facsimile (fax), voice radio and email.

c. If COMSC learns of a threat to our activity from destructive weather, we will not await specific direction from Naval District Washington before taking appropriate action.

d. COMSC will report storm damage, casualties and impact on command readiness to Naval District Washington using enclosure (3).

e. Director, Office of Personnel Management (OPM) makes decisions on dismissal of federal employees during severe weather. This decision will be broadcast by the local media and will consist of one of the following five announcements as detailed in reference (b):

(1) "Federal Agencies are **OPEN**; employees are expected to report to work on time."

(2) "Federal agencies are operating under an **UNSCHEDULED LEAVE** policy; employees may take leave without prior approval."

(3) "Federal agencies are operating under a **DELAYED ARRIVAL** policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive."

(4) "Federal agencies are operating under an **DELAYED ARRIVAL/UNSCHEDULED LEAVE** policy. Employees who arrive for work later than the specified number of hours announced by OPM through the media will be charged annual leave or leave without pay for

the additional period of absence from work. Employees who cannot report for work may take unscheduled leave without prior approval.

(5) "Federal agencies are **CLOSED.**"

5. Responsibilities. The annual hurricane season for the Naval District Washington AOR is from 01 June through 30 November each year. During this season, COMSC will monitor developing cyclones and maintain a heightened state of readiness to protect their activities and personnel. These actions shall include, but are not limited to:

a. All Program Managers and Functional Directors will:

(1) Prior to 01 June of each year, review destructive weather plans and directives, ensuring that assigned military and civilian personnel are familiar with their contents.

(2) Designate/update points of contact within the various programs and directorates at headquarters to coordinate local response to severe weather.

(3) Appoint/verify emergency employees who must report to work regardless of weather conditions in accordance with reference (b) and review this list annually prior to 01 June and as required.

(4) Develop a recall roster per reference (d), and update them on a quarterly basis.

(5) Implement required actions for all CORs as delineated in enclosure (2).

(6) Be prepared to assist in recovery operations. Restoration and maintenance of command functions is a primary concern. All efforts will be directed towards restoring normal command operations at the earliest opportunity.

(7) To the maximum extent possible, continue to perform critical command functions during destructive weather conditions.

(8) Establish and maintain a recall bill delineating personnel recall numbers and procedures, be updated on a regular basis.

b. The Director of Operations and Plans (N3/5) will:

(1) Supervise and coordinate all destructive weather related actions and responses.

(2) Collect and submit Lessons Learned from hurricane exercises and real world events.

(3) Keep COMSC personnel apprised of approaching destructive weather, all changes in COR, and required actions to be taken.

(4) Ensure command training on destructive weather by presenting a brief to designated personnel annually prior to 01 June.

(5) Coordinate with subordinate commands to ensure storm readiness and compliance with COMSC and local instructions.

(6) Ensure that a current plot of all destructive weather activity is available in the Command Center.

c. The Flag Secretary: will generate and routinely update a list of emergency personnel that is disseminated throughout the command. The list is available from the Staff Duty Officer in the Command Center.

d. The Staff Duty Officer will:

(1) Be the primary command point of contact for all weather-related matters.

(2) Coordinate with subordinate commands to advise of current conditions and requirements and ensure compliance with destructive weather directives.

(3) Coordinate preparation of a consolidated damage assessment report as required.

(4) Coordinate with SEALOGLANT Meteorology Division and Naval Atlantic Meteorology and Oceanography Center for any tailored support or required weather information.

(5) Report Readiness on behalf of the Command to Naval District Washington in accordance with reference (c).

e. The Director, Maritime Forces, Manpower & Management (N1) will:

(1) Ensure contract is maintained with company providing security guards. If contract with company expires, ensure contingency watchbill is implemented.

f. The Director of Logistics (N4) will:

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(1) Increase the status of material readiness as appropriate:

(a) Keep unsecured materials and equipment to a minimum.

(b) Maintain all buildings and structures in a state of good repair.

(c) Ensure all means of back-up/emergency power have been tested and are operationally sound.

(2) Ensure that COMSC buildings have been secured to minimize damage from sustained high winds.

(3) Assist the Staff Duty Officer with post-destructive weather evaluation and preparation of a consolidated damage assessment report.

M. L. SEIFERT
Chief of Staff

Distribution:
COMSCINST 5215.5
List I (Case A, B, C)
NDW

DEFINITIONS

1. Hurricane CORs. CORs are set using the applicable term indicating wind force (e.g., Set Gale Condition II) and/or specified range of wind speeds (e.g., Destructive Winds of 35 to 40 knots). Unless specifically stated otherwise, CORs are based on sustained winds. Gale and storm conditions are used for windstorms other than hurricanes, and for winds outside a tropical cyclone's general circulation.

a. Tropical Storm/Hurricane Condition V. Destructive winds associated with a hurricane are possible within 96 hours.

b. Tropical Storm/Hurricane Condition IV. Destructive winds associated with a hurricane are within 72 hours.

c. Tropical Storm/Hurricane Condition III. Destructive winds associated with a hurricane are anticipated within 48 hours.

d. Tropical Storm/Hurricane Condition II. Destructive winds associated with a hurricane are anticipated at within 24 hours.

e. Tropical Storm/Hurricane Condition I. Destructive winds associated with a hurricane are anticipated within 12 hours.

2. Major Cyclonic Storms and Storm Categories

a. Gale. Non-tropical storm with winds of 34 to 47 knots.

b. Storm. Non-tropical storm with winds of 48 knots or greater.

c. Tropical Depression. The first sign of a developing storm. These tropical depressions have maximum sustained surface winds of 33 knots (38 mph) or less. A number will be assigned to each depression.

d. Tropical Storm. A tropical cyclone in which there are maximum sustained surface winds of 34 to 63 knots (39 to 73 mph). A name is assigned to the system at this stage.

e. Hurricane. A tropical cyclone in which the maximum sustained surface winds reach 64 knots (74 mph) or greater. A hurricane retains the same name it was given when it developed into a tropical storm.

3. Thunderstorm/Tornado Condition of Readiness

a. Thunderstorm/Tornado Condition II. Thunderstorms/tornadoes are expected within 25 nautical miles within 6 hours. Associated lightning, torrential rain, hail, severe downbursts, destructive winds and sudden wind shifts are possible.

b. Thunderstorm/Tornado Condition I. Thunderstorms/tornadoes are occurring or are forecast to occur in the immediate area within 1 hour. Associated lightning, torrential rain, hail, severe downbursts, destructive winds and sudden wind shifts are possible.

4. Windstorm Conditions of Readiness. When conditions permit sufficient advanced forecasting of impending gale/storm force winds of significant duration. Gale/Storm CORs will be issued as specified below.

a. Gale/Storm Condition of Readiness III (as applicable). Destructive winds of the force indicated are possible within 48 hours.

b. Gale/Storm Condition II (as applicable). Destructive winds of the force indicated are possible within 24 hours.

c. Gale/Storm Condition I (as applicable). Destructive winds of the force indicated are possible within 12 hours.

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SEVERE WEATHER CHECKLIST

RESPONSIBLE					REQUIRED ACTION
PMs/FDs SAs	N1	N4	N3/5	N6	
SET CONDITION V (01 JUNE)					
X	X	X	X	X	APPOINT SEVERE WEATHER POCs TO COORDINATE REQUIRED ACTIONS
X	C	X	X	X	VERIFY LIST OF EMERGENCY PERSONNEL/RECALL BILL
X	X	X	C	C	BRIEF KEY PERSONNEL/POCs ON REQUIRED ACTIONS FOR SEVERE WEATHER
SET CONDITION IV					
X	X	X	C	X	BRIEF ALL KEY PERSONNEL
X	X	X	X	X	REVIEW PLANS FOR HURRICANE RESPONSE
			C		VERIFY COMMAND CENTER EMERGENCY WATCHBILL
SET CONDITION III					
X	X	C	X	X	ENSURE EMERGENCY POWER SOURCES ARE FUELED AND IN OPTIMUM WORKING ORDER
X	X	X	X	C	BACK-UP AND SAVE COMPUTER DATA AND STORE TO PREVENT DAMAGE
X	X	X	X	C	WHEN DIRECTED, SECURE POWER TO ALL ADP EQUIPMENT AND COVER PORTABLE ELECTRONIC STORAGE MEDIA (DISKS, TAPES) AND OTHER ELECTRONIC EQUIPMENT (TV'S, FAX MACHINES, STU III, ETC)
X	X	X	X	X	REMOVE HIGH VALUE ITEMS FROM THE FLOOR IN CASE OF FLOODING
X	X	C	X	X	STAGE MATERIALS FOR REINFORCEMENT OF DOORS AND WINDOWS
X	C	X	X	X	VERIFY PERSONNEL RECALL BILL
X	X	C	X	X	PREPOSITION SANDBAGS FOR DEPLOYMENT

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RESPONSIBLE					REQUIRED ACTION
PMs/FDs SAs	N1	N4	N3/5	N6	
SET CONDITION II					
X	X	C	X	X	FUEL ALL VEHICLES FOR EMERGENCY USE; RELOCATE TO PROTECTED LOCATION
X	X	C	X	X	REINFORCE ALL DOORS AND WINDOWS
X	X	X	X	X	SECURE ARTICLES SUCH AS TRASH CANS, TRAFFIC CONES, PORTABLE SIGNS AND ANY OTHER MATERIALS THAT MIGHT BECOME MISSILE HAZARDS
X	X	C	X	X	EMPLOY SANDBAGS, AS NECESSARY, TO PREVENT OR CONTROL EFFECTS OF FLOODING
X	C	X	X	X	SECURE GENERAL VISITING TO MSC BUILDINGS
X	X	X	X	X	MOVE EQUIPMENT TO A SECURE LOCATION
X	X	C	X	X	MOVE DOCUMENTS AND RECORDS TO HIGH GROUND OR OTHERWISE SECURE THEM AGAINST FLOODING DAMAGE
X	X	C	X	X	INSPECT ALL BUILDING ROOFTOPS FOR LOOSE GEAR AND REMOVE OR SECURE ALL POTENTIAL MISSILE HAZARDS
SET CONDITION I					
X	X	X	C	X	MONITOR NEWS MEDIA FOR ANNOUNCEMENT
X	X	X	C	X	MONITOR WEATHER BROADCASTS AND LOCAL WEATHER CONDITIONS
X	X	X	X	X	ACTIVATE EMERGENCY PERSONNEL AS REQUIRED

**LEGEND: C = COORDINATE/LEAD
X = REQUIRES ACTION AND REPORT TO COORDINATOR**

**SAMPLE MESSAGE FORMAT TO REPORT
POST-EVENT RECOVERY TO NDW**

Message format for Naval District Washington activities to report post-event recovery to COMNAVDIST WASHINGTON DC and NAVSTA WASHINGTON.

**FROM COMSC WASHINGTON DC//N3/5//
TO COMNAVDIST WASHINGTON DC//JJJ//
INFO USCINCTRANS SCOTT AFB IL//TCJ3/TCJ4//
COMSEALOGCLANT NORFOLK VA//N00/N3//
COMSEALOGPAC SAN DIEGO CA//N00/N3//
COMNAVBASE NORFOLK VA//01/N3/N31//
NAVLANTMETOCCEN NORFOLK VA//30//
NAVSTA WASHINGTON//JJJ//**

BT

**UNCLAS //N03500//
OPER/TROPICAL CYCLONE// OR EXER/HURREX//
MSGID/GENADMIN/COMSC//
SUBJ/POST EVENT RECOVERY FROM HURRICANE FOR COMSC//
REF/A/NDWINST 3006.1A//
AMPN/REF A IS NDW DESTRUCTIVE WEATHER PLAN//
RMKS/1. SECURE FROM GALE STORM HURRICANE CONDITION
2. FOLLOWING EMERGENT CASUALTY/STORM DAMAGE ASSESSMENT PROVIDED:
(UNIT) (DAMAGE/CASUALTY)//**

BT