UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002
KANEOHE BAY, HAWAII 96863-3002

IN REPLY REFER TO:
BaseO P3140.6 Ch 1
G-5
31 OCT 2003

BASE ORDER P3140.6 Ch 1

From: Commanding General, Marine Corps Base Hawaii
To: Distribution List

Subj: EMERGENCY RESPONSE PLAN-DESTRUCTIVE WEATHER

Encl: (1) New pages to base Order P 3140.6

1. Situation. As a result of the Hurricane Awareness table top exercise significant improvements have been made to the CRO checklist.

2. Cancellation. BaseO P3140.6a

3. Mission. To transmit new page inserts and pen changes to the basic Order.

4. Execution

a. Remove chapters 9, 10, and 11 and replace with corresponding chapters contained in the enclosure.

b. Remove appendix A and B and replace with corresponding appendix A and B in the enclosure.

c. Replace Subject line in the basic Order to read " Emergency Response Plan-Destructive Weather.

5. Administration and Logistics. This change transmittal will be filed immediately following the signature page of the basic Order.

6. Command and Signal.

a. Signal. This base Order is effective the date signed.

b. Command. This base Order is applicable to Marine Corps Base Hawaii.

R. C. ROTEN
By direction

DISTRIBUTION: A

DESTRUCTIVE WEATHER PLAN

CHAPTER 9

EMERGENCY POWER PLAN

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CHAPTER 9

EMERGENCY POWER PLAN

9000. GENERAL

1. Back-up electrical power for interruptions of commercial power, essential service to maintain command and control, operation of emergency shelters, communications, essential feeding, fire protection, essential services, and utility operations will be provided by generator power where possible.

2. Facilities where emergency power cannot be provided by local sources will receive priority maintenance to restore lost power in the event of commercial power failure. Accordingly, all necessary precautions should be taken to preserve refrigerated or frozen foods, provide emergency messing, and provide emergency lighting.

3. Generator assets organic to MCBH are insufficient to provide all requirements for emergency electrical service. Consequently, augmentation from tenant units in both equipment and personnel is required.

4. Commands requiring portable emergency generator power must identify and mark the exact location where the generator connects to the electrical panel. This process will allow for ease of site identification, hook up and service of generators by maintenance personnel.

9001. TASKS

1. The supply and support of portable and stationary generators will be in accordance with Figures 9-1, 9-2 and 9-3.

2. Only facilities listed in Figure 9-2 and 9-3 are authorized emergency power service by portable generators. Under no circumstances will tenant activities hook up T/E generator assets to facilities or electrical distribution grid. All requests for connections must be approved by the G-4 representative at the EOC and accomplished by Facilities Dept personnel.

3. Generator assets supporting the Emergency Power Plan will be tested, and fuel tanks filled to ensure availability and serviceability upon Destructive Weather Condition IV.

4. Generator assets will be moved to and set up at assigned locations upon Destructive Weather Condition III or as directed by the EOC. Generator operators, mechanics, and electricians will deploy as directed upon the setting of Destructive Weather Condition II and remain on post until notified to stand down by the EOC.

5. Generator end-users and operators are responsible for providing the EOC refueling information to include: location, quantity, and future fuel requirements. The EOC G-4 representative will coordinate the prioritization and execution of refueling requirements.

6. Commands responsible for facilities listed in Figure 9-1 thru 9-3 are required to arrange for billeting and messing of the portable/auxiliary generator operators if they are to remain on location.

9002. SPECIFIC TASKS

1. Director of Facilities

a. Condition IV. Coordinate with Tenant Commands and internal departments for the status of Emergency Power Plan generators as listed in Figures 9-1,9-2 and 9-3.

b. Condition III. Coordinate to ensure generators are positioned and hooked up for emergency operation. Coordinate refueling plan. Be prepared to dispatch operators and maintainers.

c. Condition II. Direct operators to designated facilities to provide support as required.

d. Provide update to the EOC on attainment of the above.

2. Director of Supply

a. Condition IV. Review contingency plans to safeguard refrigerated and frozen foods at the messhall.

b. Condition III. Ensure availability of reefer vans for storage of refrigerated and frozen foods in messhall, if generators are non-operational where needed.

c. Conditions II and I. Provide support for refuelers upon request. Be prepared to transfer refrigerated and frozen foods to reefer vans at the messhall to minimized loss in the event of an extended commercial power outage.

d. Provide update to the EOC on attainment of the above.

CHAPTER 9

EMERGENCY POWER PLAN KANEOHE BAY

FACILITY #	FACILITY TYPE	REMARKS
105	ATC & runway light's	in-place generator/Auto start
208	NMCI/G-6	in-place generator/Auto start
216/247	VARS areas	in-place generator/Auto start
504	Kansas Tower	in-place generator/Auto start
1096	PMO	in-place generator/Auto start
1168	Crash Fire Rescue	in-place generator/Auto start
1682	Water Reclam Fac	in-place generator/Auto start
1683	Water Reclam Fac	in-place generator/Auto start
3089	Disp/.Dental clinic-PWC	in-place generator/Auto start
4042	Security fence line light's	in-place generator/Auto start
4071	Sewage Pump stat (1696)	in-place generator/Auto start
4074	Fire Station	in-place generator/Auto start
4088	III MEF medical Storage	in-place generator/Auto start
4091	Radar approach Fac	in-place generator/Auto start
5027	Van pad complex	in-place generator/Auto start
5032	Sewage pump stat (1597)	in-place generator/Auto start
5035	TACAN site	in-place generator/Auto start
5036	Precision Approach Radar	in-place generator/Auto start
6003	SKIFF	in-place generator/Auto start
B6062	Sewage Lift Station	in-place generator/Auto start
6081	Comm cntr B-505	in-place generator/Auto start
6088	Commissary computers only 10KW	in-place generator/Auto start
6096	Sewage pump stat 802 hsg	in-place generator/Auto start
6468	Navy Ops/Training Facility	in-place generator/Auto start
6470	Tactical Support Facility	in-place generator/Auto start
B6471	Fire pump station	in-place generator/Auto start
B6537	TLF lift station	in-place generator/Auto start
7013	BEQ Lift Station	in-place generator/Auto start
B7026	Sewage Lift Station	in-place generator/Auto start
B7050	New Control Tower	in-place generator/Auto start
B7067	Sewage lift station	in-place generator/Auto start
1566	Sewage pump station	In-place generator/Auto start
1226	Sewage pump station	In-place generator/Auto start
459	Sewage pump station(456,1546)	In-place generator/Auto start
302	Sewage pump station	In-place generator/Auto start
1274	Sewage pump station/1628	In-place generator/Auto start
1627	Sewage pump station	portable generator
1180	Sewage pump station/1671	In-place generator/Auto start
1089	Anderson Hall-A.C. not incl	activate port gen after 4hrs of outage
1175	POL fuel farm	need 200KW gen for new service 6053
678	Facilities Dept	activate port gen after 4hrs of outage
204	Facilities Dept	activate port gen after 4hrs of outage

Figure 9-1 - PERMANENT GENERATOR SITES KANEOHE BAY

EMERGENCY POWER PLAN KANEOHE BAY

QTY	SIZE	LOCATION
2	200KW	BLDG 1624listed Marine Club (Emergency Shelter)
1	145KW	BLDG 3037 Main Gym (Emergency Shelter)
2	60KW	BLDG 1666, Bowling Alley (Emergency Shelter)
2	200 KW	BLDG 1089Anderson Hall (Emergency Shelter)
1	30KW	BLDG B1090, MCX Seven Day Store
		Commissary, bldg 6088
		O'Club (Reefers), bldg 502
		SNCO Club (Reefers), bldg 3088
		7 Day store (Reefers), bldg 455

FIGURE 9-2 - AUXILLARY GENERATOR SITES AND PRIORITIES KANEOHE BAY

NOTE: Generators can be provided and placed on site upon setting of COR III.

NOTE: # items only required if emergency shelter is activated.

CHAPTER 9

EMERGENCY POWER PLAN
CAMP SMITH and MANANA HOUSING

FACILITY # And Priority	FACILITY TYPE	REMARKS
	MCCS Food Facilities	
	Manana Housing (168 Units)	
80	Center, EAS, DRSN	In-place generator/Auto start/Operate for 2 wks without re-fueling
1	Primary base entry for all commercial circuits	In-place generator/Auto start/Operate for 2 wks without re-fueling
4	Tech Control-Military and CMCL interface	In-place generator/Auto start/Operate for 2 wks without re-fueling
81	DSN, Lucent Bridge Switch	
20	MILSTAR, CMSA, TCCC	In-place generator/Auto start/Operate for 2 wks without re-fueling
5		In-place generator/Auto start/Operate for 2 wks without re-fueling
600		In-place generator/Auto start/Operate for 2 wks without re-fueling

Figure 9-3 - Permanent and Auxiliary Generator Sites and Priorities--Camp Smith and Manana Housing

Note(s):

Waste Water Treatment Facility (474-5180)
-2 Diesel generators designed to operate manually for one (1) week.
-1-1400KW w/5000 gal fuel storage capacity
-1-600KW w/500 gal fuel storage capacity

Potable Water (473-0958)
-3 water reservoirs with 2-day supply

Electrical Power (474-0387)
Camp Smith Facilities (477-8800)
CDO (477-7227)
Public PWC Pearl Harbor (474-3149)

DESTRUCTIVE WEATHER PLAN

CHAPTER 10

EMERGENCY COMMUNICATION PLAN

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CHAPTER 10

EMERGENCY COMMUNICATION PLAN

10000. PURPOSE. This chapter provides communication instructions and detailed tasking to elements of MCBH and tenant organizations in support of emergency contingency mitigation, preparedness, response, and recovery operations.

10001. DISCUSSION

1. General

a. It is impractical to promulgate detailed instructions governing all emergency mitigation, preparedness, response, and recovery contingencies that could require use of existing, available, and alternate communications systems.

b. Emergency mitigation and preparedness will be accomplished by using existing communication and information systems (G-6) capabilities and will not require implementation of alternate systems.

c. In some emergency contingencies, existing communication capabilities should not be affected or equipment casualties will be so slight that implementation of alternate CISD systems will not be necessary. In other emergency contingencies, wide spread destruction could result in serious casualties to, or even total loss of existing communications systems.

d. The need to maintain and continue normal administrative and operational communications may occur simultaneously with a need to control and coordinate response to and recovery from one or more civil emergency contingency.

2. Communications equipment necessary to support the Navy Hawaii Region Emergency Management operations shall be derived from existing and available G-6 assets:

a. Common user networks (Oahu Telephone System [OTS], Hawaiian Telephone, Defense Messaging System [DMS], Defense Switched Network [DSN]).

b. Facsimile (FAX) capabilities.

c. Navy Hawaii Regional Coordination High Band VHF-FM two-way radio net.

10002. POLICY

1. All available G-6 system assets shall be used to the fullest in Marine Corps emergency contingency response and recovery operations.

2. Essential communication shall be accomplished through the most effective means available.

10003. OPERATIONS

1. Established normal communications will be used as required and maximum control and coordination will be effected as necessary to assure the availability of reliable and efficient communications.

2. The primary means of voice communications systems shall be telephone. Alternate voice communications shall be two-way trunked radio. A computer with access to the local area network will also be available.

10004. SIRENS

1. The Tsunami siren system is available in the event a base-wide warning is required to announce the warning signal of the status of the disaster. In case of emergency, the AC/S G-3 will direct activation of the Tsunami siren.

2. The switch for the siren is located in the Emergency Operations Center (EOC). G-6 personnel will activate the switch when instructed to by the AC/S G-3.

3. The Tsunami siren is tested every working first day of the month at 1145. This test is conducted island wide in conjunction with civil defense.

10005. ACTION

1. AC/S G-3. On setting of **Storm Condition TWO**, stand-up the EOC.

2. AC/S G-6

a. On setting of **Storm Condition TWO,** ensure all hand-held Radios are fully charged and operational. Distribute hand-held radios to designated personnel, only as directed.

b. On setting of **Storm Condition TWO**, begin establishing and testing the Base emergency communications system. Ensure that the system is established and operational before the setting of **Storm Condition ONE**.

c. On setting of **Storm Condition ONE,** activate the Base Broadcast Net to all commands. This net will be used to disseminate essential information to respective disaster preparedness operation centers.

3. Commands/Departments. On setting of **Storm Condition Two,** the following Departments/Commands should report to building 505 and sign for one hand-held radio if necessary. The hand-held radio will be set on the Disaster Control Net (Channel 1 on all trunked radios):

a. Shelter Managers

b. Director, Supply

c. Director, Marine Corps Community Services

d. Director, Personal Services

e. CO, BMCs

f. OIC Waterfront Ops

g. Airfield Rescue Fire Fighting (ARFF). In addition, maintain net control on Crash Net using existing radio assets.

h. OIC, Base Federal Fire Unit. In addition, monitor net control on Crash Net using existing radio assets.

i. Director, Facilities. In addition, monitor Crash Net (140.1 MHz) using existing radio assets.

j. Explosive Ordnance. In addition, monitor Crash Net (140.1 MHz) using existing radio assets.

k. Director, Housing. In addition, monitor Crash Net (140.1 MHz) using existing radio assets.

10006. INTERNAL COMMUNICATION REQUIREMENTS

1. Information Systems Management Office

a. Provide a Computer for the EOC that is attached to the Local Area Network.

b. Provide personnel as directed.

2. Telephone Section

a. Provide the non-secure facsimile machine to the EOC and connect to 257-4925.

b. Provide personnel as directed.

3. Operations Section

a. Provide personnel to operate the radio nets.

b. The personnel will be assigned to assist the G-3 as directed.

4. Telephone Support

a. The Primary EOC is equipped with the following telephone lines:

(1) 257-8456/7/8
(2) 257-8460
(3) 257-8467
(4) 257-8474/75/76
(5) 424-6005/6007 and 257-8882 STU-III line.
(6) 424-6006 (Secured fax) 257-1378 (Unsecured fax).

b. The EOC is equipped with four hot lines (automatic ring), connected with Camp Smith Command Center, PMO, Facilities and Medical.

c. Normal administrative telephones will be used as the primary means of communication unless they have become inoperable. If there is a total loss of administrative telephone service, the disaster control net and III MEF Forces Hawaii broadcast net will be activated to disseminate essential information. Upon commencement of destructive weather preparations, all base activities are to ensure that nonessential telephone usage be curtailed as well as all nonessential meridian phones be disconnected.

Classification of Circuit	U	U	U	U	U	U	U	U	U	U	U	U	U	U
	JOINT EMERG. C/C	BASE EMERG. COMM.	TENANT COMMAND	TAC1	TAC2	TAC3	CID	SRT	BMC	FED FIRE DEPT.	WATER FRONT OPS	ENVIRONMENTAL	FAC DEPT.	AARF
EMERGENCY OPERATIONS CONTROL CENTER	X	C	C	C	X	X	X	X	X	X	X	X	X	X
HAWAII CIVIL DEFENCE	X		X											
PROVOST MARSHALL OFFICE		X		C	C	C	C	C						
AARF		X								X				C
BRANCH MEDICAL		X							C					
FEDERAL FIRE DEPARTMENT		X								C				
WATER FRONT OPERATIONS		X									C			
EXPLOSIVE, ORDANANCE DESPOSAL		X												X
SUPPLY		X											X	
RESIDENT OFFICER IN CHARGE CONSTRUCTION		X											X	
HOUSING		X											X	
FAMILY SERVICES CENTER		X												
FACILITIES		X											C	
MCCS		X												
CPWP			X											
H&S BN MARFORPAC			X											
HQBN			X											
4TH FORCE RECON			X											
3D MARINE REGIMENT			X											
CSSG-3			X											
MCAF			X											
ASEK			X											
1ST RADIO BN			X											
25 ID	C													
NAVBASE PEARL	X													
15TH ABW	X													
14TH CG DISTRICT	X													
FREQUENCIES IN MHz														
III MEF FORCES BROADCAST M30.65														
JOINT EMERGENCY COM/CON R M148.400														
T M148.975														

Figure 10-1 - (RADIO GUARD CHART)

DESTRUCTIVE WEATHER PLAN

CHAPTER 11

CIVILIAN PERSONNEL

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CHAPTER 11

CIVILIAN PERSONNEL

11000. GENERAL

1. During destructive weather, reduced operational readiness will be maintained with emergency personnel.

2. Each Department will determine emergency personnel required for a destructive weather situation. Missions and critical services provided to other sections or units will be considered when establishing emergency personnel.

a. Emergency Staff Position. A position for which the duties are vital either to the continuity of medical facility operations, public safety, national defense, or other crucial operations.

b. Designation Procedures

(1) All Base departments should update their emergency personnel rosters, notify personnel in writing that they are designated as emergency employees. The term Emergency employee is used to designate those employees who must report for work in emergency situations. The notice should include the requirement that emergency employees report for or remain at work in emergency situations and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise. If a dept determines that a situation requires employees not designated as emergency employees to report to work or remain at work during an emergency, the agency should establish a procedure for notifying them individually. Supervisors will designate in writing, civil service employees critical to base emergency response operations. Listing of emergency personnel will be reviewed annually May-June timeframe or as changes occur.

(2) A Memorandum of Designation (see Figure 11-1) will be provided to each civil service employee filling an emergency staff position. The responsible supervisor will retain a copy of the completed Memorandum of Designation.

(3) An updated Personnel Action Form (SF-52) will be made to state that the designated position is critical for continued base operation during emergency response operations. It will clearly state that the incumbent is considered Emergency essential and is required to be in attendance at the designated worksite during situations when base DESTRUCTIVE WEATHER PLANs/procedures are implemented by the CG.

11001. WORKFORCE DISMISSAL SITUATIONS

1. Conditions arise during work hours.

a. When destructive weather condition II is set, MCBH will dismiss essential personnel to take care of personal issues related to security of personal property and protecting their families. Essential personnel are directed to report back to work within 6 hours of the storm.

b. When destructive weather I is set, MCBH will reduce work operations and dismiss non-emergency personnel at the CG's direction. Employees on duty will not be charged annual leave; the appropriate charge is excused absence (administrative leave). Employees are cautioned that failure to obtain supervisory approval for leaving the work site before the scheduled dismissal time could result in disciplinary action.

3. Conditions arise during non-working hours. Reduce work operations will take place at MCBH until such time, that conditions allow the safe return to full operations.

11002

11002. VOLUNTEER FORCES. Civil service employees and Reserve personnel volunteers can be used in their field of interest/expertise. Volunteers will complete and file, with base facilities or PSC, an agreement for volunteer participation in civil emergency response and recovery operations. The volunteer agreement form illustrated as figure 11-2 shall be used.

11003. PUBLIC ANNOUNCEMENTS

1. When emergency or hazardous conditions develop, the PAO will compose announcements for dissemination to the local news media. It is extremely important that personnel listen to local radio and television stations and follow specific instructions pertaining to personnel on board MCBH.

2. If employees are uncertain whether to report for work during severe weather conditions, they are directed to contact their supervisor.

11004. ACTION

1. Activity directors and commanders will prepare and maintain plans, procedures, systems, and capabilities for use, release, and recall of assigned personnel in emergency scenarios.

2. Activity directors and commanders will conduct annual information and training programs to ensure timely release and recall of assigned personnel.

3. Activity directors and commanders will establish procedures for designating and identifying emergency and essential civil service employees as indicated in figure 11-1.

4. Activity directors and commanders will establish procedures for obtaining and retaining volunteer agreements signed by civil service employees as indicated in figure 11-2.

LETTER HEAD

MEMORANDUM

From: Commanding General
To: Civil Service Employee

Subj: DESIGNATION OF EMERGENCY STAFF POSITIONS AND ESSENTIAL CIVIL SERVICE PERSONNEL

1. This is to advise you that the staff position you fill as Position Description with ____ Activity Name _____, MCBH is considered to be emergency essential. The position is one in which the duties are essential to the continuity of base operations, public safety, the national defense, or other crucial emergency management operations. As the incumbent in this position, your attendance on the job is considered essential during any scenario when the base is responding to an emergency.

2. As a staff member in an emergency essential position, you may be required to either report for work as scheduled, or remain at work while the base is conducting emergency response operations. If an emergency situation appears imminent, you and your supervisor are jointly responsible for making every attempt to contact each other to determine the need for your presence on the job. If unable to contact your supervisor or other designated authority, you are to contact the Command Duty Officer (CDO) at 257-1824, pager 299-0047. Provide the CDO with the department in which you work, the name of your supervisor, your name, and a phone number where you can be reached.

(Signature)

Figure 11-1--Sample DESIGNATION MEMORANDUM

MARINE CORPS HAWAII REGION
VOLUNTEER AGREEMENT FORM

To: Commanding General, Marine Corps Base Hawaii

From:_____

I hereby volunteer my services to MCBH emergency response operations. I understand that this organization may be called upon to conduct emergency response operations outside the physical boundaries for the base's area of responsibility.

I understand that by signing this agreement, I do not hold the government responsible for any injury or harm done to myself as a result of this voluntary assignment.

_____
(Volunteer Signature)

_____
(Social Security Number)

_____
(Mailing Address)

_____
(Home and Business Phone)

_____
(Date Signed)

Figure 11-2--VOLUNTEER AGREEMENT FORM

TASK CHECKLIST

TROPICAL STORM/HURRICANE TASK CHECKLIST

General. This appendix identifies the common and specific tasks to be completed by the responsible party as the various Condition of Readiness(COR) **are set**. These tasks are divided into preparation and response to the approaching destruction weather, and they continue to highlight tasks for recovery and restoration after stand-down from the weather conditions. All requests for support must be coordinated through the EOC x 8456/57/58.

CONDITION V (Normal daily routine 1 Jun - 30 Nov)

All Cmds/Depts

The setting of this condition initiatives seasonal preparation. MCBH will be in condition V from 1 June thru 30 November annually. All Tenant Commands and department are required to:

_____ Disseminate the setting of Condition V to all personnel.

_____ Review all directives, SOPs and prepare to execute.

_____ Ensure non-tactical communications are on-hand, functional, and personnel are educated on their use.

_____ Review and update recall rosters.

_____ Maintain storm lockers (See Appendix D for recommended items. for lockers)

CONDITION IV - Sustained winds (50 knots or greater) are expected within 72Hrs

METOC Notify AC/S G-3 of Recommended COR Setting.

AC/S G-3

_____ Brief CG on Recommended COR setting and Disseminate COR setting the Commands/Depts.

All Cmds/Depts

_____ Disseminate the setting Condition IV to all personnel.

_____ Good routine maintenance of area of responsibility I.e., secure trash dumpsters, pick-up trash debris.

_____ Take action to protect facilities and equipment.

_____ Inventory Storm Lockers.

_____ Review and update recall rosters.

Report the attainment of COR setting to G-3.

TASK CHECKLIST

Facilities	_____	Be prepared to coordinate the distribution and repair of generators as contained in Chapter 9.
	_____	Maintain Motor transport assets in readiness for immediate use.
PAO	_____	Be prepared to release destructive weather info via all available media.
	_____	Info should be, what channels to watch, what to bring to shelters if shelters are open, prepare home by cleaning gutters, securing items around house, turn refrigerator's up, fill gas tanks up (propane for cooking and vehicles) provide a safe environment inside house for pets.
AC/S G-6	_____	Coordinate the update of Communications and Info data Systems Plan for destructive weather.
Supply	_____	Prepare to support dining facilities and emergency **shelters by identifying** sources of food and MRE's, cots, bedding, etc.
CONDITION III - Sustained winds (50 knots or greater) expected in 48 Hours-WATCH 36 Hrs.		
METOC	_____	Notify AC/S G-3 of Recommended COR Setting.
AC/S G-3	_____	Be prepared to Stand-up EOC.
	_____	Notify all commands/depts of COR setting.
All Cmds/Departs	_____	Disseminate the setting of Condition III.
	_____	Coordinate with the Environmental Dept (257-6920) for environmental issues.
	_____	Coordinate with Facilities for provisions of generator support.
	_____	BPT to identify Disaster Management Teams.
	_____	Place personnel, equipment, assets, material and supplies required for destructive weather emergency operations on stand-by to deploy on order from EOC.
	_____	Report attainment of COR setting to G-3 (257-8819/8456/57).

TASK CHECKLIST

	_____	Barracks Managers should be prepared to sign for MRE's, account for all personnel living in barracks, tape windows, etc.
	_____	Be prepared to stand-up and manage Emergency Shelters iaw Chapter 6.
Aviation Units	_____	Tie-down, chock and gust-lock all aircraft not secured in hangars.
	_____	Pre-flight aircraft designated for evacuation.
	_____	Place evacuation flight crews on standby.
	_____	Fuel aircraft to the maximum extent practicable.
	_____	Inform inbound aircraft of current and forecast weather as applicable.
	_____	Inform G-3 of the types, number and destination of aircraft to evacuated.
PAO	_____	Release destructive weather info via all available media.
	_____	Request those w/ medical conditions contact PMO for special considerations.
Facilities	_____	Activate Emergency Response Teams.
	_____	Implement Emergency Power Plan.
	_____	Ensure execution of trash removal.
	_____	Be prepared to dispatch drivers and motor transport assets (wreckers, buses) in support of the EOC.
	_____	Fill gas tanks for all vehicles
	_____	BPT to provide support to commands/bldg managers in securing large dumpsters, porta-johns and debris.
Commissary	_____	BPT to keep commissary open to longest extent possible.
Housing	_____	BPT to activate Housing Emergency Response Teams.

TASK CHECKLIST

	_____	Print out housing rosters with names, addresses, provide a copy to EOC,PMO.
Supply	_____	Be prepared to provision emergency shelters (See chapter 6).
PMO	_____	Be prepared to support emergency evacuation when ordered.
	_____	Ensure a copy of the housing residence is received in order to account for where about.
MCCS	_____	Recommend time table for the closing of Daycare centers.
	_____	Be prepared to secure the all recreational activities, I.e., gym, marina, pools.
		(Consider boats at Marina be chained together on trailers be half filled with water)
	_____	Be prepared to keep 7Day store and other exchanges open to longest extent possible. (This will enable patrons to buy necessary supplies in case of destructive weather).
	_____	Be prepared to stand-up and manage Emergency Shelters.
CONDITION II - Sustained winds (50 knots or greater) expected within 24 Hrs - Warning		
MCAF	_____	Notify AC/S EOC of Recommended COR Setting.
	_____	Inform inbound aircraft of airfield status and recommend they divert.
AC/S G-3	_____	Stand-up EOC.
	_____	Coordinate with Weather Officer, recommended evacuation area.
	_____	Coordinate with METOC recommended shelter activation. based on weather scenario.
All Cmds/Depts	_____	Disseminate the setting of Condition II.

TASK CHECKLIST

_____ Secure all field training/rifle range training.

_____ Tenant Commands should be prepared to stand-up SAF if needed.

_____ Evacuate aircraft , if advisable and report.

_____ Set-up and check all communication nets.

_____ Be prepared to release non-essential personnel.

_____ Allow "ESSENTIAL" personnel time off to take care of their homes, families and report back to work within 6 hrs of storm.

Ensure "ESSENTIAL" personnel have proper identification (special pass) to allow them back on Base. (Special passes can be obtained from PMO/Dept).

_____ Plan for early closing of Mokapu Elementary School and Day Care Centers.

_____ Report the attainment of COR setting to EOC (8456/57/58)

_____ BPT recall all essential personnel (weekends).

_____ Make preparations for securing all vehicles other than emergency vehicles.

_____ Fuel all vehicles and equipment to capacity.

_____ Begin unplugging non-essential electrical items and lights.

_____ Ensure that drainage channels and streams in AOR are cleared to allow maximum water flow at all times.

_____ Be prepared to Provide Command Emergency Shelter Mgrs to designated Shelters when activated by EOC (See Chapter 6).

_____ All Command Assistant DPO's are to report to EOC for guidance.

TASK CHECKLIST

Facilities	_____	Ensure completion of emergency power plan. Test all sources of emergency utilities.
	_____	Ensure there is fuel for Generators to last at least one week.
	_____	Ensure that drainage channels and streams are cleared to allow maximum water flow at all times.
	_____	Top off reservoirs at this time.
	_____	Secure Emergency Shelters I.e., boarding windows, doors, ensure generators are hooked up at this time.
Supply	_____	BPT to support Emergency Shelters with requested supplies.
PMO	_____	Implement Evacuation Plan as directed, ensure all residents have been accounted for.
MCCS	_____	Prepare Emergency Shelters as directed
	_____	Provide EOC of timetable for closure and hours of operations of MCCS activities to remain open.
PAO	_____	Release destructive weather info via all available media.
CHAPLAIN	_____	Deploy Chaplain and service support upon shelter opening and as directed by EOC.
CONDITION I - Sustained winds (50 knots or greater) expected within 12 Hrs		
METOC	_____	Notify EOC of Recommended COR Setting.
EOC(CG Approval)	_____	Direct the closing of nonessential facilities and personnel.
	_____	Direct the opening of Emergency Shelters.
	_____	Release operational immediate message to CMC, WASH, DC
All Cmds/Depts		MCBH will commence selective closing of activities, facilities, and services. At a minimum, in addition to the requirements of COR II, Tenant Commands and Departments are required to:

TASK CHECKLIST

	_____	Disseminate the setting of COR I to all personnel.
	_____	Release all non-emergency civ and mil personnel.
	_____	Ensure the completion of all preparations and staging of equipment, material and personnel.
	_____	Restrict military personnel to base liberty.
	_____	Verify the status of Disaster Management Teams.
	_____	Report attainment of COR setting to EOC (8456/57/58)
PAO	_____	Release destructive weather info via all available media.
PMO	_____	Strictly enforce the evacuation and restriction of designated areas as directed by EOC.
MCCS	_____	Open Emergency Shelters to the Public.
Supply	_____	Coordinate with the DECA officer to close the commissary as directed by the EOC.
CONDITION IC -	**Sustained winds (50 knots or greater) expected within 6 Hrs**	
METOC	_____	Notify EOC of Recommended COR Setting.
EOC	_____	Direct closing of gates to all but **mission essential** personnel and emergency traffic and returning base residents.
	_____	Advise Commanders to secure liberty and restrict nonessential personnel to quarters or shelters.
	_____	Personnel will be allowed to go to Messhall until the onset of damaging winds.
All Cmds/Depts	_____	Restrict non-essential military personnel to quarters, or shelters. Personnel will be allowed to go to messhalls until the onset of damaging winds.
CSSG-3	_____	BPT Provide PMO tactical vehicles.
MCCS	_____	Secure all nonessential MCCS activities, facilities and personnel except for specific activities until the last minute.

TASK CHECKLIST

PMO	_____	Close installation gates to all but mission essential and emergency traffic and returning base residents.
	_____	Request tactical vehicles from CSSG-3
Facilities	_____	Based on conditions, consider taking down electrical grid before destruction weather hits.
PAO		Release destructive weather info via all available media.
COR IE - DESTRUCTIVE WEATHER IS OCCURRING		
All Cmds/Depts		Military and civilian functions crucial to essential operations, and emergency response necessary to protect life and preserve law and order will be the only authorized activities. Messhalls will be closed until the passing of destructive weather. Motor Vehicle operations will be restricted to emergency and tactical vehicle operations coordinated by the EOC.
COR IR - DESTRUCTIVE WEATHER HAS PASSED "ALL CLEAR HAS BEEN SOUNDED"		
		Destructive weather system has passed the area, but safety and storm hazards remains. The ERRT is effecting the speedy re-establishment of services, utilities, and the transportation system, clearing debris, and performing essential repairs. All Commands/Depts will:
All Cmds/Depts	_____	Disseminate the setting of COR IR when directed by the EOC.
	_____	Insure assessment teams are in tactical vehicle and briefed regarding hazards.

TASK CHECKLIST

	_____	Support the EOC and the emergency response recovery team as requested.
	_____	Conduct casualty and damage assessments as soon as practicable and report to EOC.
	_____	Continue to restrict non-emergency personnel to barracks, quarters or shelters until directed.
EOC	_____	Establish recovery operations priorities. Determine the condition of readiness and the timetable for when MCBH will return to COR V.
	_____	Coordinate with the State of Hawaii regarding "Presidential declaration of Disaster" and request support as needed with State/ FEMA, etc.
	_____	Release sitrep to COMMARFORPAC and CMC
	_____	Coordinate audiovisual and helicopter support for an aerial visual recon of the base.
MCAF OPS	_____	Provide EOC with a timetable for airfield and air traffic control facilities will be operational.
PMO	_____	Be prepared to detour traffic around impassable routes and to mark significant hazards on base road network. Report hazards to EOC.
	_____	Conduct assessments with a facilities dept personnel in tactical vehicle.
Facilities	_____	Have a facilities Dept personnel conduct assessment with PMO in a tactical vehicle.
	_____	Coordinate with EOC for the response to request for assistance, repair of essential facilities, and restoration of utilities to the base iaw the recovery plan and priorities.
	_____	Water
	_____	Sewage
	_____	Electrical
	_____	
	_____	Ensure land fill is open for debris removal, consider alternate location if needed.

TASK CHECKLIST

	_____	Provide the EOC with a timetable for restoration of utilities and completion of essential repairs as soon as possible.
Supply	_____	Coordinate with DECA for a timetable for opening and hours of operation of commissary.
	_____	Provide emergency food/messing, water and sanitation services as required upon assessment of the damage.
	_____	Be prepared to support the distribution of donations of essential items and services as required.
	_____	Coordinate with higher headquarters for implementation of Global Contingency Contract Support (EFDPAC.NAVFAC.NAVY.MIL.472-1177).
	_____	Coordinate with CSSG-3 for humanitarian assistance equipment and material.
G-6	_____	Conduct and report damage assessments of base area communication and information systems and facilities as soon as possible.
PAO	_____	Prepare and release pertinent news releases and responses to media inquires regarding storm damage, personnel casualties, and recovery operations as directed by EOC.
	_____	Ensure pertinent information is provided to the family members at shelters.
	_____	Be prepared to release to the media recall of Military and civilian personnel.
MCCS	_____	Assess and report the impact of storm on MCCS activities to EOC. Provide timetable for opening and hrs of operations of MCCS activities, facilities and services.
	_____	Prepare to stand-up the FAC.
	_____	Coordinate with EOC on release of shelterees
SJA	_____	Establish a destructive weather information, assistance and claims office as required.

Appendix B Notification Matrix

ORGANIZATION	PHONE NUMBER	HAZMAT	Phys Security	Law Enforcement	**Destructive Weather**
Marine Corps Base HAWAII					
CG, MCB Hawaii	257-2378/7608				
DC, MCB Hawaii	257-1827	✓	✓	✓	✓
Command Duty Officer (CDO) MCB	257-1824	✓	✓	✓	✓
AC/S, G-3	257-8819/20	✓	✓	✓	✓
Range Management Branch	257-8871				
OIC, Explosive Ordnance	257-7112				
AC/S, G-2	257-8874				
AC/S, G-4	257-8821/7723				
Supply Dept ASP	257-2404 257-2996	✓			✓
Environmental Dept	257-5640	✓			✓
Family Housing Branch	257-3295				✓
Bachelor Housing Branch	257-4170				
Facilities Maint	257-2171x224	✓	✓		✓
AC/S, G-5	257-8845	✓	✓	✓	✓
AC/S, G-1 (Adjutant)	257-8813/14				✓
Director, Comptroller Div	257-7724	✓			✓
AC/S, G-6 Telephone Technical Support After Hours	257-5889 257-1420 257-8500/6010 257-5880	✓	✓		✓
Director, Safety Div	257-8900	✓			✓
Branch Medical Clinic	257-3365x101 257-7116 691-8950 ©	✓	✓		✓
NCIS	473-2974 © 864-2434		✓		
Public Affairs Officer	257-8841/1728	✓	✓	✓	✓
Staff Judge Advocate	257-9983/5742	✓	✓	✓	✓
Inspector General	257-7716				
Director, MCCS	257-7500/7540	✓	✓	✓	✓
Personal Services Director	257-8806				✓
Command Chaplain	257-3552/5552				✓
Command Security Manager	257-7716		✓		
Provost Marshall (PMO Desk Sgt) Bldg 1096 KBay, 601 CS Alternate Bldg 505 KBay, 500 STU III	257-3308 7114/3110 477-8730	✓	✓	✓	✓
**MCB Fire Department		✓	✓	✓	✓

Appendix B Notification Matrix

ORGANIZATION	PHONE NUMBER	HAZMAT	Phys Security	Law Enforcement	**Destructive Weather**
Tenant Commanders					
HQ&SrvBn (Camp Smith)	477-8362/8800	✓	✓	✓	✓
HQBn, KBay	257-5735/5896	✓	✓	✓	✓
MCAF OPS ARFF	257-2086/ 257-2121/3579 257-2003/1073	✓	✓	✓	✓
Weather Dept	257-2386/0404/	✓			✓
PMO (Camp Smith) ATFPO	477-7114/8730 477-8738/8744	✓	✓	✓	✓
3d Marines	257-2624	✓	✓	✓	✓
CSSG-3	257-1853	✓	✓	✓	✓
MarForPac CAT ATFPO	477-0077/8302/ 8920/8642/ 477-8737	✓	✓	✓	✓
1st MAG-24	257-1373	✓	✓	✓	✓
1st RadBn	257-5202 257-3211/2949	✓	✓	✓	✓
**CPRFP	257-0382/ 0509x8702(ATO 551-4452(CDO)	✓	✓	✓	✓
**HSL-37	257-0104x252	✓	✓	✓	✓
VR-51	257-7930	✓	✓	✓	✓
4th ForRecon	257-2420/1902	✓	✓	✓	✓
External Agencies: Military					
(JRAC) CAC	438-9141 438-7831				✓
III MEF Command Center	DSN622-7563				✓
HQMC Command Center					
Public Works Center Pearl Harbor	474-3149				✓
SMART - Tripler	433-7911	✓			✓
Federal					
FEMA	851-7900	✓			✓
FFD	831-7771 471-7117			✓	

Appendix B Notification Matrix

ORGANIZATION	PHONE NUMBER	HAZMAT	Phys Security	Law Enforceme	**Destructive Weather**
State					
Emergency Police/Fire/Ambulance	911	✓		✓	✓
Oahu Civil Defense	523-4121/4679	✓			✓
State Civil Defense	733-4300x554	✓			✓
Hawaiian Electric Co	548-7961	✓	✓		✓
Board of Water Supply	527-5200/6180	✓	✓		✓
GTE Trouble line	643-4411	✓	✓	✓	✓
Waste Water Treatment (Camp Smith	474-5180 474-0393	✓	✓		✓
Potable Water (Camp Smith)	473-0958	✓	✓		✓
Electrical Power (Camp Smith)	474-0387	✓	✓		✓

Other Activities					
American Red Cross	734-2101				✓
Navy Marine Corps Relief Society	254-1328				✓
Commissary	257-2612				✓
External Medical Facilities					
Tripler Castle NEPMU-6 See Annex J Health Services	433-3707 263-5164 473-0555	✓			✓

MCBH EOC

(1) 257-8456/7/8
(2) 257-8460
(3) 257-8467
(4) 257-8474/75/76
(5) 424-6005/6007 and 257-8882 STU-III line.
(6) 424-6006 (Secured fax) 257-1378 (Unsecured fax).

****NOTE:** When notifying Dept/Commands on higher/lower FPCON Measures, use MCBH ATFP list provided on Global Address Book (NIPRNET). Navy units CPRFP and HSL-37 e-mail address are added to matrix above and needed to be added to list.