



Destructive Weather and Snow Condition Operational Procedures

NATIONAL DEFENSE UNIVERSITY
JOINT FORCES STAFF COLLEGE
7800 HAMPTON BOULEVARD • NORFOLK, VIRGINIA 23511-1702

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1. This policy directive establishes procedures for the Joint Forces Staff College (JFSC) in case of destructive weather (gales, tropical storms, or hurricanes) or severe snow and ice conditions.
2. OPNAVINST 3140.24 series establish the basic conditions of readiness for military activities ashore. The Federal Personnel Manual (FPM) Civilian Manpower Management Instruction (CMMI) 610 is the directive for administrative management of civil service personnel and states specific regulations for administrative dismissal during destructive weather periods. Actions for area commands on receipt of weather warnings and information are described in reference COMNAVREGMIDLANT/SOPA(ADMIN)HRINST 3141.1B and NAVSUPACT NORVAINST 3440.17. The Memorandum of Understanding between Joint Forces Staff College and Fort A. P. Hill outlines the responsibilities of both commands should evacuation be necessary. A Hurricane Guide is posted on the JFSC Web page to provide supplemental information to students, staff, and faculty concerning preparation, evacuation routes, and shelter requirements.
3. This policy directive supersedes PD 23 dated May 2010 and has been significantly revised and should be read in its entirety.



JOSEPH S. WARD, JR.
Major General, U.S. Air Force
Commandant

TABLE OF CONTENTS

	<u>PAGE</u>
COMMANDANT’S LETTER	ii
TABLE OF CONTENTS	iii
DEFINITIONS	1
CHAPTER 1 – PROGRAM OVERVIEW	3
1.1.1 Purpose	3
1.1.2 Discussion	3
CHAPTER 2 – PROCEDURES	5
2.1.1 Action	5
2.1.2 Faculty/Staff Evacuation	6
2.1.3 Student Evacuation	6
CHAPTER 3 – RESPONSIBILITIES	9
3.1.1 Chief of Operations (CHOPS)	9
3.1.2 All Personnel	9

October 2012 -- The office responsible for this publication is the Deputy, Chief of Operations (DCHOPS).

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DEFINITIONS

1. Storm

a. **Thunderstorm.** Usually small in area and produced by cumulonimbus clouds, it is always accompanied by lightning and thunder, sometimes has hailstones, and may be associated with a passing front.

b. **Tornado.** A tight rotary windstorm that, although small in scale, is one of the most violent storms known. Tornado announcements are of two kinds as follows:

1 Tornado Watch. Weather conditions are such that tornadoes may develop.

2 Tornado Warning. A tornado has actually been sighted or indicated by weather radar in the area.

c. **Severe Windstorm.** This may be associated with a passing front with wind speeds increasing rapidly. Windstorms usually last longer than thunderstorms or tornadoes.

d. **Tropical Depression.** Weather associated with a tropical cyclonic system with winds of up to 33 knots.

e. **Tropical Storm.** Weather associated with a tropical cyclonic system with wind speeds between 34 and 63 knots.

f. **Hurricane.** A tropical cyclone with wind speeds of 64 knots or greater. Alert phases are as follows:

1 Hurricane Watch. Hurricane may threaten local area.

2 Hurricane Warning. Hurricane is expected to pass through the local area.

3 Category I Hurricane. Hurricane with winds from 64 knots to 82 knots and storm surge of 4-5 feet above normal.

4 Category II Hurricane. Hurricane with winds from 83 knots to 95 knots and storm surge of 6-8 feet above normal.

5 Category III Hurricane. Hurricane with winds from 95 knots to 113 knots and storm surge of 9-12 feet above normal.

6 Category IV Hurricane. Hurricane with winds from 114 knots to 135 knots and storm surge of 13-18 feet above normal.

7 Category V Hurricane. Hurricane with winds greater than 135 knots and storm surge greater than 18 feet above normal.

g. **Local Area Destructive Wind Warning.** Warning of hazardous or destructive weather conditions (other than of tropical origin), issued when expected winds are of sufficient force to warrant special precautions. Types of warnings are as follows:

- 1 Small Craft Warning. Expected winds of 18-33 knots.
- 2 Gale Warning. Expected winds of 34-47 knots.
- 3 Storm Warning. Expected winds of 48 knots or greater.

2. **Snow/Ice Condition.** An expected accumulation of snow, severe winds accompanying snow, or ice conditions created by a combination of precipitation and subfreezing temperatures.

3. **Conditions of Readiness**

a. Small Area Storm

1 Thunderstorm/Tornado Condition II (use applicable term). Destructive winds accompanying the storm are reported or expected in the area within six hours. Lightning and thunder are also anticipated. Take precautions that will permit achieving an appropriate state of readiness on short notice.

2 Thunderstorm/Tornado Condition I (use applicable term). Destructive winds accompanying the phenomenon are imminent.

b. Major Cyclonic Storm

1 Gale/Storm/Hurricane Condition V (use applicable term). Destructive winds are possible within 96 hours.

2 Gale/Storm/Hurricane Condition IV (use applicable term). Destructive winds are possible within 72 hours.

3 Gale/Storm/Hurricane Condition III (use applicable term). Destructive winds are possible within 48 hours.

4 Gale/Storm/Hurricane Condition II (use applicable term). Destructive winds are expected within 24 hours.

5 Gale/Storm/Hurricane Condition I (use applicable term). Destructive winds are expected within 12 hours or less. Take appropriate action to minimize damage.

CHAPTER 1

PROGRAM OVERVIEW

1.1.1 **Purpose**. The purposes of this Policy Directive are as follows:

a. To make JFSC personnel aware of effective preventive measures for the protection of personnel, buildings, and equipment.

b. To establish and assign duties for preparations to be completed:

1 at the beginning of hurricane season,

2 upon notification of destructive weather warning, and

3 post storm cleanup and repair.

c. To ensure adequate personnel are available to handle:

1 security

2 special details for the maintenance of essential service and damage control and assessment, and

3 material support for storm recovery.

d. To ensure that post-storm recovery operations proceed in a safe, orderly manner.

1.1.2 **Discussion**

a. Joint Forces Staff College campus may experience destructive weather or snow and ice conditions which could impact on mission and training functions. The severe weather phenomena described here can occur during most of the year in the Hampton Roads area. Such weather phenomena may endanger life, destroy property, and require expenditure of funds for repair. Analysis of meteorological and oceanographic data for this area indicates the most serious threat of storm damage comes from storms of tropical origin (hurricanes/tropical storms) in which winds of destructive force are sustained for long periods of time. The annual hurricane season for the Hampton Roads Area is from 1 June through 30 November. Storms of nontropical origin (gales, thunderstorms, and tornadoes), while of shorter duration and generally localized in nature, can also disrupt operations and endanger life and property. There is no substitute for advance planning and preparation before the onset of destructive weather. This Policy Directive outlines planning and preparation for destructive weather, ensuring that all persons know what to do when it occurs.

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CHAPTER 2

PROCEDURES

2.1.1 Action

a. When directed by the Senior Officer Present Ashore (SOPA)/SOPA (ADMIN) HAMPTON ROADS (Commander Navy Region Mid-Atlantic, CNRMA), the appropriate destructive weather plan will be carried out. SOPA/SOPA (ADMIN) HAMPTON ROADS will publish conditions of readiness by message to affected commands and activities located within the Norfolk Naval Station area of coordination. Sewells Point Complex Duty Officer will execute the notification telephone tree, passing information to the JFSC Quarterdeck. The Quarterdeck watch stander will notify the JFSC Chief of Operations (CHOPS), Command Security Officer (CSO), and the Senior Enlisted Advisor (SEA) when conditions of readiness change.

b. Snow/Ice Condition is set and canceled in the Sewells Point area by the CNRMA. CNRMA will notify the JFSC Quarterdeck by telephone and/or message and arrange for announcing Snow/Ice Condition over local radio and television stations. The Chief of Operations (CHOPS) will notify the CMDT and Chief of Staff (COS).

c. To efficiently reduce the number of personnel on campus during destructive weather, military and civilian personnel will be assigned to one of two categories, alpha or bravo.

1 Alpha personnel are essential personnel and Bravo personnel are nonessential personnel.

2 Students are considered Bravo personnel.

3 JFSC Alpha designated personnel are annotated on the recall roster, which is updated on a monthly basis.

4 Any JFSC personnel living in Sewells Point complex barracks are designated as Alpha personnel.

5 JFSC deans and directors may designate additional Alpha personnel at any time circumstances require (i.e. members with a particular technical skill are needed for recovery operations).

6 Pregnant or limited duty personnel members will not be designated as alpha personnel.

7 Alpha personnel will assist all departments, as needed, in order to carry out required actions set forth in this instruction.

d. A Hurricane Guide is posted on the JFSC Web page to provide information to students, staff, and faculty concerning preparation, evacuation routes, and shelter requirements.

e. During inclement weather, students should listen to or watch the local radio or television stations for public announcements concerning reporting instructions. When “BRAVO” personnel are directed to report late or not to report for duty, those instructions will guide delayed class start times or decisions to suspend classes. JFSC recall procedures may be used to notify all students and necessary JFSC personnel of the requirement to report contrary to any other published/broadcast reporting instructions, and what specific times personnel are to report.

f. In case of destructive winds with little or no warning given during nonworking hours, the normal watch will be augmented by on-call duty personnel as the CDO considers necessary.

2.1.2 **Faculty/Staff Evacuation**

a. Normandy Hall, building SC-1, is the designated disaster shelter for college Alpha personnel.

b. Class Bravo military personnel will evacuate to Fort A. P. Hill or to any safe area (shelter or high ground residence) outside of Hampton Roads, but within the 300-mile “local area”. If outside of the “local area,” military personnel must be in a leave status. Fort A. P. Hill is not an option for military personnel evacuating with dependents, the quarters available can only accommodate military personnel without dependents. All personnel who evacuate must be accounted for through JFSC recall roster procedures.

c. Class Bravo DoD civilian personnel will be placed on administrative leave. The Commandant will grant administrative leave on a daily basis, so civilians must keep themselves informed concerning changes in the college’s status.

d. Notification of college status and important information will be disseminated through the College’s telephone Hot Line (757-443-6166), which will be updated by 0730 daily.

2.1.3 **Student Evacuation**

a. All students will evacuate to Fort A. P. Hill or to any safe area (inland shelter) outside of Hampton Roads, but within the 300-mile “local area.” If outside of the “local area,” military personnel must be in a leave status. Fort A. P. Hill is not an option for students evacuating with dependents, the quarters available can only accommodate students without dependents.

b. Transportation for all students evacuating to Fort A. P. Hill will be provided by JFSC as required. POVs are authorized at Fort A. P. Hill.

c. Evacuation procedures for international students are covered under this policy directive and are identical to domestic student evacuation procedures. International students who have dependents with them WILL NOT be provided transportation or be allowed to evacuate to Fort A. P. Hill. International students with dependents are required to provide their own transportation to any safe area (inland shelter) outside of Hampton Roads, but within the 300-mile “local area.”

d. All students, domestic and international, will keep their Seminar Team Leader (STL) informed of their whereabouts and provide contact information. International students will also be required to inform the International Military Student Officer (IMSO) of their whereabouts and provide contact information.

e. Notification of college status and important information will be disseminated through the College's telephone Hot Line (757-443-6166), which will be updated by 0730 daily. All students must check the JFSC Hot Line regularly, but at least once a day.

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CHAPTER 3

RESPONSIBILITIES

3.1.1 **Chief of Operations (CHOPS)**. The CHOPS has overall responsibility for the execution of this directive. In the execution of this plan CHOPS will do the following:

- a. quickly and efficiently disseminate storm or hurricane information to military and civilian personnel on campus
- b. activate the JFSC Destructive Weather,
- c. secure government property and protect human lives,
- d. obtain medical aid in case of injuries,
- e. control damage, and
- f. supervise and coordinate the efforts of all JFSC personnel in carrying out the provisions of this directive, subject to the order of the Commandant (CMDT).

3.1.2 **All Personnel**. During inclement weather, all JFSC personnel are to call the weather hotline at 443-6166 for information on delays or closings for JFSC. Additionally, all personnel can tune in to Channels 3, 10, or 13 and look for an announcement concerning JFSC (announcements are scrolled across the bottom of the screen). Radio station Eagle 97 (97.3 FM) will also be broadcasting information pertaining to JFSC. As a general rule, JFSC will follow the region's direction for Naval Station Norfolk and the NSAHR Compound.

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