

NDSTC CHECK-OFF LIST FOR TROPICAL CYCLONE COR I-V

1. ITEMS TO BE COMPLETED UNDER COR V

*NDSTC 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.*

Department Heads / Division Officers inspect buildings and applicable areas for proper stowage and hurricane readiness. Make readiness reports to the Quarterdeck.

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

2. ITEMS TO BE COMPLETED UNDER COR IV

a. CMAA

(1) Maintain communications with EOC, in order to attain a continuous update of storm's status.

(2) EM will attend daily briefs (0830 & 1500) with NSA PC METOC/EM.

(3) EM to brief CO and XO on storm progress and preps daily (0900 & 1530).

(4) CDO tracks storm and updates status board.

(5) Continue general operations.

b. Department Heads / Division Officers inspect buildings and applicable areas for proper stowage and hurricane readiness. Make readiness reports to the Quarterdeck.

- |                 |       |             |       |
|-----------------|-------|-------------|-------|
| (1) Engineering | _____ | (5) Craft   | ===== |
| (2) Supply      | _____ | (6) Medical | ===== |
| (3) LMD         | ===== | (7) Admin   | ===== |
| (4) Training    | ===== |             |       |

c. CDO report to NSA PC EOC that condition IV is set.

**3. ITEMS TO BE COMPLETED UNDER COR III**

a. NDSTC

(1) Set modified general operations.

(2) Secure and backup all IT equipment. Users with USB backup drives: Backup "My Documents", "Desktop", "Favorites" and data from shared drive. Power down all PC's, monitors, and printers and cover with plastic. Take USB Drive and power cord with you.

b. CMAA / Safety

(1) Maintain communications via radio with EOC.

(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) Test Emergency Diesel Generator.

(2) Secure installed sprinkling system (grounds).

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

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

(5) Fill all 5 gallon water containers and store in NDSTC's Hurricane locker.

e. Craft

(1) Schedule support requirements with PWC, NSA PC 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 (13) at CO's discretion. (2 hours utilizing Craft Department)

f. Emergency Manager

(1) EM will brief staff on evacuation orders and training department will brief the students on designated shelter location for their class, hand out directions and determine who needs transportation.

(2) EM to schedule support requirements with NSA PC EOC for bus transportation to designated shelters.

g. Department Heads

(1) Department Heads / Division Officers inspect buildings

and applicable areas for proper stowage and hurricane readiness. Make readiness reports to the Quarterdeck.

|                 |       |             |       |
|-----------------|-------|-------------|-------|
| (1) Engineering | _____ | (5) Craft   | ===== |
| (2) Supply      | _____ | (6) Medical | ===== |
| (3) LMD         | ===== | (7) Admin   | ===== |
| (4) Training    | ===== |             |       |

h. Secure diving operations as directed by the CO.

i. DPO report to NSA PC 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.

b. Facilities Division reports all buildings secured (doors, windows closed and locked and grounds clear) to Command DPO.

c. On-site DPO takes control of all operations.

d. Implement evacuation procedures per reference (c) if ordered by NSA PC CO.

e. On-site DPO reports to NSA PC EOC that Condition II is set.

**5. ITEMS TO BE COMPLETED UNDER THE COR I**

a. On-site DPO establish emergency communications using the UHF NET / VHF located in the CMAA 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 / training pool lights, etc.).

d. Evacuation order given by NSA PC EOC (done in conjunction with Bay County EOC)

e. Staff authorized 300 mile evacuation radius. Staff to contact supervisor if problem noted en-route to safe area. Update NFAAS (<https://navyfamily.navy.mil>) with current location when safe area reached. Complete NFAAS (<https://navyfamily.navy.mil>) assistance survey if required.

f. Students ordered to go to pre-designated safe haven. OOD secures all doors and ensures all windows are closed and verifies that the security container is locked and secured.

g. NSA PC notified (by NDSTC CMAA) to verify outer door of secure room is secured every 4 hours after evacuation of NDSTC and CEODD.

h. Secure all non-vital electrical circuits (i.e., pierside support, hotel station, pier, and training pool lights, etc.).

i. Building verified secured by EM and relocates to NSAPC EOC until storm passes. EM contacted by CDO cell 850-596-8235.

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