



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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NAVCRUITDISTNYINST 3440.1H

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23 Oct 15

NAVCRUITDISTNY INSTRUCTION 3440.1H

Subj: DISASTER PREPAREDNESS PLAN (DPP)

Ref: (a) OPNAVINST 3100.6J W/CH-1
(b) OPNAVINST 3140.24F
(c) COMNAVREGMIDLANTINST 3440.24
(d) CNICINST 3440.17 W/CH-3
(e) COMNAVCRUITCOMINST 3440.1E

Encl: (1) Annex A Recall of Personnel
(2) Annex B Public Affairs
(3) Annex C Natural Disaster Emergencies (Appendix 1-4)
(4) Annex D Emergency Telephone Numbers
(5) Annex E Inclement Weather Procedures

1. Purpose. To set policy and procedures for disaster preparedness at Navy Recruiting District (NRD) New York.

2. Cancellation. NAVCRUITDISTNYINST 3440.1G CH-1

3. Background

a. Natural disasters (i.e. heavy weather, snow conditions, fire, earthquake, etc.) are a potential and continual threat to personnel and property. Adequate and timely warnings, coupled with prompt and effective disaster control measures, are necessary to minimize the loss and damage from destructive forces.

b. References (a) through (e) provide guidance concerning hazardous and destructive phenomena and establish conditions of readiness in anticipation of hazardous or destructive forces.

4. Mission. The disaster preparedness plan is established to ensure all measures are taken to meet natural destructive forces. During a major disaster or emergency, NRD New York personnel may be tasked to:

- a. Rescue personnel.
- b. Reduce property loss.

23 Oct 15

c. Restore or maintain the essential operation of NRD New York in order to continue its mission.

d. All military personnel are available for assignment to meet major disaster contingencies.

e. Civilian employees will be used primarily in their regular capacities unless they volunteer to perform emergency related assignments.

5. Responsibility

a. Commanding Officer (CO) will:

(1) Activate and coordinate execution of the DPP.

(2) Maintain thorough familiarity with the DPP and readiness state of personnel, equipment and facilities.

b. Executive Officer (XO) will:

(1) Establish an emergency recovery operations plan that will minimize loss of life, injury and property damage.

(2) Maintain the currency and effectiveness of the DPP.

(3) Perform the following tasks:

(a) Supervise emergency recovery operations.

(b) Exercise economy of force consistent with the situation.

(c) Anticipate additional requirements to provide relief of personnel and resupply of material.

c. Supply Officer (SUPPO) will:

(1) Procure and provide materials required for prevention and recovery operations.

d. Command Duty Officer (CDO) will:

(1) Contact CDO, Naval Weapons Station (NWS) Earle, NJ, cellular number (732) 558-3362/Quarterdeck number (732) 866-2500, upon assumption of CDO and provide contact telephone number during the workday and after normal working hours.

(2) Contact the CDO, NWS Earle, NJ periodically during the workday or as required.

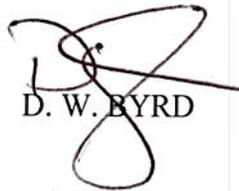
(3) Provide and issue equipment and consumable supplies as requested.

(4) If required, the Administrative Officer (AO) will be contacted to muster command personnel as directed by Commander, Navy Recruiting Region EAST and Naval Support Activity (NSA), Saratoga Springs, NY via the Navy Family Accountability and Assessment System. The AO will login to the website <HTTPS://NAVYFAMILY.NAVY.MIL> to complete the necessary muster and notify NRD NY CDO and NSA Saratoga Springs when 100 percent of affected personnel have been accounted for.

(5) Notify the XO in the event conditions change, or updated information is provided by the CDO, Commander, Navy Recruiting Region EAST.

(6) Ensure prompt communication of directions to all personnel via Department Heads.

6. Plan Execution. This plan is effective upon receipt, and will be used for operations in a disaster, emergency, or when directed by the CO, designated representative, or higher authority.



D. W. BYRD

23 Oct 15

**ANNEX A
RECALL OF PERSONNEL**

1. Information. All military and civilian personnel considered essential to the operation and recovery of NRD New York shall be subject to recall.

2. Action

a. CO or designated representative may institute a personnel recall to handle an emergency. The person instituting the recall will determine whether only key personnel or all personnel will be recalled.

b. XO will ensure military and civilian personnel are aware of the purpose for a recall and their inherent responsibility to respond.

c. AO will maintain a telephone recall bill which includes all Officers, Chiefs, Enlisted staff, and key civilian employees. Key military and civilian personnel, who must be called first, will be adequately identified on each recall bill. Each key person shall be notified of their status on the recall bill.

23 Oct 15

**ANNEX B
PUBLIC AFFAIRS**

1. Policy. The Public Affairs Officer (PAO) is responsible for controlling the flow of information to the media during emergency situations. NRD New York's policy is to provide as complete and accurate information to the press as consistent with the need to first advise seniors in the Chain of Command. The primary concern is for the safety and security of all NRD New York personnel and of the command's mission. Possible negative effects of failure to provide information to the media are numerous, underscoring the advisability of making frequent official news releases.
2. Responsibilities. The PAO will:
 - a. Document the incident with photographs and video as appropriate.
 - b. Ensure the CO or, if not available, the XO reviews and approves the following before taking action:
 - (1) The substance of media briefs on the status of the incident, recovery operations, etc.
 - (2) Access to suspects, victims, or incident scenes by the media, and release of Navy photographs to the media.
 - (3) Interviews with NRD New York personnel.
 - c. Develop guidelines for use by PAO personnel and provide counsel to the CO regarding public affairs actions/requirements. Guidelines will include the following:
 - (1) Safety. Who is responsible for the safety of media representatives who are allowed to enter danger zones? Who is responsible to provide and brief escorts?
 - (2) Information. What information can be released? What are the restrictions regarding the release of information? Will photographs be released?
3. Execution. Information that could adversely affect the security of the United States, the mission of the command, or the safety of its population will not be disclosed.

23 Oct 15

**ANNEX C
NATURAL DISASTER EMERGENCIES**

1. Purpose. To provide guidelines concerning actions to be taken when various natural disasters/emergencies occur.

2. Background

a. NRD New York is subject to natural phenomena which, with the exception of earthquakes, usually provide sufficient advance warning to take preventive measures. These actions in conjunction with subsequent survival and recovery measures will minimize the effects of natural disasters.

b. This Annex will usually be implemented based on local weather conditions.

c. Extreme weather condition forecasts received at NRD New York require dissemination to All Hands to ensure orderly disaster preparedness actions.

3. Discussion. This Annex will acquaint personnel with the hazards and protective measures for specific natural disasters/emergencies. Potential effects may include a combination of two or more hazards, social disorganization, epidemics, and civil disorders. Prior planning assures greater protection for everyone and is essential if NRD New York's mission is to continue or be quickly restored when disaster strikes.

APPENDIX I - Heavy Weather
APPENDIX II - Snow Conditions
APPENDIX III - Fire
APPENDIX IV - Earthquakes

23 Oct 15

APPENDIX I HEAVY WEATHER

1. Purpose. To promulgate procedures to be followed when heavy weather conditions (gale/storm/hurricane/tornado) are set.
2. Discussion. Although the geographic area of New York does not lend itself to frequent incidents of heavy weather, occasional hurricanes have swept through the area causing significant damage, and loss of telephones and electricity for extended periods of time. Preparations for heavy weather are normally accomplished in a sequential order based on the length of warning time. NWS Earle, NJ is tasked with setting the appropriate readiness conditions, which are defined as follows:
 - a. Condition V - A normal condition of alertness
 - b. Condition IV - Threat of destructive winds within 72 hours
 - c. Condition III - Threat of destructive winds within 48 hours
 - d. Condition II - Threat of destructive winds within 24 hours
 - e. Condition I - Threat of destructive winds within 12 hours
3. Action
 - a. Department Heads will notify their personnel that a particular readiness condition has been set, at which time the below actions will be taken:
 - (1) Condition IV - Continue normal operations
 - (2) Condition III - Continue normal operations
 - (3) Condition II
 - (a) Take precautions that will permit establishing an appropriate state of readiness on short notice. These include:
 1. Fill all vehicles with fuel.
 2. Obtain necessary materials (i.e. tape, flashlights, batteries) to secure offices and assist in recovery operations.
 3. Secure all items that could be damaged by water.

23 Oct 15

4. Monitor local radio and television stations for current information.

(b) Curtail operations as necessary.

(c) Prepare to evacuate personnel and material from dangerous locations or areas as deemed necessary.

(4) Condition I

(a) Continue securing operations. Tape windows as required. Complete all actions no later than six hours before the storm is expected to strike.

(b) Field personnel should call the Headquarters Administration Office (516) 683-2518) for command status reports. Operations will be secured if warranted.

(c) Monitor local radio and television stations for current information. Personnel in areas being evacuated should follow the instructions of local civil defense authorities.

b. As soon as possible following the storm, damage reports on the condition of all NRD equipment and spaces will be reported to the CO via the CDO.

c. Commence repair/cleanup operations.

d. Resume normal operations.

NOTE: All personnel shall use the CDO, chain of command and alternate communications (Facebook, text, etc) to the greatest extent possible in maintaining awareness of reporting requirements and return-to-work orders.

23 Oct 15

APPENDIX II SNOW CONDITION PLAN

1. Purpose. To describe "Snow Condition" and the procedures to be followed when these conditions are set.

2. Information

a. "Snow Condition" is the condition prescribed when accumulated or forecast snowfall or other forms of freezing precipitation indicate it will be necessary to suspend normal operations, including excusing most civilian and military personnel from work for an extended period, i.e. until road or weather conditions are favorable for returning to normal operations.

b. NRD New York personnel are considered Category BRAVO personnel since they are not required for functions such as traffic control and snow removal.

3. Action

a. "Snow Condition" Set During Normal Working Hours

(1) XO NRD New York will forward the information to all Department Heads for further dissemination.

(2) All Hands will:

(a) Secure at the time "Snow Condition" is set or, if the effective time is past, immediately upon receiving the word that it has been set. Exercise extreme caution in returning home.

(b) Monitor local radio and television stations; unless otherwise directed, report to work as usual on the next working day.

b. "Snow Condition" Set During Non-working Hours. All Hands will monitor local radio and television stations; and call the CDO (516) 250-3656 for guidance. A daily phone muster of all personnel will be taken by Department Heads and Division Leading Chief Petty Officer (DLCPO). When DLCPOs conduct phone musters, they will immediately notify the Operations Officer, Assistant Operations Officer or Chief Recruiter (CR) that all personnel are "accounted for." Department Heads will notify the CDO, who will upon completion of the phone muster, notify the XO.

23 Oct 15

c. Division Officers (DIVO) or DLCPOs may set "Snow Condition" for their division as appropriate, due to the diversity of the territory encompassing the district. Upon determining a "Division Snow Condition" is warranted, the responsible DIVO or DLCPO will notify the Operations Officer or CR who may provide additional instructions. Following notification of the Chain of Command, the DLCPO will disseminate information to all personnel under their charge. If set during normal working hours, specific attention should be directed to "proceed to local residence with extreme caution." If set during non-working hours, the DLCPO will conduct a "phone muster" of their responsible personnel. A phone muster must be prompt and accurate, accounting for all appropriate personnel affected. Every effort will be made to contact each member, including any personnel enroute to or from work, NRPS, Headquarters or an applicant home visit. The DLCPO will notify the Operations Officer or CR when contact with all personnel has been completed. For personnel accounting purposes and the possibility of an unlikely event of casualty reporting, the Operations Officer or CR will inform the AO upon any instance when a "Division Snow Condition" is expected and also upon completion of any phone musters. The AO will keep the XO and CDO informed as required.

NOTE: All personnel shall use the CDO, chain of command and alternate communications (Facebook, text, etc) to the greatest extent possible in maintaining awareness of reporting requirements and return-to-work orders.

APPENDIX III FIRE

1. Purpose. To promulgate procedures to be followed if a fire occurs in NRD New York spaces.

2. Action

a. Preventive measures. Department Heads will ensure all personnel are:

(1) Aware of the basic principles of fire prevention.

(2) Operating principles of available fire fighting equipment.

b. Persons discovering smoke or fire will:

(1) Verbally pass the word, activate any available evacuation alarm (if feasible) and evacuate the area.

(2) After evacuation, notify the local fire department. Give your name, location, and the telephone number from which the call is being made. Do not hang up until the fire station operator acknowledges all pertinent information unless safety dictates otherwise.

(3) Extinguish the fire, if possible, but do not take unnecessary risks.

(4) Close doors and windows to confine the fire, but do not take unnecessary risks.

c. Upon notification to evacuate, All Hands will:

(1) Immediately evacuate the building in an orderly manner; do not waste time collecting personal belongings.

(2) When evacuating facilities located above the first floor:

(a) All personnel will proceed to stairwell exits.

The first person to reach the stairwell will open the door and inspect for smoke or flames. If it is clear, proceed with the evacuation. If there is smoke or fire, use an alternate stairwell.

(b) Do not use the elevator under **ANY** circumstances.

(3) The last person to leave an area will ensure the section has been cleared.

(4) Muster with the senior military member on scene.

23 Oct 15

(5) Remain in designated areas until either dismissed or recalled by cognizant department heads.

d. The Senior Military member on scene will:

(1) Verify the fire department has been called.

(2) Muster and account for all personnel.

(3) Notify the CDO.

(4) Collect all available information about the fire and relay it to firefighters and police arriving on scene.

e. The CDO will:

(1) Collect all available information from Senior Military member on the scene.

(2) Notify CO, XO and PAO.

(3) Prepare required special incident reports.

f. CO will:

(1) Provide status reports to Commander, Navy Recruiting Region EAST.

g. XO will:

(1) Commence special incident reporting per reference (a), if required.

(2) Call Naval Criminal Investigative Service if arson is suspected.

(3) Supervise repair/cleanup operations.

NOTE: All personnel shall use the CDO, chain of command and alternate communications (Facebook, text, etc) to the greatest extent possible in maintaining awareness of reporting requirements and return-to-work orders.

APPENDIX IV EARTHQUAKES

1. Purpose. To provide guidance in responding to earthquakes.
2. Background. Although the area encompassed by NRD New York is not considered seismically active, it has occasionally experienced earthquakes which registered as much as 4.0 on the Richter Scale. If an earthquake occurs, the following problems may result:
 - a. Telephone outages.
 - b. Electrical power outages.
 - c. Fires.
 - d. Broken water lines.
 - e. Natural gas leaks.
3. Protection. The greatest danger during an earthquake is being hit by falling objects. Since building exterior walls fall outward, roofs may cave in. Upright objects that are not securely anchored may topple. After an earthquake, the greatest danger is fire. There is no sure protection from the effects of an earthquake just as there is no warning of one approaching.
4. Action
 - a. During an earthquake:
 - (1) Stay calm.
 - (2) Get clear of hazards.
 - (3) If inside a building:
 - (a) Stay inside unless a gas leak or fire occurs.
 - (b) Take cover under desks, tables, benches, doorways, and in closets.
 - (c) Stay clear of glass windows.
 - (d) Do not use open flames.
 - (4) If outside, stay clear of buildings, utility poles, and downed wires.

23 Oct 15

(a) If in a vehicle, stop the vehicle and remain inside.

(b) Do not shut off utilities unless lines are damaged or you are instructed to do so by competent authority.

(c) Do not smoke or allow open flames near damaged areas until certain there is not explosive hazard present.

b. After an earthquake

(1) DIVOs, DLCPOs and Department Heads will provide damage reports of their equipment and facilities to the CO via the chain of command.

(2) Phone muster will be conducted to determine safety of all personnel. Department Heads will report results of phone muster to the CDO, who will make a final report to the XO.

NOTE: All personnel shall use the CDO, chain of command and alternate communications (Facebook, text, etc) to the greatest extent possible in maintaining awareness of reporting requirements and return-to-work orders.

23 Oct 15

**ANNEX D HQ
EMERGENCY TELEPHONE NUMBERS**

<u>District</u>	<u>Working Hours</u>	<u>After Hours</u>
Commanding Officer	(516) 683-2501	Recall Bill
Executive Officer	(516) 683-2502	Recall Bill
Command Master Chief	(516) 683-2532	Recall Bill
Administrative Officer	(516) 683-2504	Recall Bill
Supply Officer	(516) 683-3420	Recall Bill
Public Affairs Officer	(516) 683-2506	Recall Bill
CDO Cellular Phone	(516) 250-3656	
<u>Other</u>		
Local Police	911	911
Naval Criminal Investigative	(718) 630-4776	

23 Oct 15

ANNEX E
INCLEMENT WEATHER PROCEDURES

1. Purpose. To establish procedures for monitoring inclement weather hazards and modifying command working hours in the interest of safety during inclement weather.
2. Scope. Inclement weather such as heavy snow fall or ice, can cause unsafe driving conditions during the time NRD New York personnel normally commute to/from work. A clearly defined process to adjust working hours to ensure safe commuting.
3. Assumptions. NRD New York Department Heads and DIVOs will ensure that mission critical work does not stop during inclement weather, keeping in mind the safety of all personnel. Department Heads, with confirmation from the XO, will authorize situational Telework for those qualified civilian employees and delayed daily reporting when weather conditions affect safe commuting.
4. Procedures. When a possibility of hazardous inclement weather exists, NRD New York, through guidance from Commander, Naval Installations Command, will evaluate the situation and determine if the hazard warrants any change in command operating level. NRD New York will attempt to complete that assessment prior to 0600 of the affected day.

NOTE: The CO will direct early dismissal of employees and military members if inclement weather threatens driving safety during normal working hours.

5. Command Operating Levels

- a. Normal – All Hands report for duty.
- b. Delayed Reporting – All personnel will delay the start of their work day until 0900. The specific start time will be specified if other than stated above. If weather conditions have not improved by the designated report time and driving conditions are still unsafe, then a non-report work day will be initiated by the CO.

NOTE: All personnel shall use the CDO, chain of command and alternate communications (Facebook, text, etc) to the greatest extent possible in maintaining awareness of reporting requirements and return-to-work orders.