



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 3440.1
N00
14 Aug 12

NAVCUITDIST RICHMOND INSTRUCTION 3440.1

From: Commanding Officer, Navy Recruiting District Richmond

Subj: INCLEMENT OR DESTRUCTIVE WEATHER AND DISASTER PREPAREDNESS PLAN

Ref: (a) COMNAVCUITCOMINST 3440.1
(b) NRD Richmond Rosetta Stone

Encl: (1) NRD Richmond Inclement/Severe Weather Procedures
(2) Destructive Weather and Disaster/Emergency Procedures
(3) Conditions of Readiness Timeline for Destructive Weather
(4) Personnel Accountability Reporting Format

1. Purpose. To establish procedures for response to incidents of inclement weather and to establish conditions of readiness in anticipation of a natural disaster or destructive weather, setting forth steps to be taken to prevent injury to personnel and damage to government property.

2. Background. The safety of Navy Recruiting District (NRD) Richmond personnel is the prime concern whether responding to an incident of inclement weather, period of destructive weather or a disaster/emergency. In accordance with reference (a), NRD Richmond is responsible for developing and implementing a Disaster Preparedness Plan for all attached personnel.

3. Definitions

a. Inclement or Severe Weather/Event: snow, ice, hail, heavy rainfall with accumulations blocking off some roads, isolated thunderstorms, tornadoes or flooding; fire or minor earthquake with localized damage.

b. Destructive Weather or Disaster/Emergency: major earthquake, hurricane, widespread fire or flooding, bombing, riots and other circumstances that may cause undue hardship (anti-terrorism/force protection issues and FPCON settings are addressed in a separate instruction).

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4. Responsibilities

a. Executive Department. Responsible for updating this instruction.

b. Executive Officer

(1) Monitor email and message traffic for updates from the Commander, Navy Region Mid Atlantic (CNRMA) Regional Operations Center (ROC) and Naval District Washington (NDW) or the Naval Weapons Station Yorktown Emergency Management Coordinator. Establish contact with each of these entities as soon as practicable to ensure NRD Richmond has the most up to date information.

(2) Monitor NFAAS for personnel updates from isolated persons, adding updates as they become available.

(3) Contact CNRC N4 immediately after destructive weather/disaster/emergency to report damage to facilities and arrange funding for evacuated persons (an Evacuation Order must have been issued to obtain funding).

c. Command Duty Officer (CDO)

(1) Brief the Executive Officer upon assuming the watch. Included in this brief will be the weather forecast for the coming week and any other issues that may affect the safety of the command.

(2) When directed to either muster (phone or visual) or to pass critical information to the workforce by the Executive Officer, the CDO will execute phone muster procedures utilizing the established phone tree, in accordance with the accountability tab of reference (b). During this discussion, the CDO and Executive Officer will establish the specific wording to be used for the notification as well as the official event/exercise start time, after which **HOURLY** reports will be due.

(3) Monitor incoming email traffic and brief district chain of command on coordination from the field, relaying, issuing, and receiving reports as required.

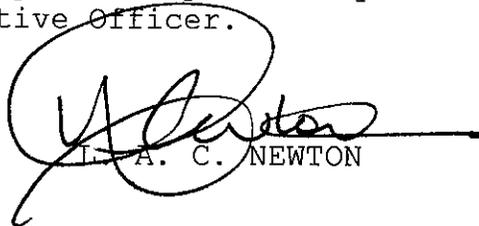
(4) Monitor District Facebook page and CDO email account for personnel reporting their status by alternate means (other than phone tree).

(5) Ensure the CDO briefcase contains a hardcopy of the latest command Rosetta Stone in order to ensure the most up-to-date contact information for assigned personnel is available.

d. Senior Watch Officer (SWO). Ensure that CDOs are properly trained and equipped to execute the requirements set forth in this instruction.

e. Department Heads. When directed either to muster or pass critical information to the workforce, implement phone tree procedures and report results to NRD Richmond Executive Officer or CDO (as ordered) hourly, commencing from the official event/exercise time. Department Heads will be responsible for an accurate phone or visual muster of assigned personnel within their departments. Departments will maintain an up-to-date phone and recall roster at all times; the information will be derived from reference (b). NFAAS-specific updates may also be required per direction from the Executive Officer.

f. Division Officers/Division Leading Chief Petty Officers. When directed either to muster or pass critical information to the workforce by department heads, implement phone tree procedures and report results directly to department head as soon as possible, with hourly updates commencing from the official event/exercise time. NFAAS-specific updates may also be required per direction from the Executive Officer.


A. C. NEWTON

Distribution:
NRDRICHNOTE 5215
List I

NRD Richmond Inclement/Severe Weather Procedures

1. Purpose. To establish procedures for monitoring weather events and hazards and modifying command working hours (when necessary) in the interest of safety.
2. Scope. The safety of personnel is of paramount concern. Inclement or localized severe weather can cause unsafe driving conditions during the time that NRD Richmond personnel normally commute to and from work. A clearly defined process to adjust working hours will prevent personnel from having to commute during these hazards and will reduce confusion.
3. Assumptions. NRD Richmond Department Heads will ensure that mission critical work will not stop or be excused during inclement weather. At the Executive Officer's discretion, delayed reporting for specific personnel will be authorized.
4. Procedures. When the possibility of inclement weather exists, NRD Richmond will evaluate the situation and determine if the hazard warrants any change to the work schedule. The command will attempt to complete the decision making process no later than 0800 of the effected day. Due to the large area of the command, decisions will be made on a geographical basis utilizing the local weather conditions and forecast.
 - a. If a command decision results in a departure from normal working hours, the Executive Officer will update information on the command inclement weather hotline, 804-771-2001 x5. The information on the hotline will be geographically specific.
 - b. A phone tree may also be used to pass inclement weather information to all hands.
 - c. The Executive Officer will direct early dismissal of employees if inclement weather threatens driving safety during normal working hours.
5. Operating Levels. NRD Richmond operating levels will be determined based on respective local weather.
 - a. Normal Operations. All NRD Richmond personnel will work normal working hours.

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b. Delayed Reporting. Personnel in affected area will delay the start of their work day until 0900 or 1100. The command inclement weather hotline will be updated to reflect this change in reporting.

c. Essential Personnel Only. Only previously notified essential personnel will report to work in affected area. The command inclement weather hotline will be updated to reflect this change in reporting.

Destructive Weather and Disaster/Emergency Procedures

1. Purpose. To establish procedures for responding to destructive weather or a disaster/emergency.
2. Scope. The safety of personnel is of paramount concern. Destructive weather or a disaster/emergency can result in personnel or their dependents being injured and/or dislocated and in need of assistance. A well-established procedure for obtaining an accounting for all personnel is crucial to preventing further harm or privation and for getting assistance to those who need it.
3. Procedures. In the event of destructive weather or a disaster/emergency NRD Richmond will evaluate the situation and determine the most appropriate action.
 - a. In the event of destructive weather or disaster/emergency, the Executive Officer will update information on the command inclement weather hotline, 804-771-2001 x5 to include an evacuation order once it is issued.
 - b. A phone tree will be used to initiate mustering/accountability and status update reports on personnel, family, displacement, station reports, station asset reports, and emergency evacuation course of action in accordance with reference (b), Emergency Evacuation info tab.
 - c. Enclosure (3) details actions for all hands in the event of impending destructive weather.
 - d. The Executive Officer will direct early dismissal of employees and/or relief of next day activities if destructive weather threatens driving safety or station safety during normal working hours.
 - e. Personnel responding to an evacuation order will proceed to their previously determined location (as listed in the Rosetta Stone) and notify their chain of Command as soon as practicable of their new location and that they have arrived safely.

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f. Methods of Contact/Reporting. The phone tree is the primary tool for establishing contact with NRD Richmond personnel during an emergency. Should members of the command or their families not be able to reach chain of command personnel on their phone, they should attempt to make contact using the following methods:

- (1) District Facebook page
- (2) NFAAS. Login and provide status.
- (3) Send an email to NRDRichmondCDO@gmail.com

If command leadership is unable to contact a member to ascertain their well being and no email or input to Facebook or NFAAS has been received, another command member in the vicinity of the unaccounted for member will be dispatched to gain accountability, face-to-face, as soon as it is deemed safe to do so.

Conditions of Readiness (COR) Timeline for Destructive Weather

Condition of Readiness	What to do in preparation for impending destructive weather.
<p>COR V: Destructive winds possible within 96 hours</p> <p>Reporting time to ROC - 8Hrs</p>	<p>DIVOs/DLCPOs/LPOs ensure Recall Data is current.</p> <p>Review NRD Inclement or Destruct Weather Instruction</p>
<p>COR IV: Destructive winds possible within 72 hours</p> <p>Reporting time to ROC - 8Hrs</p>	<p>Randomly inspect building, rooms, and storage lockers.</p> <p>Clear debris around station.</p> <p>Secure all loose fittings.</p> <p>Secure loose equipment away from Doors and Windows.</p> <p>Review shelter locations.</p>
<p>COR III: Destructive winds possible within 48 hours</p> <p>Reporting time to ROC - 8Hrs</p>	<p>Refuel Government Vehicles.</p> <p>Move Government Vehicles away from trees, light poles, any other objects that can cause damage.</p> <p>Check medical supplies.</p> <p>Tune in to radio/TV.</p>
<p>COR II: Destructive winds possible within 24 hours</p> <p>Reporting time to ROC - 6Hrs</p>	<p>Secure all PII in office/station.</p> <p>Tape/board windows (on inside).</p> <p>Set refrigerator to coldest setting and pack with newspaper.</p> <p>Secure IT Equipment.</p> <p>Secure all moveable items in station.</p> <p>Secure use of Gov't Vehicles.</p> <p>Tune in to radio/TV.</p>
<p>COR I: Destructive winds possible within 12 hours</p> <p>Reporting time to ROC - 2Hrs</p>	<p>Stuff towels around doors and windows.</p> <p>Suspend all uniformed recruiting operations in established AOR and maintain comms with HQ.</p> <p>Evacuate to shelters, when Evac Order is issued.</p> <p>Stay off roads.</p> <p>Stay indoors, avoid windows.</p> <p>Tune in to radio/TV.</p>

