

# DRAFT

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United States  
Coast Guard



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## APPENDIX 21 TO ANNEX C TO MSU PORT ARTHUR OPLAN 9783-06 HURRICANE/SEVERE WEATHER RESPONSE OPERATIONS

- REFERENCES:
- (a) National Response Plan
  - (b) Eighth District Instruction 3006.1B, Coastal Severe Weather Plan
  - (c) Eight District Instruction 1601.6C, Crisis Staffing Procedures
  - (d) COMDTINST 3100.8, Critical Incident Communications
  - (e) MSU Port Arthur COOP Plan
  - (f) Sector Houston-Galveston Severe Weather Plan

1. Purpose. This instruction establishes the severe weather preparedness and response plan for The Captain of the Port, Port Arthur Area of Responsibility (AOR) in accordance with references (a)-(f).

2. Task Organization: Commander, Eighth Coast Guard District is designated as the Area Incident Commander and will establish an Incident Management Team (IMT) to deal specifically with this portion of the OPLAN. Commander, Sector Houston-Galveston is designated as the Coast Guard Incident Commander (IC) and will establish Incident Command Galveston during the execution of this portion of the OPLAN. Commander, MSU Port Arthur (MSUPA) is designated as the Deputy Incident Commander. Refer to [Tab A](#) for further task organization information.

3. Situation.

a. General. The guidance provided in this plan supplements guidance provided in reference (a)-(f). This plan provides general guidance for personnel and unit protection in the event of severe weather operations. The plan establishes tasking for all phases of the storm from pre-storm preparations to post-storm recovery. The plan will be reviewed and revised as necessary but no less than annually and a hurricane exercise will be conducted prior to the start of the hurricane season.

b. Incident. The hurricane season extends from 1 June to 30 November. The hurricane danger zone is considered to be the entire Southeast Texas and Southwest Louisiana coast and inland region extending 200 miles inshore.

(1) Coast Guard operations in and around the MSUPA AOR will be impacted to varying degrees depending on the severity of the weather.

c. Weather. Weather reports will be updated as they become available. MSUPA will closely track hurricanes, tropical storms, and tropical depressions whenever one is in the Gulf of

Mexico. The commanding officer will be briefed daily when a storm is present in the Gulf of Mexico.

- (1) Warnings for hazardous or destructive weather phenomena are defined as follows:
  - (a) Tropical Depression Warning: expected winds over 22 knots in connection with a tropical disturbance.
  - (b) Tropical Storm Warning: expected winds 34 to 63 knots in connection with a tropical storm.
  - (c) Hurricane Warning: expected winds 64 knots or higher in connection with a tropical storm.
- (2) Hurricane Conditions (HURCON). Hurricane Conditions are defined in [Tab B](#) of this appendix.
- (3) Setting a higher degree of storm readiness which bypasses intermediate conditions (e.g. HURCON V to HURCON II) does not permit omission of action required by the conditions bypassed. It is mandatory to complete sequential requirements.
- (4) Hurricane or tropical storm conditions will normally be set for the entire District or for specific portions thereof. The commander of Sector Houston-Galveston, any commanding officer or officer-in-charge, may set hurricane conditions any time they consider such action is necessary, and will notify Sector Houston-Galveston if such action is taken.
- (5) The National Hurricane Center uses the following terms in its advisory messages:
  - (a) Advisory: weather advisory messages are issued for tropical storms and hurricanes. An advisory states the location, intensity, direction of travel, and speed of a tropical storm or hurricane.
  - (b) Bulletin: a weather bulletin is a public release during periods between advisories, announcing the latest details on the storm or hurricane.
  - (c) Gale Warning: a warning of winds within the range of 39-54 mph (34-51 knots). Gale warnings may precede or accompany a hurricane watch.
  - (d) Hurricane Watch: an advance statement, not a warning, but an indication that a hurricane is near and that attention should be given to subsequent advisories. It implies the possibility of dangerous conditions within 24 to 48 hours. Precautionary action should be taken in case hurricane warnings are forthcoming.
  - (e) Hurricane Warning: a warning which indicates that hurricane winds of 74 mph (64 knots) and higher or a combination of dangerously high water and rough seas are expected on a specified coastal area. When a hurricane warning is announced,

hurricane conditions are considered imminent and preparations should begin immediately. When a warning is announced, it is of utmost importance that all precautionary measures are taken to protect life and property.

(f) Hurricane: A violent storm originating over tropical waters, with winds near its center reaching 74 mph (64 knots) and higher. The storm may range from 50 to 1,000 miles in diameter in size.

d. Support from Other Agencies. Due to the nature of a hurricane or severe weather and its affect on everyone, MSUPA may itself be in both supporting and supported roles with other state/local law enforcement and relief agencies while engaged in disaster response operations. These organizations include:

- (1) U.S. Army Corps of Engineers (ACOE)
- (2) Texas State Division of Emergency Management (TXDEM)
- (3) Federal Emergency Management Agency (FEMA)
- (4) National Weather Service (NWS)
- (5) National Oceanic and Atmospheric Administration (NOAA)
- (6) Texas Department of Public Safety Emergency Operations Center (DPS EOC)
- (7) Texas Department of Transportation (TXDOT)
- (8) American Red Cross
- (9) Salvation Army
- (10) Texas National Guard 6<sup>th</sup> Civil Support Unit
- (11) Local law enforcement/emergency management agencies

e. Assumptions.

(1) Evacuation Not Required:

Hurricane or tropical storm makes landfall in the Area of Responsibility (AOR), but the evacuation of unit personnel is not required. The unit continues operations from MSUPA.

(2) Evacuation Required; Sector Houston-Galveston stands-up IC:

Hurricane makes landfall in the AOR and the evacuation of unit personnel is required. MSUPA forces maintain unit continuity of operations at the evacuation safe haven designated by the District Commander. Operations will continue from this location until MSUPA operations can be reconstituted.

(3) Evacuation Required; MSUPA Badly Damaged or Destroyed:

Hurricane makes landfall in the AOR and the evacuation of unit personnel is required. Future operations from MSUPA are impractical because of damage or destruction from the storm. MSUPA's Continuity of Operations Plan will be utilized in the event the Texas State Bank building is damaged or destroyed beyond reasonable repair.

f. Legal Considerations. Procedures contained within this Appendix will be carried out under the authority of the Robert T. Stafford and Emergency Assistance Act P.L. (42 USC 5121), 14 U.S.C. 88, other applicable statutes and CG regulations. The Stafford Act allows Federal agencies to recoup their costs, if the expenses were incurred during a FEMA pre-approved response operation relating to a declared disaster. It is imperative that MSUPA carefully document and track all expenditures pursuant to hurricane response as they occur.

not after the fact. FEMA will not fund ESF 10 functions, which covers hazardous material and oil spill response. These costs may be reimbursed with the Oil Spill Liability Trust Fund (OSLTF) or CERCLA. The requirements for cost documentation remain.

4. Mission. MSUPA will plan, prepare, and coordinate an immediate response to a severe storm in order to provide search and rescue support, respond to hazardous material spills, coordinate essential waterborne/airborne logistic support, and provide access to storm damaged areas by key response personnel. MSUPA will continue to conduct normal day-to-day Coast Guard missions as operations permit.

5. Execution.

a. Concept of Operations. In the absence of instructions from higher authority, MSUPA will act on its own initiative to prepare for severe weather and protect its personnel, property, and operational capacity.

(1) General. Severe weather response planning must include the realization that Coast Guard personnel and their families in the affected area may be among the victims and as such, may require humanitarian, financial, legal, and personal assistance. This plan is written specifically for hurricanes; however it may be used for storms and other heavy weather situations. This hurricane plan outlines both general and specific task assignments for MSUPA personnel.

(a) Primary responsibility for flood relief rests with state and local governments. Federal assistance may be provided when state and local governments are unable to cope with the situation and the President declares a federal emergency.

(b) MSUPA resources assigned to severe weather response operations will work to save and protect life and property, respond to oil and hazardous material spills, and provide support for recovery operations.

(c) Due to MSUPA's COTP zone encompassing MSU Lake Charles, the OPGON of MSU Lake Charles is necessary to carry out assigned hurricane response operations.

(d) MSUPA's area of responsibility encompasses the Port Arthur COTP zone as delineated in 33 CFR Part 3.40-20.

(2) Employment. MSUPA forces will be employed based on the following priorities:

(a) Self-Preservation. Coast Guard personnel and equipment must be protected and safeguarded to facilitate mission accomplishment and follow-on operations. MSUPA and MSU Lake Charles will take any action necessary to protect Coast Guard assets, including:

1 Enhancing unit security to prevent loss of equipment due to pilferage and protect records and equipment from high water. When feasible, transport all essential equipment to evacuation safe haven.

2 Establishing an evacuation plan for Coast Guard personnel and family members, including a procedure that will provide timely notification to family members to prepare for evacuation. A representative of MSUPA will liaison with state and local authorities to ensure the safety and well being of Coast Guard family members.

3 Stockpile emergency supplies, drinking water, and MREs for unit personnel prior to the start of hurricane season.

(b) Lifesaving. All MSUPA units will be responsible for response actions aimed at the protection or saving of lives, including evacuating people from the affected area.

(c) Reconstitution. All necessary steps shall be taken to reconstitute MSUPA operational assets as rapidly as possible.

1. MSUPA will immediately assess the damage to the unit and report that information to the Incident Commander by the fastest means available.

2. MSUPA units will integrate augmenting forces into operations. These force elements listed below must be available within 48 hours of this plan's implementation in order for the tempo of operations to be maintained 24 hours a day.

1 DART Teams

2 Strike Teams

3 MSSTs

4 LANT & MLC assistance teams

5 Communications gear from TISCOM

(d) Statutory Response. Port safety and security to include SAR will remain top priority. Environmental response will be initiated to mitigate spills that are affecting the waterway. The Port Coordination Team, comprised of key stakeholders, will meet and set forth the required actions to survey the Sabine-Neches ship channel and prioritize commercial vessel movements. MSU Lake Charles personnel will coordinate with local authorities concerning the Calcasieu Ship Channel re-opening. All waterway closure, restrictions, or openings shall be approved by the COTP Port Arthur.

(e) Provide Assistance. MSUPA will be prepared to conduct activities required by the Federal Response Plan (FRP) for emergency support function (ESF) tasking to the Coast Guard via DHS. This tasking includes transport of medical, public utility, and

other relief personnel, as requested. Requests may come from the Disaster Field Office (DFO) supporting the FRP and state/local Emergency Operations Centers (EOC).

b. Tasks. In the absence of instruction from higher authority, Commander, MSUPA is authorized and expected to act on its own initiative in preparing for the protection of personnel property in accordance with the long-standing policy and traditions of the Coast Guard. Other tasks include:

(1) MSUPA will have OPCON of MSU Lake Charles and coordinate operations with Station Sabine and ANT Sabine through Sector Houston-Galveston. MSUPA is responsible for ensuring safety of the ports of Beaumont, Port Arthur, Orange, and Lake Charles, as well as offshore industry through:

(a) Executing the planning process for hurricane response operations. MSUPA will ensure an effective, timely, and smooth transition to ICS through appropriate planning, training, and exercising of the ICS structure shown in [Tab X](#).

(b) Operations and logistics planning for situations where operations are envisioned to extend beyond 10 days.

(c) Consolidating all pertinent message traffic into a single message to be sent to Sector Houston-Galveston. Upon attainment of HURCON 2, SITREPS reporting condition and status of unit will be sent in accordance to Sector Houston-Galveston battle rhythm requirements. Prior to severe weather, report hourly conditions and status of preparations beginning 6 hours before predicted landfall and for 6 hours after landfall. Telephone calls are preferred. Determine and report by any means available, damage, immediate needs, and operational capability as soon as possible after storm passage. Provide updates as additional needs arise. Report for all affected assets and units within the AOR. Report any circumstances that may prevent relief forces from being effective in meeting needs, e.g. blocked transportation modes, lack of electricity, water, housing, etc.

(d) Identifying additional personnel requirements and submit requests to Sector Houston-Galveston.

(e) Requesting Disaster Response Units (DRUs) from Sector Houston-Galveston when appropriate and coordinate deployment of DRUs when assigned to their command.

(f) Providing Sector Houston-Galveston with a list of all personnel incapacitated through personal or family injuries or loss of housing that should be replaced in order to maintain operational capability. If they have already been replaced with Reserve and/or Auxiliary personnel, report it.

(g) Providing Coast Guard representation to the local or state EOC as appropriate for coordination.

(h) Tracking expenditures relating directly to preparing for and recovery from the storm. Expenditures shall be tracked as they are incurred. Units will use their normal accounts procedures, cost center 79872 for storm/natural disaster expenditures. Documentation with adequate explanation/justification is necessary for reimbursement. The use of ICS form 213-RR is the approved document for requesting resources.

c. Coordinating Instructions.

(1) Executive Officer, MSUPA shall serve as Deputy Incident Commander. If required, and on order from Commanding Officer, MSUPA.

(2) Post Hurricane Operations. Post hurricane operations will vary depending upon weather conditions, aircraft, vessel, personnel availability, and storm damage, etc. The following shall be addressed or accomplished during the post hurricane operations phase:

(a) All Units.

1 Account for all personnel and assess damage. Report any injuries to personnel and any damage to facilities or property to Sector Houston-Galveston by most expeditious means available. Follow up with message when able.

2 Prepare for SAR, PWCS, MEP, ATON damage, and survey patrols as required.

3 All supporting and subordinate commands must be prepared to conduct severe weather operations without receipt of execution orders.

4 Submit SITREPs to Sector Houston-Galveston as appropriate. Include damage reports in accordance with reference (g) (Do not info CCGDEIGHT). SITREPs shall be submitted whenever important events in the immediate area occur and when significant storm related activities are completed. Personnel shortages, curfews, restricted areas, and widespread outages of power, water, mail, and telephone services may encumber units in the affected area. Reporting requirements must be flexible and limited to important, immediate needs.

5 After Action Reporting. Lessons learned meetings will be conducted with all hands and department heads within 45 days from the termination of the evacuation order. Any requests from Sector for an AAR will be handled on a case-by-case basis.

6. Administration and Logistics.

a. Concept of Support.

(1) MSUPA and MSU Lake Charles will be responsible for their own administrative and logistical support during the first 48 hours following this plans implementation. After this

time, Sector Houston-Galveston finance and logistics staffs should be prepared to provide guidance and support. Allocating resources based on the contingency.

(2) MSUPA shall conduct operations within normal administrative and logistical requirements. MSUPA will submit requests for critical administrative and logistical requirements beyond its capabilities to the logistics section chief of Sector Houston-Galveston.

(3) All incoming augmenting personnel will report to the Incident Command Post (ICP) upon arrival into the MSUPA AOR.

(4) The logistics section will coordinate for receipt of all required supplies and equipment within 48 hours of this plan's activation. Initial pre-storm equipment staging area will be Lumberton High School. Additional staging areas will be used according to availability.

b. Logistics. Equipment will be received by the Logistics Section and checked for serviceability. Any shortfalls will be reported to Sector Houston-Galveston as soon as practicable.

(1) Augmenting Personnel. The Incident Command Structure for the initial 72 hours of a hurricane response is provided in [Tab X](#). Sector Houston-Galveston and CGDEIGHT will provide personnel to augment hurricane response operations beyond the initial 72 hours.

(2) Individual Responsibility of Personnel. In the event of an evacuation, MSUPA personnel will remain in a 12 hour recall status to ensure the reconstitution of unit operations. It is the responsibility of all personnel in a leave or liberty status to contact their department head or other authority for further instructions upon learning of any hurricane approaching or active within the Gulf of Mexico. Being in a leave status does not alone relieve personnel from their duties to support MSUPA.

(a) Family Members. All personnel and family members are advised to follow recommendations of local authorities concerning the evacuation of low-lying areas. All personnel must personally evaluate available weather information and storm path prediction, and arrange for evacuation of their sponsored family members to a safe location. Emergency berthing for commands located in Sabine Pass, Beaumont, Port Arthur, and Lake Charles has been arranged at the primary evacuation safe haven, Barksdale AFB in Shreveport, LA and the secondary evacuation safe haven in the Dallas/Tyler area. All personnel and dependents will report to the safe haven designated by the MSUPA Commanding Officer.

(b) Leave and Liberty. Personnel on authorized leave outside the MSUPA AOR will only be expected to check in once, providing their contact telephone number has not changed. All liberty and leave for personnel in the immediate area is automatically cancelled when HURCON III is set. Recall from leave for those away from the MSUPA AOR will be evaluated on a case-by-case basis.

(c) Evacuation. MSUPA will request an evacuation order from CCGDEIGHT when deemed necessary, and will normally make the request during HURCON III. Specific evacuation procedures and the message evacuation request are contained in [TABLE](#) of this appendix.

c. Public Affairs. Initial natural disaster information may come from radio, television, or newspapers. The news media also may publish interviews with experts or high-ranking officials, releasing new information not otherwise available. The news media may provide the most up-to-date information available.

d. Reports. All reports concerning the execution of this portion of the OPLAN shall be made by MSUPA to Sector Houston-Galveston. Sector Houston-Galveston shall receive and consolidate reports for further relay to CCGDEIGHT. The following types of communications are expected during hurricane conditions:

(1) Hurricane Condition Attainment. Upon activation of this OPLAN, MSUPA will report to Sector Houston-Galveston, the setting of each hurricane condition or if attainment cannot be achieved in a reasonable time. Only Sector Houston-Galveston will report to CCGDEIGHT if problems in setting conditions are foreseen or encountered.

(2) Situation Reports (SITREPS). SITREPS should be consolidated and submitted whenever important events occur in the immediate area and when significant weather changes take place.

(3) Weather Reports. Weather reports should be forwarded to Sector Houston-Galveston as soon as possible. Sector Houston-Galveston will compile and send them to CCGDEIGHT whenever significant weather changes (e.g. wind force greater than 34 knots, rapid wind shift, barometer changes, or unusual tidal conditions) occur.

(4) Training. MSUPA is required to report to Sector Houston-Galveston that annual all hands training has been conducted on the Hurricane/Severe Weather Plan not later than 31 May. Reports may be made by submitting a letter, message, or e-mail.

## 7. Command, Control, Communications, and Computers.

a. Command Relationships. In executing this portion of the OPLAN, Commander, Sector Houston-Galveston shall serve as the Coast Guard Incident Commander. Commanding Officer, MSU Port Arthur will serve as Deputy, Coast Guard Incident Commander. Sector Houston-Galveston will keep CCGDEIGHT apprised of operations within the COTP Port Arthur AOR.

b. Command Posts. The main command post for Sector Houston-Galveston will be established in the Air National Guard Building 1056 or 1256 at Ellington Field during hurricane conditions II & III when deemed necessary. The main command post for MSUPA

will be established at the TXDPS EOC, 7200 Eastex Freeway, Beaumont, TX when storm conditions are predicted to reach sustained winds less than 100 mph. If sustained winds are predicted to be greater than 100 mph, an alternate command post will be established in the Tyler, TX area. The ICP directs contingency operations in the event coastal areas become flooded. When hurricane strength is not strong enough for mandatory evacuation, normal unit responsibilities are expected to continue. Mobile command posts may be established, and response operations may be integrated with civil command posts, as necessary, to facilitate command, control, and coordination of multi-agency response assets.

(1) Liaison Responsibility. The ICP shall maintain close liaison with federal, state and local civil authorities, Civil Defense, American Red Cross, CG Auxiliary, National Weather Service, and other pertinent officials. Sector Houston-Galveston and CG DEIGHT will provide a liaison to the Texas State Office of Emergency Management.

c. Communications Systems. The preferred methods for communicating during hurricane operations are landline and cellular telephones. If landline and cellular phones are unavailable during hurricane operations, satellite phones will serve as the primary means of communications. HF, VHF-FM, and 800 MHz radios will provide as the secondary means of communication. Refer to the Communications Plan in [Tab G](#) of this Appendix for specific procedures.

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Tabs:

[A – Personnel Requirements](#)

[B – Hurricane Conditions and Specific Tasking](#)

[C – Coast Guard, State, Federal, and Selected Points of Contact](#)

[D – Logistics Preparation Plan](#)

[E – Hurricane Evacuation Guidance and Procedures](#)

[F – Reserve Personnel Call-up Procedures](#)

[G – Incident Communications Plan](#)

[H – Safe Haven](#)

[J – Personnel Claims and Legal Assistance](#)

[X – Hurricane/Severe Weather Response Execution Checklist and ICS Structure](#)