

DRAFT

Commander
MSU Port Arthur
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TAB D TO APPENDIX 21 TO ANNEX C TO MSU PORT ARTHUR 9783-06 LOGISTICS PREPARATIONS PLAN

1. General Instructions. A thorough and periodic check of hurricane kits is essential for emergency planning. Every year before June 1st the Planning Department will coordinate with the Logistics Department that an adequate supply of MREs and water is stockpiled. Each department head is responsible for ensuring that necessary equipment needed to conduct field operations is accounted for, functional, and readily accessible.

a. Rations. Provide for emergency rations, drinking water and medical supplies for own personnel and for possible emergency evacuees.

b. Fuel. Fuel vehicles and boats to maximum capacity if possible but not less than 75%.

c. Ventilation. Provide instructions with regard to the proper method of venting enclosed buildings and structures through the use of windows, storm shutters and similar means. Plan for boarding up and reinforcing structures.

d. Physical Security. Provide for security and protection of records and equipment against high water and winds.

e. Physical Inspection. Make a careful inspection of buildings and surrounding areas in order to detect potential sources of danger such as:

(1) Damaged, worn or improperly secured doors, windows and ventilation openings.

(2) Structural weakness resulting from worn or weather-beaten supports, wooden light poles and similar objects.

(3) Clogged or inoperable gutter and drainpipes, storm drains, sewers and catch basins.

(4) Trees, especially those with rotted limbs or boughs.

f. Unsecured Objects. Locate and earmark all materials such as garbage cans, loose lumber, pails, benches and similar items, which would form dangerous missiles during severe weather. Be prepared to remove these items to safe stowage or have them lashed down.

g. Protected Storage. Locate in advance protected or “high ground” parking for vehicles and equipment, remembering that as much damage results from the flooding of low areas as from the force of the wind. Some of the automotive equipment may have to be used during storm conditions, therefore make sure that drivers’ compartments and cabs are as weather-tight as possible, windshield wipers are fully operative and towing wires and chains are made up in advance.

h. Clean-up Materials. Prepare and strategically place clean up materials including disinfectants, wet weather gear and first aid materials.

2. Personnel.

a. Prior to hurricane season, conduct annual training with all personnel and dependents. Examples of items that should be covered are:

(1) Personal hurricane preparedness.

(2) Hurricane Conditions of readiness.

(3) Hurricane classifications and type of damage that can be expected.

(4) Recall and check-in procedures.

(5) Evacuation procedures and designated unit “safe haven” for dependents.

b. Approaching storm: Brief all personnel daily on expected course of storm and expected follow up actions to combat damages.

c. All new PCS arrivals should be provided with a hurricane briefing as part of their unit check-in process.