

DRAFT

Commander
MSU Port Arthur
2901 Turtle Creek Dr.
Port Arthur, TX 77642

TAB X TO APPENDIX 21 TO ANNEX C TO MSU PORT ARTHUR OPLAN 9783-05
EXECUTION CHECKLIST AND ICS STRUCTURE

1. GENERAL.

**HURRICANE CONDITION FIVE: IN EFFECT FROM 1 JUNE TO 30
NOVEMBER**

TROPICAL DEPRESSION: WINDS OF 28-33 KNOTS/32-38 MPH IN
CONNECTION WITH A TROPICAL DISTURBANCE.

TROPICAL STORM: SUSTAINED WINDS OF 34-63 KNOTS/39-72 MPH.

HURRICANE: SUSTAINED WINDS OF 64 KNOTS/74 MPH OR HIGHER.

A note on the nature of the check-off list. This is a dynamic document. Items included can be checked off or temporarily bypassed as circumstances warrant. All items **MUST** be continuously reviewed and should be updated as necessary. A page simply filled with signatures does not automatically ensure that all required action has been or will be taken. As new situations develop, add notes and remarks to be incorporated prior to the next storm. If a significant change occurs, annotate the check-off list. This is your management tool. Keep it useful. Let prudence and common sense be your continuing guide.

Hurricane Condition Five (Pre-Season Preparations, Complete by 1 June)

5

TASK DESCRIPTION	Billet	Date/ Time	Initials
Review and update plan prior to 15 May each year.	PLANS		
Provide all hands training and disseminate hurricane plan by 31 May.	PLANS		
Evaluate unit recall procedures for department personnel.	PLANS		
Update Department recall lists. Provide information to LTjg Wahoviak and LTjg Gonzales. Copy Planning.	Dept Heads		
Update Facility, Shipyard, and Vessel Owner/Agent contact lists. Report results to Planning.	Dept Heads		
Ensure First Call and Homeport notifications phone number & email addresses are updated.	PLANS		
Ensure emergency generators & RV trailers are operational and in a B-0 status.	VMU/MAA		
Order emergency rations of drinking water and MREs.	LOG		
Ensure communications kits are in B-0 status.	IRM/COMO		
Conduct port assessments by 15 May. Notate GPS location of abandoned vessels and potential obstructions. Report results to Planning.	RESP		
Conduct a hurricane exercise and revise plan as necessary. Submit post exercise report to Sector Houston by 31 May of each year.	PLANS		
Verify availability of vehicle and small boat storage – Lumberton High School and Lufkin. POC Lumberton: Chief Steve Curran (409) 719-4258. POC Lufkin: Scott Marcott (936) 633-0322.	PLANS		
Verify availability of weapons storage Lumberton Police Department and Lufkin. POC Lumberton: Chief Norman Reynolds (409) 755-2650. POC Lufkin: Scott Marcott (936) 633-0322.	WEPS		
Verify availability of safe haven at Barksdale AFB and at the alternate safe haven in the Tyler area.	ADMIN/ PLANS		
Verify MSU Lake Charles has attained hurricane condition.	PLANS		
Send Condition 5 Attainment Message to Sector Houston.	PLANS		
Distribute Marine Safety Information Bulletin to the Maritime Community on the need for hurricane planning. Copy Planning.	VTS		

Checklist for Hurricane Condition Four (72 hours before storm)



	TASK DESCRIPTION	Billet	Date/ Time	Initials
	Ensure all actions for Condition 5 are complete. Notify MSU Lake Charles of condition change.	PLANS		
	CO decides whether IC will relocate to Dallas/Canton/Tyler or Lumberton High School/TX DPS.	CO		
	Prepare all non-essential small boats, Response Trailers, Comms equipment, and Weapons for transportation to the evacuation safe haven.	LOG		
	Notify personnel/families on liberty, leave, or TDY of hurricane condition and timeframe for the evacuation order to be given.	LOG -TDY Dept Heads- Liberty/Leave		
	Prepare current personnel status list. (TDY, LV, etc.) Provide list to Logistics Chief, LTjg Wachoviak, LTjg Gonzales, & Planning.	LOG		
	Establish liaison w/ local Emerg. Mgmt. Coordinator TXDPS/Jefferson County Emergency Management Coordinator	COMMAND LAISION		
	Ensure all vehicles are fueled to 75% capacity.	MAA		
	Prepare evacuation request & submit to Sector/ D8 IMT before setting HURCON 3.	LOG		
	Fill fuel pod to 75% capacity & Top-off VMU fuel tank.	VMU		
	ID & procure rental vehicles capable of towing all boats and trailers.	LOG		
	Conduct All Hands Brief on:	PLANS		
	a) Storm strength, anticipated course, ETA.			
	b) Timeframe for evacuation and the designated safe haven.			
	c) Toll Free Number 1-800-682-1796			
	d) Contact phone numbers			
	e) Responsibilities to check in upon arrival to Safe Haven			
	f) Geographic travel restrictions			
13	Send attainment message to Sector Houston-Galveston	PLANS		

Checklist for Hurricane Condition Three (48 hours before storm)

3

	TASK DESCRIPTION	Billet	Date/ Time	Initials
1	Ensure all actions for Condition 4 are complete. Notify MSU Lake Charles of change in hurricane condition.	PLANS		
2	Confirm availability of USCG Aircraft for SAR, via Sector Houston-Galveston RCDO.	CDO		
3	Remove computer equipment from the floor. Move computers that are near the window to an interior building space. Wrap in plastic to prevent water damage.	IRM		
4	Initiate SWIII back up and SIPRNET back up. Ensure comms gear is accounted for and loaded for transport to the IMT.	IRM		
5	Ensure that personnel vehicles that will be left behind are parked north of I-10.	Dept Heads		
6	Ensure all government vehicles are fueled to FULL capacity. Transfer all non-essential GVs to a location north of I-10.	MAA		
7	Remove classified material log from safe and ensure safes are locked.	CSO		
8	Secure VMU. Ensure any essential equipment be loaded in the response trailer. Ensure fuel pods are filled to 75% capacity	LOG		
9	Secure Armory. Remove weapons and ammo for transportation to evacuation safe haven.	WEPS		
10	Commence movement of small boats, response trailers, government vehicles, weapons, essential equipment, HDS & IMT personnel to the evacuation safe haven location. Ensure this is in progress before setting condition 2.	CO		
12	Establish time for mandatory evacuation of all MSU personnel.	CO		
13	Brief and release all personnel to rendezvous at the evacuation safe haven. Send attainment message to Sector Houston-Galveston.	PLANS		

Checklist for Hurricane Condition Two (24 hours before storm)

2

	TASK DESCRIPTION	Billet	Date/Time	Initials
1	Ensure all actions for Condition 3 are complete. Notify MSU Lake Charles of hurricane condition change.	PLANS		
2	Change unit telephone recording indicating status of unit.	IRM		
3	Transfer the watch to the IC and secure operations at the MSU. Inform Sector Houston-Galveston of IC location.	PLANS		
4	Establish SITREP reporting times with Sector Houston-Galveston. Monitor Weather Channel for storm updates and tracking.	IC SUL		
5	All unit personnel report evacuation location to the People Cell. Ensure a good contact number has been relayed to department heads and branch chiefs.	IC PEOPLE CELL		
6	Send Condition 2 Attainment Message Sector Houston-Galveston	IC SUL		

1

Checklist for Hurricane Condition One (12 hours before storm)

	TASK DESCRIPTION	Billet	Date/Time	Initials
1	Ensure all actions for Condition 2 are complete.	IC PLANS		
2	Submit SITREPS in accordance w/ Sector Houston-Galveston battle rythem.	IC SUL		
3	Complete final shut-down of VTS equipment and secure MSU. Ensure remaining VTS & MSU personnel depart unit at 12-hours before landfall.	VTS		
4	Print out final port status report from VTS. Provide to IC	VTS		
4	Send Condition 1 Attainment Message to Sector Houston-Galveston.	IC SUL		



PORT CONDITION Whiskey (72 hours)

	Task Description	Billet	Date/ Time	Initial
	ISSUE AN MSIB & BNTM SETTING PORT CONDITION WHISKEY AND ADDRESSING THESE ISSUES:			
	Advise all vessels to complete cargo-handling operations before reaching max sustained wind of 35 mph.	VTS		
	Advise vessel agents of vessels over 500 GT remaining in port to complete a “Remaining In Port Checklist” and submit to the COTP within 24 hours for approval.	VTS		
	Advise all vessels to not raft-up in the SNWW impeding the navigable channel & to seek safe harbor in the northern reaches of the Neches and Sabine rivers.	VTS		
	DEPARTMENTAL SPECIFIC REQUIREMENTS:			
	Review the “Remaining In Port Checklist” for security concerns and address those issues.	MDA-LE		
	Update Vessel In Port spreadsheet as necessary. File according to Port Condition.	VTS		
	Contact each facility to obtain status of cargo operations and shut-down timeline. Make reports to PLANS.	RESP		
	Convene the Port Coordination Team to identify ship movements times & intentions.	VTS		
	Consider establishing safety zones to divert commercial fishing fleet from rafting up in the river.	VTS		
	Contact Calcasieu Locks and Leeland Bowman Locks to coordinate lock closure schedule. Make reports to PLANS.	VTS		
	Contact each barge yard and obtain an update on barge dry docks and how many vessels will remain in yard. Contact major barge lines and obtain information regarding fleeting location for its barges. Make all reports to PLANS. Copy VTS.	PREV		
	Liaison with GICA rep. Raymond Butler for Inland Towing and GIWW issues	VTS		
	Ensure all actions completed and file copies with Situation Unit and Documentation.	PLANS		

X

PORT CONDITION X-Ray (48 hours)

Task Description	Billet	Date/ Time	Initial
ISSUE AN MSIB & BNTM SETTING PORT CONDITION X-RAY AND ADDRESSING THESE ISSUES:			
Advise all vessels to complete cargo-handling operations before reaching max sustained wind of 35 mph.	VTS		
Advise vessel agents of vessels over 500 GT remaining in port to complete a "Remaining In Port Checklist" and submit to the COTP within 24 hours for approval.	VTS		
Mandate that all vessels will not be permitted to raft-up in the SNWW impeding the navigable channel and to seek safe harbor in the northern reaches of the Sabine and Neches river.	VTS		
DEPARTMENTAL SPECIFIC REQUIREMENTS:			
Review the "Remaining In Port Checklist" for security concerns and address those issues.	MDA-LE		
Update Vessel In Port spreadsheet as necessary. File according to Port Condition.	VTS		
Contact each facility to obtain status of cargo operations and shut-down timeline. Make reports to PLANS.	RESP		
Confirm time of next Port Coordination Team meeting. Address vessel movements and intentions.	VTS		
As necessary, establishing safety zones to divert commercial fishing fleet from rafting up in the river.	VTS		
Contact Calcasieu Locks and Leeland Bowman Locks to coordinate lock closure schedule. Make reports to PLANS.	VTS		
Contact each barge yard and obtain an update on barge dry docks and how many vessels will remain in yard. Contact major barge lines and obtain information regarding fleeting location for its barges. Make all reports to PLANS.	PREV		
Ensure all actions completed and file copies with Situation Unit and Documentation.	PLANS		

Y

Yankee (24 hours)

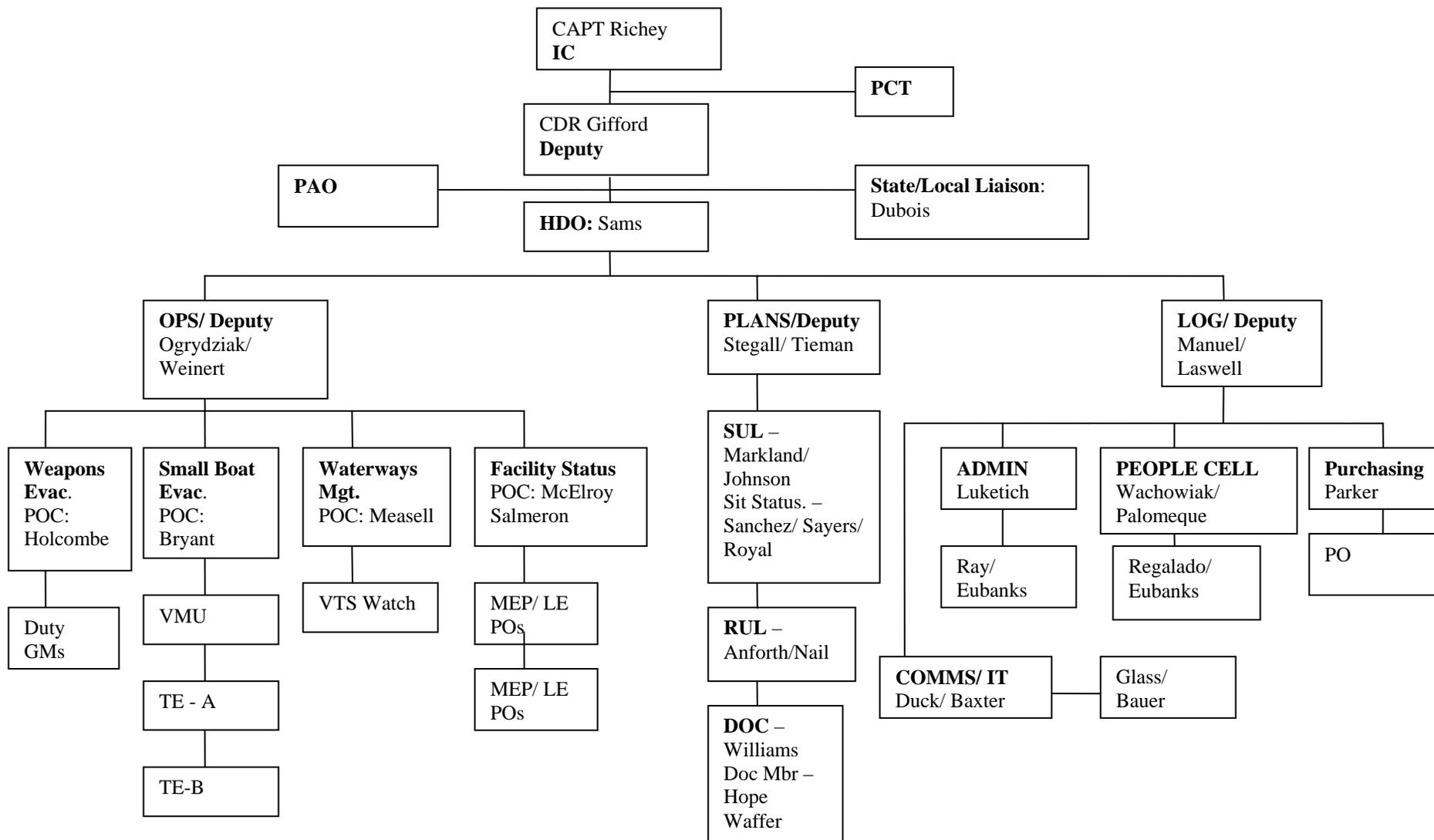
	Task Description	Billet	Date/ Time	Initial
	ISSUE AN MSIB & BNTM SETTING PORT CONDITION YANKEE AND ADDRESSING THESE ISSUES:			
	Advise all vessels and facilities to complete cargo-handling operations before reaching max sustained wind of 35 mph.	VTS		
	Contact vessel agents of vessels over 500 GT remaining in port to complete a "Remaining In Port Checklist" and submit to the COTP within 24 hours for approval.	VTS		
	Mandate that fishing vessels shall not raft up in the SNWW and seek safe haven in the northern reaches of the Sabine and Neches rivers.	VTS		
	DEPARTMENTAL SPECIFIC REQUIREMENTS:			
	Update Vessel In Port spreadsheet as necessary. File according to Port Condition.	VTS		
	Confirm time of next Port Coordination Team meeting.	VTS		
	Contact Calcasieu Locks and Leeland Bowman Locks to coordinate lock closure schedule. Make reports to PLANS.	VTS		
	Contact Pilots for shut down time. (409) 722-1141. Make reports to PLANS.	VTS		
	Ensure all actions completed and file copies with Situation Unit and Documentation.	PLANS		

Z**Zulu (12 hours)**

	Task Description	Billet	Date/ Time	Initial
	ISSUE AN MSIB & BNTM SETTING PORT CONDITION ZULU AND ADDRESSING THESE ISSUES:			
	Advise all vessels to seek safe harbor immediately.	VTS		
	Direct all vessels and facilities to cease cargo operations.	VTS		
	Close the port when sustained winds of 35 mph are reached.	VTS		
	Ensure MSU emergency contact numbers are made available to maritime industry.	VTS		
	DEPARTMENTAL SPECIFIC REQUIREMENTS:			
	Update Vessel In Port spreadsheet as necessary. File according to Port Condition.	VTS		
	After the storm passes, establish a time/location for next Port Coordination Team meeting.	IC		
	Ensure all actions completed and file copies with Situation Unit and Documentation.	PLANS		

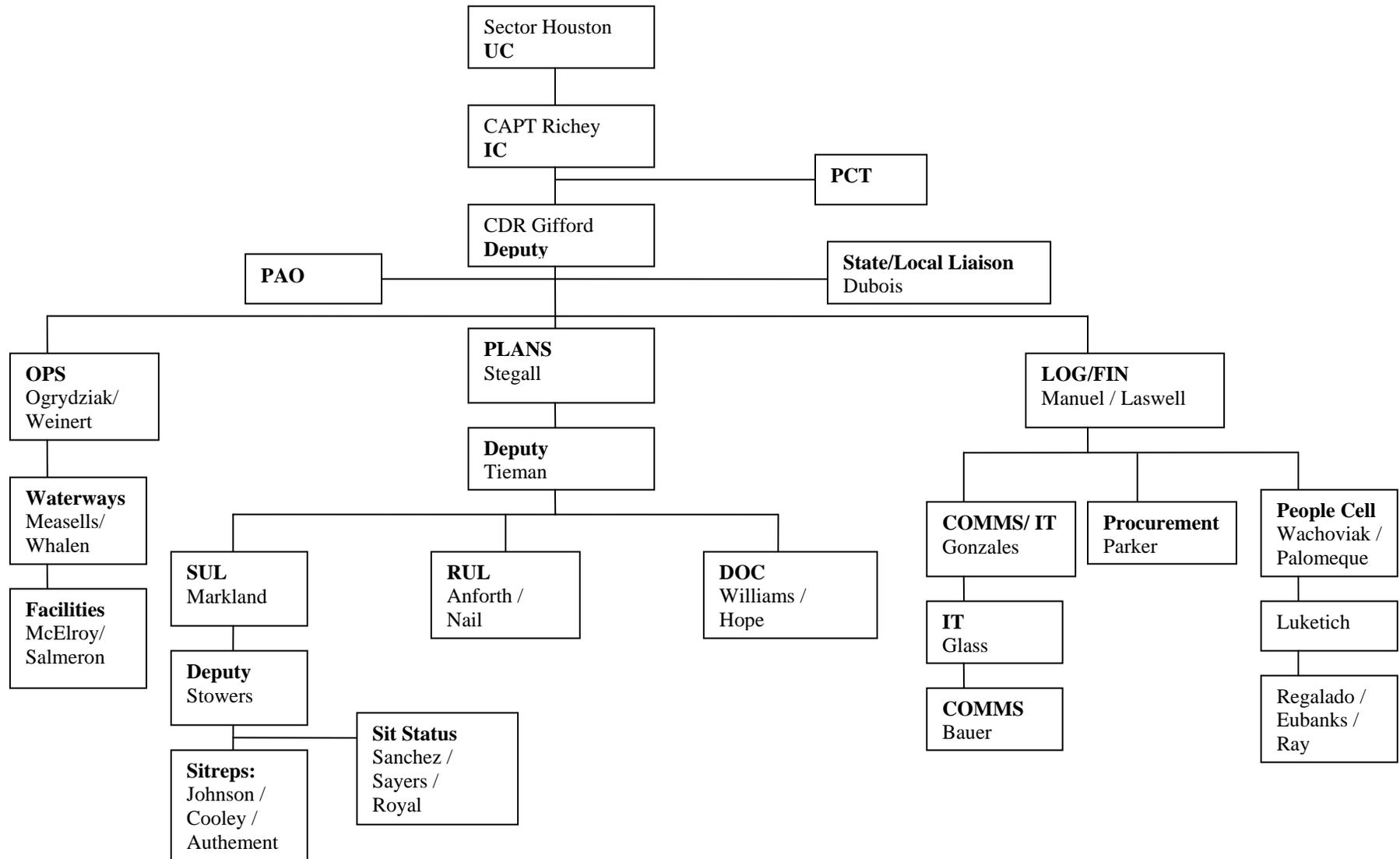
MSU ORGANIZATION EVACUATION

HURCON 4 – 3

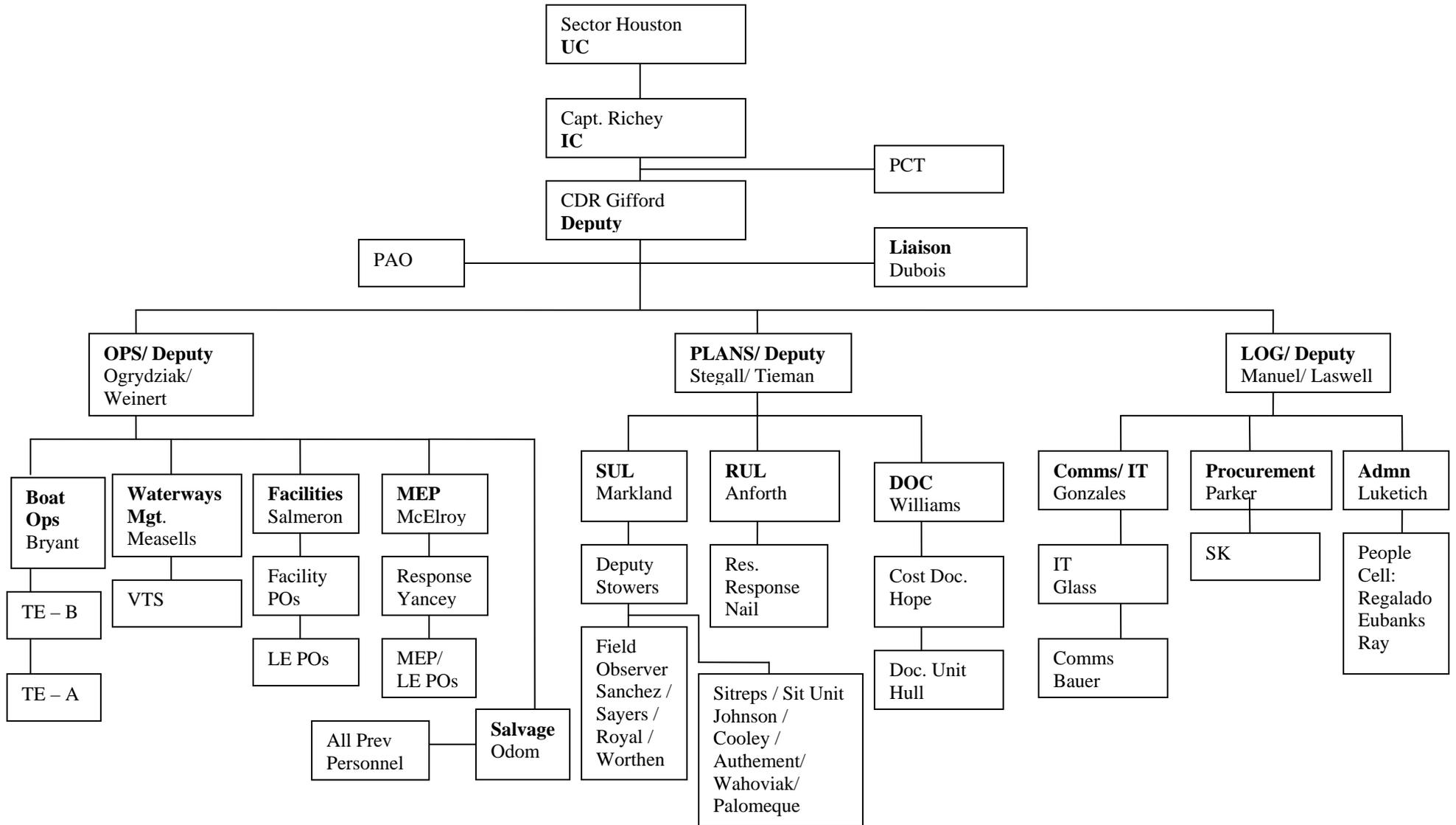


MSU ORGANIZATION INCIDENT COMMAND POST

Hurcon 2 – 1



MSU ORGANIZATION RE-CONSTITUTION



MSU Re-Constitution Teams

1st TEAM

(ETA 6 HRS TO 1 DAY AFTER STORM)

INITIAL BUILDING ASSESSMENT TEAM

STAGING AREA MANAGER – CHIEF LASWELL

DC1 THOMPSON - MAA

4 LE PERSONNEL – FPCON

LTJG STOWERS/ LTJG ANFORTH - CDO

IMT LOGISTICS PERSON – IF AVAILABLE

COMMS/IT – LTJG GONZALES/ PO GLASS

VTS – SCOTT WHALEN

JOHN MOORE

EVAN MORROW

2ND TEAM

Potentially Deploy with 1st Team

DETACHMENT COMMANDER: LCDR Brown

DEPUTY: LT TIEMAN

MEP/FAC – LTJG MCELROY
ALL MEP/LE MSTs

BOAT OPS – LTJG BRYANT
ALL TE – A/B

MARINE SALVAGE – LT ODOM
ALL PREV PERSONNEL

ARMORY – CWO HOLCOMBE
DUTY GMs

MSU HURRICANE EVACUATION TIMELINE

