

**Hurricane Preparedness Plan
For
Natural Disaster or Emergency**

Section I: Introduction

1. The purpose of this SOP is to provide administrative policies, guidance and operating procedures for natural disasters or emergencies, which may occur in the jurisdictional and operating area of the Military Traffic Management Command (MTMC) in Guaynabo, Puerto Rico.
2. **Applicability:** This emergency plan is applicable to all MTMC personnel assigned to the Puerto Rico.
3. **Implementation:** This emergency plan will be implemented by the Contracting Officer's Representative (COR) upon official notification of an impending disaster such as hurricane, flooding or other natural disaster or emergency. Hurricane and other disaster warnings may be received from various sources. Such as the National Weather Service, Internet, commercial radio and TV station.

Section II: Operational Stage

1. **Preparation Stage:** This stage exists prior to the occurrence of the disaster and consists primarily on those required to protect property and lives. The COR, in Puerto Rico, will authorize implementation of this phase. 1 December to 31 May this is the season when destructive weather is least likely to occur. 1 June to 30 November this period is considered the hurricane season. Implementation of this plan will be performed in stages, as deemed necessary. Proposed revisions to this plan will be prepared on an annual basis and submitted to the COR in Puerto Rico, no later than 1 May for approval.
 - A. **Conditions IV: 72 hours prior to emergency conditions.** Normal operations will continue; however all personnel will be directed to begin initial planning procedures in their area of responsibility. All assigned vehicles will be serviced and an inspection will be made of tires, windshield wipers and lights. Additional keys if available will be located, properly identified and stored in key box. Vehicles will be "topped off" daily until further notice. This is a user responsibility.

- (1) **Commander:** Alert higher headquarters (SITREP ANNEX A)

(2) Supervisory Traffic Manager:

- a. Establish contact with Fort Buchanan, Roosevelt Roads Naval Station, or US Coast Guard San Juan for available weather information.
- b. Monitor National Weather Services advisories. The San Juan NOAA Weather Radio frequency is 162.400 MHz
- c. Keep Command Group informed

(3) NCOIC:

- a. Initiate actions to protect and secure government equipment and property.
- b. Review duties and tasking of key individuals, including rosters of assigned duties.
- c. Notify contractors of actions necessary to mitigate damage to property and equipment.
- d. Insure availability and readiness of equipment related to emergency response.
- e. Insure that assigned vehicles are prepared for emergency operations.
- f. Insure emergency generator is operational and is topped off.
- g. Insure that all portable telephones are functioning and charged.
- h. Insure hurricane protective windows and door shutters are on hand and installed securely.
- i. Insure that all keys to the TOPO Van are accounted for.

(4) Administrative assistant:

- a. Perform inventory of emergency supplies (See annex B).
- b. Request or purchase any necessary items.
- c. Prepare hand receipts for upcoming issuance of non-expendable items.
- d. Distribute an updated copy of assigned personnel roster, which must reflect address and telephone number.
- e. Issue portable telephone with charger to key personnel.
- f. Purchase top-off fuel cans. (10 ea. 5 Gal cans or equivalent).
- g. Purchase 10 ea. 55-gallon drums and 20 GI issue water cans or equivalent.

(5) System Administrator:

- a. Coordinate storage of electronic equipment.
- b. Charge and test portable radios
- c. Issue portable radios with chargers to key personnel.

These radios will be taken home at COB each day during the emergency period.

(6) Chief, Cargo Operations:

- a. Plan and coordinate storage of equipment and vehicles inside terminal.
- b. Empty all containers on-hand at the terminal.
- c. Return all empty containers to Ocean carriers.
- d. Review alternate communication plans and post disaster procedures with motor carriers.
- e. Have waste disposal contractor empty dumpster.
- f. Place all cargo inside Terminal on pallets. Band together with plastic, metal and/or rope.

B. Condition III: 48 Hours prior to emergency. Normal operations will continue. All personnel will be informed that a hurricane, flood or coastal storm could strike within 48 hours. Preliminary measures will be taken to prepare for the impending emergency.

(1) Contracting Officer's Representative (COR):

- a. Continue to keep higher headquarters informed (SITREP ANNEX A).
- b. Brief personnel on pending actions, review duties and assignments and provide a safety and survival briefing.
- c. Should a requirement for direct assistance be received at this or at a later stage. COR will assign Terminal personnel and utilize any available government resources in his/her charge to provide necessary assistance under conditions of immediate urgency when required to save human life, reduce immediate human suffering, or mitigate property damage.

(2) Supervisory Traffic Manager:

- a. Inspect Terminal
- b. Brief key individuals on duties and responsibilities

(3) NCOIC:

- a. Insure vehicle operators make a final check of all vehicles, top off gas tanks. Ascertain that all vehicles are ready for post-disaster operations.
- b. Test the emergency generator with load applied.
- c. Make sure that fuel for the 10 fuel cans (5 Gal type) has been purchased.
- d. Top off all water containers. (55-gallon drums and GI issue type water cans).

(4) ADMINISTRATIVE ASSISTANT:

- a. Insure that all necessary supplies are available for use in the pending emergency operation.
- b. Receive and check emergency supplies

- c. Adequately document all expenditures. Emphasis will be placed on accurate reimbursement support documents after authorization for expenditure is granted.
- d. Monitor overtime requirements.

(5) CHIEF, CARGO OPERATIONS:

- a. Move vehicles and applicable property to secure locations inside Terminal for protection from potential flood and storm damage.
- b. Insure hurricane panels have been installed and secured.
- c. Secure Loading ramp and dumpster inside Terminal
- d. Clear all desks tops, cabinet tops and bookcases.
- e. All desktops, cabinet and bookcases will be moved as far from windows and doors.
- f. All nonessential electrical equipment will be disconnected and secured.
- g. All hanging objects will be removed from the walls.

C. CONDITION II: 24 hours prior to emergency. Nonessential personnel may be released to their homes. Steps will be taken to secure MTMC facilities and vehicles. During this period emphasis will be placed on securing and protecting government property. All sections will advise Commander of their progress and status.

D. CONDITION I: 12 hours prior to emergency conditions. All nonessential personnel will be sent home. Terminal will be secured by the NCOIC. Electric power and water main will be shut off. All personnel will make telephonic checks with their immediate supervisor. All changes of locations will be reported. As well as arrival at residence. All personnel will monitor local radio and television stations for information and updates. Should telephonic communication fail, designated personnel will report to the Terminal as promptly as safety conditions permit. As soon as conditions permit all personnel will report to the Terminal. This will be when hurricane warnings are lifted. If the hurricane warning is lifted at 12:30 P.M or later, employees will call their immediate supervisor for instructions.

E. MONITORING STAGE: This stage is implemented during the actual occurrence of the disaster and consists mainly of monitoring the situation and reporting to the MTMC Chain of Command, through SITREPS (Annex A). To the greatest extent possible. IRIDUIM satellite phone may be used if deemed necessary.

A. GENERAL: Upon receiving notification that the Hurricane warning and conditions permit. All personnel will report for duty at the Terminal. The primary function of the organization is to quickly become operational and functional. This will be accomplished by assessing and reporting the overall nature, scope and severity of the damages and to execute emergency work as authorized and needed. Additionally, The Chief, Operations or designated staff member will report to higher headquarters a assessment of damages, operational capabilities and any requirements that are deemed necessary to become completely operational. All MTMC personnel should be prepared to conduct emergency relief operations for several consecutive days. Two 12-hour shifts will be scheduled if necessary.

B. ORGANIZATION:

- (1) Contracting Officer's Representative (COR).** Will keep the Chain of Command informed (Annex A: Post Hurricane SITREP). This will continue until the situation at the Terminal and in the Caribbean return to normal conditions. An operational assessment will be performed to determine if outside augmentation support from MTMC elements in CONUS are needed. The Commander will clear all news releases and press inquiries.
- (2) SUPERVISORY TRAFFIC MANAGER.** Will re-establish communication and coordination with customers, US Army Corps of Engineers, ocean and motor carriers. If applicable, an estimate of electric power, telephone service and water supply re-instatement will be made through Commonwealth Government Agencies or any other channels. A damage assessment will be made of MSRs and Port facilities, To include both local and other geographical ports in the impacted area. This will include any damages US Government Cargo in the possession of Ocean Carriers. Consolidate and prepare a Terminal after action report and submitted to higher headquarters.
- (3) NCOIC.** Safety and Security of the Terminal is of main concern. If required, contracted security guards will be posted. Restore electric power and water if it is safe to do so. Conduct an assessment of property damage in the Terminal. Videotape and photographs will be taken of damaged property and equipment. This will include cargo and POV's at the Terminal and Ocean Carriers yards. Insure continuation of emergency power and fuel re-supply is maintained. Prepare after action report accompanied by video and photograph. Video and photographic material will not be released to the press. Test to determine that all portable telephones are operational. Ensure the return and documentation of all emergencies issued items when no longer required.
- (4) Administrative Assistant.** Provide assistance to the NCOIC in performing the property damage assessment. Re-supply and order replacements as required. Continue to maintain appropriate documentation reflecting costs and

replacement of material and equipment due to disaster. Prepare and distribute press releases at the direction of the Commander.

(5) CHIEF, OPERATIONS. Re-establish operations. Coordinate the removal of glass protection from Terminal windows and doors. Determine if any panels need to be replaced due to damage. If so inform administrative assistant of the need for replacements. Determine if there is any contamination due to hazardous material spill or breakage and take necessary action. Determine if MTMC property has caused outside damage and/or if outside property has caused any damage to MTMC property.

(6) Chief, Documentation. Coordinate re-establishment of commercial telephone communications. Re-assume operations at the earliest possible time.

(7) SECTION III: MEDICAL EVACUATION (MEDEVAC).

In case of injury (concurrently with providing first aid) staff personnel present will notify appropriate medical facility. A description of the nature and extend of the injuries will be described to the medical staff. Specific address and location will be provided, to include primary and alternate telephone numbers. Use of those telephone lines should be limited in case medical staff members need to make contact with MTMC. The following factors will be considered.

- Nature of the injury
- Number of persons injured
- Proximity of medical facility
- Capability of medical facility (are they operational?).
- Available means of transportation
- Road and weather conditions

EMERGENCY NUMBERS (verified as of 14 July 01)

Fort Buchanan dispensary	787-707-2050
Veterans Hospital (Hato Rey)	787-707-2038
San Pablo Hospital (Bayamon)	787-47-4747
Roosevelt Roads Naval Hospital (Ceiba)	865-5700/5701
Ambulance service (Ft. Buchanan)	787-707-5593
Metropolitan	787-726-5116

Telephone numbers.

Federal, Commonwealth and Territorial Agencies

EOC Fort Buchanan (787) 707-2002/2003

Main Control Post (FBI) (787) 706-2328

Alternate Control Post (787)754-6001/6002

**Federal Executive Association (FEA) (787) 766 5620 ext 22 or
(787) 766-5002/5003**

NOAA website www.srh.noaa.gov/sju

MOTOR CARRIERS:

OCEAN CARRIERS:

Crowley Logistics- Mr. Edward Fortunato (703) 684-1585

Horizon Lines – Mr. Hugh Healey (704) 973-7060

Sea Star Lines - Mr. Peter Baci (904) 855-1268

Trailer Bridge Inc – Mr. Warren Hayden (800) 426-0074

ALARM COMPANY:

GESCO (787) 786-9812 or 740-1258

SECTION IV: ANNUAL TRAINING

1. General: It is essential that employees receive proper training for emergency operations since anyone may be called to participate in major disaster operations. Annual refresher training courses will be conducted as outlined below. Training will normally be conducted during the months of Jan-May prior to the hurricane season

2. Refresher Training:

Safety (# 1 priority and Security)
Survivability and Disaster Survival Procedures (Storms & Earthquake)
Fire Prevention & procedures

Reporting Requirements:

SITREP
Contracting
Obligation (funding)
Damage survey procedures
Radio Procedures
SOP- Emergency Operation
Debris removal and disposal
Water supply sources
Sanitation
Property accountability during adverse conditions

SECTION V: Hurricane safety Rules

When a Hurricane watch is issued for your area.

Listen to local officials
Check often for official bulletins on radio, TV or NOAA Weather Radio
Fuel Car
Stock up on canned provisions
Check supplies of special medicine and drugs
Secure outdoor furniture or remove to a safer location
Tape, board or shutter windows to prevent their damage.
Check supply of batteries for radio and flashlights

When a Hurricane Warning is issued for your area.

Consume your refrigerated food supply first.
Listen to Official local updates
Stay tuned to radio, TV, or NOAA Radio for latest developments
Stay home if sturdy and on high ground
Board up garage and porch doors

Move valuable items to upper floors
Bring in pets
Fill containers (bathtub) with water
Turn up the setting for your refrigerator to maximum cold. Do not open unless necessary
Use phone for emergencies only
Stay away from glass panels, windows.
Beware of the eye of the hurricane
Leave area, which are prone to be affected by storm tide or stream flooding
If you have to leave, depart during daylight hours
Shut off water and electricity at main switch panel box
Take your valuables, cash, and important documents, such as passport Birth certificate's
etc..
Leave food and water for your pets, (shelters will not take them)
Secure your house
Drive carefully to the nearest designated shelter using recommended evacuation routes

PRIOR TO HURRICANE

ANNEX A

SITREP: _____
Name of storm/hurricane

Information as of: **Date:** _____ **Time** _____

Forecast: _____

Eye of the storm Latitude: _____ **Longitude** _____

Current weather condition: _____

Personnel Status: _____

Terminal preparations: _____

Funding requirements: _____

Problem area: _____

ANNEX B

<u>Items</u>	<u>Quantity</u>
Flashlights	10
First Aid Kits	2
Hammers	3
Ax	2
Chain saw	1
Fuel cans (5 Gal)	10
Water cans (5 Gal)	20
Drums 55 gal (for water storage)	10
B&W Photographic film 35mm	5 rolls
Color Photographic film 35 mm	5 rolls
Video film	3 packs
Camera 35 mm	1 w/3 spare batteries
Camera Polaroid	1 w/3 spare batteries
Polaroid film	10 packs
Batteries D cell	50
Batteries AA cell	24
MRE's (25 individuals/3 days)	225 meals
Radio FM/AM/SW, Battery powered	1 w/3 spare batteries
Electric Power Generators	1 operational
Fuel for Emergency Power Generator	Top off

SECTION VI: Telephone numbers.

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ALARM COMPANY:

GESCO (787) 786-9812 or 740-1258

GUARD/SECURITY SERVICES (Commercial Sources:

FT BUCHANAN NUMBERS:

POST HURRICANE

SITREP: _____

Information as of Date: _____ **Name of Storm/Hurricane** _____
Time: _____

Current weather conditions: _____

Eye of the storm Latitude: _____ **Longitude:** _____

Personnel Status: _____

Terminal facilities condition: _____

Communication status: _____

Cargo damage: _____

Salvage requirements: _____

Outside assistance requirements (Personnel and equipment): _____

Port Conditions: _____

MSR's conditions: _____

Ocean Carriers conditions: _____

Availability of electric power and water: _____

Overtime requirements: _____

Funding requirements: _____

Other Problem areas: _____

Estimated time of return to normal operation: _____

SITREP Rendered by: _____