

July 14, 2013

**FLORIDA WING HURRICANE PLAN
(HURPLAN)**

**FLORIDA WING
CIVIL AIR PATROL
EMERGENCY SERVICES**



**HURRICANE PLAN
2013**

“AROUND THE STATE...AROUND THE CLOCK...THAT OTHERS MAY LIVE!”

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Commander

General Planning Assumptions

The principal assumptions underlying the Concept of Operations for the FLWG-CAP Hurricane Plan are:

- Activation of this procedure in part, or in total, will occur for all tropical weather systems which could impact any portion of the state of Florida.
- A Hazard Planning Cell (HPC) will be activated to implement portions of this plan. The HPC will be composed members from command and senior staff, as well as public affairs and the chaplain staff.
- Some tropical weather systems may necessitate state ordered evacuation and sheltering operations involving multiple counties that could adversely impact CAP emergency services operations due to displacement of personnel and resources.
- The need to implement certain aspects of the plan, such as opening bases in non-threatened areas, evacuating aircraft and vehicles, activating the Hurricane Net, opening CAP staging areas, and implementing Continuity of Operations plans may vary based on the specific hazard, degree of vulnerability, and projected area of impact.
- The evacuation of aircraft from vulnerable areas will stress safety and the aircraft protection with the ability for assets to be available for emergency tasking IAW applicable State Emergency Operations Center (EOC) tasking.
- Coordination between the HPC, Wing Commander, Director of Operations, and the Emergency Services Officer, and lower echelon units involved in the implementation of an aircraft evacuation will occur through exchanges of information regarding decision-making, protective actions, and resource coordination and deployment. Wing Emergency Services will utilize industry standard prediction models as well as obtaining support for predictions from the State of Florida Division of Emergency Management.
- Regional evacuations will displace substantial levels of CAP personnel and equipment resources from their normal operating areas. Specific procedures may be developed regarding the pre-deployment of FLWG CAP personnel and equipment resources to provide response. The primary responders should not be those in the impacted areas.
- Specific missions may be assigned to CAP by local, state or federal government(s) both prior to landfall and during the actual response and recovery. These missions will receive

priority in all operational planning. Allocation of resources will be prioritized by the situation and IAW all applicable CAP regulations, agreements, and contracts by the IC with the aid of the HPC.

- Communications, commercial and CAP, will be adversely affected to various degrees by the impact of tropical weather. The larger the storm the greater impact it will have on our ability to communicate with our personnel, as well as command and control.
- Per CAPR 60-3, Para 1-10 (e), cadets may participate in mission operations.
- Personnel may be appointed to command and general staff positions in accordance with their ES qualifications.
- Certain special teams, including the CAP SERT LNO Team, Incident Awareness Assessment (IAA) members, and SAR/DR aircrews may need to be deployed well in advance of the estimated impact time.
- Mutual aid plans with other Southeast Region units and /or adjacent regions will be required in the event that sustained response operations beyond 72 hours is required or in the event of a catastrophic impact.

Hurricane Conditions (HURCON)

Hurricane Conditions, or HURCON are numerical values assigned to specific conditions that indicate the preparations and precautions that should be taken in advance of the storm. HURCON status will be approved by the Wing Commander and declared by the FLWG/DO based on the official forecast of the National Hurricane Center. HURCON status may be on a group-by-group basis or may be implemented wing-wide. Tropical storm alerts may be issued and the HURCON 5 action items should be completed if that occurs.

- HURCON 5** Destructive winds of 50 knots or greater are possible within 120 hours or when the 5 day forecast "cone of probability" includes any portion of a FLWG Group.
- HURCON 4** Destructive winds of 50 knots or greater are possible within 72 hours or when the 3 day forecast "cone of probability" includes any portion of a FLWG Group.
- HURCON 3** Destructive winds of 50 knots or greater are possible within 48 hours.
- HURCON 2** Destructive winds of 50 knots or greater are possible within 24 hour.
- HURCON 1** Destructive winds of 50 knots or greater are possible within 12 hours.
- NORMOPS** All CAP activities return to normal operations.

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HURCON 5: Issued 120 hours in advance of the earliest possible arrival of 50-knot (58 mph) winds or when a tropical storm or when the 5-day forecast “cone of probability” includes any portion of the state of Florida. Upon issue:

1. The Hazard Planning Cell (HPC) will be activated. FLWG/CV, or his designee, will initiate a nightly conference call schedule with the following:
 - a. Group Commanders/DOs
 - b. Wing Staff – CS, DCSs, LG, DO, DC, DOS, HC, and PA
 - c. Incident Commander (as appointed)
2. FLWG/DO will:
 - a. Begin planning for possible aircraft relocation.
 - b. Determine if any additional assets are needed from external CAP entities such as NHQ and/or SER (GIIEP, cameras, etc.). Requests for external assets should be made expeditiously.
 - c. Obtain a current aircraft status report from the FLWG/AMO.
 - d. Review aircraft locations with respect to hardened storage facilities.
 - e. Determine availability of aircrew members through forecast landfall.
 - f. Determine availability of incident commanders through forecast landfall.
 - g. Coordinate with FLWG/LG on status/location of wheeled assets.
 - h. Will alert and provide CAP Liaison Officer’s (LNO) to the FL SEOC as requested.
3. FLWG/DC will:
 - a. Initiate a confidence check of all communications assets to determine operational status.
Report same to DCS for Operations/DO
 - b. Review Wing Net control/alternate Net control Stations assignments.
4. FLWG/LG will provide the FLWG/DO a listing of the current location and status of all wheeled assets.
5. FLWG/HC will schedule a conference call with all FLWG Chaplains.
6. FLWG/PA will make an announcement as to the alert and begin routine announcements via email and website.
7. Group Commanders will
 - a. Make contact with all unit commanders within their command and update equipment status.
 - b. Review group processes used to collect SITREP (Attachment 1) data and to up-channel completed SITREPs in a timely and accurate manner.
 - c. Review Group Net control/alternate Net control Stations plans.
8. Aircraft AMOs: Insure that all aircraft not hangered are chocked under all wheels, double tie-down ropes are added to each wing and tail, all control locks are in place, and a Foreign Object Damage (FOD) assessment be made of the area adjacent to and near the aircraft. Insure neighboring aircraft are also secure. If there is doubt to this, contact the airport or FBO with your concerns.

9. ALL: Review HURCON 4 checklist

HURCON 4: Issued 72 hours in advance of the earliest possible arrival of 50-knot (58 mph) winds or when a tropical storm approached and the 3-day forecast “cone of probability” includes any portion of the state of Florida.

1. CAP Facilities/Asset Managers:
 - a. Identify pre-storm actions required to ensure assigned CAP facilities are prepared to endure forecast storm impact and create/update a plan to take all necessary actions NLT 24 hrs. of local landfall, to include.
 - (1). Check hurricane kits and emergency supplies, issue or procure items needed.
 - (2). Move secure portable exterior equipment inside. If that is not feasible, move to leeward side of a building.
 - (3). Adding sandbags and/or tape to seal doorsills and windows as needed.
 - b. Fill fuel tanks of all assigned CAP vehicles and emergency generators.
 - c. Report any significant problems to building custodian and Group/CC.
2. Group and Unit Commanders/Operations/ES Officers
 - a. Begin identifying aircrews for aircraft repositioning based on HPC timelines.
 - b. Review applicable local mutual aid and support agreements. Ensure local EOC, airport management and other agencies as needed have updated contact names, phone numbers and email addresses for local CAP leadership.
 - c. Review procedures for local agencies to request CAP assistance. Generally, these must be submitted the local EOC to the State EOC. Parallel notification to the FLWG OPS team can expedite execution of local requests.
 - d. Identify essential personnel, notify and verify their availability for the forecast storm period.
 - e. Using unit phone trees, establish the status as well as the plans and availability through the forecast storm period of each assigned CAP member.
 - f. Review all pending local CAP events; cancel/reschedule as appropriate.
 - g. Compile FLWG SITREP inputs for transmission NLT 24 hrs. after HURCON 4 is set. Submit daily when and until directed otherwise.
3. Individual Members:
 - a. Prepare your personal response equipment.
 - b. Report your availability to your CC/Ops Officer and update them of changes.
 - c. Go to your local Emergency Management Authorities website and review any actions they may recommend or require for your area.
 - d. Review any checklists from the Florida State Department of Emergency Management and from your local authorities’ web pages.
 - e. Continually monitor email account and the FL Wing Facebook Page for information updates.
4. ALL: Review HURON 3 actions.

HURCON 3: Issued 48 hours before earliest possible arrival of 50-knot (58 mph) winds.

1. ALL: Ensure that all HURCON 4 actions are complete.
2. DC: Activate Group Hurricane Net (Attachment 2).
3. CAP Facilities/Asset Managers:
 - a. Begin hurricane preparations, on corporate assets, i.e., secure windows, doors, etc.
 - b. Secure and/or remove any CAP computers and associated data.
 - c. Cover all electrical equipment with plastic sheets/covers, elevate if possible.
 - d. Remove loose articles from desks, turn bookcases against inside walls, move furniture away from windows and doors. Lower blinds and close.
 - e. Park CAP vehicles where and when directed, ensure antenna/exterior equipment clearance in any parking garage/area.
4. Group Commanders/Operations Officers:
 - a. Once instructed, relocate CAP aircraft and/or vehicles as directed by FLWG/DO or Incident Commander.
 - b. Deploy emergency services personnel and assets as directed.
 - c. Notify higher HQ of potential for mutual aid requirements; remember all tasking must come from the Incident Commander assigned by the wing.
 - d. Cancel all scheduled CAP meetings and activities until Group(s) return to
 - e. Ensure SITREPs from squadrons are collected and forward to FLWG as directed.
5. ALL: Review HURCON 2 actions.

HURCON 2: Issued 24 hours in advance of the earliest predicted arrival of 50-knot (58 mph) winds.

1. ALL: Ensure that all HURCON 4 and HURCON 3 actions are complete.
2. Unit Commanders/Operations/ES officers:
 - a. Maintain accountability of personnel via regular phone tree checks, text messaging, etc.
 - b. Continue hurricane preparations until directed otherwise.
 - c. Ensure CAP facilities have completed "storm-proofing" by this time.
 - d. Ensure daily unit SITREPs are being updated and submitted on time.
3. Individual Members:
 - a. If directed by local Emergency Management, comply with evacuation directives.
 - b. If unable to evacuate, stock and prepare to shelter-in-place in the safest location available.
 - c. Maintain contact with your unit's phone tree or other means of member accounting and advise them of any change in your storm plans or availability.
 - d. Monitor the FLWG Hurricane Net, FLWG website, Facebook, Twitter and your email for further instructions as the situation develops.
4. ALL: Review HURCON 1 actions

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HURCON 1: Issued 12 hours in advance of the earliest predicted arrival of 50-knot (58 mph) winds.

1. All: Ensure that all HURCON 4, HURCON 3, and HURCON 2 actions are complete.
2. Unit Commanders/Operations/ES officers:
 - a. Provide updated daily SITREPS to Group/FLWG.
 - b. Maintain accountability of personnel.
 - c. Complete and maintain all hurricane preparations until directed otherwise.
 - d. Notify Group and/or FLWG of any change to availability of mission-related equipment, damage to CAP property, injuries to CAP members (specify whether they were in a mission status when injured) or CAP members who have been seriously affected by storm damage.
3. Individual Members:
 - a. If unable to evacuate, shelter-in-place in the safest location available.
 - b. Maintain contact with your unit's phone tree or other means of member accounting and advise them of any change in your storm plans or availability.
 - c. Monitor the FLWG Hurricane Net, FLWG website, Facebook, Twitter and your email for further instructions as the situation develops.

RESPONSE PHASE1) Response to Post Impact Tasking

Once the weather is suitable for flight operations, aircrews should be prepared to respond to any tasking assigned. The CAP Liaison Officer (LNO) at the State Emergency Operations Center will attempt to determine the expected operational tempo for the next 72 hours. Whenever possible, aircraft that have been evacuated will be recovered to a mission base or to their home location reference mission tasking.

2) CAP Facilities/Asset Managers:

- a) When able, check on and report the condition and status of corporate assets via SITREP.
- b) Check for damage to facility and secure utilities if required.

3) Group and Unit Commanders/Operations/ES Officers:

- a) Begin accounting for your personnel and corporate assets.
- b) Compile a list of available personnel and their qualifications that can respond to mission tasking's and forward this to your next higher HQS.

4) ALL

- a) Insure personal safety.
- b) DO NOT respond to any tasking unless that tasking is received from OFFICIAL CAP command authority.
- c) Monitor OFFICIAL CAP communications channels including any social media for any mobilization areas in your locale.
- d) Remember that help is on the way, be patient and take care of yourself, always plan to be self-sufficient for a minimum of 72 hours (three days).

RECOVERY AND DEMOBILIZATION PHASES1) **ALL**

- a) Maintain reporting on condition and status of corporate assets.
- b) Report any damage to facility and secure utilities, if required.
- c) If by ordered evacuation, reentry schedule and procedures will be dictated by your local government. The HPC and/or the IC will provide instructions for your Group to recover any displaced unit assets.
- d) Wing Commander will make decisions regarding normal CAP activity (NORMOPS) resumption within the Wing and make any announcements as needed.
- e) As soon as safe, make contact with your personnel and/or your CC IAW your COC/COOP plan. If unsuccessful at reaching your local unit command section, attempt to make contact with next higher command element.
- f) Monitor OFFICIAL CAP communications channels for any further CAP guidance from the wing and group CCs or command group.

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ATTACHMENT 1

Florida Wing Situation Report (SITREP)

To make the submission as easy as possible, especially if transmission via texting is required, use line numbers vice copying the entire report format.

Each next higher unit echelon will compile their list into a single format from the below format and forward as requested or 1200Z/2100Z daily. An example would be Group 1 collects all their subordinate units and submit to the wing one report for the entire group. .

SITREPS will include:

1. Unit Name, Charter Number, date and time of SITREP.
2. Current unit HURCON checklist status (HURCON 4 preparations in progress, HURCON 2 checklist complete, etc.)
3. Resources available to conduct missions during the next operational period only:
 - MP/MO/MS/AP/Aircraft
 - UDF/GTL/GTM/Vehicles
 - Total available complete air and ground crews
4. Identify any corporate equipment that is out-of-service, out-of-location or otherwise unavailable for mission tasking.
5. Identify any member-owned CAP-capable radios, aircraft. Briefly describe item(s) and CAPID of the owner.
6. Any anticipated problems requiring Group or Wing assistance to resolve.
7. Additional comments.

Example:

1. SERFL666, Zack Mosley Comp Sqdn, 07-24-12 2330Z
2. HURCON 3 checklist complete
 - 2 MP / 3 MO / 3MS / 1 AP / 2 aircraft
 - 3 UDF / 2 GTL / 2 GTM / 5 12 passenger vans
 - 2 AIR / 2 GROUND
4. CAP Vehicle # 08999, 15 passenger van, smashed windshield, NMC
5. M-998 HUMVEE (rebuilt surplus), CAP 123456, member owned, Tait 2000 (programmed, CAPID 123456, 10KW portable generator (gasoline), CAPID XXXXX
6. Unable to access Duke Field to secure CAP equipment there due to base closure for HURCON.
7. Flamingo County EOC contacted 666/DO reference flying county fire chief over levees around Lake Doom. Set up conference call with FLWG IC, 666 DO and FC EOC reps to discuss capabilities and limitations. Flamingo County EOC has submitted a request for CAP support via Constellation.

ATTACHMENT 2**Hurricane Net**

One of the most valuable tools in the event of an emergency is the HF-directed Hurricane Net. This link between all CAP HF stations is vital to the mission capability of FLWG in a major tropical weather incident. The HPC, through the Director of Communications, will activate the hurricane net when a HURCON 3 is issued for ANY area of Florida. The purpose of the Hurricane net will be to facilitate communications between FLWG personnel during times of tropical weather disturbance including, but not limited to:

- Information of current Alert and HURCON status
- Locations of key facilities such as mission bases, staging areas, and CAP receiving centers
- Status of the storm to include location, category, direction and forecasted track
- Deployments of CAP resources to include RECON elements
- Information on aircraft and other evacuations
- Other messages as required

The following schedule, unless modified by the HPC, will be used for the Hurricane Net during HURCON 3:

- Every hour on the hour (ex: 1300, 1400, 1500, etc.) controlled NET beginning at the first hour after notification.

The following schedule, unless modified by the HPC, will be used beginning with the first notification that ANY portion of the wing is under HURCON 2 and 1:

- Every hour on the hour and half hour (ex: 1300, 1330, 1400, 1430, etc.) controlled NET beginning at the first appropriate time hack.

Hurricane NET Opening Script, Pre-impact

“This is FC XX opening the FLWG Hurricane Net in response to (Insert name of storm) the Wing is currently at alert level X and the following HURCON are in effect, HURCON IV for (name groups effected), HURCON III for (name groups effected), HURCON II for (name groups effected), and HURCON I for (name groups effected), we will now begin check- ins from all stations...”

Check in will proceed starting with Wing Staff, then Groups by numerical order starting with Group 1. Stations with priority traffic should identify as such during the roll call. After roll call the net control will first pass all priority traffic before beginning to address station traffic.

Hurricane NET Opening Script, Post Impact

“This is FC XX opening the FLWG Hurricane Net in response to (Insert name of storm) the Wing is currently at alert level X and the following HURCON are in effect, HURCON IV for (name groups

effected), HURCON III for (name groups effected), HURCON II for (name groups effected), and HURCON I for (name counties or groups effected), we will now begin check ins from all stations starting with station in Group (insert)...”

Check in will proceed starting with the Group most impacted, then Wing Staff, and then other Groups. Stations with priority traffic should identify as such during the roll call. After roll call the net control will first pass all priority traffic before beginning to address station traffic.

Stations within the impact areas will be given priority for passing of traffic and should concentrate on the following:

- Condition of local area and local CAP facilities
- Continuity of Operations information
- Locally defined rally points