

US Army Corps  
Of Engineers  
Norfolk District

EMERGENCY  
OPERATIONS

DR 500-1-3

---

# HURRICANE EMERGENCY PLAN



SEPTEMBER 2004



DEPARTMENT OF THE ARMY  
NORFOLK DISTRICT, CORPS OF ENGINEERS  
FORT NORFOLK, 803 FRONT STREET  
NORFOLK VA 23510-1096

REPLY TO  
ATTENTION OF

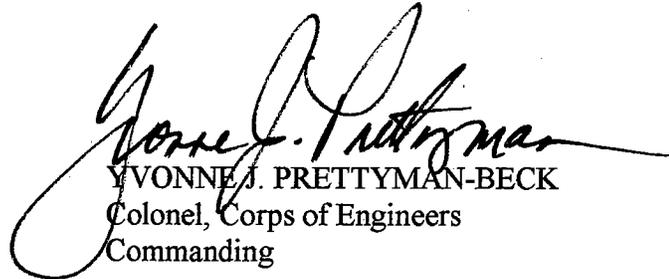
CENAO-DC-E (500-3a2)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Engineer District, Norfolk, Hurricane Emergency Plan

1. Forwarded herewith is Norfolk District's Hurricane Emergency Plan, DR 500-1-3, dated September 2004, which is effective for planning purposes upon receipt. This plan supersedes, in its entirety, the previously issued plan entitled Hurricane Emergency Plan dated August 2002.
2. Changes or additions to this plan will be issued as necessary.
3. Addressees are requested to forward comments and recommendations to the Emergency Management Office.

Encl

  
YVONNE J. PRETTYMAN-BECK  
Colonel, Corps of Engineers  
Commanding

DISTRIBUTION:  
See Annex R of Plan

U.S. ARMY CORPS OF ENGINEERS  
NORFOLK DISTRICT  
HURRICANE EMERGENCY PLAN

**TABLE OF CONTENTS****PAGE****Basic Plan**

1. Situation	1
2. Mission	3
3. Execution	4
4. Concept of Operations	5
5. Administrative Support	8
6. Command and Signal	8
7. Area of Operation	9

**Corps' Boundaries/Notification Lists**

Annex A

a. Corps' District Boundaries Map	App 1
b. Norfolk District Organizational Elements	App 2
c. Situation Report (SITREP) Sample	App 3

**Definition of Associated Weather Terms; Beaufort Wind  
and Sea Condition Chart; Saffir/Simpson Scales**

Annex B

**Hurricane Names and Hurricane History**

Annex C

**Storm Tracking**

Annex D

**Hurricane Probabilities**

Annex E

**Emergency Procedures**

Annex F

**Individual Preparedness**

Annex G

**TABLE OF CONTENTS****PAGE**

<b>Activation of the Emergency Operations Center</b>	Annex H
a. Predesignated NAO Emergency Operations Center Personnel	App 1
b. Emergency Teams	App 2
<b>Emergency Response and Recovery Office - Advance (ERRO-A)</b>	Annex I
a. ERRO-A Pre-designated Staff	I-4
b. ERRO-A Pre-designated Hotels	I-5
c. Richmond Maps	I-6
d. ERRO-A Supplies	I-8
e. Emergency Staff Checklist	I-10
f. ERRO-A Activation Notice Sample	I-11
g. Decision Criteria for Activation of ERRO-A	I-12
h. Vehicles	I-13
i. Contracting Capability	I-14
<b>Cooperating Agencies</b>	Annex J
<b>Communications</b>	Annex K
<b>Vehicles</b>	Annex L
<b>Waterfield Building and Fort Norfolk</b>	Annex M
a. Sandbags	App 1
<b>Floating Plant</b>	Annex N
<b>Operations Branch Procedures</b>	Annex O
<b>Evacuation of the Waterfield Building and Fort Norfolk</b>	Annex P
<b>Preliminary Damage Assessment (PDA) Procedures</b>	Annex Q
<b>Distribution List</b>	Annex R

U.S. ARMY CORPS OF ENGINEERS  
NORFOLK DISTRICT  
HURRICANE EMERGENCY PLAN

BASIC PLAN

**1. REFERENCES:**

- a. Public Law 84-99, as amended.
- b. Public Law 93-288, as amended by Public Law 100-707.
- c. ER 500-1-1 dtd 30 Sep 01.
- d. ER 11-1-320 dtd 1 Oct 98.
- e. EP 500-1-1 dtd 30 Sep 01.
- f. AR 500-60 dtd 1 Aug 81.
- g. Federal Response Plan, Interim, dtd Jan 03.
- h. ESF#3 Disaster Mission and Function Guidebooks.
- i. ESF#3 Field Guide.
- j. HQUSACE ESF #3 All Hazards Contingency Plan.

**2. SITUATION.**

**a. General.** Hurricanes are climatic disturbances of extreme proportions. As nature's way of expending excess energy built up in the atmosphere, hurricanes often unleash their fury far from land, harmlessly restoring an atmospheric equilibrium. Unfortunately, when a hurricane's path takes it near land, the effect of the storm can be devastating. The high winds and waves and the flooding caused by heavy rains and storm surge can take a heavy toll. Warning and preparation are essential in an attempt to minimize the hurricane's devastating effects.

(1) Background.

(a) Key words and definitions are listed in Annex B.

(b) On the average, six Atlantic hurricanes occur each year. Hurricanes are tropical cyclones whose sustained winds exceed 74 miles per hour (64 knots) and blow in the northern hemisphere in a large counterclockwise spiral around a relatively calm

center or eye. Simply stated, hurricanes are giant whirlwinds in which the air moves in a spiral, tightening inward toward a center of extreme low pressure. Typically, the lower the pressure of the eye, the more intense the storm. Maximum wind speeds are found inland 20 to 30 miles from the rim of the eye, where gusts may exceed 200 miles per hour. The hurricane will dominate the ocean surface and lower atmosphere over tens of thousands of square miles.

(c) Hurricanes are dangerous, but even residents of coastal areas tend to ignore the danger and approach preparedness with apathy. Often, because it may have been years since the last hurricane, people become complacent, thinking that there is less chance of a hurricane with time. Unfortunately, that is not the case, and poor preparedness results in increased damages and loss of life when the storm does occur. Damage is caused in several ways:

- The high winds cause damage by picking up and hurling all sorts of debris, including rocks, broken shutters, lawn furniture, or whatever else is loose or poorly secured. These missiles can cause extensive damage to personal property, cut communication and power lines, and take lives. The wind can also create very high waves that attack and damage coastal areas. Another hazard associated with the hurricane's winds are tornadoes, nature's most violent storm.

- Flooding associated with a hurricane is the storm's most dangerous aspect. The storm surge is essentially a piling up of water against the coast caused by the high winds. This storm surge can raise the water level more than 20 feet above normal, especially when superimposed on a severely high tide. The water level rise may come rapidly and produce flash flooding of coastal lowlands, or it may occur more gradually. In either case, the result is coastal flooding and increased damages from the violent storm waves. Torrential rains can cause more widespread flooding, even after the storm has moved inland and lost much of its force. Flooding pollutes water supplies, cripples communications, cuts utilities, undermines and destroys structures, and drastically changes ship channels and shorelines.

## (2) Purpose.

(a) Through pre-hurricane planning, establish a definite organization to indoctrinate personnel and to establish beforehand the actions to be taken.

(b) To identify and define those actions required to prepare the Norfolk District, its employees and their families for the hurricane season.

(c) To provide District staff and field operating elements with guidance and general procedures necessary to safeguard Corps and personal property.

(d) To maintain District posture to respond immediately to a natural disaster under the authority of Public Law (PL) 84-99 and PL 93-288.

(3) Scope.

(a) To identify actions to be taken to protect Corps and personal property during a hurricane emergency.

(b) To include provisions for the Norfolk District to monitor a hurricane emergency.

**b. Cooperating Agencies.** Liaison and coordination will be maintained with the Commander, North Atlantic Division and the agencies listed in Annex J.

**c. Assumptions.**

(1) Emergency assistance from the Corps of Engineers will be in accordance with existing authorities.

(2) Assistance provided by the Corps of Engineers will be to supplement State and local efforts.

**3. MISSION.** The Norfolk District will:

a. Execute activities to maintain and ensure a high level of operational readiness to respond to a hurricane emergency. Activities will include, but will not be limited to, tracking of all hurricanes identified by the National Hurricane Center in the Atlantic Ocean, Caribbean Sea and Gulf of Mexico, taking appropriate actions to safeguard Corps and personal property and ensuring personal safety.

b. Maintain liaison and coordination with appropriate Federal, State and local agencies, to include the Federal Emergency Management Agency, the Virginia State Department of Emergency Management, and the Hampton Roads Emergency Management Committee.

c. Operate Corps-owned dams and reservoirs within District boundaries in accordance with guidelines and procedures outlined in the appropriate reservoir regulations.

d. Be prepared to accomplish work under the following Continuing Authorities:

(1) Various Flood Control Acts and Rivers and Harbors Acts. Under this category the only statutory authority the Corps of Engineers has is contained in the Flood Control Acts and Rivers and Harbors Acts and provides for the protection and restoration of Federally constructed and maintained flood control structures and other civil works projects. Restoration of these projects will be accomplished by the District element having normal operation and/or maintenance responsibility. These include flood damage reduction projects, navigation projects, beach erosion control projects,

snagging and clearing for flood control or navigation, streambank and shoreline protection projects, and mitigation of shore damage attributable to navigation works.

(2) Public Law 84-99. This act permits the Corps of Engineers to repair or restore other flood control projects damaged by a hurricane or severe storm, whether or not they were constructed with Federal funds, and Federally authorized and constructed Hurricane and Shore Protection Projects. Rehabilitation investigations and reports, including estimates, will usually be prepared jointly by the Planning and Engineering Branches. The District does not have the authority to approve rehabilitation projects. Instructions for preparation of requests to higher authority to accomplish work under PL 84-99 are contained in ER 500-1-1, Chapter 5, and are funded under FCCE Rehabilitation Category 300.

(3) Public Law 93-288. Following a major disaster declaration by the President of the United States, the responsibility for restoration rests with the Federal Emergency Management Agency (FEMA) under provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288, as amended. Work under this authority includes the clearance of debris and wreckage; emergency protective measures; emergency repair or replacement of streets, roads and highway facilities; emergency repair or replacement of dikes, levees, irrigation works and drainage facilities; emergency repair or replacement of public buildings and related equipment; emergency repair or replacement of public utilities; and repair or restoration of public facilities under construction. Due to the limited construction capability of FEMA, the work outlined above, including engineering estimates, is usually performed by other Federal agencies or local entities upon request from FEMA and upon a cost reimbursable basis. Following major disaster declarations, the Corps of Engineers has traditionally received mission assignments from FEMA to prepare initial engineering estimates. Additionally, the Corps may be requested to perform restoration work or provide direct assistance under all categories.

(4) AR 500-60. This authority allows the District Commander to take action as may be required and justified to save human life, prevent immediate human suffering, or mitigate major property damage or destruction when the disaster is of such imminent seriousness that waiting for instructions from higher authority would preclude effective response. Under this authority, only DOD resources may be used - no contracting is permitted.

#### **4. EXECUTION.**

##### **a. Mission Execution**

(1) The Norfolk District conducts a four-phased operation (see Annexes D, F).

(2) The Emergency Management Office will administer Hurricane Preparedness Phase I (for explanations of Hurricane Preparedness Phases, see Annex D) whenever

a hurricane or severe storm develops or enters the Atlantic Ocean, Caribbean Sea, or Gulf of Mexico.

(3) When a hurricane or severe storm enters Hurricane Preparedness Phase II, III and IV, the District Commander will direct District elements, through the Emergency Manager, to take necessary actions as indicated in Annex F of this plan.

(4) The Emergency Manager is responsible for coordinating all District activities through the Emergency Operations Center in relation to response to hurricane and severe storm emergencies.

(5) Predesignated Emergency Operations Center and Supplemental Staff (Annex H & Annex I) will report directly to the Emergency Manager for assignment, duty scheduling and situation-specific instructions. Additional personnel from various District elements may be tasked by the Commander to an emergency mission assignment. Personnel for specific mission assignments will be recommended by the Crisis Management Team (paragraph 5.c. below). If conditions warrant, additional personnel may be requested from other Corps districts or divisions.

(6) Each District element will be responsible for maintaining a roster of key personnel for notification purposes. An updated copy of the roster, to include names, areas of responsibility, and home phone numbers, will be forwarded to the Emergency Manager by each District element yearly and prior to the beginning of the official hurricane season.

## **b. Concept of Operations**

### **(1) Pre-Landfall**

(a) The Emergency Management Office will monitor and track the movement of tropical storms and keep all District employees informed via e-mail of the current situation.

(b) Office managers, program and project managers and employees will take all necessary advance measures to minimize the damage to District facilities and projects.

(c) The District Engineer, in consultation with the District Crisis Management Team (see para.5.c.), will decide whether or not to deploy the Emergency Response and Recovery Office-Advance (ERRO-A) to vicinity Richmond Airport. The ERRO-A; also referred to as the Alternate EOC; is a redundant District headquarters element commanded by the Deputy District Engineer deployed to: reduce the impact of significant damage to the District; execute FEMA pre-declaration missions; and execute NAD and HQUSACE follow-on missions. The ERRO-A will consolidate all District response activities information, formulate the District situation report, and transmit it to

the appropriate organizations. Should the ERRO-A not be established, the ERRO-A staff will report to the Waterfield Building Emergency Operations Center (EOC).

(d) The Deputy District Engineer, the Emergency Manager, and the District's State EOC support team will deploy to the Virginia State EOC when activated.

(e) Initial Preliminary Damage Assessment (IPDA) Team Leader meets with all team members to review assignments, scenarios, and reporting requirements.

(f) City Liaison Officers make contact with their local points of contact and deploy to the respective city EOC, if requested.

(g) The Waterfield Building EOC, led by Chief, Technical Services Division, will ensure all preparations are made so that post-event response and recovery operations can commence immediately after the hurricane event. The EOC will also ensure that employees have taken all necessary advance measures to minimize damage to District facilities and projects. In consultation with the District Engineer, determines when, if necessary, to close the District.

## (2) Post-Landfall

### (a) District Status

After the storm, Chiefs of Logistics, Safety and Security will investigate the extent of damage to the Waterfield Building and determine if the facility is operational and inhabitable. Chief, Technical Services, in consultation with the District Commander, will decide on District status (open, closed, liberal leave) and direct the Chief, Public Affairs to alert employees via local radio and television media.

### (b) Emergency Response Operations

**SCENARIO ONE** - Waterfield Building is operational. Minimal damage to Norfolk area

i. The District Engineer, the Emergency Manager, and the District's State EOC support team will continue support to the State EOC, providing engineer technical advice while directing and coordinating the District's PL 84-99 response and recovery operations. Missions will be forwarded to the ERRO-A and District EOC for planning and execution.

ii. District employees are to return to work as soon as possible once the storm passes the Hampton Roads area.

iii. Office managers and Branch Chiefs will report the status of their respective offices, to include full accountability of personnel, those reporting to work and those who suffered storm impact, to their Division Chief via telephone, in

accordance with District notification procedures. The Division Chief will consolidate Branch reports and report entire Division status via e-mail to the District EOC (CENAO-EOC) mailbox. If e-mail is down, a telephonic report shall be made to the EOC.

iv. Program and Project Management Division Branch Chiefs will report the impact the storm had on all District civil and military construction projects and status of NAO-supported military installations to the District EOC (CENAO-EOC) mailbox.

v. Initial Preliminary Damage Assessment Teams will proceed to their designated areas and report their findings to the EOC in accordance with Annex Q.

vi. ERRO-A continues to plan, execute and coordinate FEMA mission assignments; plan and coordinate the reception, staging, and onward integration of USACE assets (Planning & Response Teams-PRTs, Logistics Response Teams, Subject Matter Experts, etc.) ERRO-A, unless directed otherwise by NAD to re-deploy to another location in support of NAD follow-on mission, will coordinate a hand-off of all FEMA mission assignments and status to the District EOC, and conduct a phased re-deployment to District Headquarters once the Waterfield EOC is fully operational. ERRO-A personnel will provide staffing for 24-hour operations of the EOC if required.

vii. District EOC continues to direct and report status of all disaster related information, i.e. PL 84-99 activities, civil works activities, dredging operations, district operations, personnel impact, status reports from city liaison officers, etc. to higher headquarters. Additionally, the District EOC will coordinate and synchronize with the ERRO-A, the reception, staging, and onward integration of USACE assets (PRTs, SMEs, etc.) to accomplish assigned FEMA missions.

viii. City liaison officers have reported for duty at their assigned cities, if requested. These liaison officers are the "eyes and ears" of the District Commander and will act as a conduit for information flow on all disaster related activities. Any disaster related issue the cities may have will be forwarded immediately to the EOC for action.

**SCENARIO TWO** - Waterfield Building **is not** operational. Significant damage to Norfolk.

i. Norfolk District is a "Victim or Impacted District." Under this scenario the major change is that all District EOC activities listed in scenario one are accomplished by the ERRO-A. Additionally, the ERRO-A plans and coordinates the reception, staging and onward integration of USACE assets to reconstitute the District.

ii. The ERRO-A staff will be augmented at the discretion of NAD. Further mission will be determined by the North Atlantic Division Commander.

## **5. ADMINISTRATIVE SUPPORT.**

a. District elements will maintain their normal functions, and, at the same time, provide support to District emergency operations. Relative priorities will be directed by the District Commander.

b. Emergency Management will manage administrative activities required for fiscal control and accountability, including necessary support from other District elements, in the execution of the District's response to the emergency situation. The administrative support will include operations based at District Headquarters and/or Emergency Field Offices.

c. The Crisis Management Team, composed of the Emergency Manager, Commander, Deputy Commander, the Chiefs of Technical Services Division, Programs and Project Management Division, Business Resources Division, and the Area/Resident Engineers will identify personnel to be assigned to Emergency Field Offices if necessary (i.e., a Project Manager for a mission assignment for temporary housing, or a rehabilitation project under PL 84-99).

## **6. COMMAND AND SIGNAL.**

### **a. Command.**

(1) The Corps of Engineers command channels for emergency operations extend from the Secretary of the Army through the Chief of Engineers to the Division Commander, North Atlantic Division, to the District Commander, Norfolk District.

(2) Coordination and liaison will be maintained between the Emergency Operations Center and all other District elements (See Appendix A-2).

### **b. Signal.**

(1) Norfolk District Organization Elements (Appendix A-2). Refer to Norfolk District Staff Phone List Pocket Card for contact information.

(2) Hurricane Probabilities (Annex E).

(3) Reports.

(a) Initial reports of disaster situations will be prepared and dispatched by Emergency Management staff via electronic mail. Included in the report will be any potential flood, coastal storm or advance measures action that should be brought to the attention of the Chief of Engineers.

(b) A Situation Report (SITREP) will be prepared by the pre-designated Disaster Reports Coordinator, will detail all information pertinent to the emergency situation and will be prepared on ENGLINK. A sample SITREP is shown at Annex A-3.

(4) Communications during an emergency will be in accordance with Annex K.

(5) During Phase I, normal communications will be maintained within the District. Notification of Phases II through IV will occur between the Emergency Manager and District elements as shown in Annex A. Communications systems, including telephones, fax, e-mail, cellular telephones, pagers, VHF and HF radio, satellite communications, and GPS equipment, will be checked daily by the Information Management and Communications Coordinators during an emergency operation.

(6) Weather reports are accessed via the Weather Channel, the Internet, and through the Water Control Data System (WCDS) located in the Hydraulics and Hydrology Section (H&H). H&H will monitor the WCDS during developing weather related emergencies and will provide reports, as requested, to the Emergency Operations Center. During hurricane season, the Weather Channel and Weather Radio are constantly monitored by Emergency Management personnel. Annex E provides information on the National Weather Service use of Hurricane Probabilities in Public Advisories.

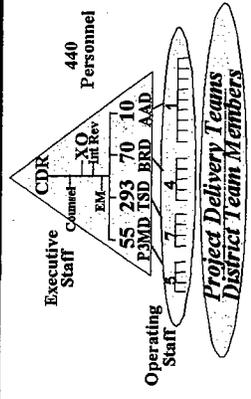
(7) The National Oceanic and Atmospheric Administration (NOAA) of the U.S. Department of Commerce provides continuous radio broadcasts and telephonic recordings of the latest weather information directly from NWS offices. Taped weather messages are repeated every four to six minutes and are routinely updated every two to three hours, or more frequently if needed. The broadcasts are tailored to the weather information needs of the people in the respective geographical area. For example, stations along the seacoast provide specialized weather information for boaters, fishermen, and others engaged in marine activities, as well as general weather information. During severe weather, National Weather Service forecasters can interrupt the routine weather broadcasts and substitute special warning messages. See Annex G, para. 10, for operating radio broadcast station frequencies, and Annex J for recorded weather message telephone numbers within District boundaries.

## **7. AREA OF OPERATION**

**a. Federal Response Plan, Emergency Support Function #3: State of Virginia**

**b. PL 84-99:** Norfolk District will perform PL 84-99 activities based on District boundaries, which encompasses the majority of the State of Virginia. Corps' District boundaries map shown at Appendix A-1.





**Office of Counsel**  
 Chief, Supv Attorney (Gen) GS-15  
 J.R. Loscilt\* Ext. 7720

**Internal Review Office**  
 Auditor  
 J.J. Atkins, Jr. GS-12  
 Ext. 7012

**U.S. ARMY ENGINEER DISTRICT, NORFOLK**  
 803 FRONT STREET  
 NORFOLK, VA 23510

CENAO-DE (757) 441-7601  
 District Engineer  
 COL Yvonne J. Prettyman-Beck

CENAO-DC  
 Deputy District Engr  
 LTC Joe S. Wyle\* Ext. 7601  
 Deputy District Engr Proj Mgmt  
 J.N. Thomasson\* Ext. 7112  
 GS-08  
 1 Executive Secretary (OA)  
 S.M. Venolt  
 1 Dep Cdr Secretary  
 S.L. Jefferies Ext. 7129

**A Horizontally and Vertically Integrated Organization**

**Executive Staff**  
**Operating Staff**  
**Project Delivery Teams**  
**District Team Members**

P3MD TSD BRD AAD

**Emergency Management Office**  
 Chief, Civil Engineer GS-13  
 Vacant Ext. 7254

**ADVISORY & ADMINISTRATIVE DIVISION (AAD)**

Chief, Advisory & Admin. Division DDE  
 LTC J.S. Wyle\* Ext. 7601

**SAFETY & OCCUPATIONAL HEALTH OFFICE**  
 Chief, Safety Manager GS-12  
 O.J. Harts, Jr. Ext. 7671

**PUBLIC AFFAIRS OFFICE**  
 Chief, Public Affairs Specialist GS-13  
 D.L. Bailey Ext. 7264

**CIVILIAN PERSONNEL ADVISORY CENTER**  
 Chief, Personnel Officer, Acting GS-12  
 P.M. Bradshaw Ext. 7210

**EQUAL EMPLOYMENT OPPORTUNITY OFFICE**  
 Chief, Equal Empl Manager GS-12  
 L. B. Remley Ext. 7776

**SECURITY & LAW ENFORCEMENT OFFICE**  
 Security Specialist GS-11  
 J.F. Gorika Ext. 7087

**BUSINESS RESOURCE DIVISION (BRD)**

Chief, Business Res. Div. GS-15  
 Vacant Ext. 7601

**RESOURCE MANAGEMENT OFFICE**  
 Chief Supv Financial Manager GS-14  
 R.C. Bowling Ext. 7100

**LOGISTICS MANAGEMENT OFFICE**  
 Chief Supv Logistics Mgmt Officer GS-12  
 Vacant Ext. 7800

**INFORMATION MANAGEMENT OFFICE**  
 Chief Supv Info Management Officer GS-13  
 D.A. Kennedy Ext. 7780

**CONTRACTING OFFICE**  
 Chief, Supv Procurement Analyst GS-13  
 C. F. Dtrum Ext. 7744

**DEPUTY FOR SMALL BUSINESS**  
 Procurement Analyst GS-12  
 J. Beecher Ext. 7077

**TECHNICAL SERVICES DIVISION (TSD)**

Chief Supv Civil Engineer GS-15  
 W.A. Sorrentino, Jr. Ext. 7649

Deputy Chief Supv Civil Engineer GS-14  
 K.W. Bailey Ext. 7004

**ENGINEERING BRANCH**  
 Chief Supv Civil Engineer GS-14  
 P.G. Rolly Ext. 7698

**CONSTRUCTION BRANCH**  
 Chief Supv Civil Engineer GS-14  
 W.G. Robson Ext. 7650

**OPERATIONS BRANCH**  
 Chief Supv Civil Engineer GS-14  
 M.T. Byrne Ext. 7668

**REAL ESTATE BRANCH**  
 Chief, Supv Realty Officer GS-14  
 D.H. Horton Ext. 7733

**REGULATORY BRANCH**  
 Chief, Supv Environmental Scientist GS-14  
 J.R. Hume Ext. 7657

**PLANNING, PROGRAMS & PROJECT MANAGEMENT DIVISION (P3MD)**

Chief, Supv Civil Engineer GS-15  
 J.N. Thomasson\* Ext. 7112

**CIVIL BRANCH**  
 Chief, Supv Civil Engineer GS-14  
 J.C. Irving Ext. 7222

**MILITARY BRANCH**  
 Chief, Supv Program Manager GS-14  
 J. L. Adams Ext. 7110

**ENVIRONMENTAL BRANCH**  
 Chief, Supv Program Manager GS-14  
 J. L. Naddl Ext. 7709

**PLANNING AND POLICY BRANCH**  
 Chief, Supv Economist GS-14  
 M.T. Mansfield Ext. 7764

**PLANNING, PROGRAMS & BUSINESS SUPPORT BRANCH**  
 Chief, Environmental Protection Spec GS-13  
 E. Barry-Thomas Ext. 7576

**VA BEACH/GREAT BRIDGE RESIDENT OFFICE**

Supv Resident Engineer GS-13  
 A. Spindlove  
 Norfolk District  
 (757) 437-6265  
 3007 Pacific Avenue, Suite #4  
 Va Beach, VA 23451  
 (757) 547-2253  
 2509 Reservation Road  
 Chesapeake, VA 23322-5217

**LANGLEY/MONROE RESIDENT OFFICE**

Supv Resident Engineer GS-13  
 B.T. Boynton (757) 225-4053  
 Norfolk District  
 P.O. Box 65490  
 Langley AFB, VA 23665-5490

**LANGLEY F22 RESIDENT OFFICE**

Supv Resident Engineer GS-13  
 A.J. Weaver (757) 764-8365  
 Norfolk District  
 P.O. Box 35359  
 Langley AFB, VA 23665-5490

**SOUTHWESTERN VIRGINIA AREA OFFICE**

Supv Area Engineer, Acting GS-13  
 E.D. Merryman (540) 639-7656  
 Norfolk District  
 Radford, VA 24141-0297

**CENTRAL VIRGINIA AREA OFFICE**

Supv Area Engineer GS-13  
 E.D. Merryman (804) 734-4041  
 Norfolk District  
 930 20th Street  
 Fort Lee, VA 23801-0048

**APPROVED:**

**YVONNE J. PRETTYMAN-BECK**  
 Colonel, Corps of Engineers  
 Commanding  
 April 2004

\* Dual Assignment

Provisional Structure

**Event:** Hurricane FLOYD**Organization:** NAO**Situation Report****Start Date:** 031858zNov1999**Valid as of:** 032217zNov1999**Report Number:** 022**SITREP Date:** 031858zNov1999**Situation****A GENERAL**

Hurricane FLOYD is gone. Cleanup and repairs ongoing.

**B WEATHER**

This Afternoon

Mostly sunny...breezy...and much cooler. Highs in the mid to upper 50s. West winds 15 to 25 mph and gusty.

Tonight

Clear. Near record lows of 30 to 35. West winds 10 to 15 mph.

Thursday

Mostly sunny. Highs 55 to 60.

Thursday Night

Mostly clear. Lows around 35.

Friday

Mostly clear. Highs in the lower to mid 60s.

Saturday and Sunday

Partly cloudy. Lows in the lower 40s. Highs 60 to 65.

**C EOC ACTIVATION**

Effective 4 Oct, hours of operation for the Norfolk District EOC will be 0800 - 1800, weekdays only, in coordination with DFO operations. Weekend staffing as needed. Effective 2 Oct, per direction of CENAD-EOC, Situation Reports will be submitted every Wednesday, with Spotreps daily, as needed.

Phone numbers are as follows:

EOC, Norfolk: (757) 441-7575

Fax Number: (757) 441-7833

E-mail, Internet Access and CEFMS are fully functional.

**C - 1 EOC Activation Funding Status**

FC&amp;CE Class 210

Authorized: \$300,000

Committed: \$ 90,054

Obligated: \$ 95,558

Expended: \$ 93,358

Available: \$114,388

**D IMPACTS TO LOCALITIES**

a. Currently, 48 localities in the Commonwealth of Virginia have been declared eligible for Individual and/or Public Assistance. All jurisdictions in the Commonwealth are eligible for Hazard Mitigation assistance. An emergency declaration provided Federal assistance under CAT A (debris removal) and CAT B (emergency protective measures) to 19 jurisdictions.

b. Roads - Statewide - VDOT reports all Interstates and Primaries open.

c. City of Franklin - The VA Pilot reported that 182 businesses and more than 100 houses in the

city had been flooded. FEMA, along with other Federal agencies, incl. COE, State and locals are providing assistance to the City.

## Operations

### A FEMA MISSIONS

FEMA Region III DFO for VA is located in the Newmarket Fair Mall, 5200 West Mercury Boulevard, Newport News, Virginia 23605. DFO hours of operation are weekdays from 0800 - 1800 and closed on weekends.

Telephone:

DFO - 757-896-7263

ESF #3 - 757-896-7429

ESF #3 FAX - 896-7218

#### A - 1 ICE MISSION

Ice mission was cancelled. Ice PRT performing other EOC duties.

#### A - 2 WATER MISSION

Mission physically complete 23 Sep 99.

#### A - 3 TECHNICAL ASSISTANCE MISSION

1. The short term recovery plan for the City of Franklin has been completed.

2. Norfolk District representatives are on site in Franklin to assist Virginia State, City of Franklin, and Southhampton County representatives with contract development for debris management, removal and contract monitoring. Baltimore District has provided a debris expert to assist with this effort.

Debris clearing of Rights of Way 100% complete. One additional structure designated for demolition - all other sites graded, stabilized, and being seeded. Concrete and steel recycling ongoing. Compiling a work report for City and summary report for FEMA.

#### A-4 TEMPORARY HOUSING

Contract on schedule. Sewer line installation is on schedule. Site completely cleared and grading is progressing. Power company scheduled to begin work on 10 Nov.

#### A-5 FLOODPLAIN MGMT/HAZARD MITIGATION

Field work and physical surveys of flooded structures complete. Elevation certificates for each structure being prepared.

Discharge and high water data to initiate hydrologic and hydraulic studies for the Blackwater and Nottoway Rivers received from US Geological Survey on 28 Oct. Hydrology engineers have since run preliminary frequency analyses. They expect to complete this frequency analyses update within the next several weeks.

### B NAVIGATION

The port of Hampton Roads is open to all traffic.

#### B - 1 Atlantic Intracoastal Waterway (AIW)

Dismal Swamp Canal (DSC) Operational Status:  
Dismal Swamp Canal open; controlling depth of 5 feet.

### C VIRGINIA BEACH HURRICANE PROTECTION PROJECT

NSTR

## Crisis Management

### A PERSONNEL

Current Status:

APPENDIX

A-3-2

EOC - 1 NAO person manning the EOC at Norfolk District. 1 NAO person manning the DFO ESF #3 Cell in Newport News. Housing PRT Action Officer from NAN at ESF #3 Cell at DFO.

Temp Housing - 3 NAN personnel, approx. 5 Norfolk Dist personnel working on housing mission.

Hazard Mitigation - 5 Norfolk Dist personnel working on hazmit mission.

Tech Assistance - 1 Norfolk Dist person working on TA mission.

Other NAO personnel assisting on missions as needed.

Totals listed in Personnel Section of ENGLINK.

### **B INFORMATION MANAGEMENT**

Full network and communication capabilities are functional at the Norfolk District.

#### **Prepared By**

**Name:** Jan Ilene Van Houten  
**Phone:** 757-441-7575

**Title:** Emerg Mgmt Spec/Acting EM  
**Date:** 031858zNov1999

#### **Released By**

**Name:** Jan Ilene Van Houten  
**Phone:** 757-441-7575

**Title:** Emerg Mgmt Spec/Acting EM  
**Date:** 032217zNov1999

#### **Division Released By**

**Name:** Thomas McBride  
**Phone:** 718-765-7082

**Title:** Civil Engineer  
**Date:** 041319zNov1999

## ANNEX B

## DEFINITIONS OF ASSOCIATED WEATHER TERMS

**Advisory.** A formal message from a Weather Service Hurricane Warning Office giving warning information along with details on hurricane location, intensity and movement, and precautions that should be taken. The advisory may contain information on specific coastal warnings from which displays are made.

**Bulletin.** A public release from a Weather Service Hurricane Warning Office, issued at times other than those when advisories are required. The bulletin is similar in form to the advisory, except that the bulletin includes additional general newsworthy information. The bulletin routinely includes a resume of all warnings in effect.

**Flood Watch.** An announcement that predicted heavy rains may result in flooding in the specified area. Be alert and prepared for the possibility of a flood emergency which will require immediate action. Keep abreast of the latest advisories or bulletins in case flood warning is issued for the specified area.

**Flood Warning.** An announcement that flooding is occurring or is imminent in the specified areas. Move to safe ground immediately.

**Gale Warning.** A warning of sustained winds within the range 39 to 54 miles per hour (34 to 47 knots).

**Hurricane.** A warm core tropical cyclone in which maximum sustained surface wind is 74 miles per hour (64 knots) or greater.

**Hurricane Center or Eye.** The relatively calm area near the center of the storm. In this area winds are light and the sky often is only partly covered by clouds.

**Hurricane "Season".** The portion of the year having a relatively high incidence of hurricanes. In the Atlantic, Caribbean and Gulf of Mexico, it is regarded as the period from 1 June through 30 November.

**Hurricane Warning.** A warning that one or both of the following dangerous effects of a hurricane are expected in a specified coastal area in 24 hours or less: (a) sustained winds 74 miles per hour (64 knots) or higher; and (b) dangerously high water or a combination of dangerously high water and exceptionally high waves, even though winds expected may be less than hurricane force.

**Hurricane Watch.** An announcement for specific areas that a hurricane or an incipient hurricane condition poses a threat to coastal and inland communities. All people in the indicated areas should take stock of their preparedness requirements, keep abreast of the latest advisories and bulletins and be ready for quick action in case a warning is issued for their areas.

**Local Statement.** A public release prepared by a Weather Service Office in or near a threatened area giving specific details for its area or county responsibility on: (a) weather conditions; (b) sections that should be evacuated; and (c) other precautions necessary to protect life and property.

**NGVD.** National Geodetic Vertical Datum of 1929. A fixed reference adopted as a standard geodetic datum for elevations determined by leveling. The datum was derived for surveys from a general adjustment of the first-order leveling nets of both the US and Canada. In the adjustment, mean sea level was held fixed as observed at 21 tide stations in the US and 5 in Canada. 1929 indicates the year of the general adjustment. The geodetic datum is fixed and does not take into account the changing stands of sea level. Because there are many variables affecting sea level, and because the geodetic datum represents a best fit over a broad area, the relationship between the geodetic datum and local mean sea level is not consistent from one location to another in either time or space.

**Squall.** A sudden increase of wind speed by at least 18 miles per hour (16 knots) and rising to 25 miles per hour (22 knots) or more and lasting for at least one minute.

**Storm Surge.** A departure from a normal elevation of the sea due to the piling up of water against (or withdrawal from) a coast by strong winds, such as those accompanying a hurricane or other intense storm. Reduced atmospheric pressure often contributes to the departure in height during hurricanes. It is potentially catastrophic, especially in deltaic regions with onshore winds at the time of high water and extreme wind wave heights.

**Storm Tide.** As used by the National Weather Service, NOAA, the sum of the storm surge and astronomic tide.

**Storm Warning** (associated with Tropical Cyclones). A warning of sustained winds in the range of 55 to 73 miles per hour (48 to 63 knots) inclusive.

**Sustained Wind.** The wind obtained by averaging the observed value over a one minute period.

**Tornado Watch.** An announcement for specific areas that weather conditions are present from which tornadoes are expected to develop. All people in indicated areas should keep abreast of the latest advisories in case a warning is issued.

**Tornado Warning.** An announcement for specific areas that weather conditions are present from which tornadoes are expected to develop. All people should seek inside shelter immediately, preferably below ground.

**Tropical Cyclone.** A warm-core low pressure system which develops over tropical and sometimes subtropical waters, and has an organized circulation.

**Tropical Disturbance.** A discreet system of apparently organized convection, generally 100 to 300 miles in diameter originating in the tropics or subtropics, having a non-frontal migratory character and having maintained its identity for 24 hours or more. It may or may not be associated with a detectable perturbation in the wind field. As such, it is the basic generic designation which, in successive stages of intensification, may be subsequently classified as a tropical wave, depression, storm, or hurricane.

t. Tropical Wave. A trough in the trade wind easterlies. The wave may reach maximum heights in the lower middle troposphere, or may be the reflection of an upper troposphere.

u. Tropical Depression. A tropical cyclone in which the maximum sustained surface wind is 38 miles per hour (33 knots) or less.

v. Tropical Storm. A warm core tropical cyclone in which the maximum sustained surface wind is in the range of 39 to 73 miles per hour (34 to 63 knots) inclusive.

ANNEX B  
BEAUFORT WIND AND SEA CONDITIONS CHART.

Beaufort Wind Force	Velocity (Knots)	Terms Used in National Weather Service Forecasts	Description of Sea	Height* of Waves (Feet)	Length* of Waves (Feet)
0-Calm	Less than 1	Calm	Sea like a mirror.	---	---
1-Light Air	1-3	Light	Ripples-no foam crests.	Slight	Ripples
2-Light Breeze	4-6	Light	Small wavelets, crests have a glassy appearance and do not break.	1	15
3-Gentle Breeze	7-10	Gentle	Large wavelets, crests begin to break, scattered whitecaps.	2	30
4-Moderate Breeze	11-16	Moderate	Small waves becoming larger; frequent whitecaps.	5	75
5-Fresh Breeze	17-21	Fresh	Moderate waves, taking a more pronounced long form; many whitecaps, some spray.	8	135
6-Strong Breeze	22-27	Strong	Large waves begin to form; extensive whitecaps everywhere, some spray.	12	225
7-Moderate Gale	28-33	Strong	Sea heaps and white foam from breaking waves begins to be blown in streaks along the direction of the wind.	16	350
8-Fresh Gale	34-40	Strong	Moderately high waves of greater length; edge of crests break into spindrift. The foam is blown in well- marked streaks along the direction of the wind.	25-30	540
9-Strong Gale	41-47	Strong	Moderately high streaks of foam along the direction of the wind. Spray may affect visibility. Sea begins to roll.	25-30	800
10-Whole Gale	48-55	Strong	Very high waves. Sea surface takes on a white appearance. The rolling of the sea becomes heavy and shocklike. Visibility is affected.	30-40	1080

11-Storm	56-64	Whole	Exceptionally high waves. Small and medium-sized vessels are lost to view in trough for long periods.	35-45	1400
12-Hurricane	Above 64	Hurricane	The air is filled with foam and spray. Sea completely white with driving spray; visibility very seriously affected.	Over 45	Over 1800

\* These are only approximate measures. The size of waves depends on the length of time the wind continues to blow from a given direction, the fetch, depth of water and other factors.

## The Saffir-Simpson Damage-Potential Scale

This scale was developed in the early 1970s by Herbert Saffir, a consulting engineer in Coral Gables, Florida, and Dr. Robert Simpson, then Director of the National Hurricane Center. The scale is based primarily on wind speeds and includes estimates of barometric pressure and storm surge associated with each of the five categories.

Category	Central Pressure	Winds	Surge
1 - Minimal	greater than 980 mb or 28.94 in	74-95 mph or 64-83 kts	4-5 ft.
2 - Moderate	965-979 mb or 28.50-28.91 in	96-110 mph or 65-96 kts	6-8 ft.
3 - Extensive	945-964 mb or 27.91-28.47 in	111-130 mph or 97-113 kts	9-12ft.
4 - Extreme	920-944 mb or 27.17-27.88 in	131-155 mph or 114-135 kts	13-18 ft.
5 - Catastrophic	less than 920 mb or 27.17 in	greater than 155 mph or 135 kts	greater than 18 ft.

**Category 1 [Minimal]** damage primarily restricted to shrubbery, trees, and unanchored mobile homes; no substantial damage to other structures; some damage to poorly constructed signs low lying roads inundated; minor damage to piers; small craft in exposed anchorages torn from moorings

### **Category 2 [Moderate]**

considerable damage to shrubbery and tree foliage, some trees blown down; major damage to exposed mobile homes; extensive damage to poorly constructed signs and some damage to windows, doors and roofing materials of buildings, but no major destruction to buildings coastal roads and low lying escape routes inland cut off by rising water about 2 to 4 hours before landfall; considerable damage to piers and marinas flooded; small craft in protected anchorage torn from moorings evacuation of some shoreline residences and low lying areas required

### **Category 3 [Extensive]**

foliage torn from trees; large trees blown down; poorly constructed signs blown down; some damage to roofing, windows, and doors; some structural damage to small buildings; mobile homes destroyed. serious flooding along the coast; many small structures near the coast destroyed; larger coastal structures damaged by battering waves and floating debris low lying escape routes inland cut off by rising water about 3 to 5 hours before landfall; flat terrain 5 feet or less above sea level flooded up to 8 or more miles inland evacuation of low lying residences within several blocks of shoreline may be required

### **Category 4 [Extreme]**

shrubs, trees, and all signs blown down; extensive damage to roofs, windows, and doors, with complete failure of roofs on many smaller residences; mobile homes demolished flat terrain 10 feet or less above sea level flooded inland as far as 6 miles; flooding and battering by waves and floating debris cause major damage to lower floors of structures near the shore; low lying escape routes inland cut off by rising water about 3 to 5 hours before landfall; major erosion of beaches massive evacuation of all residences within 500 yards of the shore may be required, as well as of single story residences in low ground with 2 miles of the shore

### **Category 5 [Catastrophic]**

trees, shrub, and all signs blown down; considerable damage to roofs of buildings, with very severe and extensive damage to windows and doors; complete failure on many roofs of residences and industrial buildings; extensive shattering of glass in windows and doors; complete buildings destroyed; small building overturned or blown away; mobile homes demolished major damage to lower floors of all structures less than 15 feet above sea level within 1500 feet of the shore low lying escape routes inland cut off by rising water about 3 to 5 hours before landfall; major erosion of beaches massive evacuation of residential areas on low ground within 5 to 10 miles of the shore may be required

**ANNEX C**  
**HURRICANE NAMES and HURRICANE HISTORY**

**Atlantic Names:**

<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Alex	Arlene	Alberto	Andrea	Arthur	Ana
Bonnie	Bret	Beryl	Barry	Bertha	Bill
Charley	Cindy	Chris	Chantal	Cristobal	Claudette
Danielle	Dennis	Debby	Dean	Dolly	Danny
Earl	Emily	Ernesto	Erin	Edouard	Erika
Frances	Franklin	Florence	Felix	Fay	Fred
Gaston	Gert	Gordon	Gabrielle	Gustav	Grace
Hermine	Harvey	Helene	Humberto	Hanna	Henri
Ivan	Irene	Isaac	Ingrid	Ike	Ida
Jeanne	Jose	Joyce	Jerry	Josephine	Joaquin
Karl	Katrina	Kirk	Karen	Kyle	Kate
Lisa	Lee	Leslie	Lorenzo	Laura	Larry
Matthew	Maria	Michael	Melissa	Marco	Mindy
Nicole	Nate	Nadine	Noel	Nana	Nicholas
Otto	Ophelia	Oscar	Olga	Omar	Odette
Paula	Philippe	Patty	Pablo	Paloma	Peter
Richard	Rita	Rafael	Rebekah	Rene	Rose
Shary	Stan	Sandy	Sebastien	Sally	Sam
Tomas	Tammy	Tony	Tanya	Teddy	Teresa
Virginie	Vince	Valerie	Van	Vicky	Victor
Walter	Wilma	William	Wendy	Wilfred	Wanda

Experience shows that the use of short, distinctive given names in written as well as spoken communications is quicker and less subject to error than the older more cumbersome latitude-longitude identification methods. These advantages are especially important in exchanging detailed storm information between hundreds of widely scattered stations, coastal bases, and ships at sea. Since 1953, Atlantic tropical storms have been named from lists originated by the National Hurricane Center and now maintained and updated by an international committee of the World Meteorological Organization. The lists featured only women's names until 1979, when men's and women's names were alternated. Six lists are used in rotation. Thus, the 2004 list will be used again in 2010.

The only time that there is a change in the list is if a storm is so deadly or costly that the future use of its name on a different storm would be inappropriate for reasons of sensitivity. If that occurs, then at an annual meeting by the WMO committee (called primarily to discuss many other issues) the offending name is stricken from the list and another name is selected to replace it.

Several names have been changed since the lists were last used. Four names from the 1995 list have been retired. On the 2001 list, Lorenzo has replaced Luis, Michelle has replaced Marilyn, Olga has replaced Opal, and Rebekah has replaced Roxanne. Three names from the 1996 list have been retired. On the 2002 list, Cristobal has replaced Cesar, Fay has replaced Fran, and Hanna has replaced Hortense. Two names from the 1998 list have been retired. On the 2004 list, Gaston has replaced Georges and Matthew has replaced Mitch. On the 2006 list, Kirk has replaced Keith.

The Hurricane History of Coastal Virginia

Continuous weather records for the Hampton Roads Area of Virginia began on January 1, 1871 when the National Weather Service was established in downtown Norfolk. The recorded history of significant tropical storms that affected the area goes back much further. Prior to 1871, very early storms have been located in ship logs, newspaper accounts, history books, and countless other writings. The residents of coastal Virginia during Colonial times were very much aware of the weather. They were a people that lived near the water and largely derived their livelihood from the sea. To them, a tropical storm was indeed a noteworthy event. The excellent records left by some of Virginia's early settlers and from official records of the National Weather Service are summarized below. Learning from the past will help us prepare for the future.

**Seventeenth and Eighteenth Centuries**

1635	August 24	First historical reference to a major hurricane that could have affected the Virginia coast.
1667	September 6	It appears likely this hurricane caused the widening of the Lynnhaven River. The Bay rose 12 feet above normal and many people had to flee.
1693	October 29	From the Royal Society of London: "There happened a most violent storm in Virginia which stopped the course of ancient channels and made some where there never were any."
1749	October 19	Tremendous hurricane. A sand spit of 800 acres was washed up and with the help of a hurricane in 1806 it became Willoughby Spit. The Bay rose 15 feet above normal.

Historical records list the following tropical storms as causing significant damage in Virginia: September 1761; October 1761; September 1769; September 1775; October 1783; September 1785; July 1788.

**Nineteenth Century**

1806	August 23	Called the Great Coastal Hurricane of 1806.
1821	September 3	One of the most violent hurricanes on record.
1846	September 8	Hatteras and Oregon Inlets were formed.
1876	September 17	Average 5 minute wind speed at Cape Henry was 78 mph; 8.32" of rain
1878	October 23	Cobb and Smith Islands, on the Eastern Shore, were completely submerged. Average 5 minute wind at Cape Henry was 84 mph. Eighteen died when the A.S. Davis went ashore near Virginia Beach.
1879	August 18	Tide in Norfolk 7.77 feet above Mean Lower Low Water. Average 5 minute wind speed at Cape Henry 76 mph with 100 mph estimated gusts.
1887	October 31	Average 5 minute wind speed at Cape Henry 78 mph. The storm caused a record number of marine disasters.
1893	August 23	Average 5 minute wind speed at Cape Henry 88 mph.
1894	September 29	Five minute wind speed at Cape Henry 80 mph; gusts to 90 mph.
1897	October 25	Lasted 60 hours. Norfolk tides 8.1 feet above Mean Lower Low Water.
1899	October 31	Average 5 minute wind at Cape Henry 72 mph. Tide in Norfolk reached 8.9 feet above Mean Lower Low Water.

Noteworthy storms also occurred in June 1825, August 1837, August 1850 and September 1856.

**Twentieth Century**

1903	October 10	Average 5 minute wind speed at Cape Henry 74 mph, the tide in Norfolk reached 9 feet above Mean Lower Low Water.
1924	August 26	Average 1 minute wind speed 72 mph at Cape Henry.
1924	September 30	Fastest 1 minute wind speed in Norfolk 76 mph.
1926	August 22	Fastest 1 minute wind speed in Cape Henry 74 mph.
1928	September 19	Fastest 1 minute wind speed at Cape Henry 72 mph. The tide reached 7.16 feet above Mean Lower Low Water in Norfolk.
1933	August 23	This hurricane established record high tide of 9.8 feet above Mean Lower Low Water. 18 people died. Highest 1 minute wind speed in Norfolk was 70 mph, 82 mph at Cape Henry, and 88 mph at NAS, Norfolk.
1933	September 16	Fastest 1 minute wind speed was 88 mph at NAS, Norfolk, 75 mph at the NWS City Office, and 87 mph at Cape Henry. The tide reached 8.3 feet above Mean Lower Low Water.
1936	September 18	The fastest 1 minute wind speed was 84 mph at Cape Henry and 68 mph at the NWS City Office. The tide reached 9.3 feet above Mean Lower Low Water and is the second highest tide of record.
1944	September 14	Fastest 1 minute wind speed was 134 mph at Cape Henry which is the highest speed of record in this area. Gusts were estimated to 150 mph. The NWS City Office recorded 72 mph with gusts to 90 mph.
1953	August 14	<b>Barbara.</b> The fastest 1 minute wind speed was 72 mph at Cape Henry, 63 mph with gusts to 76 mph at Norfolk Airport.
1954	October 15	<b>Hazel.</b> Fastest 1 minute wind speed was 78 mph at Norfolk Airport with gusts to 100 mph which is the highest wind speed of record for the Norfolk Airport location. A reliable instrument in Hampton recorded 130 mph.
1959	September 30	<b>Gracie.</b> Passed through western Virginia, 6.79 inches of rain at Norfolk Airport in 24 hours. Storm spawned a tornado eight miles west of Charlottesville, killing 11 people.
1960	September 12	<b>Donna.</b> Fastest 1 minute wind speed was 73 mph at Norfolk Airport, 80 mph at Cape Henry and estimated 138 mph at Chesapeake Light Ship. Lowest pressure of 28.65 inches holds the area record for a tropical storm. 3 deaths.
1964	September 1	<b>Cleo.</b> A storm noted for its rain. 11.40 inches in 24 hours is the heaviest in the coastal area since records began in 1871.
1969	August 19	<b>Camille.</b> Made landfall in Mississippi on August 17. The storm tracked northward and dumped a record 27 inches of rain in the Virginia mountains, primarily in Nelson County. Flash flooding took the lives of 153 people.
1971	August 27	<b>Doria.</b> The fastest 1 minute wind speed 52 mph at Norfolk Airport and 71 mph at NAS, Norfolk.
1972	June 21	<b>Agnes.</b> Made landfall on the Gulf Coast of Florida. As the storm crossed Virginia, it dumped 13.6 inches of rain on the east slopes of the Blue Ridge Mountains. The James River crested at a record high in Richmond. Virginia sustained \$222 million in damage, and 13 people died from flash flooding.
1979	September 5	<b>David.</b> Passed through central Virginia. Spawned 2 severe tornadoes - one in Newport News with over \$2 million in damage and one in Hampton with a half million dollars in damage.

1985	September 27	<b>Gloria.</b> Passed 45 miles east of Cape Henry. Fastest 1 minute wind speed WNW 46 mph, peak gust 67 mph at the Airport, NE 94 mph gust to 104 mph at the South Island CBBT. Highest tide 5.3 feet above Mean Lower Low Water, storm rainfall 5.65 inches and total Virginia damage \$5.5 million.
1986	August 17	<b>Charley.</b> The weak center passed over southeast Virginia Beach. Fastest 1 minute wind speed NNE 40 mph gust E 63 mph at Norfolk International Airport; NE 94 mph gust to 104 mph at South Island CBBT; and NE 54 mph gust to 82 mph at Cape Henry. Highest tide 5.5 feet above Mean Lower Low Water. Less than \$1 million in damage in Virginia.
1996	July 12-13	<b>Bertha.</b> Passed over portions of Suffolk and Newport News. Fastest 1 minute wind speed SE 35 mph gust to 48 mph at Norfolk International Airport. Bertha spawned 4 tornadoes across east-central Virginia. The strongest, an F1 tornado moved over Northumberland county injuring 9 persons and causing damages of several million dollars. Other tornadoes moved over Smithfield, Gloucester and Hampton.
1996	September 5	<b>Fran.</b> Passed well west of the area over Danville. Fastest 1 minute wind speed SE 41 mph gust to 47 mph at Norfolk International Airport. Rainfall amounted to only 0.20 of an inch in Norfolk.
1998	August 27	<b>Bonnie.</b> Tracked over the northern Outer Banks. Fastest 1 minute wind speed NE 46 mph with gust to 64 mph at Norfolk Airport. NE 90 mph with gust to 104 mph at CBBT. 4-7 inches of rain combined with near hurricane force winds knocked out power to 320,000 customers. Highest tide 6.0 FT above MLLW. Most significant storm since 1960.
1999	August 30 - September 5	<b>Dennis.</b> Meandered off the North Carolina/Virginia coast for 3 days before coming ashore near Morehead City, NC. Produced substantial rain and some flooding in southern, central and southeast Virginia, and eastern NC. Spawned an F2 tornado in Hampton. Heavy rains set the stage for Hurricane Floyd 2 weeks later.
1999	September 15-16	<b>Floyd.</b> Moved across extreme NE NC/SE VA on a track similar to Donna in 1960. Highest sustained wind at Norfolk Airport NE 31 mph with gust to 46 mph. Lowest Pressure 28.85" - 977 MB - 4th lowest of record. 10-20" of rain on saturated ground resulted in 500 year flood of record for Franklin, VA. WFO Wakefield was inaccessible for 36 hours.

2003                      September 6-19      **Isabel.** Although Hurricane Isabel was not a hurricane when it reached Virginia, it made a great impact. Hurricane Isabel was a long-lived Cape Verde hurricane that reached Category 5 status on the Saffir-Simpson Hurricane Scale. It made landfall near Drum Inlet on the Outer Banks of North Carolina as a Category 2 hurricane. Isabel is considered to be one of the most significant tropical cyclones to affect portions of northeastern North Carolina and east-central Virginia since Hurricane Hazel in 1954 and the Chesapeake-Potomac Hurricane of 1933.

Hurricanes come close enough to produce hurricane force winds approximately three times every 20 years. Two or three times a century winds and tides produce considerable damage and significantly threaten life. Three known storms have been powerful enough to alter coastal features.

Source - National Weather Service, Wakefield Office

## ANNEX D STORM TRACKING

1. Plate 1 - Depicts the Hurricane Preparedness Phases outlined in paragraph 3 below.
2. Plate 2 - Format used to advise District elements of the storm position.
3. Hurricane Preparedness Phases:

a. The following phases were developed as a guideline to allow sufficient staffing to be placed so as to ensure the readiness posture of the District. The phases listed should be used as guidance; implementation of a phase may be impacted by hurricane probabilities released by the NWS and interpretations made with respect to the District by the Hydraulics and Hydrology Section, Engineering Branch, Technical Services Division; and Flood Plain Management Services Section, Planning and Policy Branch, Program, Projects and Planning Division.

(1) **Phase I - Normal:** When a tropical storm exists south of 25° latitude, normal daily operations continue. The Emergency Operations Center will track the storm on a daily basis and plot it on the EOC hurricane tracking chart. When the storm reaches Phase II, III, and IV, all District employees will be notified via e-mail.

(2) **Phase II - Advisory Alert:** When a hurricane moves north of 25° latitude and west of 65° longitude, an advisory alert will be issued. The EOC will continue to track and plot the storm as updates are received from the NWS, during normal duty hours only. When an Advisory Alert is announced, predesignated emergency personnel will be notified of the situation by emergency management staff; following notification the predesignated emergency personnel should arrange to receive weather service advisories through the EOC during duty hours and through weather bulletins on the radio and TV during non-duty hours.

(3) **Phase III - Standby Watch:** When the storm moves north of 30° latitude and remains west of 65° longitude, it is assumed to be within 24 hours of Cape Henry and the Virginia coast. At that time or when the NWS announces a Hurricane Watch for that part of the coastline, whichever occurs first, a Standby Watch will be issued. The storm's position will continue to be plotted as updates are received from the NWS. At this time, predesignated emergency personnel will be released from work in accordance with paragraph 3.b.(2) of Annex F to ensure individual preparedness as outlined in Annex G. During this phase all predesignated emergency personnel will be on 24-hour call and may be requested to report for duty at any time by the Emergency Manager (see Annex H and Annex I).

(4) **Phase IV - Warning:** A warning will be issued when either the storm moves north of 34° latitude and remains west of 65° longitude or the NWS announces a Hurricane Warning for Cape Henry and the Virginia coast, whichever occurs first. The storm is assumed to be within 18 hours of the District's area of operations. The hurricane's position will continue to be plotted as in Phase III. Personnel on standby status may be instructed to activate the EOC or to relocate to the Alternate EOC at any time. In anticipation of flooding, parameters such as river stages, reservoir levels, tide elevations, and wave and tidal surge data released by the NWS/NOAA will be recorded in the EOC by the predesignated Hydraulic Engineer.

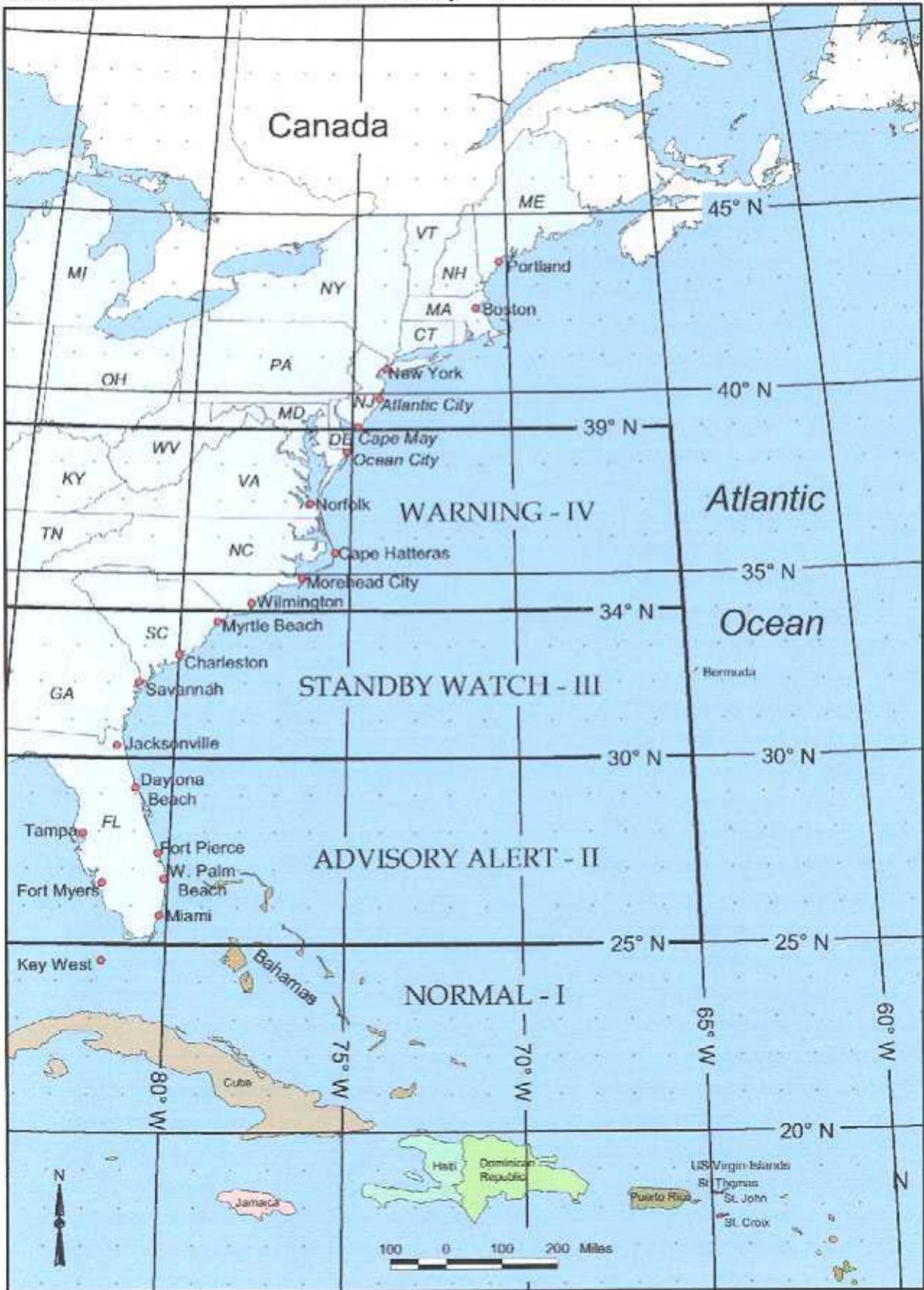
b. In the event that weather conditions favor a potential storm or hurricane emergency immediately prior to a weekend or holiday non-duty period, all predesignated personnel will be notified of the situation by Emergency Management staff; predesignated personnel will furnish an off-duty method of contact or, in the case of extended leave, an approved duty alternate.

c. In the event that during on or off-duty hours a potential emergency situation arises, which requires implementation of any of the phases below, and the Commander or Deputy Commander cannot be contacted, the Emergency Manager will implement the appropriate phase and assume full authority and responsibility for the District Commander in response to the emergency situation.

d. During either Phase III or IV, the storm's location, direction or intensity may warrant a downgrading of the preparedness phase, but not a return to Phase I. In the event that the storm has moved out of a Phase or that its intensity has subsided, but there is concern that a change in course or intensity could bring it back into the District's area of concern, the Preparedness Phase may be downgraded by the Emergency Manager to Phase III or II to relieve predesignated emergency personnel not essential to the new Phase while maintaining the District readiness posture.

### **Norfolk District Emergency Operations Center**

**Commercial (757) 441-7575**



Annex D - Plate 1

**HURRICANE ADVISORY - SAMPLE FORMAT**

CENAO-DC-E

14 September 1999  
1300 hours

MEMORANDUM FOR ALL DIV/BR/OFC CHIEFS

SUBJECT: Tropical Storm/Hurricane Tracking, Hurricane FLOYD Advisory No. 1

1. I am forwarding the latest advisory data for Hurricane FLOYD:

a. At 1100 hours EST, 14 Sep 99, the National Hurricane Center reported that Hurricane FLOYD is located at 25.7 N latitude and 76.8 W longitude and is moving toward the West Northwest at 14 MPH. A gradual turn to the Northwest is expected later today and Wednesday. The center of FLOYD is located about 215 miles East-Southeast of Palm Beach, Florida.

b. Maximum sustained Wind Speed is near 145 MPH with higher gusts. Hurricane force winds extend outward up to 125 miles from the center and tropical storm force winds extend outward up to 290 miles. Minimum Central Pressure is 932 MB 27.52 IN.

2. As outlined in Annex D of DR 500-1-3, the hurricane is located in the Preparedness Phase indicated below:

 Phase I Normal Phase II Advisory Alert Phase III Standby Watch Phase IV Warning

3. District elements should review the procedures indicated in Annex F of DR 500-1-3 Hurricane Emergency Plan for the Preparedness Phase checked above.

4. Governor Gilmore has declared a State of Emergency for Virginia so that state resources will be ready to respond anywhere in the Commonwealth if the need arises.

5. The following information can help you get ready for the effects of Floyd:

- If you live in low-lying areas prone to flooding, be prepared to evacuate quickly to high ground.
- Bring in garbage cans, lawn furniture or other items that could be blown around by the high winds.
- Prepare for extended power outages by stocking up on flashlights, batteries, non-perishable foods, water, prescription medications and other necessary items.
- When the heaviest winds approach your area, remain indoors and stay away from windows and glass doors.
- Stay tuned to new and weather reports for further information as this dangerous storm approaches Virginia.

/s/  
JAN I. VAN HOUTEN  
Emergency Management Specialist  
Emergency Operations Center

## ANNEX E

### NWS USE OF PROBABILITIES IN HURRICANE FORECASTING

Probabilities are included in public advisories for tropical storms and hurricanes issued by the National Weather Service, a major component of the Department of Commerce's National Oceanic and Atmospheric Administration (NOAA).

Probabilities are defined as the probability in percent that the center of the storm will pass within approximately 65 miles of selected locations from Brownsville, Texas to Eastport, Maine. The full list of locations is indicated in Appendix 1 to this annex.

Use of probabilities by the National Weather Service is in response to a documented need for long-range forecasts of hurricane movement by local officials and many private industries. In a number of large metropolitan coastal areas, comprehensive hurricane evacuation studies have shown that the time required to complete the evacuation of threatened residents exceeds the lead time provided by the National Weather Service's Hurricane Warning.

The probabilities normally are issued four times a day, at 5 AM, 11 AM, 5 PM, and 11 PM Eastern Daylight Time. They will be attached to the bottom of the public advisories in tabular form. This table presents the probabilities for four time periods and a total, or general probability. A sample probability table is shown at Appendix 2.

When the hurricane is 36 to 72 hours from predicted landfall, probabilities are quite low. The numbers increase more rapidly as the storm gets closer than 35 hours. If a storm is forecast to be directly over a specific location in 72 hours, the maximum probability is 10 percent. At 48 hours from predicted landfall, the maximum is 13 to 18 percent. At 36 hours, the maximum is 20 to 25 percent, and at 24 hours, 35 to 50 percent. When the storm is less than 24 hours from forecast landfall, the values increase even more rapidly to 60 to 80 percent.

The probabilities express the chance that the center of the storm will pass within approximately 65 miles of the listed location. Obviously, the implication for damage and loss of life of such an event varies greatly depending on the intensity of the storm. Thus, the intensity of the storm must be taken into consideration, as well as the probability that the storm will pass near a given location. Hurricane/tropical storm probabilities must not be confused with precipitation probabilities which are routinely included in Weather Service forecasts issued by the National Weather Service.

APPENDIX 1 TO ANNEX E  
PROBABILITY OF HURRICANE CONDITIONS  
- COASTAL LOCATIONS -

BROWNSVILLE, TEXAS	FT. PIERCE, FLORIDA
CORPUS CHRISTI, TEXAS	COCOA BEACH, FLORIDA
PORT O'CONNOR, TEXAS	DAYTONA BEACH, FLORIDA
GALVESTON, TEXAS	JACKSONVILLE, FLORIDA
PORT ARTHUR, TEXAS	SAVANNAH, GEORGIA
NEW IBERIA, LOUISIANA	CHARLESTON, SOUTH CAROLINA
NEW ORLEANS, LOUISIANA	MYRTLE BEACH, SOUTH CAROLINA
BURAS, LOUISIANA	WILMINGTON, NORTH CAROLINA
GULFPORT, MISSISSIPPI	MOREHEAD CITY, NORTH CAROLINA
MOBILE, ALABAMA	CAPE HATTERAS, NORTH CAROLINA
PENSACOLA, FLORIDA	NORFOLK, VIRGINIA
PANAMA CITY, FLORIDA	OCEAN CITY, MARYLAND
APALACHICOLA, FLORIDA	ATLANTIC CITY, NEW JERSEY
ST. MARKS, FLORIDA	NEW YORK, NEW YORK
CEDAR KEY, FLORIDA	MONTAUK POINT, NEW YORK
TAMPA, FLORIDA	PROVIDENCE, RHODE ISLAND
VENICE, FLORIDA	NANTUCKET ISLAND, MASSACHUSETTS
FORT MYERS, FLORIDA	HYANNIS, MASSACHUSETTS
MARCO ISLAND, FLORIDA	BOSTON, MASSACHUSETTS
KEY WEST, FLORIDA	PORTLAND, MAINE
MARATHON, FLORIDA	BAR HARBOR, MAINE
MIAMI, FLORIDA	EASTPORT, MAINE
WEST PALM BEACH, FLORIDA	

APPENDIX 2 to ANNEX E  
SAMPLE PROBABILITY TABLE

ZCZC MIASPFAT3 ALL  
TTAA00 KNHC DDHMM  
HURRICANE FLOYD PROBABILITIES NUMBER 33  
NATIONAL WEATHER SERVICE MIAMI FL  
5 PM EDT WED SEP 15 1999

PROBABILITIES FOR GUIDANCE IN HURRICANE PROTECTION  
PLANNING BY GOVERNMENT AND DISASTER OFFICIALS

AT 5 PM EDT...2100Z...THE CENTER OF FLOYD WAS LOCATED NEAR  
LATITUDE 31.3 NORTH...LONGITUDE 79.0 WEST

CHANCES OF CENTER OF THE HURRICANE PASSING WITHIN 65 NAUTICAL MILES  
OF LISTED LOCATIONS THROUGH 2PM EDT SAT SEP 18 1999

LOCATION	A	B	C	D	E	LOCATION	A	B	C	D	E
36.5N 77.1W	24	3	X	X	27	BOSTON MA	X	X	8	4	12
39.4N 75.0W	X	11	3	1	15	PORTLAND ME	X	X	5	7	12
42.5N 71.5W	X	1	7	4	12	BAR HARBOR ME	X	X	2	10	12
SAVANNAH GA	3	X	X	X	3	EASTPORT ME	X	X	1	11	12
CHARLESTON SC	57	X	X	X	57	ST JOHN NB	X	X	1	10	11
MYRTLE BEACH SC	70	X	X	X	70	MONCTON NB	X	X	X	11	11
WILMINGTON NC	61	X	X	X	61	YARMOUTH NS	X	X	1	10	11
MOREHEAD CITY NC	38	X	X	X	38	HALIFAX NS	X	X	X	11	11
CAPE HATTERAS NC	18	4	X	X	22	SABLE ISLAND NS	X	X	X	9	9
NORFOLK VA	12	9	X	X	21	SYDNEY NS	X	X	X	10	10
OCEAN CITY MD	X	14	2	X	16	EDDY POINT NS	X	X	X	11	11
ATLANTIC CITY NJ	X	10	4	X	14	PTX BASQUES NFLD	X	X	X	10	10
NEW YORK CITY NY	X	5	7	1	13	BURGEO NFLD	X	X	X	9	9
MONTAUK POINT NY	X	2	8	2	12	ILE ST PIERRE	X	X	X	8	8
PROVIDENCE RI	X	1	8	3	12	CAPE RACE NFLD	X	X	X	5	5
NANTUCKET MA	X	X	7	5	12	HIBERNIA OILFLD	X	X	X	2	2
HYANNIS MA	X	X	7	5	12						

COLUMN DEFINITION PROBABILITIES IN PERCENT  
A IS PROBABILITY FROM NOW TO 2PM THU  
FOLLOWING ARE ADDITIONAL PROBABILITIES  
B FROM 2PM THU TO 2AM FRI  
C FROM 2AM FRI TO 2PM FRI  
D FROM 2PM FRI TO 2PM SAT  
E IS TOTAL PROBABILITY FROM NOW TO 2PM SAT  
X MEANS LESS THAN ONE PERCENT

LAWRENCE

NNNN

**ANNEX F**  
**EMERGENCY PROCEDURES**

When the National Weather Service (NWS) identifies a hurricane, the District will implement the following procedures based on the location of the storm:

**1. PHASE I NORMAL.** Continue normal District activities. Emergency Management Office tracks storm on a daily basis.

**2. PHASE II ADVISORY ALERT.**

a. Emergency Manager:

(1) Notifies all District personnel, via e-mail, that a hurricane has entered the Phase II area. Division Chiefs and Deputy Commander should, in turn, alert their respective organizational elements as shown in Annex A.

(2) Notifies Predesignated EOC Personnel (Annex H and Annex I). If storm conditions warrant, activates EOC and appropriate staff during this phase. Predesignated personnel will be granted time required to prepare for deployment.

(3) Upon activation of the EOC, ensures that travel orders for a period of seven days are prepared for ERRO-A personnel, to be distributed upon a decision to relocate to the ERRO-A by the District Commander and Emergency Manager.

(4) Ensures material readiness of emergency response equipment.

(5) Ensures communication checks are performed in accordance with Annex K.

(6) Coordinates emergency management activities with the North Atlantic Division (NAD), closest adjoining Districts (CENAB and CESAW), Virginia State Department of Emergency Management (VDEM), other ESF's, NWS, and localities. NAD and VDEM will initiate periodic conference calls.

b. Technical Services Division:

Civil Works Section will monitor the WCDS (Water Control Data System) and provide updates on the position and movement of the storm, flood-related data, and forecast model data to the Emergency Operations Center.

c. Logistics Management Office, upon notification, will:

(1) Restrict the use of vehicles to daily trips only.

(2) Coordinate vehicle requirements with the Emergency Operations Center for predesignated EOC and Alternate EOC personnel. Ford Explorer, Tag #G61-07027, will be reserved for use by the EOC.

d. Contracting Division:

(1) Will process emergency purchase requests over \$2,500, as required by the EOC.

(2) Emergency procurements, under \$2,500, will be made using VISA IMPAC Credit Cards, by the designated Contracting Specialist or EOC personnel.

### 3. PHASE III STANDBY WATCH.

a. Emergency Manager:

(1) May activate the Emergency Operations Center, as required, to ensure an adequate District response posture and for upward reporting, utilizing predesignated EOC personnel as shown in Annex H and Annex I. Upon activation of the EOC, Class 210 funds will be requested from HQUSACE through HQNAD.

(2) Instructs the Fiscal Coordinator (Annex H) to establish the appropriate emergency operations fund accounts under the authorities in Reference c., ER 500-1-1 and in accordance with Reference g., ER 11-1-320.

(3) Increases EOC staffing, if necessary, with the concurrence of the Commander. Creates a staffing schedule for the District EOC. ERRO-A personnel and IPDA Team (see Annex Q) may be mobilized at any time during this phase.

(4) Liaison personnel will be given duty assignments and dispatched, if required.

(5) Will ensure that communications and radio checks will be performed in accordance with Annex K.

(6) Ensures operational readiness of the EOC to include the contingency of a power outage.

(7) Through the assistance of the Area Engineers, notifies appropriate military installations of possible requirements for bailey bridges, water buffalos, pumps, medical assistance, etc.

(8) Instructs Emergency Management staff to procure any additional necessary EOC supplies, food, drinking water for the well-being of on-duty personnel for 24-hour District EOC and ERRO-A operations.

(9) Contacts Richmond hotel, for accommodations and meeting space requirements, which will become the ERRO-A, if required.

(10) Prepares PR&C, using Class 210 funds, for motor pool vehicles.

(11) Ensures District EOC personnel have Waterfield Building access. Ensures ERRO-A personnel have hotel information.

(12) Initiates the initial SITREP, reporting to higher authority the potential storm threat and the District response posture.

(13) With assistance from the IM Specialist, secures from various District elements, any available portable communications equipment which could be used by the Commander's Emergency Response Team (i.e., cellular telephones, VHF/UHF walkie-talkies, etc.) as outlined in Annex K.

(14) Issues supplies and equipment to ERRO-A personnel and Initial Preliminary Damage Assessment Team. All accountable property will be loaned on hand receipt.

b. Predesignated EOC Personnel:

(1) Personnel listed in Annex H as Predesignated EOC Personnel should prepare their homes and families as described in Annex G, Individual Preparedness.

(2) Supervisors of these individuals shall immediately release them for individual preparation.

(3) Predesignated ERRO-A personnel should pack and prepare for TDY. Government vehicles should be secured through the EOC.

c. Technical Services Division - Civil Works Section:

(1) Upon announcement of Phase III, and until implementation of the recovery phase, will monitor weather reports and coastal conditions for purposes of upward reporting, as required by Reference c., ER 500-1-1. This information will be provided to the District EOC.

(2) Once the District EOC is disbanded, and all District personnel are released to weather the storm, the designated Hydraulic Engineer will continue to provide weather information, flooding reports, etc. to the ERRO-A and the District Emergency Manager and EOC staff via e-mail (e-mail address: CENAO-EOC).

d. Technical Services Division (to include Engineering, Construction, Operations, Regulatory Branches, and Area/Resident Offices):

(1) Upon notification of Phase III, takes the following actions:

(a) Secures Floating Plant Office and property against damage by wind and high water.

(b) Motor vehicles at field installations will be protected by shelter, if possible. When shelter is not available, each vehicle not scheduled for use during the emergency will be secured and made as safe as possible in accordance with Annex L.

(c) All floating plant will be secured at the Great Bridge reservation and made as safe as possible in accordance with Annex N.

(d) After all plant has been secured and personal safety ensured, all plant personnel not specifically assigned to other duties involving plant security will be placed on alert during the period of the emergency.

(e) Furniture and office equipment will be arranged in such a manner that it is not near windows during the storm. Windows at Area/Resident Offices will be boarded up or protected with tape at the discretion of the Area/Resident Engineer.

(f) Loose objects outdoors, including construction materials, will be secured or stored in a sheltered area.

(g) Emergency equipment will be placed in an easily accessible location; all equipment will be checked for serviceability. Emergency equipment includes emergency visibility items, flashlights, radios, first aid kits, life vests, protective clothing, cameras, and other necessary equipment. Individuals with immediate responsibilities following the passing of the storm should be issued all gear necessary for performance of job duties.

(2) Regulatory Branch will notify all field parties to return to the District or nearest field installation upon initiation of Phase III, where they and their equipment will be placed in an alert status. If unable to reach the District Office, field parties will secure their equipment in as safe a location as possible, locate safe quarters, and contact their respective supervisors concerning party status and location.

(3) Upon announcement of Phase III, all government contractors and inspectors will be notified of the preparedness phase by the appropriate office. The contractor or his representative will take adequate measures to safeguard plant and personnel and protect the work in progress and adjacent property. Construction representatives will make an inspection of all work in progress to determine repairs, alterations or changes that are necessary to ensure the safety of the projects.

(4) Area/Resident Engineers should obtain and follow installation procedures regarding evacuation and return to work policies.

## e. Logistics Office:

(1) Motor vehicles assigned to the District Office will be protected by shelter if possible, or as a minimum precaution, moved to higher ground in accordance with Annex L.

(2) Ensure that motor vehicles of sufficient capability are available for use to support both emergency and normal operations within District operating areas following the storm event. Vehicle repositioning will be in accordance with Annex L.

(3) Secure other government plant and property against damage by wind and water. This may require activation of the hurricane plan for the Waterfield Building and Fort Norfolk (see Annex M).

(4) Provide facilities (i.e., berthing, hygienic, etc.) for employees who may be required to remain in the Waterfield Building in the event that ingress and egress is not possible during the Emergency Operation.

## f. Information Management Office:

(1) Provides additional District-owned/leased cellular telephones and computer equipment, if required.

(2) Provides for 24-hour secure communications via qualified operator/courier, if required.

## g. Contracting Division:

(1) Ensures availability of Contracting Officer for emergency procurements.

## h. Public Affairs Office:

(1) Ensures that all responses to public inquiry regarding the District readiness posture are staffed through the Emergency Manager.

(2) Ensures that all employees are kept informed of the Commander's decisions regarding individual preparedness as outlined in Annex G.

(3) Coordinates with the EOC for need to provide photographer for assignment contingent to post storm operations.

## i. Executive Office:

(1) Will request helicopter support at the Commander's request.

j. No persons except those serving in an Emergency/EOC capacity, or those with a need-to-know, will be admitted into the EOC during an emergency operation.

#### **4. PHASE IV WARNING.**

a. Emergency Operations Center will continue to monitor the storm progress and prepare to assume recovery operations.

b. No duties will be performed out-of-doors after Phase IV has been announced, unless absolutely necessary (i.e., securing physical plant, prevention of loss of life or human suffering). If duties must be performed outside, personnel will wear hard hats and high visibility items; in addition, life vests will be worn by personnel working near water or on floating plant.

c. The Commander or Deputy Commander will advise the PAO through the Emergency Manager of the decision that non-essential personnel will be sent home or be advised not to report for work, in accordance with Norfolk District Inclement Weather Announcements policy.

d. Government vehicles will be restricted to emergency use as outlined in Annex L.

**5. POST STORM OPERATIONS.** As soon as it has been determined to be safe, disaster recovery operations, if applicable, will be performed in accordance with ER 500-1-1 and the Federal Response Plan.

**Norfolk District Emergency Operations Center**

**Commercial (757) 441-7575**

## ANNEX G INDIVIDUAL PREPAREDNESS

1. No one can work effectively in an emergency situation when concerned for the safety of his or her family. It will be at the discretion of the District Commander to release on administrative leave all non-essential personnel at appropriate phases of a hurricane emergency so that they may provide for protection of their families and property. Personnel required for the emergency operation will be given whatever time is available so that they also may provide for the safety of their families and protection of their property. Individuals who live in areas where evacuation is recommended or who are otherwise in more vulnerable situations will be given special consideration in being released early, provided they make their situations known. All personnel should be aware of the following recommendations for individual safety, so that they may make proper use of the time available to them.

2. During the Hurricane Season. Every June through November, when you hear announcements of tropical cyclones, make it a point to pay particular attention to future announcements. In this way you may be mentally prepared for a developing hurricane emergency and can make maximum use of the advance notice available to you, even before watches and warnings are issued. When these are issued, you will be less likely to miss hearing them.

3. During the Hurricane Watch. When your area is covered by a hurricane watch, you may continue your normal activities, but stay tuned to a radio or television for future National Weather Service Advisories. At work, these statements will be monitored by the EOC and all elements including field installations in the affected areas, will receive the information by e-mail whenever a watch or warning is set. During the watch phase is a good time to check battery powered equipment which might be essential later on. Your transistor radio may become your only link with the outside world, and emergency cooking units (such as campstoves, etc.) and emergency lighting and flashlights will be essential if utilities are interrupted. If you own a boat that stays in water, you should investigate whether it is safer securely moored where it is, or evacuated to a safe harbor.

a. Assume that the hurricane is going to strike within the time predicted and make your preparations accordingly. Plan the remaining time available so that you avoid the last-minute hurry, which might leave you unprepared or marooned. Unless you have essential duties in connection with hurricane preparations at work, a liberal leave policy will be implemented by individual supervisors in order for you to attend to your affairs. Notify your supervisor of any special problems you have, particularly if you are in an area where evacuation is recommended. It is possible that you may be provided with assistance in securing transportation or other help if it is necessary, but not unless you make your problems known.

b. This is the time to consider that you may have to evacuate low lying areas or unsecure buildings such as mobile homes. Determine where you will go (public shelter, home of a friend or relative, etc.) and what you will need to take with you. Your evacuation plans should not include removing large personal possessions unless you have the manpower and equipment to move them, the place to put them, and the time to do it, without depending upon public facilities.

c. You make your own decision to evacuate before the storm, or you may wait to rely on public advice. But remember that your own knowledge of your vulnerability is greater than that of public agencies who are sometimes reluctant to recommend evacuation for fear of initiating panic. If your judgement tells you to leave, do so, but well before the storm arrives. Mobile homes are extremely susceptible to high winds. Their survivability can be improved by properly anchoring them, but this is only a measure to protect the property. It should not be relied upon to protect lives. If you live or work in a mobile home or office trailer or similar structure, leave it for more substantial housing before the storm. If you receive public advice to evacuate any house or areas, DO NOT IGNORE IT.

4. Deciding to Evacuate. The Hampton Roads Emergency Management Committee provides the following on evacuation. Evacuation decision making is a basic emergency management function. Evacuation is a public protection action in a hurricane. The purpose of evacuation is moving people from the hurricane storm surge zones and mobile homes. The energy and the water volume in storm surge present the greatest risk to life and property. Mobile homes and similar type structures fail to provide reasonable protection from hurricane force winds. Emergency managers' first concern in hurricane events is moving those at greatest risk. Hampton Roads has a complex hurricane evacuation scenario with two bridge tunnels providing the only means away from one of the storm surge zones. Traffic clearance times for the region indicate a total evacuation of this area is not feasible or a realistic option. Consequently, emergency management public awareness programs encourage people who wish to leave the region to do so before they issue an evacuation advisory. Unfortunately, the public will find they have to make that decision before there is a reliable storm forecast. Evacuation decisions are local decisions. However, there is some effort to coordinate those decisions among jurisdictions in the region. Normally, jurisdictions within the region participate in conference calls for weather briefings and status updates from each jurisdiction and state agencies. Evacuation decisions use information gleaned from these calls, computerized tracking and analysis models, and one-on-one discussions with the National Weather Service. Key factors in evacuation decision making include:

- Providing enough time for people in storm surge zones and mobile homes to move before the arrival of 39 MPH winds;
- Selecting an evacuation time to provide for the significant movement during daylight hours; and

- Making the decision before a peak news time when the media can warn the greatest number of people.

People have several choices for their evacuation destination. They can go to a hotel or motel outside the storm surge zones, or home of family or friends, or they can go to a public shelter. Evacuation and shelter openings usually happen simultaneously.

Hampton Roads Evacuation Routes can be found at website: [virginiadot.org](http://virginiadot.org) under the *Travel & Traffic* heading.

5. Preparing for the Storm. Early in the hurricane warning phase that affects your area, be sure to take the following steps:

a. Windows. Protect small window panes with tape, larger ones with shutters or plywood. Danger to small windows is largely from wind-driven debris, larger ones may also be broken by wind pressure.

b. Small Items. Secure outdoor objects that might be blown away or uprooted. Garbage cans, garden tools, toys, signs, porch furniture, and a number of other normally harmless items can become missiles of destruction in the high winds of a hurricane. Store them inside, or if that is not possible, anchor them before the storm arrives.

c. Drinking water. Store drinking water in clean bathtubs, jugs, bottles, and cooking utensils. Your public water supply may be contaminated by flood water, or the distribution system may be damaged.

d. Food. Reduce or eliminate your supplies of perishable foods and replace them with canned foods and other items which do not require refrigeration. It may be better to distribute large stores of frozen food to relatives and friends rather than lose them through spoilage. The perishability of most frozen foods can be reduced by cooking or refrigeration. Electrical power outages can last several days.

e. Automobiles. Be certain that tires (including spares) are properly inflated on all vehicles and that gas tanks are nearly full, then park them in garages or other sheltered areas if possible, but close at hand for emergency use only during the storm. Service stations may not operate for several days after the storm, due to flooding or interrupted electrical power. Modern tubeless tires cannot be inflated without access to special mechanically operated air pumps or power compressors that are generally electrically operated.

6. Basic Hurricane Supplies. A hurricane survival kit should be created for family members. Some items it should contain include:

Canned or packaged foods, milk, and beverages (at least a three-day non-perishable food supply).  
Water (for drinking purposes, one gallon per person per day; fill bathtub and other containers).  
First aid kit.  
Water purification tablets (can be purchased at your local pharmacy)  
Bleach (without lemon or any other additive)  
Extra prescription medicine  
3/4" plywood boards to board up windows  
Lantern, Lantern Fuel  
Fire extinguisher  
Battery-operated radio  
Flashlights w/Extra batteries  
Toiletries  
Can opener (non-electric)  
Eating utensils  
Matches  
Emergency cooking facilities  
Baby food, diapers and formula  
Portable cooler  
Ice  
Mosquito repellent

7. When the Hurricane Arrives. By the time the storm begins, you have had ample warning and have selected your safe shelter. Remain in it until the storm passes. It is a risk of your life to venture out for any purpose. If you are at work, your assignment will not require you to venture out for any purpose other than rescue of fellow human beings. No lesser motive justifies your leaving your shelter. Remember that even if observed high winds appear to be abated, unexpected gusts can fill the air with flying missiles or carry away an individual who has left his shelter.

8. Beware of the Eye. If the calm storm center passes directly overhead, there will be a lull in the wind lasting from a few minutes to a half hour or more. Stay in a safe place unless emergency repairs are absolutely necessary. At the other side of the eye, the winds are very rapidly increasing to hurricane force and come from the opposite direction.

9. Stay Informed. Information on the storm's progress and useful advice will be broadcast by Civil Defense Authorities. Watch the cable Weather Channel if there is power. Listen to radio at home, work, and in your car. During severe weather, the National Weather Service forecasters will interrupt the routine weather broadcast and substitute special warning messages.

10. After the Storm. When your radio has informed you that it is safe to venture out, inspect your shelter for damage which requires immediate repairs. If you require medical attention get it at a local hospital or Red Cross disaster station. Unless you have been told to return to work as soon as possible as a member of a disaster recovery team, follow instructions, as published in NAO Homepage Inclement Weather Announcements (see Annex P, Appendix 4), to be broadcast on radio stations WCMS (FM 100.5, AM 1050), WTAR (AM 850), WFOG (FM 92.9), WNIS (AM 790), WWDE (FM 101.3). If you work at a field installation, respond according to your field installation inclement weather plan or other specific instructions you have received.

11. Special Precautions. Even though the storm has passed, you cannot relax yet. Observe the following precautions:

a. Avoid Sightseeing. Resist the temptation to go see the damaged areas that do not affect you. Do not venture into disaster areas unless you have an assigned mission there. Your presence will only hinder the recovery effort.

b. Avoid Telephoning. If the telephone system is still intact, it will be overloaded with traffic, much of it unnecessary. It may be necessary to verify the safety of a loved one, but limit your conversations only to those absolutely necessary.

c. Driving. Make only necessary trips. If you must drive, drive carefully when on debris-filled streets. Roads may be undermined and may collapse under the weight of a car.

d. Loose Wires. Avoid loose or dangling wires and report them immediately to the power company or the nearest law enforcement officer. Also report broken water and natural gas lines.

e. Prevent Fires. Fire prevention becomes doubly important at a time when water pressure for fire fighting may not be available and where a damaged electrical distribution system may start some unavoidable fire, which will tax the available firefighting equipment.

f. Food Spoilage. Both home and store supplies of food may be damaged by flood waters and lack of refrigeration. All food should be examined carefully before consumption.

**ANNEX H**  
**ACTIVATION OF THE EMERGENCY OPERATIONS CENTER**

**1. SITUATION:** A hurricane is approaching the eastern seaboard, and the possibility exists that the Norfolk District may be impacted. The Norfolk District Emergency Operations Center is activated.

**2. MISSION:** Each organizational activity is responsible for providing a representative to staff the EOC and/or to provide assistance in its organization's area of expertise. These individuals will basically perform their normal job duties, but in an emergency response mode. They will be at the disposal of the Emergency Manager, and emergency duties will take priority over all other duties. In addition, several supplemental positions will require staffing, as shown on Appendix 1.

**3. EXECUTION:**

a. The EOC will track the movement of the storm, participate in coordination activities with local, State, and Federal agencies, and higher Corps of Engineer's headquarters. The EOC will increase level of readiness and preparedness, and, upon encroachment of the storm, proceed with implementation phases as described in Annexes D and F.

b. Upon reaching Phase III or Phase IV, as described in Annex F, the Emergency Response and Recovery Office - Advanced (ERRO-A), also called the Alternate EOC, may be activated. Once activated, predesignated individuals will be deployed to staff the ERRO-A. In addition, the Norfolk District EOC will remain activated. At the discretion of the District Commander, both "EOC's" may be activated simultaneously until the threat of the storm has passed.

c. Once the storm passes, and the Norfolk District Waterfield Building Office is undamaged, ERRO-A personnel will return to their home duty stations and assume duties of District EOC personnel, as required.

d. Should the Norfolk District Waterfield Building Office sustain damage, and/or a substantial number of personnel are impacted by the storm, the ERRO-A will remain open to execute Corps mission assignments in support of Federal Emergency Management Agency (FEMA) activities and emergency PL 84-99 activities.

e. Should the Norfolk District Waterfield Building Office and the Hampton Roads area sustain major damage, and Norfolk District becomes a "victim" District, the ERRO-A will assume command and control, and it's primary mission will be reconstitution of the Norfolk District Corps of Engineers.

**4. COMMAND SUPPORT:**

- a. Predesignated EOC Personnel are shown at Appendix 1 to Annex H.
- b. Position duty descriptions for EOC and ERRO-A staffing are located in ENGLINK at <https://englink.usace.army.mil>.

ANNEX H  
PREDESIGNATED PERSONNEL  
NORFOLK DISTRICT  
EMERGENCY OPERATIONS CENTER

<u>POSITION</u>	<u>PREDESIGNATED INDIVIDUAL</u>	<u>OFFICE NUMBER (757) 441- unless noted</u>	<u>HOME NUMBER (757) unless noted</u>
District Commander	COL Yvonne Prettyman-Beck	7601	233-9668 Cell 434-4069
EOC Chief	Bill Sorrentino	7649	481-0766 Cell 615-7711
Emergency Manager	*Deborah Massenburg	7595	399-4430 Cell 434-5080
EOC Manager/ Disaster Reports Coordinator	Jan Van Houten	7575	546-0871 Cell 434-3808
EOC Duty Chief	Robert Berg	7793	486-3905/ (Alt) 481-0267
	Lesley Leonard	7540	671-9323 Cell 348-3324
	Gregg Williams	7616	405-3436
	Lois Wilkins	7159	499-4212 Cell 650-5853
Hydraulic Engineer	Larry Holland	7774	484-3269
	Owen Reece	7772	986-2418
Floodplain Mgmt Specialist	Hunter Rountree	7779	986-4969
	Paul Moye	7778	468-8988
EOC Assistant	Glenda Spears	7716	Cell 636-9555
	Amy Clipston	7040	563-8269
	Kaye Oliver	7649	548-9343
	Rickey Brown	878-5217	497-4217
	Evelyne Roldan	7016	431-3602
	Elaine Atchison	7643	583-5109
	Sherri Jefferies	7129	558-2506
	Bill Jones	547-2109	549-6277 Cell 749-5603
Radio Communications	Glenn Seay	7361	255-2557 Cell 434-4926
	Ed Graham	434-645-8986	434-767-2571
	John Evans	7794	543-9101
	Richard Hayes	484-1021	484-6464
	Steve Dixon	7038	718-7782
Hampton Rds PDA Chief	Robert Sweitzer	7666	479-3071 Cell 672-1277

<u>POSITION</u>	<u>PREDESIGNATED INDIVIDUAL</u>	<u>OFFICE NUMBER (757) 441- unless noted</u>	<u>HOME NUMBER (757) unless noted</u>
Information Management/ Computer Specialist	Jerri Wehrle	7404	838-3191
	Joe Holloman	7160	Cell 286-8638 487-3945 Cell 286-8641
Real Estate Specialist	Wayne Barnes	7627	486-7157
Resource Mgmt Coordinator (CEFMS Database)	Inge Watkins	7712	423-6841
(Mission Assignments, COs)	Cheryl Williams	7512	484-5956
	Sue Ballard	7191	460-2722
EM Fiscal Coordinator	Michele Muller	7325	483-3290
Logistics Coordinator (Waterfield Bldg POC)	Alice Halgas	7800	651-0259
	Al Gates		Emerg Pgr 584-0900
Contracting Officer	Cherie Kunze	7132	426-6438 Cell 635-4339
Public Affairs Officer	*Jerry Rogers	7606	825-1982
VA State ERT-A Liaison	Vacant		
GIS Specialist	Gene Batty	7482	474-2876
Emergency Operations Mission Manager (TSD)	Kate Field	878-5217	850-3503
	Matt Byrne	7668	481-2370
	Tom Friberg	7645	460-1258
	Anthony Weaver	225-4053	804-790-1044
(PPMD)	Jeff Irving	7222	464-9255
	John Adams	7328	Cell 575-9214
	Lisa Bobotas	7220	438-5601
(24-hr Mission Manager)	Ken Bailey	7004	464-2269

<u>POSITION</u>	<u>PREDESIGNATED INDIVIDUAL</u>	<u>OFFICE NUMBER (757) 441- unless noted</u>	<u>HOME NUMBER (757) unless noted</u>
Hampton Roads City Liaison Officers	Doug Stamper (Portsmouth)	7861	640-8355
	Tom Lochen (Hampton)	7539	488-0135
	Meade Stith (Chesapeake)	7641	625-2243
	Brian Rheinart (Newport News)	7768	425-6503
	Jim Creighton (Virginia Beach)	7224	479-4343
	Robert Pretlow (Norfolk)	7385	Cell 717-4578 424-5899
	Doug Martin (Suffolk)	3538	487-4162 Cell 373-1665
Military Installation Liaison Officer	John Adams	7328	Cell 575-9214
<u>Military Installation Index</u>			
DSCR			
Ft. Eustis			
Ft. Lee			
Ft. Monroe			
Ft. Pickett,			
Ft. Story			
Langley AFB,			
NGIC			
Radford Arsenal			
<b>Norfolk District Emergency Operations Center</b>			<b>(757) 441-7575</b>
<b>EOC FAX</b>			<b>(757) 441-7833</b>
<b>EOC Radio Console</b>			<b>(757) 441-7206</b>

**NOTE 1:** Upon Activation of the ERRO-A - \*Individual will report to the VA State EOC.

**NOTE 2:** All upward reporting by the EOC Duty Chief will be made through the Emergency Manager or his Alternate as appointed by the Commander.

## NORFOLK DISTRICT EMERGENCY RESPONSE and RECOVERY TEAMS

### 1. ICE PRT (Planning and Response Team)

**Purpose:** Under the Federal Response Plan, DOD has designated the U.S. Army Corps of Engineers as its operating agent for planning, preparedness, and response under ESF #3. Prior to, during and following a presidentially declared disaster, ESF #3 is typically tasked by the Federal Emergency Agency to perform certain missions. One of these missions is for the procurement and delivery of ice to impacted areas. Missions have been divided up regionally throughout the Corps, and Ice is the mission that has been delegated to the Norfolk District.

There are seven Ice Teams throughout the Corps. Teams are deployed for duty on a rotational basis. Rotation standing is located on ENGLINK. The NAD Commander has the discretionary authority to deploy the NAD PRT's for disasters occurring with the North Atlantic Division boundaries.

#### Norfolk District ICE PRT (Primary and Alternate Members)

<u>Position</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
Action Officer	*Kellie Taylor (PRI)	7537	552-0656
	*Tamitha Evans (ALT)	7323	686-8392
Mission Manager	*Steve Powell (PRI)	7788	546-8338
	*Walt Trinkala (ALT)	7769	548-4869
Mission Specialist	*Gregg Williams (PRI)	7616	405-3436
	*Betty Hayes (ALT)	7025	548-4838
Contracting Officer	*Charlotte Hofstetter (PRI)	7111	934-2802
	*Cherie Kunze (ALT)		426-6438
Logistics Specialist	*David Monacelli (PRI)	7713	488-1686
	*Charles White (PRI)	7723	467-1083
	*Stan Sebolt (ALT)	804-279-4571	804-790-1021
	Andy Reid (ALT)	7053	496-9677
	Chris Turner (ALT)	7041	363-9563

\* Designates Team Members have been formally trained.

Additional information on the Ice PRT can be found at <https://englink.usace.army.mil>.

## 2. Rapid Needs Assessment Team (RNAT)

**Purpose:** The Rapid Needs Assessment Team is comprised of Federal agency technical personnel who join State and local personnel to gather rapid field/needs assessments immediately following a disaster. The RNAT Team is alerted and deployed to the disaster area to perform an assessment of the severity and impact of the disaster and what life sustaining needs are not met. This assessment is carried out in order to provide information to determine requirements for critical resources needed to support response activities. The RNAT augments/supplements State capabilities. The RNAT is trained by and called to action by the Federal Emergency Management Agency (FEMA).

<u>Norfolk District RNAT Team Member</u>	<u>Work Phone</u>	<u>Home Phone</u>
*Edward Graham	434-645-8986	434-767-2571
*John Clark	788-3239	868-0960

\* Designates Team Members have been formally trained.

## 3. ESF-3 Team Leader/Assistant Team Leader

**Purpose:** To provide a trained, major command level disaster expert to coordinate mission assignments for the Corps pre, during, and post disaster. This individual is **highly trained and experienced** in all aspects of emergency management and represents the Division Commander in the FEMA Disaster Field Office and Regional Operations Center. He also serves as an advisor to FEMA and other Federal, State and local agencies on Corps emergency policy and procedures. ESF-3 Team Leaders and Assistant Team Leaders are nominated annually by Division Commanders, and selected by HQUSACE and peer TLs.

Norfolk District currently has no TL or ATL on the HQUSACE cadre. A list of TLs and ATLs is contained in the HQUSACE All Hazards Contingency Plan.

**PRIVACY ACT:** The information contained in this appendix is covered under the Privacy Act and will be used only for official purposes associated with emergency operations activities.

**ANNEX I**  
**ERRO-A**  
**EMERGENCY RESPONSE AND RECOVERY OFFICE-ADVANCE**

**1. SITUATION.** The Emergency Operations Center (EOC) in the Waterfield Building is threatened by a major hurricane which has a high probability of striking Norfolk, Virginia, and the EOC must be relocated by direction of the District Engineer. The EOC has been officially activated and funds have been received from HQUSACE.

**2. MISSION.** The Norfolk District will temporarily relocate Norfolk District's EOC operational capabilities to the Emergency Response and Recovery Office-Advance (ERRO-A), which is also referred to as the "Alternate EOC," until after the storm passes and an assessment of damage to the District offices is made.

**3. EXECUTION.**

a. General. Upon decision by the Norfolk District Commander to relocate the EOC to the ERRO-A, Emergency Management staff will:

1) Obtain the telephone numbers of the lines to be provided by the host alternate EOC hotel.

2) Notify all Norfolk District Division/Office Chiefs, Area and Resident Engineers of the ERRO-A activation as well as the location and phone/fax numbers of the ERRO-A. See Appendix 5, page I-5-1.

3) Notify the ERRO-A Fiscal Coordinator that appropriate labor work items must be established for ERRO-A operations.

4) Notify all Norfolk District employees, HQUSACE EOC, NAD EOC, VDEM, and EOC Distribution Lists, that the Norfolk District will temporarily move its EOC to the alternate location. This notification will be made via SITREP on ENGLINK, telephonically, and by FAX.

5) Notify the ERRO-A Contracting Specialist to execute a contract with the selected pre-designated hotel in Richmond.

6) Notify pre-designated ERRO-A personnel to report to the alternate EOC location. Each individual shall be furnished with the exact location of the ERRO-A, a map showing directions, and a report date/time. Maps and directions are also contained at Annex I, Appendix 2.

7) Coordinate travel orders and arrangements with pre-designated personnel relocating to the ERRO-A. Issue travel orders and hotel confirmations as required.

8) Notify the Logistics Management Office of the EOC relocation operations and any requirements for government vehicles.

**b. Major ERRO-A Functions.**

1) Establishment of Command, Control, Communications - The ERRO-A will represent the District, coordinate all emergency measures, be a central point of contact, and provide required reporting until the District EOC returns to normal functional capabilities.

2) Staffing - Pre-designated ERRO-A personnel, as listed in Appendix 1 to this Annex, have volunteered for and will staff the ERRO-A. Identified personnel, who for personal reasons beyond their control are unable or unwilling to report to the alternate EOC, should so advise Emergency Management staff as soon as possible prior to notification to relocate.

3) Residual Capabilities Assessment - Immediately following passage of the storm, the ERRO-A staff should begin inquiry as to the status of the District HQ Building and employees, as well as the status of all Area and Resident Engineer Offices and their employees. Any information should be consolidated and reported to higher headquarters.

4) Communications - Landline and radio communications will be established and maintained with higher headquarters and the ESF-3 Function at the Virginia State EOC.

5) Contracting Support - A communication link will be established and maintained with the alternate SPS server, to ensure contracting capability

**4. ADMINISTRATIVE SUPPORT.**

a. All pre-designated ERRO-A personnel shall be issued government travel credit cards (VISA) for use during emergency operations TDY deployments away from the District duty station (Norfolk commuting area).

b. Pre-designated ERRO-A personnel shall be issued government purchasing credit cards (VISA IMPAC) for purchasing emergency supplies for the ERRO-A. As a minimum, the ERRO-A Contracting Officer and Logistics Specialist shall be issued IMPAC cards.

c. Emergency Management staff will coordinate funding and will provide appropriate work items and labor work items to pre-designated staff for use for ERRO-A TDY orders, and time and attendance reporting. This information will be provided concurrent with relocation notification.

d. Emergency Management staff will coordinate movement of supplies and equipment to the ERRO-A.

e. The Logistics Management Office will provide necessary vehicles and labor to load equipment and supplies for deployment to the ERRO-A.

**5. COMMAND AND SIGNAL.** Command and Signal for the ERRO-A will be as outlined in Part 5 of Chapter 1 of this plan with the exceptions outlined below.

a. The Deputy District Engineer will command the ERRO-A, or will delegate his authority when the order to relocate is given. The Emergency Manager, an Area/Resident Engineer, or Emergency Management Duty Chief may be delegated to represent the Deputy District Engineer at the ERRO-A.

b. The ERRO-A staff will consist of the small cadre of pre-designated individuals listed in Appendix 1 to this Annex, plus any staff elements so directed by the Deputy District Engineer or his delegated representative.

**APPENDICES:**

Appendix 1 - ERRO-A Pre-designated Staff

Appendix 2 - ERRO-A Pre-designated Hotels/Richmond Maps

Appendix 3 - ERRO-A Equipment List

Appendix 4 - ERRO-A Emergency Management Staff Checklist

Appendix 5 - ERRO-A Relocation Notification

Appendix 6 - Decision Criteria for ERRO-A Activation

Appendix 7 - Vehicles

Appendix 8 - Contracting Capability at the ERRO-A

**APPENDIX 1  
ANNEX I  
EMERGENCY RESPONSE AND RECOVERY OFFICE - ADVANCE  
ERRO-A PRE-DESIGNATED STAFF**

		OFFICE NUMBER (757) <u>unless noted</u>	HOME NUMBER (757) <u>unless noted</u>
ERRO-A Commander	MAJ David Pederson	441-7601	Cell 434-1185
Emergency Manager	Deborah Massenburg	441-7595	399-4430 Cell 434-5080
VA ESF-3 Team Leader	TBD by HQUSACE		
VA State ERT-A Liaison	Tamitha Evans	441-7323	686-8392
Duty Chief	Steve Powell*	441-7788	546-8338
Duty Officer	Kellie Taylor*	441-7537	552-0656
Mission Manager	Craig Jones	441-7682	423-3004 Cell 544-6793
Fiscal Coordinator/ Program Analyst/RM	Vacant		
Information Management /Computer Specialist	Sonny Grissom	441-7526	547-4499 Cell 286-8640
	Hung Nguygen	441-7006	652-1319
Contracting Officer	Charlotte Hofstetter*	441-7136	934-2802
Human Resources Specialist	Paula Bradshaw	441-7638	471-7988 Cell 434-4196
Communications	Ed Graham	434-645-8986	434-767-2571
Logistics Specialist	David Monacelli*	441-3867	488-1686 Cell 438-3207
Real Estate Specialist	David Parson	441-7735	545-5826
Public Affairs Officer	Jerry Rogers	441-7606	825-1982 434-5402
Administrative Assistant	Debbie Santiago	441-7455	474-4024
	Theresa Murphy	441-7735	484-9273

\*Member of Norfolk District ICE PRT. If NAD Ice PRT is deployed, additional ERRO-A members will include Mission Specialist (Primary & Alternate), and Logistics Specialist (Alternate).

PRIVACY ACT: The information contained in this appendix is covered under the Privacy Act and will be used for official purposes associated with emergency operations activities.

APPENDIX 2  
ANNEX I  
ERRO-A PRE-DESIGNATED HOTELS

RICHMOND AIRPORT AREA: SANDSTON, VIRGINIA

**Doubletree Richmond Airport**

5501 Eubank Road  
Sandston, VA 23150  
PHONE (804) 226-6400, FAX (804) 652-2970  
Sales Manager: Jodie Munn, (804) 226-6400, x6360

Directions from Norfolk:

Follow I-64 West to Exit 197A, RIC Airport/Sandston, and continue south on Rt. 156, South Airport Drive for 1/4 mile, go through the light. Approximately 0.9 mile from the light, turn right onto Eubank Road to the Doubletree.

**Courtyard Marriott Richmond Airport**

5400 Williamsburg Road  
Sandston, VA 23150  
Phone: (804) 652-0500, FAX (804) 652-0527  
Sales Manager: Vickie Mullins, (804) 652-0500, x320

Directions from Norfolk:

Follow I-64 West to Exit 197A, RIC Airport/Sandston. At 2nd Light, turn Right onto Williamsburg Road. Hotel is approx. 1/2 mile on the Right.

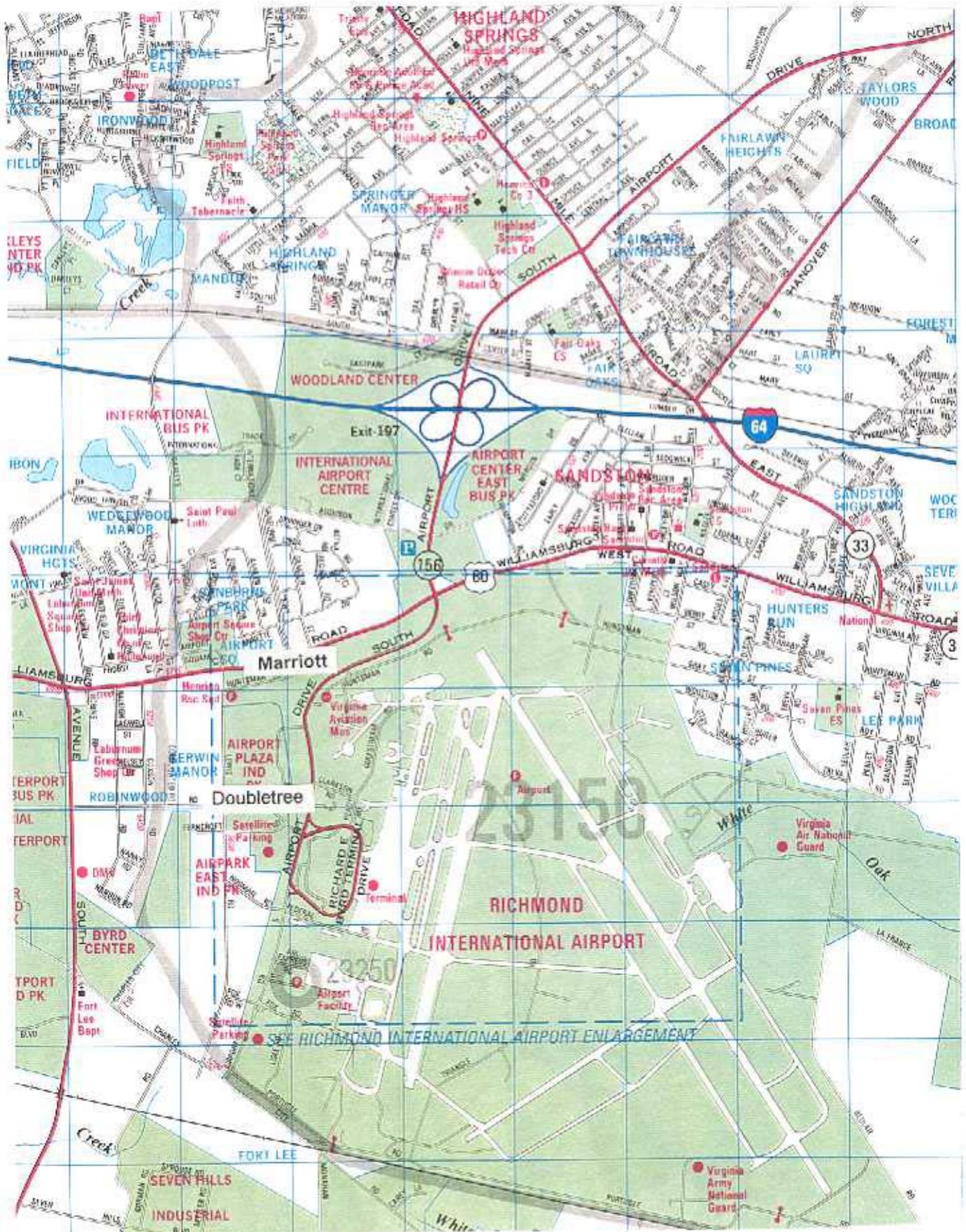
**Wyndham Richmond Airport**

4700 S Laburnum Avenue  
Richmond, VA 23231  
Phone: (804) 226-4300  
Group Sales Manager: Tauheedah Muhammad, (804) 226-4300, x550

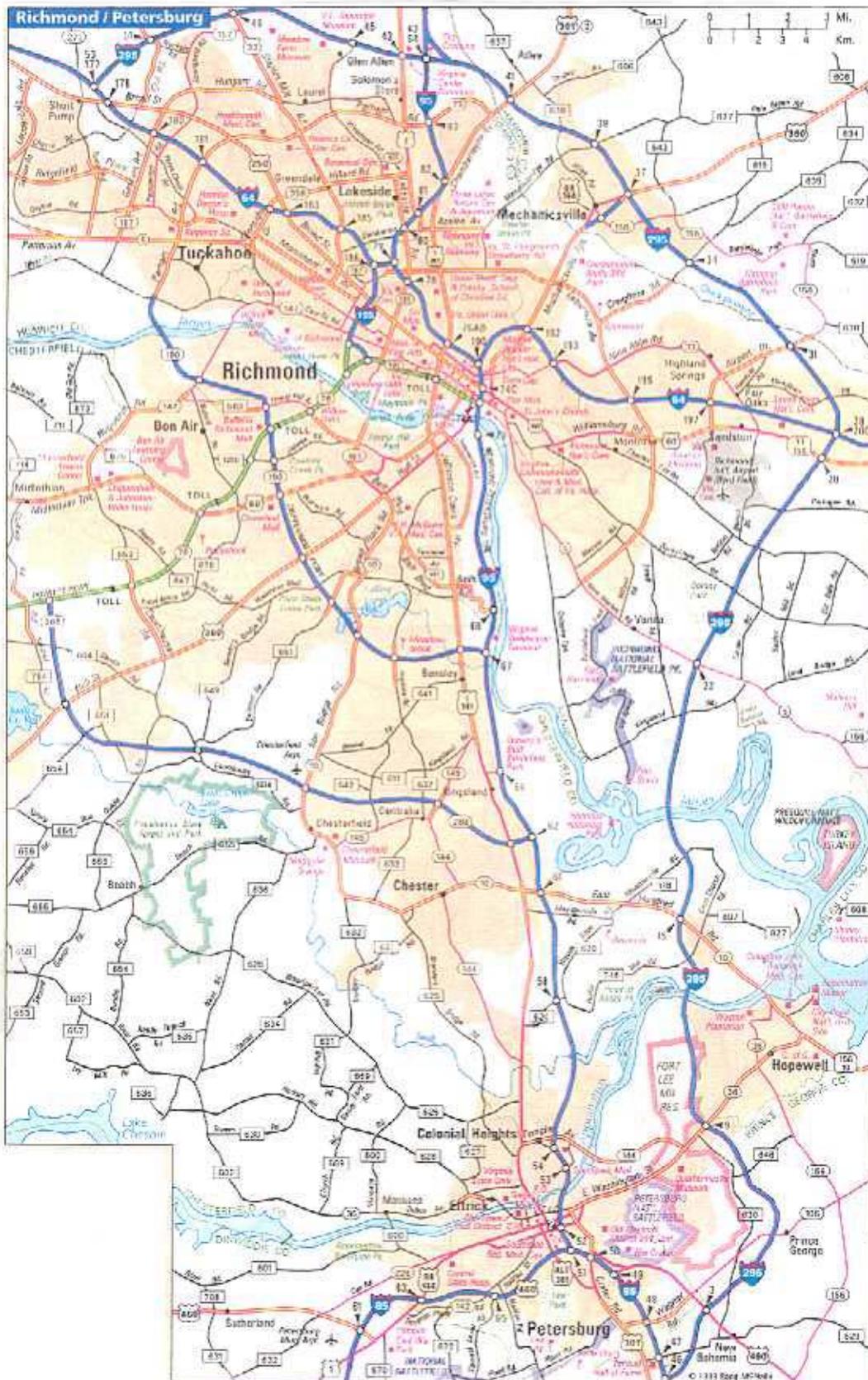
Directions from Norfolk:

Follow I-64 West to Exit 197A, RIC Airport/Sandston. Take Airport Drive to Williamsburg Road. Take a left on Williamsburg Road. At third light, take a right onto Laburnum Ave. Hotel is on the left at second light.

RICHMOND AIRPORT HOTELS LOCATION MAP



RICHMOND AIRPORT VICINITY MAP



APPENDIX 3  
ANNEX I  
ERRO-A SUPPLIES

**STORAGE CONTAINER #1**

2 BATTERY OPERATED WALL CLOCKS  
SEVERAL MULTI-OUTLET POWER STRIPS  
EXTENSION CORDS  
MISC. TELEPHONE/COMPUTER CORDS & CONNECTORS  
2 FIRST AID KITS  
GLUE STICKS  
WHITE-OUT  
PENS, PENCILS, HIGHLIGHTERS, MARKERS  
SCOTCH TAPE

**STORAGE CONTAINER #2**

SHARP FO-48DR FAX MACHINE TONER CARTRIDGE  
2 POLAROID CAMERAS (BC #12916, 12920)  
SEVERAL DISPOSABLE 35MM CAMERAS  
2 COE EMERGENCY MGMT BANNERS  
SEVERAL EMERGENCY MGMT MAGNETIC VEHICLE SIGNS  
2 FLASHLIGHTS W/BATTERIES  
ASSORTMENT OF BATTERIES

**STORAGE CONTAINER #3**

COMMERICAL TELEPHONE BOOKS  
CORPS TELEPHONE BOOKS  
DISASTER MISSION & FUNCTION GUIDEBOOKS  
FEDERAL RESPONSE PLAN  
DISTRICT HURRICANE PLAN  
LABELS  
2 CLIPBOARDS  
MASKING & PACKAGING TAPE  
STAPLERS, STAPLES  
2 HOLE PUNCH  
3 HOLE PUNCH

**STORAGE CONTAINER #4**

MOUSE PADS  
US ROAD ATLAS  
6 TRIMLINE TELEPHONES, CORDS, COUPLERS, ADAPTERS  
1 PANASONIC ANSWERING MACHINE (BC #13358)  
ASSORTED MAILING ENVELOPES, FRANKED & UNFRANKED  
FAX HEADER NOTES  
PHONE MESSAGE PADS  
POST-IT PADS  
LETTERHEAD STATIONARY  
SCISSORS  
RUBBERBANDS  
MANILA FILE FOLDERS  
DRAFTING TRIANGLES, ENGRS SCALES  
100' TAPE MEASURE  
2 BOXES DISKETTES  
LENS CLEANERS

**STORAGE CONTAINER #5**

ASSORTED STREET MAP BOOKS  
VA STATE MAPS  
SEVERAL RED EMERGENCY OPS SHIRTS

**MISC. ITEMS - TO BE HANDCARRIED SEPARATELY**

HAND TRUCK  
SHARP 4800 FAX MACHINE W/OPERATORS MANUAL  
HP LASERJET 4050 PRINTER (BC #18604)  
IPDA ZONE CHARTS  
HURRICANE TRACKING CHARTS  
DEBRIS PLAN SURVEY FILES  
EMERGENCY POWER SURVEY FILES  
CELLULAR TELEPHONES (EMERGENCY MGR, RE & ALT EOC DUTY CHIEF)  
BOX OF 8 ½ X 11 COPY PAPER  
COFFEE MAKER

**NOTE:** Upon arrival to the Alternate EOC, the Administrative Asst and Logistics Specialist should immediately assess any requirements for supplies and IMPAC purchase anything needed from a local supplier.

**APPENDIX 4  
ANNEX I  
ERRO-A EMERGENCY STAFF CHECKLIST**

**Prior to Decision to Evacuate, the Emergency Operations Staff will:**

- Fill fuel tanks in Ford Explorer, Tag #G6107027, Antenna Tower Trailer, and Generator. Check tire pressure and oil.
- Test run generator.
- Load equipment and ERRO-A footlocker(s) into Ford Explorer and other government vehicles.

**Upon Evacuation of the Waterfield Building, and Arrival of Staff at the ERRO-A, the Norfolk District EOC Manager, will:**

- Unplug all computers, printers, televisions, electronic equipment in Waterfield Building emergency management offices. Cover with plastic. HFSSB radio console and supporting equipment, will remain operational, at the discretion of the Radio Communications coordinator.
- Forward EOC telephones to x7575 (which is connected to the Emergency Management office answering machine). A message recording will be placed on the answering machine stating that the EOC has been temporarily relocated to Richmond, and listing hotel and/or ERRO-A telephone numbers and POC's. If a direct number for the ERRO-A duty officer has been established, x7575 EOC telephone can be forwarded directly to the ERRO-A.
- Alert Commander, Deputy Commander, EOC Chief, and ESF-3 Team Leader by telephone that everyone has evacuated.
- Close and lock all doors in the Emergency Management office and vacate.

APPENDIX 5  
ANNEX I  
ERRO-A ACTIVATION NOTICE

CENAO-DC-E

DATE

MEMORANDUM FOR ALL DIV/OFC CHIEFS AND AREA/RESIDENT ENGINEERS

SUBJECT: ERRO-A Activation

1. As of \_\_\_\_\_ Annex I of the Norfolk District Hurricane Plan has been ordered for the event \_\_\_\_\_.
2. The ERRO-A (Emergency Response and Recovery Office-Advance), also referred to as the "Alternate EOC," will be located in the \_\_\_\_\_ hotel at the address given in Appendix 2, page O-2-1.
3. Until further notice, all message traffic related to Norfolk District Emergency Operations for this event should be directed to the ERRO-A. The following ERRO-A telephone numbers are provided \_\_\_\_\_.
4. All employees should be reminded to monitor local radio broadcasts for instructions following passage of the storm.

JAN I. VAN HOUTEN  
Emergency Management Specialist

APPENDIX 6  
ANNEX I  
DECISION CRITERIA FOR ACTIVATION OF ERRO-A

1. At some point in time, during an approaching hurricane scenario, a decision must be made as to when the order is to be given to activate the ERRO-A Annex, prior to evacuating the Norfolk District Headquarters in the Waterfield Building.

Decision criteria come from the Technical Data Report, Virginia Hurricane Evacuation Study, April 1992, Chapter 7, with specific page numbers referenced below.\*

The following assumptions will be used in the Decision Arc Model for Waterfield Building Evacuation:

- Decision Arcs will be those listed in Table 7-8, page 7-16 of the Study (Virginia Beach), will assume a medium evacuee response, and the appropriate seasonal occupancy Clearance Time column.
- Add one Category to the storm in step 3 of the Hurricane Evacuation Decision worksheet, page 7-28.
- At the decision point, if probability is greater than 20%, the ERRO-A Annex of the Norfolk District Hurricane Plan shall be implemented (see para. 9, page 7-29), at the discretion of the District Commander.
- Emergency Management Staff will begin to apply the Decision Arc Model when the storm landfall prediction is greater than 10% for Virginia, or between 72 and 48 hours prior to predicted landfall.

**2. The National Hurricane Center issues a Probabilities report in its Tropical Storm/Hurricane Forecasts. This Probabilities report is based on the same Decision Arc method discussed above, and more easily obtainable at website <http://www.nhc.noaa.gov/>. The Emergency Operations Center routinely monitors this site during emerging and threatening storms. In addition, the District's Floodplain Management Section uses the "Hurricane" program and can assist the Emergency Manager on potential relocation.**

3. Discussions with the State of Virginia and the National Weather Service office in Wakefield, as well as the procedures being undertaken by the localities, will also be consulted in the decision-making process.

\*NOTE: A copy of the Technical Data Report, Virginia Hurricane Evacuation Study, April 1992 is located in the Emergency Management Office and also in the Floodplain Management Services Section.

APPENDIX 7  
ANNEX I  
VEHICLES

ERRO-A staff will be authorized to use either POV or a Government furnished vehicle, if requested, during Emergency Response and Recovery Office-Advance operations. Individuals who choose to use a government furnished vehicle will be exempt from the government vehicle at domicile regulation.

All EOC staff members requiring a government vehicle should notify the Emergency Operations Center. At all times, team members should attempt to "buddy up" with another team member. Equipment needed to perform emergency mission should be transported with team member. Team members shall consult with the EOC for any additional equipment which may need to be transported to the ERRO-A.

Implementation of the ERRO-A will automatically authorize employees who are furnished a government vehicle to take it to their domicile, if needed, prior to proceeding onto the ERRO-A TDY location.

Employees who choose to use their POV will be authorized 37.5¢ per mile for all official government travel coincident with the mission.

APPENDIX 8  
ANNEX I  
CONTRACTING CAPABILITY AT THE ERRO-A

Emergency Contracting for services, supplies and equipment to support emergency operations under PL 84-99 and PL 93-288 may be required at the ERRO-A. A Norfolk District contracting officer is assigned to the ERRO-A staff and will use both hard copy and SPS computer driven software to prepare and execute emergency contracts.

Prior to each hurricane season, the Chief, Contracting Office, Norfolk District, will ensure that connection to a backup or alternate SPS system server is available should the Norfolk District server fail due to flooding or storm conditions at Norfolk District Headquarters.

**ANNEX J**  
**COOPERATING AGENCIES**

**NATIONAL WEATHER SERVICE**

National Weather Service  
Rt. 460  
10009 General Mahone Highway  
Wakefield, VA 23888-2742

Tony Siebers,  
Meteorologist-In-Charge  
Recorded Forecast  
(757) 899-5734, 5735  
(757) 899-3605 (FAX)  
[www.erh.noaa.gov/er/akq](http://www.erh.noaa.gov/er/akq)

Tropical Prediction Center  
National Hurricane Center  
Florida International University  
11691 SW 17th Street  
Miami, FL 33165

Dr. Max Mayfield, Director  
Ed Rappaport, Deputy Director  
(305) 229-4470 (phone directory)  
(305) 229-4409 (direct line)  
(305) 229-4419 (24-hrs dur emerg)  
[www.nhc.noaa.gov](http://www.nhc.noaa.gov)

**Note:** During an actual or developing emergency situation, more specific NWS information may be obtained from the EOC at (757) 441-7575. Hurricane information will also be posted on the EOC bulletin board.

**FEDERAL EMERGENCY MANAGEMENT AGENCY**

Federal Emergency Management  
Agency  
Region III  
One Independence Mall  
615 Chestnut St., Sixth Floor  
Philadelphia, PA 19106-4404

Patricia Arcuri  
Acting Regional Director  
(215) 931-5604  
(215) 931-5621 FAX  
[www.fema.gov/regions/iii](http://www.fema.gov/regions/iii)

**ENVIRONMENTAL PROTECTION AGENCY**

U.S. Environmental Protection  
Agency  
Region III  
1650 Arch St.  
Philadelphia, PA 19103-2029

Dennis P. Carney  
Chf, Hazardous Site Cleanup Div  
(215) 814-3000 (24-hr)  
(215) 814-3241  
[www.epa.gov/region3](http://www.epa.gov/region3)

National Response Center  
(EPA & Coast Guard)

(800) 424-8802 (24-hr)

U.S. COAST GUARD

Fifth Coast Guard District  
Portsmouth Federal Building  
431 Crawford Street  
Portsmouth, VA 23705

VADM Sally Brice-O'Hara, Commander  
(757) 398-6640  
[www.uscg.mil/d5](http://www.uscg.mil/d5)

Commanding Officer  
CG Marine Safety Office,  
Hampton Roads  
200 Granby St., Suite 700  
Norfolk, VA 23510

CPT Robert O'Brien, Captain of the Port  
(757) 668-5510, x5503  
(757) 668-5555 (24-hr)  
(757) 668-5600 FAX  
[www.uscg.mil/d5/mso/hamptonroads](http://www.uscg.mil/d5/mso/hamptonroads)

Group Hampton Roads  
Operations Center

(757) 483-8567 (24-hr)  
(Hazards to Navigation emergencies)

CG Marine Safety Office  
LT Ernest Rawles  
LT Matt Derrenbacher

(757) 668-5555 (24-hr)  
(Oil Spills, other emergencies)

VIRGINIA DEPARTMENT OF TRANSPORTATION

Virginia Department of Transportation  
Hampton Roads District  
1700 North Main Street  
Suffolk, VA 23434

(757) 925-2584  
[www.virginiadot.org](http://www.virginiadot.org)

Virginia Road Conditions

1-800-367-ROAD

U.S. ARMY CORPS OF ENGINEERS

HQ, U.S. Army Corps of Engineers  
Civil Emergency Branch

Leonard Kotkiewicz, Chief  
Office: (202) 761-4963  
FAX: (202) 761-0378  
Home: (410) 544-3476  
(202) 761-1001

HQUSACE EOC

North Atlantic Division  
Emergency Management

Kathleen Mulvenna, Acting Chief  
Office: (718) 765-7076  
FAX: (718) 765-7221  
Home: (856) 863-1263  
(718) 765-7141

NAD EOC

Baltimore District  
Emergency Management

Gilbert Dent, Chief  
Office: (410) 962-4225  
FAX: (410) 962-0076  
Home: (410) 235-4023  
(410) 962-4223

NAB EOC

Philadelphia District  
Emergency Management

Robert Eckhardt, Acting Chief  
Office: (215) 656-6759  
FAX: (215) 656-6767  
Home: (215) 860-7765  
(215) 656-6756

NAP EOC

New York District  
Emergency Management

Michael Ganley, Chief  
Office: (212) 264-0162  
FAX: (212) 264-0523  
Home: (518) 828-6036  
(212) 264-0162

NAN EOC

New England District  
Emergency Management

David Schafer, Chief  
Office: (978) 318-8274  
FAX: (978) 318-8378  
Home: (508) 620-0692  
(978) 318-8271

NAE EOC

South Atlantic Division  
Emergency Management

Jose Delatorre, Chief  
Office: (404) 562-5150  
FAX: (404) 562-5160  
Home: (770) 578-8552  
(404) 562-5151

SAD EOC

Wilmington District  
Emergency Management

Ronald Stirrat, Chief  
Office: (910) 251-4944  
FAX: (910) 251-4946  
Home: (910) 256-9627  
(910) 251-4508

SAW EOC

Great Lakes & Ohio River Division  
Emergency Management

Tom Porter, Chief  
Office: (513) 684-3087  
FAX: (513) 684-3844  
Home: (513) 232-6945  
(513) 684-3085

LRD EOC

Huntington District  
Emergency Management

Carl Miller, Chief  
Office: (304) 399-5383  
FAX: (304) 399-5592  
Home: (304) 523-0203  
(304) 399-5290

LRH EOC

Nashville District  
Emergency Management

Kathryn Grimes, Chief  
Office: (615) 736-7040  
FAX: (615) 736-5811  
Home: (615) 347-6233  
(615) 736-7037

LRN EOC

**Note: A complete listing of U.S. Army Corps of Engineers offices can be found on ENGLINK website <https://englink.usace.army.mil>**

COMMONWEALTH OF VIRGINIA - [www.myvirginia.org](http://www.myvirginia.org)

Office of the Governor  
State Capitol, 3<sup>rd</sup> Floor  
Richmond, VA 23219

Governor Mark Warner  
Office: (804) 786-2211, x300  
FAX: (804) 371-6351  
[www.governor.virginia.gov](http://www.governor.virginia.gov)

Virginia Department of Emergency  
Management

Virginia Department of  
Emergency Management  
10501 Trade Court  
Richmond, VA 23236

Public Affairs  
Office: (804) 897-6510  
FAX: (804) 897-6626  
[www.vdem.state.va.us](http://www.vdem.state.va.us)

Michael Cline, Director

Office: (804) 897-6500  
FAX: (804) 897-6506

Emergency Operations Center  
7700 Midlothian Turnpike  
Richmond, VA 23235

EOC: (804) 674-2400  
(800) 468-8892  
FAX: (804) 674-2419

VA DEM, Region I - Richmond  
10501 Trade Court  
Richmond, VA 23236

Curt Nellis, Regional Coordinator  
(804) 897-6500

VA DEM, Region II - Culpeper  
P.O. Box 1386  
Culpeper, VA 22701

D. Bruce Sterling, Regional Coordinator  
Office: (540) 829-7371

VA DEM, Region III – Central Virginia  
P.O. Box 693  
Farmville, VA 23901

Mike Cocker, Regional Coordinator  
Office: (804) 674-2417

VA DEM, Region IV – Southwest  
P.O. Box 1530  
Pulaski, VA 24301

Jack Rowell, Regional Coordinator  
Office: (540) 994-5006

VA DEM, Region V – Tidewater  
P.O. Box 1847  
Gloucester, VA 23061

Wallace Twigg, Regional Coordinator  
Office: (804) 695-9506

VA DEM, Region VI – Roanoke  
P.O. Box 1530  
Pulaski, VA 24301

Stan Crigger, Regional Coordinator  
Office: (540) 994-5006

VA DEM, Region VII – Northern Virginia  
13901 Crown Court  
Woodbridge, VA 22193

Cindi Causey, Regional Coordinator  
Office: (540) 718-1745

**Note: A complete listing of Virginia Department of Emergency Management offices can be found at [www.vaemergency.com](http://www.vaemergency.com)**

LOCAL GOVERNMENT/MILITARY - HAMPTON ROADS AREA

Locality/Command

POC/Phone/FAX (757)

Chesapeake City  
Chesapeake Fire Dept.  
304 Albemarle Drive  
Chesapeake, VA 23322

Hui-Shan Walker, Deputy Coordinator  
Office: 382-6193/6504  
FAX: 382-8228

Hampton City  
Police Dept.  
40 Lincoln Street  
Hampton, VA 23669

Peter F. Sommer, Coordinator  
Office: 727-6414  
FAX: 727-6774

Newport News City  
513 Oyster Point Road  
Newport News, VA 23602

A. Jack Williamson, Coordinator  
Office: 269-2901  
FAX: 269-2905

Norfolk City  
3661 E. Virginia Beach Blvd  
Norfolk, VA 23502

Ron Keys, Coordinator  
Office: 441-5600  
FAX: 466-9387

Portsmouth City  
309 County Street, Ste 100  
Portsmouth, VA 23704

Brian Spicer, Deputy Coordinator  
Office: 393-8338  
FAX: 393-5161

Suffolk City  
400 Market Street  
Suffolk, VA 23434

CPT James T. Judkins, Coordinator  
Office: 923-2110  
FAX: 538-0351

Virginia Beach City  
2408 Courthouse Drive  
Virginia Beach, VA 23456-9065

Mark C. Marchbank, Deputy Coordinator  
Office: 427-4228  
FAX: 426-5676

Langley Air Force Base  
756 Durand Road  
Langley AFB, VA 23665

Command Post, 764-5411 (24-hr)

Virginia Port Authority  
NMT, NNMT, PMT

683-8000  
440-7070 (24-hr)

**Note:** A complete listing of City and County Local Emergency Management Coordinators can be found at [www.vaemergency.com](http://www.vaemergency.com)

## ANNEX K COMMUNICATIONS

1. Landlines - Communications during hurricane emergencies will normally be over TELCO landlines (hardwire).
2. HF/SSB Radio - In accordance with Annex F, the District High Frequency Single Sideband emergency radio network will be activated during Phase III of a hurricane emergency. Radio checks will be performed between the EOC and the emergency radio systems at the Area/Resident offices and Gathright Dam. The checks will test for equipment operation. At that time, primary and backup frequencies will be established for the event, and further instructions disseminated by the EOC Communications Officer.
3. VHF Radio - The Norfolk District VHF Radio Repeater system is used for VHF communications throughout the Hampton Roads area, including repeater sites in the cities of Norfolk, Virginia Beach, Hampton and Chesapeake.
4. Cellular Telephones - There are ten portable cellular telephones within the Emergency Management office. The Emergency Management Office staff have permanently issued cellular telephones, as noted below. The ERRO-A Duty Chief is issued a cellular telephone during emergencies. A cellular telephone will also be issued to the ERRO-A Real Estate Specialist, the Public Affairs Specialist, and one Project Manager. The remaining phones will be issued to emergency personnel at the Emergency Manager's discretion. The Executive Office has two portable cellular phones: one each for the Commander and Deputy Commander. The Information Management Office is responsible for obtaining additional cellular units from other sources, if the need arises. Below is a list of emergency management critical points of contact and their cellular telephone numbers.

### Emergency Cellular Telephones - Norfolk District

<u>Location/User</u>	<u>Cellular Phone No.</u>
Emergency Manager (Deborah Massenburg)	(757) 434-5080
Emergency Mgmt Spec (Jan Van Houten)	(757) 434-3808
Electronics Technician (Glenn Seay)	(757) 434-4926
ERRO-A Duty Chief	(757) 439-6240
IPDA Zone Chief (Robert Sweitzer)	(757) 672-1277
Real Estate Specialist (David Parson)	(757) 439-6277
Logistics Specialist (David Monacelli)	(757) 438-3207
EM Project Manager	(757) 439-6269
Public Affairs Specialist (Jerry Rogers)	(757) 434-5402
Emergency Management	(757) 434-3442
	(757) 434-7049
	(757) 434-7050
Commander (COL Yvonne Prettyman-Beck)	(757) 434-4069
Deputy Commander (MAJ David Pedersen)	(757) 434-1185
Chief, TSD (Bill Sorrentino)	(757) 615-7711

Chief, PPMD (Jim Thomasson)	(757) 636-5249
Chief, SSD (Joe Loschi)	(757) 434-1761
Chief, BRD (Bill Robson)	(757) 404-1839
Chief, Public Affairs Ofc (Diana Bailey)	(757) 679-2408
Area Engr, CVAO & SWVAO (Darryl Merryman)	(804) 704-7310
Res Engr, Ft. Eustis RO (Kate Field)	(757) 342-9383
Res Engr, Grt Bridge/VA Beach RO (Andrew Spendlove)	(757) 544-1545
Res Engr, Langley F-22 (Anthony Weaver)	(757) 286-1134
Res Engr, Langley/Ft. Monroe (Brian Boynton)	(804) 306-7319

#### 5. Radio Communications:

a. In the event of loss of landline communications, the cellular phone system should be used to try to regain communications. Attempts to establish radio communications between the EOC and field installations, using established primary and backup HF Radio frequencies, should begin at the time landlines are lost.

b. All stations in the District HF/SSB and VHF network are equipped with emergency gasoline or diesel powered generators. Unless antennas or equipment should be lost during the storm, all stations will be capable of continuous operation independent of local power utilities.

#### 6. HF/SSB Radio Network:

##### **HF/SSB Emergency Radio Network - Norfolk District**

Communications will normally be established on the Upper Sideband (USB) of Channel 02 (5015.0 KHz).

<u>Channel</u>	<u>Frequency (KHz)</u>
01	3345.0
02	5015.0
03	5327.5
04	5400.0
05	5437.5
06	6020.0
07	6785.0
08	9122.5
09	11693.5
10	12070.0
11	12122.0
12	16077.0
13	16326.0
14	16358.0
15	20659.0

**FEMA Frequencies**

Communications may be established with the Federal Emergency Management Agency (FEMA) on the following frequencies:

**Frequency (KHz)**

5211.0 USB  
10493.0 USB

**Call Signs and Radio Operator Telephone Numbers:**

<u>Station</u>	<u>Call Sign</u>	<u>Telephone</u>
Norfolk District	WUB-5	(757) 441-7206 (TOC Radio Room)
Ft. Eustis RO	WUB-56	(757) 878-5217
CVAO (Ft Lee)	WUB-57	(804) 734-4041
SWVAO (Radford)	WUB-58	(540) 639-7656
SVAO (Langley)	WUB-59	(757) 225-4053
Gathright Dam	WUB-55	(540) 962-1138/39
North Atlantic Div	WUB	(718) 765-7142
New England Dis	WUB-1	(978) 318-8273
New York Dist	WUB-2	(212) 264-0162/63
Philadelphia Dist	WUB-3	(215) 656-6756/6757
Baltimore Dist	WUB-4	(410) 962-4223/2013

**7. VHF Radio Communications:**

a. There are several vehicles within the District, located in the Survey Section vehicles listing, which are equipped with VHF radio communications equipment (See Annex L). Communications in the VHF band are usually considered to be line-of-sight, with a normal operating range of 20 miles or less; communications in the HF band are limited in distance only by choice of operating frequency for the time of day, antenna type and prevailing atmospheric conditions.

b. VHF Radio information, including radio operations and procedures can be found in Annex Q, Appendix G.

8. Satellite Communications:

a. There are two INMARSAT satellite telephones located in Emergency Management. During a hurricane event, these satellite phones are issued to the Commander and the Emergency Management Specialist, who both remain in the Hampton Roads area during a storm event.

b. These phones would be used by the Commander and the Emergency Management Specialist to contact higher headquarters should the Hampton Roads area be impacted by a hurricane, and all other means of communications were inoperable.

<u>Phone Number</u>	<u>Issued To/Operator</u>
011 <b>XXX</b> 761 82 7473	Fly Away Kit (ERRO-A)
011 <b>XXX</b> 762 90 5250	Jan Van Houten, Emergency Mgmt Spec
011 871 682 50 6673	Robert Sweitzer

c. **XXX** = Satellite Phone Prefix

AOR-W = 874 (Atlantic Ocean Region West)  
 AOR-E = 871 (Atlantic Ocean Region East)  
 POR = 872 (Pacific Ocean Region)  
 IOR = 873 (Indian Ocean Region)

## ANNEX L VEHICLES

1. In accordance with Annex F, when the District enters Phase II of a hurricane emergency, Logistics will coordinate government vehicle requirements with the Emergency Operations Center and government vehicles will not be dispatched without prior clearance from the Emergency Manager. Use of privately-owned vehicles (POV) by employees for official duties, at the current POV mileage rate of 37.5¢, is authorized upon entering Phase II. In expectation of a FEMA mission assignment or performance of preliminary damage assessments in the Hampton Roads area, the Commander may require that Initial Preliminary Damage Assessment team members be assigned specific vehicles (4-wheel drive) prior to the arrival of the storm. A listing of District vehicles, including Survey vehicles which are equipped with VHF radios, appears on pages L-2 through L-5.
2. District Regulation 58-1-2 prohibits employees from keeping Corps vehicles at their places of residence overnight in expectation of official duties or travel the following day. However, the Commander, in expectation of unusual flooding or severe storm damage, may issue a determination and finding which will preempt this regulation for the emergency event. Disaster emergency response personnel may be issued vehicles and equipment prior to the arrival of the storm. These individuals may be requested to prepare their homes and families up to 24 hours before the expected arrival of the storm, and to be available on a 24-hour basis for duty assignment during or immediately following the storm event.
3. Upon implementation of Phase III, government vehicles at all District offices will be moved to areas affording the greatest possible protection from damage which could occur during the storm event. Vehicles at Fort Norfolk will be moved to the rear parking lot or to an alternate location at the discretion of the Chief, Logistics Management Office. Vehicles at other offices should be kept under cover if possible, or, as a minimum, moved to high ground and away from wind-driven missile hazards.
4. In the event of predicted extreme tidal surges which could cut off major transportation routes in Hampton Roads or other portions of Virginia within District boundaries, the Commander may direct that Corps vehicles equipped with 4-wheel drive, radios, etc., be prepositioned at specific locations, which would allow Corps emergency response officials maximum affordable transportation resources. The Civil Works Section will make recommendations to the Emergency Manager regarding vehicle prepositioning with respect to the predicted flooding associated with the storm surge, and will assist with evacuation route plans available for various flood stages in Hampton roads (see website: [www.virginiadot.org/comtravel/hurricane-evac](http://www.virginiadot.org/comtravel/hurricane-evac)).

## VEHICLE INVENTORY REPORT

Tag Number	Bar Code	Sub Type	Type	Make	Model	Resorce Code	Serial Number	Loc	Location	Last Trip End Date	Current Meter	Fy Miles	Status
G120631A	R0722	C	O	CHEVROLET	2004	GSAVEHBILL	1G1ND52F04M653900	MPF	MOTORPOOL	30-JUN-2004	5117	8	A
CE0190	20923	C	O	DODGE	2001	CORPSVEH	2B5WB35YXX1K54071	MPF	MOTORPOOL	30-JUN-2004	31416	27204	A
G1016580	R0649	C	O	DODGE	2001	GSAVEHBILL	1B3EJ46X21N657449	MPF	MOTORPOOL	30-APR-2004	58593	2073	D
CE48145	R0652	C	P	CHEVY	2001	LTRUCK-GP2	1GNDT13W41K198089	APH	FT. A.P. HILL	31-MAY-2004	31110	27200	A
CE48148	R0655	C	P	CHEVY	2001	LTRUCK-GP2	1GNDT13W21K198379	APH	FT. A.P. HILL	31-MAY-2004	30750	26950	A
CE27845	11610	C	P	CHEVROLET	1990	CSPECIAL	1GBS7D4Y0LV103698	CIF	CRANEY ISLAND	30-JUN-2004	42006	41367	A
G6330749	R0330	C	P	CHEVROLET	1986	GTRUCK-GP2	1GBHK33R7WF052101	CIF	CRANEY ISLAND	30-JUN-2004	33295	29570	A
CE25780	01994	C	P	DODGE	1986	CTRUCK-GP3	1B6MW34W9GS061916	CIF	CRANEY ISLAND	30-JUN-2004	21902	20685	A
G6100646	R0323	C	P	DODGE	1998	GTRUCK-GP2		CIF	CRANEY ISLAND	30-JUN-2004	30659	27301	A
G6100647	R0328	C	P	DODGE		GTRUCK-GP2	3B7HF16YPWM266546	CIF	CRANEY ISLAND	30-JUN-2004	30799	26293	A
G6300253	R0329	C	P	DODGE		GTRUCK-GP2	3B7KF26Z8WM266557	CIF	CRANEY ISLAND	30-JUN-2004	37924	33253	A
CE47240	16305	C	P	FORD	1997	CSPECIAL	1FDZS96K9VVA35768	CIF	CRANEY ISLAND	30-JUN-2004	54310	48679	A
CE45753	15637	C	P	FORD	1995		1FDZU90X2SAVA42846	CIF	CRANEY ISLAND	30-JUN-2004	67475	62737	A
CE47992	18878	C	P	FORD	2000	CORPSVEH	2FZXXWEB5YAB05239	CIF	CRANEY ISLAND	30-JUN-2004	29908	27795	A
CE23026	19932	C	P	GMC	1982	CTRUCK-GP1	1GTJGD2BXCVC587565	CIF	CRANEY ISLAND	30-JUN-2004	12558	46	A
CE19970	02034	C	P	INTERNATNL	1981		IBTAA17E6BHB13096	CIF	CRANEY ISLAND	30-JUN-2004	47004	46624	A
CE26773	02045	C	P	MACK	1986		1M2N179Y6GA003375	CIF	CRANEY ISLAND	30-JUN-2004	14130	13295	A
G6100644	R0322	C	P			GTRUCK-GP2		CIF	CRANEY ISLAND	30-JUN-2004	24013	22215	A
G6308862	R0574	C	P	CHEVROLET	2001	GTRUCK-GP3	3GNGK26U01G231483	CON	CONTROL TEAM	30-JUN-2004	56890	44217	A
G6308863	R0575	C	P	CHEVROLET	2001	GTRUCK-GP3	3GNGK26G41G230783	CON	CONTROL TEAM	31-MAY-2004	26080	20836	A
G6309741	R0659	C	P	FORD	2002	GSAVEH	1FMNU41582EC55210	CON	CONTROL TEAM	30-JUN-2004	42743	28759	A
CE20284	21957	C	P	CHEVROLET	1979	CTRUCK-GP1	CKL339J158322	GDF	GATHRIGHT	30-JUN-2004	42558	162	A
G6228377	R0336	C	P	CHEVROLET		GSAVEH		GDF	GATHRIGHT	30-JUN-2004	32298	27765	A
G6228378	R0337	C	P	CHEVROLET		GSAVEH		GDF	GATHRIGHT	30-JUN-2004	18093	16692	A
G6228380	R0338	C	P	DODGE		GSAVEH	3B7HF16Z2WM266543	GDF	GATHRIGHT	30-JUN-2004	17912	15227	A
G6228381	R0339	C	P	FORD		GSAVEH	2FPF28L2WCB01730	GDF	GATHRIGHT	30-JUN-2004	19449	17460	A
CE48144	R0651	C	P	CHEVROLET	2001	LTRUCK-GP2	LASF7 7218263	IWW	GREAT BRIDGE	30-JUN-2004	16405	15602	A
CE48149	R0656	C	P	CHEVY	2001	LTRUCK-GP2	1GNDT13W11K198664	IWW	GREAT BRIDGE	30-JUN-2004	15922	15243	A
CE48239	R0664	C	P	CHEVROLET	2002	COMVEH	1GIND52J92M539492	LAN	LANGLEY	30-JUN-2004	17307	16091	A
G6212126	R0662	C	P	CHEVY	2002	GSAVEH	1GNDT13W32K191586	LAN	LANGLEY	30-JUN-2004	9388	7261	A
CE48240	R0665	C	P	GMC	2002	COMVEH	1GKDM19X22B500507	LAN	LANGLEY	30-JUN-2004	19614	19020	A
G6113340	R0640	C	P	CHEVROLET	2002	CTRUCK-GP1	1GNGT13W62K206503	LEE	FT. LEE	31-MAR-2004	14573	11310	A
G6212127	R0266	C	P	CHEVY	2002	GSAVEH	1GNDT13W32K191376	LEE	FT. LEE	31-MAR-2004	52587	37543	A
G6100643	R0335	C	P	CHEVROLET	1998	GSAVEH	1GNEL19W6WB183564	MPF	MOTORPOOL	30-JUN-2004	63830	54234	A
G4101682	R0363	C	P	DODGE	1998	GSAVEH	1B4GP45G5WB704535	MPF	MOTORPOOL	30-JUN-2004	81743	67340	A
G6111091	R0666	C	P	FORD	2002	GSAVEH	1FTYR11U92TA63065	MPF	MOTORPOOL	30-JUN-2004	27111	20002	A

VEHICLE INVENTORY REPORT

09-JUL-2004

Page 2

Tag Number	Bar Code	Sub Type	Type	Make	Model	Resource Code	Serial Number	Loc	Location	Last Trip End Date	Current Meter	FY Miles	Status
G6140975	R0455	C	P	JEEP		GSAVEH	1J4FF28S1XL628890	RAD	RADFORD	30-JUN-2004	54356	49105	A
CE48146	R0653	C	P	CHEVY	2001	LTRUCK-GP2	1GNDT13W51K196478	WIS	REGULATORY	30-NOV-2003	37332	36184	D
CE48147	R0654	C	P	CHEVY	2001	LTRUCK-GP2	1GNDT13W41K195385	WIS	REGULATORY	31-OCT-2003	21331	20949	D
CE0194	R0670	C	R	FORD	2003	COMVEH	1FMPU16L53LB04783	CIF	CRANEY ISLAND	30-JUN-2004	7437	4596	A
CE0193	20938	C	R	FORD	2003	CORPSVEH	1FDAF57F53EA81610	CIF	CRANEY ISLAND	30-JUN-2004	2958	1775	A
CE46996	16304	C	R	ISOMETRICS/I	1996	CORPSVEH	1HTSEAN6VH440939	CIF	CRANEY ISLAND	30-JUN-2004	16346	58	A
G6113306	R0706	C	R	JEEP	2003	GSAVEHBILL	1S4GL48K3W669523	CIF	CRANEY ISLAND	30-JUN-2004	9338	3688	A
G6315090	R0707	M	R	CHEVROLET	2003	GSAVEHBILL	3GNGK26U73G278867	CON	CONTROL TEAM	30-MAR-2004	8700	4475	A
G6330743	R0430	C	R	CHEVROLET	1997	GTRUCK-GP3	3GNGK26J5VG111111	CON	CONTROL TEAM	29-FEB-2004	47870	46149	D
G6203281	R0463	C	R	CHEVROLET 1.9	1999	GTRUCK-GP3	1GNEK13A8XJ518126	CON	CONTROL TEAM	31-MAR-2004	76163	70410	A
G6203282	R0462	C	R	CHEVY TAHOE	1999	GTRUCK-GP3	1GNEK13R5XJ520030	CON	CONTROL TEAM	30-APR-2004	67399	59013	A
G632352A	R0725	C	R	FORD	2004	GSAVEH	1FMNU41S54EC93531	CON	CONTROL TEAM	28-APR-2004	16	4	A
G6203288	R0541	C	R	FORD EXPEDIT	2000	GSAVEH	1FMPU16L0Y6C25700	CON	CONTROL TEAM	30-JUN-2004	39391	35590	A
G6305062	R0565	C	R	GM	2000	GTRUCK-GP2	1GBHK33R9YF499550	CON	CONTROL TEAM	30-JUN-2004	59967	51055	A
G6330744	R0431	C	R	GMC	1997	GTRUCK-GP3	1GDHK33J6VF020286	CON	CONTROL TEAM	30-JUN-2004	65086	55900	A
G4148068	R0486	M	R	2000 DODGE	2000	GSAVEH	2B4GP25G1YR790855	EUS	FT. EUSTIS	30-JUN-2004	17689	14953	A
G6107023	R0487	M	R	2000 FORD	2000	GTRUCK-GP2	1FMZU71X1YZC16121	EUS	FT. EUSTIS	30-JUN-2004	14210	11860	A
G4158414	R0570	C	R	CHEVY S-10	2001	GTRUCK-GP1	1GCCS14W918201586	EUS	FT. EUSTIS	30-JUN-2004	7517	5830	A
G6310936	R0692	C	R	FORD	2003	GSAVEHBILL	1FTNF21L73EC40856	EUS	FT. EUSTIS	30-JUN-2004	3059	1012	A
G1249674	R0699	C	R	OLDSMOBILE	2003	GSAVEHBILL	1G3NL52F63C308496	EUS	FT. EUSTIS	30-JUN-2004	3986	1927	A
G1249656	R0704	C	R	OLDSMOBILE	2003	GSAVEHBILL	1G3NL52F7307907	EUS	FT. EUSTIS	30-JUN-2004	3821	1095	A
G1249681	R0703	C	R	OLDSMOBILE	2003	GSAVEHBILL	1G3NL52F83C308483	EUS	FT. EUSTIS	30-JUN-2004	2230	778	A
G1100190	R0325	C	R		1998	GSAVEH		EUS	FT. EUSTIS	30-JUN-2004	17477	14324	A
G6107027	R0482	C	R	FORD	2000	GTRUCK-GP2	1FMZU71X9YZC16125	IWW	GREAT BRIDGE	30-JUN-2004	47787	42291	A
CE0266	R0698	C	R	CHEVY	2002	CORPSVEH	1G1ND52J43M580050	LAN	LANGLEY	30-JUN-2004	22325	20400	A
CE0268	R0694	C	R	CHEVY	2003	CORPSVEH	1GCDT19XX38169530	LAN	LANGLEY	30-JUN-2004	9386	7840	A
CE0265	R0697	C	R	CHEVY	2002	CORPSVEH	1G1ND52J02M725132	LAN	LANGLEY	30-JUN-2004	21585	20576	A
CE0264	R0696	C	R	CHEVY	2002	CORPSVEH	1G1ND57J42M727319	LAN	LANGLEY	30-JUN-2004	22376	21313	A
CE0269	R0695	C	R	CHEVY	2002	CORPSVEH	1GCDT13W52K133603	LAN	LANGLEY	30-JUN-2004	16396	14894	A
CE0267	R0693	C	R	DODGE	2002	CORPSVEH	2B4GP44342R762999	LAN	LANGLEY	31-JAN-2004	26870	26447	A
G1016588	R0608	C	R	DODGE	2001	GSEDANS	1B3EJ46X21N657452	LAN	LANGLEY	30-JUN-2004	10850	10120	A
G1016548	R0286	C	R	DODGE STRATU	2001	GSAVEH	1B3EJ46X61N621215	LAN	LANGLEY	30-JUN-2004	9320	6990	A
G1016546	R0287	C	R	DODGE STRATU	2001	GSAVEH	1B3EJ46X71N621191	LAN	LANGLEY	30-JUN-2004	14292	9997	A
G1106843	R0663	C	R	FORD	2002	GSAVEH	1FAFP53262A202912	LAN	LANGLEY	30-JUN-2004	7775	5328	A
G4129481	R0297	C	R	FORD	1997	GSEDANS	1FMDA31UIVZB1559	LAN	LANGLEY	30-JUN-2004	26855	24741	A
G6113303	R0708	C	R	JEEP	2003	GSAVEHBILL	1J4GL48K33W669524	LAN	LANGLEY	30-JUN-2004	1615	514	A

VEHICLE INVENTORY REPORT

09-JUL-2004

Page 3

Tag Number	Bar Code	Sub Type	Type	Make	Model	Resource Code	Serial Number	Loc	Location	Last Trip End Date	Current Meter	FY Miles	Status
G1249675	R0702	C	R	OLDSMOBILE	2003	GSAVEHBILL	1G3NL52F13C307935	LAN	LANGLEY	30-JUN-2004	3659	1495	A
G1249654	R0701	C	R	OLDSMOBILE	2003	GSAVEHBILL	1G3N152F93C307584	LAN	LANGLEY	30-JUN-2004	2281	814	A
G1249661	R0700	C	R	OLDSMOBILE	2003	GSAVEHBILL	1G3NL52F03C307821	LAN	LANGLEY	30-JUN-2004	3400	798	A
G105895A	R0729	C	R	CHEVROLET	2004	GSAVEH	GIND52F34M655608	LEE	FT. LEE	12-MAY-2004	20	1	A
G105882A	R0731	C	R	CHEVROLET	2004	GSAVEH	GIND052F14M655901	LEE	FT. LEE	12-MAY-2004	20	4	A
G4143325	R0464	C	R	CHEVROLET	2000	GTRUCK-GP2	1GCCS19WOYK149528	LEE	FT. LEE	31-MAR-2004	6735	5643	A
G4143361	R0476	C	R	CHEVROLET	2000	GTRUCK-GP2	1GCCS1459YK261212	LEE	FT. LEE	31-MAR-2004	5460	4776	A
G4143336	R0461	C	R	CHEVROLET	1999	GSEDANS	1GCC519W5YK148908	LEE	FT. LEE	31-MAR-2004	11197	10170	A
G105884A	R0730	C	R	CHEVROLET	2004	GSAVEH	GIND52F14M655753	LEE	FT. LEE	12-MAY-2004	20	4	A
G4129655	R0307	C	R	DODGE	1998	GSAVEH	1B7HC16XWS687910	LEE	FT. LEE	31-MAR-2004	15200	14157	A
G1236587	R0479	C	R	DODGE	2001	GSAVEH	1B3EJ46X41N650177	LEE	FT. LEE	31-MAR-2004	13395	12437	A
G1236610	R0705	C	R	DODGE	2001	GSAVEHBILL	1B3EJ46X81N621538	LEE	FT. LEE	31-MAR-2004	39073	37406	D
G1231565	R0480	C	R	DODGE STRATU	2001	GSAVEHBILL	1B3EJ46X61N650214	LEE	FT. LEE	31-MAR-2004	9418	3095	A
G1228798	R0477	C	R	FORD CONTOUR	2000	GSEDANS	3FAP66L9YM12269	LEE	FT. LEE	31-MAR-2004	8466	7873	D
G1228779	R0481	C	R	FORD CONTOUR	2000	GSEDANS	3FAP66L5YM112267	LEE	FT. LEE	31-MAR-2004	38641	38245	D
G6115476	21504	M	R	JEEP	2003	GSAVEHBILL	1J4GL48K53W696062	LEE	FT. LEE	31-MAR-2004	9485	2529	A
G1236597	R0478	C	R	OLDSMOBILE	2001	GSAVEH	1G3NL52T11C233838	LEE	FT. LEE	31-MAR-2004	21525	20827	A
G4129470	R0296	C	R	CHEVROLET	1997	GTRUCK-GP1	1GCCS14X8V8187422	MON	FT. MONROE	31-MAY-2004	14763	12988	A
G111193A	R0726	C	R	CHEVROLET	2004	GSAVEH	2G1WF52E549377975	MPF	MOTORPOOL	30-JUN-2004	3864	4	A
G111196A	R0735	C	R	CHEVROLET	2004	GSAVEH	2G1WF52E749381459	MPF	MOTORPOOL	30-JUN-2004	2641	10	A
G111204A	R0732	C	R	CHEVROLET	2004	GSEDANS	2G1WF52E849377453	MPF	MOTORPOOL	30-JUN-2004	3988	10	A
G111197A	R0733	C	R	CHEVROLET	2004	GSEDANS	2G1WF52E049381576	MPF	MOTORPOOL	30-JUN-2004	3442	10	A
G111199A	R0734	C	R	CHEVROLET	2004	GSEDANS	G1WF52E249382986	MPF	MOTORPOOL	30-JUN-2004	2938	10	A
G4148069	R0465	C	R	DODGE	2000	GTRUCK-GP1	2B4GP25G1YR790838	MPF	MOTORPOOL	31-MAR-2004	74593	67165	A
G1016557	R0581	C	R	DODGE STRATU	2001	GSAVEH	1B3EJ46X11N621199	MPF	MOTORPOOL	30-APR-2004	66080	56569	D
G1016585	R0638	C	R	DODGE STRATU	2001	GSAVEH	1B3EJ46X91N657450	MPF	MOTORPOOL	25-MAR-2004	60614	51990	D
G6107025	R0483	C	R	FORD	2000	GTRUCK-GP2	1FMZU71X3YZC16122	MPF	MOTORPOOL	30-JUN-2004	56496	47851	A
G623421A	R0724	C	R	FORD	2004	GSAVEH	1FMZU72KX4ZB04947	MPF	MOTORPOOL	30-JUN-2004	1526	4	A
G623419A	R0723	C	R	FORD	2004	GSAVEH	FMZU72K14ZB04948	MPF	MOTORPOOL	30-JUN-2004	4395	4	A
G623826A	R0737	C	R	FORD	2004	MTRPOOLVEH	1FMPU16W74LB57805	MPF	MOTORPOOL	30-JUN-2004	532	10	A
G6107028	R0484	C	R	FORD	2000	GTRUCK-GP2	1FMZU71X5YZC16123	MPF	MOTORPOOL	30-JUN-2004	57671	47935	A
G623418A	R0727	C	R	FORD	2004	GSAVEH	1FMZU72K34ZB04949	MPF	MOTORPOOL	30-JUN-2004	4807	4	A
G623420A	R0736	C	R	FORD	2004	GSAVEH	1FMZU72KX4ZB04950	MPF	MOTORPOOL	30-JUN-2004	5078	0	A
G6107029	R0485	C	R	FORD	2000	GTRUCK-GP2	1FMZU71X7YZC16124	MPF	MOTORPOOL	31-MAY-2004	73000	60993	D
G1106836	R0634	C	R	FORD TAURUS	2001	GSAVEH	1FAPP53241A220162	MPF	MOTORPOOL	30-APR-2004	76783	61768	D
G1106830	R0582	C	R	FORD TAURUS	2001	GSAVEH	1FAPP53231A220153	MPF	MOTORPOOL	30-APR-2004	79904	63500	D

VEHICLE INVENTORY REPORT

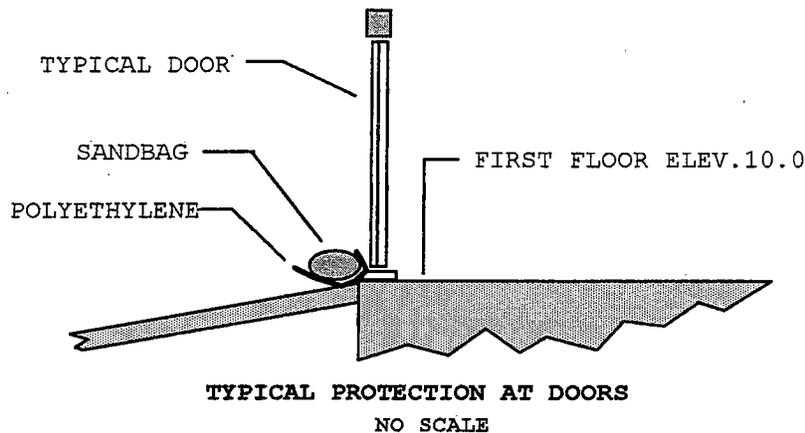
09-JUL-2004

Page 4

Tag Number	Bar Code	Sub Type	Type	Make	Model	Resource Code	Serial Number	Loc	Location	Last Trip End Date	Current Meter	FY Miles	Status
G1106832	R0636	C	R	FORD TAURUS	2001	GSAVEH	1FAPF53261A220163	MPF	MOTORPOOL	30-APR-2004	80866	65447	D
G1106831	R0635	C	R	FORD TAURUS	2001	GSAVEH	1FAPF53241A220159	MPF	MOTORPOOL	30-APR-2004	79229	65306	D
G1106834	R0637	C	R	FORD TAURUS	2001	GSAVEH	1FAPF53201A220157	MPF	MOTORPOOL	30-APR-2004	76047	66437	D
G6111089	R0572	C	R	JEEP CHEROKE	2001	GTRUCK-GP2	1J4FF48S91L590750	MPF	MOTORPOOL	30-APR-2004	75885	63488	D
G6111084	R0573	C	R	JEEP CHEROKE	2001	GTRUCK-GP2	1J4FF48S71L590746	MPF	MOTORPOOL	30-JUN-2004	35223	29046	A
G6111088	R0571	C	R	JEEP CHEROKE	2001	GTRUCK-GP2	1J4FF48S21L590749	MPF	MOTORPOOL	30-APR-2004	69676	56802	A
G6207368	R0667	C	R	CHEVROLET	2002	GTRUCK-GP2	1GNEK13Z42J316666	RAD	RADFORD	30-JUN-2004	10173	7234	A
G105898A	R0728	C	R	CHEVROLET	2004	GSAVEH	1GIND52F64M661208	RAD	RADFORD	30-JUN-2004	588	4	A
G1228757	R0564	C	R	FORD	2000	GSEDANS	3FAPF66LOYM112273	RAD	RADFORD	31-MAR-2004	39465	38526	A
G1104341	R0267	C	R	FORD	2002	GSAVEH	1FAPF532X2A218367	RAD	RADFORD	30-JUN-2004	55279	41094	A
CE0142	R0668	C	R	CHEVROLET	2002	COMVEH	1GNDT13W12K153919	WIS	REGULATORY	31-AUG-2003	16940	16940	D
CE0169	R0669	C	R	CHEVROLET	2002	COMVEH	1GNDT13W22K217790	WIS	REGULATORY	30-NOV-2003	17946	17329	D
CE47978	R0558	C	R	CHEVROLET	2001	COMVEH	1GNDT13W412117091	WIS	REGULATORY	30-NOV-2003	29966	25322	D
CE47977	R0557	C	R	CHEVROLET	2001	COMVEH	1GNDT13W412141942	WIS	REGULATORY	31-OCT-2003	20713	20048	D
CE47854	R0459	C	R	FORD	2000	LTRUCK-GP2	1FMXU70E4YUA92287	WIS	REGULATORY	30-NOV-2003	47353	46208	D
CE47853	R0457	C	R	FORD	2000	LTRUCK-GP2	1FMXU70E2YUZ92286	WIS	REGULATORY	30-NOV-2003	51882	49439	D
CE0367	R0710	C	R	JEEP	2004	CORPSVEH	1J4GW48S64C278894	WIS	REGULATORY	31-MAY-2004	6702	20	A
CE0362	R0713	C	R	JEEP	2004	CORPSVEH	1J4GW48S54C278899	WIS	REGULATORY	30-JUN-2004	3123	21	A
CE0363	R0718	C	R	JEEP	2004	CORPSVEH	1J4GW48S34C34C27889	WIS	REGULATORY	30-JUN-2004	2779	14	A
CE0366	R0717	C	R	JEEP	2004	CORPSVEH	1J4GW48S34C34C2788	WIS	REGULATORY	30-JUN-2004	12212	10	A
CE0361	R0712	C	R	JEEP	2004	CORPSVEH	1J4GW48S84C278895	WIS	REGULATORY	06-NOV-2003	12	10	A
CE0360	R0711	C	R	JEEP	2004	CORPSVEH	1J4GW48S84C278900	WIS	REGULATORY	31-MAR-2004	1031	10	A
CE0364	R0715	C	R	JEEP	2004	CORPSVEH	1J4GW48S14C278897	WIS	REGULATORY	30-JUN-2004	3198	23	A
CE0369	R0720	C	R	JEEP	2004	CORPSVEH	1J4GW48S14C278902	WIS	REGULATORY	30-JUN-2004	5274	14	A
CE0368	R0719	C	R	JEEP	2004	CORPSVEH	1J4GW48S44C278893	WIS	REGULATORY	30-JUN-2004	7100	14	A
CE0365	R0716	C	R	JEEP	2004	CORPSVEH	1J4GW48S44C278896	WIS	REGULATORY	30-JUN-2004	4822	21	A
CE0359	R0714	C	R	JEEP	2004	CORPSVEH	1J4GW48S34C278903	WIS	REGULATORY	31-MAY-2004	2042	20	A

**ANNEX M**  
**WATERFIELD BUILDING AND FORT NORFOLK**

1. At any time during Phase IV, when height of storm threat is within 18 hours landfall of possibly impacting Norfolk District Headquarters, the Commander or his designated representative may give the order to evacuate the Waterfield Building and Fort Norfolk.
2. It shall be the responsibility of the Logistics Office to ensure that the following actions are accomplished following the notice to evacuate:
  - a. Move elevators to the second floor and lock them there.
  - b. Shut down and turn off power to the following:
    - (1) Building HVAC system, pumps and equipment in the mechanical rooms.
    - (2) In conjunction with respective IMO Coordinators, the NAO Computer Center, including UPS battery backup systems.
    - (3) Emergency Generator.
    - (4) Pier facilities, exterior lighting, Bldg. 36, and Old Fort Norfolk.
  - c. If flooding is imminent or a storm tide in excess of +8 Ft NGVD is predicted by the EOC Duty Hydraulic Engineer, main power to the entire Fort Norfolk Reservation will be turned off and all exterior doors in the Waterfield Building will be sandbagged with one layer of sandbags and polyethylene to form a barrier against wind-driven rain and wave run-up (see sketch) as directed by the Emergency Manager.



APENDIX 1  
ANNEX M  
SANDBAGS

1. The Norfolk Emergency Management Office currently has a supply of 10,000 sandbags. These sandbags are located on pallets in the first floor warehouse, Waterfield Building.

A list of local sandbag suppliers follows. In addition to the suppliers listed, North Atlantic Division sister Corps' Districts may be contacted for availability of sandbags.

2. The Logistics Office maintains filled sandbags to minimally protect the Waterfield Building.

Sandbag Suppliers

Eastern Burlap  
834 W 25th Street  
Norfolk VA 23510  
Ph: 622-5914, 623-2074

**ANNEX N**  
**FLOATING PLANT**

1. In accordance with Annex F, upon entry into Phase III of a hurricane emergency, the District will begin to take steps preparatory to securing all Floating Plant. The Chief, Navigation Support and Survey Section, will notify key personnel from his office with instructions to execute emergency procedures for securing all District Floating Plant. The Chief, Regulatory Branch will notify his key person responsible for securing the vessels assigned to his office. Depending on storm intensity and speed, notice to execute relocation of vessels may be made during Phase III (hurricane watch) or Phase IV (hurricane warning). Good judgment should be used to ensure that adequate measures are taken in advance, especially for hurricane events occurring during holiday periods, over weekends or other non-duty hours.

**Norfolk District Floating Plant:**

<u>Organization</u>	<u>No. of Vessels</u>	<u>Size</u>
Technical Services Division		
Navigation Support and Survey Section	7	Large*
	7	Small**

\* Includes ND-6 Crane Barge                      \*\*25' or under, trailer-mounted

NOTE: All of the above vessels are based at Fort Norfolk. Specific information concerning the vessels is included below.

2. The primary safe harbor for the seven large vessels which are based at Fort Norfolk is at the Great Bridge reservation in Chesapeake, Virginia, in the vicinity of the locks on the A&C Canal. Approximately 2 hours will be required for the large vessels to reach the safe harbor from Fort Norfolk. The vessels will be moored in the basin located southeast of the locks. Vessels will be positioned dependent upon the number present.
3. The Emergency Operations Center has VHF radio equipment installed, which will allow communications with the large vessels during the storm event.
4. Under AR 500-60, paragraph 2-1f, boat captains have the authority to perform waterborne rescue operations to save human life, prevent human suffering or lessen major property damage. All such actions must be reported to the EOC Duty Chief, who will forward the information upward.
5. Smaller vessels on trailers should be secured at Fort Norfolk (Riverview parking lot), chained or cabled to a fixed object, or driven to Great Bridge. An alternative would be to hoist small boats onto ND-6 barge and transport them to Great Bridge. Trailer boats in the field should be located under shelter, such as in a garage or service station bay or, as a minimum, left on the trailer and filled with water.

**FLOATING PLANT - LARGE****Points of Contact:**

Technical Services Division, Operations Branch – Matthew Byrne, Chief, ofc 441-7668, res 481-2370

Technical Services Division, Operations Branch, Navigation Support & Survey Section, T. D. Woodward, Chief, ofc 441-7125, res 484-5589

**VESSEL: Elizabeth** (Cellular # 434-0977) and **ND-6** (Requires Vessel to move)

Length:	104'0"	80'6"
Beam:	31'2"	30'6"
Draft:	4'2"	2'2"
Max. speed:	7.5 mph	N/A
Crew:	4	N/A

<u>Title</u>	<u>Name</u>	<u>Telephone Nos.(A/C 757):</u>	
		<u>Office</u>	<u>Home</u>
Master, Derrickboat	Richard Bruton *	441-7550	(252) 333-1950
Mate, Derrickboat	Vacant **441-7550	547-2283	
Mechanic	Glen Boykin	441-7550	(919) 771-2689
Crane Operator	Dennis Barnes	441-7550	(919) 336-4551
Essential *			
Alternate **			
Responsible operator (rescue): Richard Bruton			

**VESSEL: Harrell** (Cellular # 477-3786)

Length:	53'0"
Beam:	15'0"
Draft:	4'6"
Max. speed:	16 mph
Crew	2

<u>Title</u>	<u>Name</u>	<u>Telephone Nos.(A/C 757):</u>	
		<u>Office</u>	<u>Home</u>
Tender Operator	Claude Caldwell*	441-7550	339-6206
Deckhand	Vacant **	441-7550	
Essential *			
Responsible operator (rescue): Claude Caldwell.*			

**VESSEL: Mobjack** (Cellular # 434-1101)

Length: 65'6"  
 Beam: 17'8"  
 Draft: 7'0"  
 Max. speed: 10 mph  
 Crew: 3

<u>Title</u>	<u>Name</u>	<u>Telephone Nos.(A/C 757):</u>	
		<u>Office</u>	<u>Home</u>
Tender Operator	Norman Harris*	441-7550	686-1325
/Deckhand			
/Deckhand	Paul Salib	441-7550	853-0077

Tender Operators/Deckhands alternate positions.  
 Essential \*  
 Responsible operator (rescue): Norman Harris

**NOTE:** All crews above (both tender operators and deckhands) are interchangeable on all vessels.

**VESSEL: Adams II** (Cellular # 477-4809)

Length: 65'  
 Beam: 19'6"  
 Draft: 6'6"  
 Max. speed: 21 kts  
 Crew: 3

<u>Title</u>	<u>Name</u>	<u>Telephone Nos.(A/C 757):</u>	
		<u>Office</u>	<u>Home</u>
Boat Operator	William Simmons*	441-7561	427-6677
Boat Operator	Gina Bear**	441-7561	473-1418
Survey Tech	Anthony Smith	441-7561	868-9776

Essential \*  
 Alternate \*\*  
 Responsible operator (rescue): William Simmons

**VESSEL: Lynnhaven (Cellular # 672-1280)**

Length: 40'0"  
 Beam: 15'0"  
 Draft: 3'6"  
 Max. speed: 14 mph  
 Crew: 3

<u>Title</u>	<u>Name</u>	<u>Telephone Nos.(A/C 757):</u>	
		<u>Office</u>	<u>Home</u>
Boat Operator	*	441-7561	473-1418
Boat Operator	William Simmons **	441-7561	427-6677
Survey Tech	Tim Woolard**	441-7561	482-9086
Essential *			
Alternate **			
Responsible operator (rescue): Gina Bear			

**FLOATING PLANT - SMALL**

**Technical Services Division, Operations Branch, Navigation Support & Survey Section,**  
 POC: T. D. Woodward, Chief, ofc. 441-7125, res. 484-5589

Vessels: 1 - 25' I/O aluminum boat on trailer ("CAWOOD")  
 (Adam Stephan, Operator) (Cellular # 672-1278)

1 - 21' outboard aluminum boat, on trailer ("SEAARK")  
 (Mike Williams, Operator) (Cellular # 672-1279)

1 - 17' outboard aluminum boat, on trailer ("LITTLE GIANT")  
 (Anthony Smith, Operator)

2 - open outboard skiffs

1 - small trailered "john" boat

## ANNEX O

OPERATIONS SUPPORT SECTION  
HURRICANE EMERGENCY PROCEDURES1. ATLANTIC INTRACOASTAL WATERWAY (AIWW)

The facilities at Great Bridge, Deep Creek, Lake Drummond, South Mills, the waterways and respective bridges are maintained under contract by U.S. Facilities, Inc. In accordance with emergency procedures Annex F, upon entry into a Hurricane Watch (Phase III) of a hurricane emergency, the District will begin to take steps preparatory to securing all AIWW Facilities. The Emergency Manager will notify the appropriate District elements responsible for AIWW Facilities. Respective divisions will notify key personnel from each of the affected branches/sections with instructions to execute emergency procedures for securing all the AIWW Facilities. Depending on storm intensity and speed, notice to execute relocation of vessels, vehicles and equipment may be made during a Hurricane Watch (Phase III) or Hurricane Warning (Phase IV). At all times, good judgment should be used to ensure that adequate measures are taken in advance, especially for hurricane events occurring during holiday periods, over weekends or other non-duty hours. The AIWW Project Manager will coordinate with the AIWW operating contractor to insure that all adequate measures are implemented.

AIWW POINTS OF CONTACT:

<u>Organization</u>	<u>Business Phone</u>	<u>Home Phone</u>
Construction Rep, AIWW William R. Jones	(757) 547-2109	(757) 549-6277 Cell: (757) 749-5603
Project Manager, AIWW Joel F. Scussel	(757) 441-7642	(757) 427-0642
Chief, Operations Support Section W. Meade Stith	(757) 441-7641	(757) 625-2243
Chief, Operations Branch Matthew T. Byrne	(757) 441-7668	(757) 481-2370
U.S. Facilities, Inc. John Bouthwick. U.S. Facilities Project Manager	(757) 547-2004	(757) 923-1755 Cell: (757) 617-5840
U.S. Facilities, Inc. Scotty W. Bateman Asst. Superintendent	(757) 547-2004	(252) 330-5638 Cell: (757) 375-0520
Chesapeake City Engineer Eric Martin	(757) 382-8740	(757) 482-9256

Chesapeake Deputy Coordinator  
Emergency Services  
Ms. Hui-shan Walker

(757) 382-6193

(757) 423-2313  
Pager: (757) 661-3143

USCG, Captain of the Port

(757) 484-8192

USCG, Notice to Mariners

(757) 398-6486

AIWW Facilities:Phone Number

Great Bridge Lock

(757) 547-3311

North Landing Bridge

(757) 482-3081

Deep Creek Lock/Bridge

(757) 487-0831

Lake Drummond

(757) 821-7408

South Mills Lock/Bridge

(252) 771-5906

AIWW HURRICANE EMERGENCY PROCEDURES

Under the direction of the AIWW Project Manager (O&M), the following steps shall be taken to protect all Government property under their care from storm damage:

- a. Establish the emergency communications network to the degree required by Emergency Manager.
- b. Prepare the safe harbor site for the vessels arriving from Fort Norfolk. Ensure the boat basin is prepared to secure Norfolk District Corps Vessels, Federal, State, and City Government Vessels, and then private vessels (if room exists).
- c. Place small boats and loose gear or any other items that may be blown away inside the sheds. Tie down any objects that cannot be stored inside.
- d. Disconnect or cut off any electrical equipment that may be subject to flooding:
  1. Pumps (gas, diesel, water, etc.).
  2. Electric motors.
  3. Shop equipment subject to flooding.
- e. Move all the vehicles to highest ground available.
- f. Cover all lock gears to protect them from floating debris.

- g. Ensure that the contractor and Corps personnel wear life jackets when working around the locks and waterways, especially during high winds. During Phase IV, no duties will be performed out-of-doors unless absolutely necessary in accordance with DR 500-1-3 Phase IV Warning (b).
- h. Windows without shutters are to be protected with plywood, when the severity of the storm is Category III or higher.
- i. Store drinking water in clean jugs or bottles for cooking or drinking and enough non-perishable foods to last for several days at remote sites.
- j. Make sure an ample supply of batteries and flashlights are available.
- k. Ensure all manned areas have first aid kits.
- l. Review the emergency operations manual DR 500-1-3, U.S. Army Corps of Engineers Norfolk District Hurricane Emergency Plan.

## **2. ALBEMARLE AND CHESAPEAKE CANAL HURRICANE EMERGENCY PROCEDURES**

In accordance with the Great Bridge Operations Manual for the Great Bridge Locks, when the difference in elevation between river and canal reaches 5 feet, 2 sets of gates will be closed at all times except when locking through. When elevation difference is 6 feet, all gates will be set in the closed position and the electrical current turned off due to possible flooding of the motors. At this time the waterway will be closed to navigation and the USCG, Captain of the Port and the USCG Notice to Mariners will be notified.

## **3. DISMAL SWAMP CANAL HURRICANE EMERGENCY PROCEDURES**

The Corps of Engineers operates three low-level, water-control structures on the Dismal Swamp Canal, one at Lake Drummond, one at Deep Creek, and one at South Mills. This section provides guidance for operating the Dismal Swamp Canal in an effort to lessen the effects of flooding. It should be recognized that the spillways at Lake Drummond and the canal are low-level, water control structures and may be used to lessen the effects of flooding, but they are incapable of preventing flooding. When significant flooding occurs, floodwater simply runs around and over the Lake Drummond spillway as it did during Hurricane Floyd in 1999. When this occurred during Floyd, the tail water elevation was so high that a failure of the spillway would have had no effect on downstream flood elevation. A significant amount of water was simply flowing around the spillway. Concerns that a spillway failure would cause downstream flooding were unfounded.

## a. References:

(1) River and Harbor Act of 3 March 1899 and modified by the River and Harbor Acts of 25 July 1912, 3 March 1925, and 3 July 1930 which authorizes the Dismal Swamp Canal.

(2) Public Law 93-402, passed in 1974, which contained the following provision: "In the administration of the Refuge, the Secretary (of the Interior) and the Chief of Engineers, Corps of Engineers, shall enter into such consultations and take such cooperative actions as they deem necessary and appropriate to ensure that any navigational or other uses made of the Dismal Swamp Canal do not adversely affect the Refuge and, in this regard, particular attention shall be given by the Secretary and the Chief of Engineers with respect to maintaining an appropriate water level in Lake Drummond."

(3) Water Control Plan of the Operational Procedures Manual for the Dismal Swamp Canal dated November 1996.

## b. Hurricane Season:

(1) Water levels in Lake Drummond and the Dismal Swamp Canal are on the Internet at [http://www.nao.usace.army.mil/HandH/wcds\\_main.htm](http://www.nao.usace.army.mil/HandH/wcds_main.htm).

(2) The Corps and the Contractor will review the Dismal Swamp Canal Operational Procedure Manual each hurricane season. Specific attention shall be placed on Section 7-07 which discusses spillway capacities, Plates 2-5 and 2-6 which provides rating curves for spillways at Lake Drummond, South Mills and Deep Creek, and Plates 2-9 and 2-10 which provides rating curves for the lock gate valves at Deep Creek and South Mills. Each of these ratings is for one wicket or lock valve as appropriate.

(3) The Dismal Swamp Canal shall be maintained at a normal range of elevation during the Hurricane Season (+1.0, DSC Datum). This depth is the minimum acceptable elevation for navigation based on channel depth, weather forecasts, evaporation, lock activities and reservoir capacities available in Lake Drummond.

(4) Weather and hydrometeorological conditions affecting the Dismal Swamp Canal will be closely monitored and releases will be increased as deemed appropriate. Excess reservoir storage capacity, above gauge reading 5.3 in Lake Drummond shall be discharged as quickly as conditions allow to maximize the system's ability to receive runoff from the Swamp and surrounding ditches. Releases shall be in accordance with the Dismal Swamp Canal Operational Procedure Manual on Page P-6 and P-7.

(5) When 80% or more of the system wickets are open, the Corps' AIWW operating contractor will have staffing available 24 hours a day to open additional wickets and the lock chamber fill valves as conditions and safety dictate.

c. Hurricane Watches (Phase III) and Warnings (Phase IV) for the Hampton Roads Area:

(1) During hurricane watches and warnings, local officials in the vicinity of the Dismal Swamp will be consulted with the water levels in Lake Drummond and the Dismal Swamp Canal a minimum of once a day and more as conditions and safety dictate.

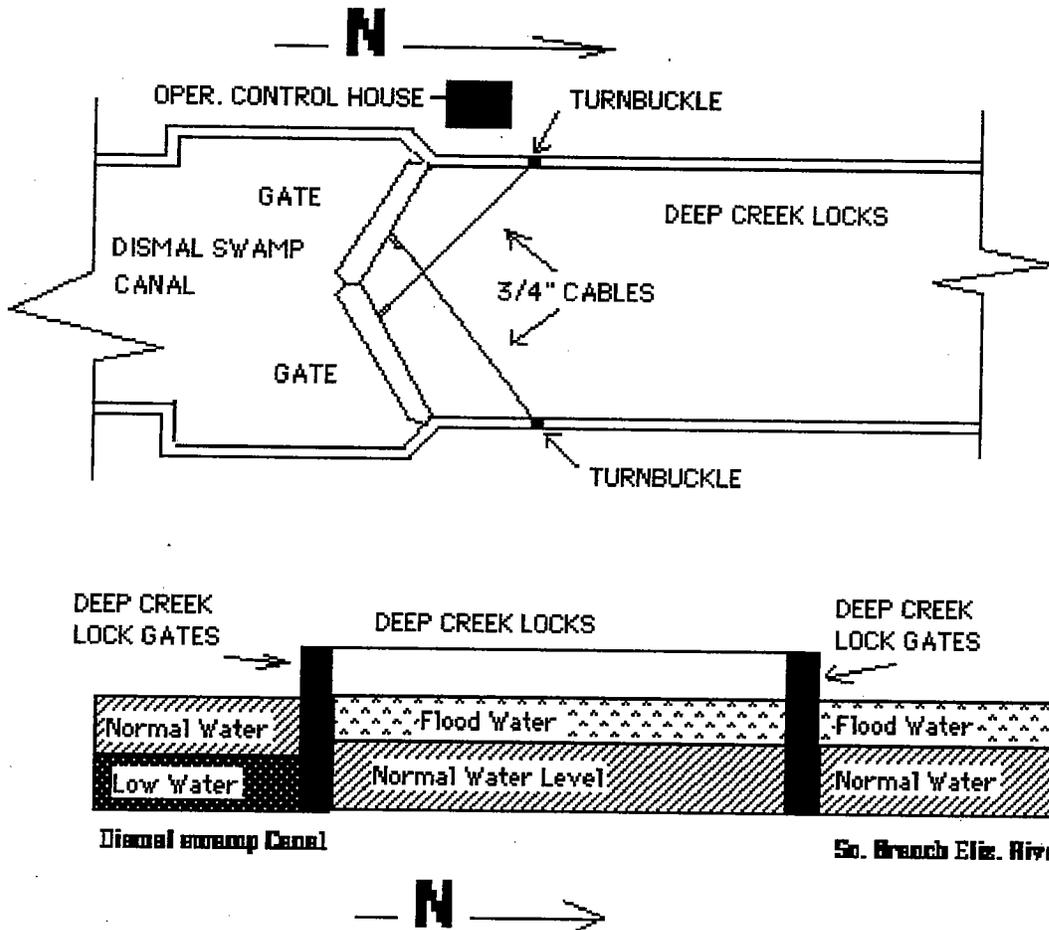
(2) During hurricane or flood warnings, the Corps' AIWW operating contractor will have staffing available 24 hours a day to open additional wickets and the lock chamber fill valves as conditions and safety dictate.

(3) During hurricane warnings when the water levels in the Dismal Swamp Canal and Lake Drummond are above normal and anticipated rainfall is expected to be heavy, additional wickets and lock chamber fill valves shall be opened as conditions dictate at Lake Drummond, Deep Creek and South Mills. The AIWW Project Manager (O&M) shall direct this after consultation with Hydraulics and Hydrology Section, Norfolk District Corps of Engineers and keep local officials advised.

(4) Even if communications are lost during storm conditions, operators will aggressively open spillway gates, wickets, and the lock chamber fill valves as conditions dictate in an effort to prevent water from overtopping the lock gates and/or the Lake Drummond water-control structure.

(5) Normal navigation shall be suspended in the Dismal Swamp Canal if flooding conditions exist in the canal and the water levels exceed the capability of the wickets and the lock chamber fill valves.

(6) The Deep Creek Canal side lock gates shall be secured with cable if the water level has dropped 3.5 feet below the predicted flood level of Southern Branch of the Elizabeth River, due to surge in tidal waters. When Lake Drummond and the Dismal Swamp Canal water levels rise above the tidal surge in the Elizabeth River due to heavy rainfall, remove the cables.



4. CRANEY ISLAND PROJECT.

In accordance with Annex F, upon entry into Phase III of a hurricane emergency, the District will begin to take steps preparatory to securing all equipment. The Emergency Manager will notify the appropriate District elements responsible for Craney Island. Good judgment should be used to ensure that adequate measures are taken in advance, especially for hurricane events occurring during holiday periods, over weekends or other non-duty hours.

CRANEY ISLAND POINTS OF CONTACT:

<u>Organization</u>	<u>Business Phone</u>	<u>Home Phone</u>
Facility and Project Manager, Craney Island Samuel E. McGee	(757) 484-1021	(757) 410-3874
Chief, Operations Support Section W. Meade Stith	(757) 441-7641	(757) 625-2243
Chief, Operations Branch Matthew T. Byrne	(757) 441-7668	(757) 481-2370

## CRANEY ISLAND HURRICANE EMERGENCY PROCEDURES

Under the direction of the Crane Island Project Manager, the following steps shall be taken to protect all Government property under their care from storm damage:

- a. Establish the emergency communications network to the degree required under DR 500-1-2 Annex J.
- b. The heavy equipment that is in the field will be moved to high ground and secured, cranes will boom down.
- c. All other equipment and large trucks should be moved to high ground in the area above the oil rack.
- d. Small trucks will be secured in or near the maintenance bays.
- e. Disconnect electric pump from pump house and store in Mechanics Shop.
- f. During Phase IV, no duties will be performed out-of-doors unless absolutely necessary in accordance with DR 500-1-3 Phase IV Warning (b).
- g. Windows without shutters are to be protected with plywood, when the severity of the storm is Category III or higher.
- h. Store drinking water in clean jugs or bottles for cooking or drinking and enough non-perishable foods to last for several days at remote sites.
- i. Make sure an ample supply of batteries and flashlights are available.
- j. Ensure all manned areas have first aid kits.
- k. Review the emergency operations manual DR 500-1-3, U.S. Army Corps of Engineers Norfolk District Hurricane Emergency Plan.

**ANNEX P**  
**EVACUATION OF THE WATERFIELD BUILDING**  
**and**  
**FORT NORFOLK**

1. **SITUATION.** Prior to the predicted landfall of a dangerous hurricane, the Governor of Virginia may authorize local governments to designate mandatory evacuations for low-lying areas. Corps of Engineers employees are not exempt from mandatory evacuation orders.

Prior to a mandatory evacuation order, and upon the recommendation of the Emergency Manager, the District Engineer may, at his discretion, order that preventive measures be taken to protect critical equipment, documents and records in the Waterfield Building which constitute the property of the U.S. Government under his command.

2. **MISSION.** The Norfolk District will take appropriate action in the Waterfield Building and Fort Norfolk to ensure the safety of equipment, documents and records against water and wind damage or loss. It will be assumed that building endwall exterior failure and window breakage will occur, exposing the building interior to high winds and wind driven rain. It will also be assumed that maximum predicted "SLOSH" corrected storm surges will occur, which will cause significant flooding to a height of 6 feet or 9 feet above the ground floor elevation of the Waterfield Building, respectively, for Category 3 or 4 storms. Wave action combined with flotsam in the floodwaters will affect the first floor of the Waterfield Building and other structures at Fort Norfolk.

The order to evacuate the Waterfield Building and Fort Norfolk will automatically implement Annex I of this Plan-*Activation of the Emergency Response and Recovery Office-Advance*. In most circumstances, the ERRO-A will already have been established, if storm conditions warrant.

3. **EXECUTION.**

a. Emergency Management Staff - Upon receiving orders to evacuate the Waterfield Building, Emergency Management staff will:

1) Ensure establishment of funding accounts for execution of this Annex.

2) Notify Division and Office Chiefs that the order to evacuate has been given, and advise them to begin the steps outlined below to safeguard Government property. See Appendix 2 to this Annex, page P-6.

3) Implement Annex I of this Plan, ERRO-A.

b. All Division and Office Chiefs will implement their respective contingency action plans to protect office machines, equipment, records and files. Upon completion of preventive measures, each Division or Office Chief will notify the Executive Office prior to releasing employees.

#### 4. ADMINISTRATIVE SUPPORT.

a. Each District Division and Office shall develop a plan to ensure that protective measures are taken prior to evacuation. Respective plans should outline specific equipment, files and records which are to be moved and/or protected.

b. Each Division and Office shall maintain sufficient supplies and resources to implement respective evacuation plans. These items shall be inventoried yearly at the beginning of the hurricane season.

c. Each Division and Office shall ensure that all employees are made aware of the evacuation plan requirements of the respective organization, assigning specific tasks to groups or individuals.

d. The Logistics Management Office shall maintain sufficient stock of protective plastic sheeting, bags, filament tape, etc. to assist District offices in protecting government property.

e. The Logistics Management Office shall provide labor with in-house forces or by contract to move heavy and/or voluminous material. The LMO shall update contractual agreements each year prior to hurricane season for offices requiring contracted labor and storage for safeguarding government property.

f. Critical areas in the Waterfield Building include:

1) First floor, items to be evacuated to a safe haven:

a) Library - designated books/documents, map files, current records

b) Office of Counsel - all files, Law Library, computers, office equipment

c) Logistics Management Office - Mechanical room. Warehouse supplies, computers, office equipment.

d) Engineering, Soils Lab - equipment and records

e) IMO, Mail Room - all mail, files and equipment

2) Floors 2, 3 and 4 - All offices with exposure to the windows should move computers, office equipment and files to the center isle. Computer equipment should be protected with heavy plastic sheeting or bags secured with filament tape. All files, cabinets, desks etc. which would be susceptible to wind driven water should be covered with heavy plastic sheeting or bags secured in place with filament tape.

3) Credit Union - The President of the Credit Union is responsible for evacuation of all critical records and equipment to a safe haven.

- g. Operations Branch - Property in flood zone:
  - 1) Survey Field Office - all files and equipment
  - 2) Survey Vehicles
  - 3) Survey Boats
  - 4) Plant Section - all files and equipment
  - 5) Craney Island Office - all files and equipment
  - 6) Great Bridge Office - all files and equipment
  - 7) Great Bridge Records Holding Area - all files
  
- h. Information Management Office - Property in flood zone:
  - 1) Magnetic tape files in Old Fort Norfolk
  - 2) Records holding area (motor pool)
  
- i. Regulatory Branch - Property in flood zone: - historical files in motor pool area
  
- j. Logistics Management Office - Property in flood zone:
  - 1) Motor Pool - All vehicles not reserved for mission
  - 2) Building and Grounds - tools, supplies, equipment
  
- k. Planning and Policy Branch - Property in flood zone:
  - historical files in motor pool area
  
- l. Contracting Division - Property in flood zone:
  - all files and equipment stored on 1st floor and Old Fort Norfolk.
  
- 5. COMMAND AND SIGNAL - Command and Signal for this Annex will be as outlined in paragraph 5 of Chapter 1 of this plan, with the exceptions outlined below.
  - a. The authority to implement this Annex resides with the District Engineer or her designated representative.
  
  - b. It shall be the responsibility of the Emergency Manager to keep the District Engineer informed of the hurricane probabilities for Norfolk (see Annex E).

c. Following passage of the storm, it is the responsibility of all District employees to remain informed and to follow instructions broadcast by the local radio stations. Employees should return to work as soon as safely practicable (see Appendix 4 of this Annex).

**APPENDICES:**

Appendix 1 - Floor Elevations

Appendix 2 - Notice to Evacuate the Waterfield Building

Appendix 3 - Decision Criteria for Evacuation, Waterfield Building

Appendix 4 - Return to Work Following Evacuation

APPENDIX 1  
ANNEX PFIRST FLOOR ELEVATIONS  
HURRICANE STORM TIDE ELEVATIONS  
(in feet, NGVD)

<u>LOCATION</u>	<u>FIRST FLOOR ELEVATION</u>	<u>POTENTIAL STORM TIDE ELEVATION*</u>			
		<u>Cat. 1</u>	<u>Cat. 2</u>	<u>Cat. 3</u>	<u>Cat. 4</u>
Waterfield Building Lobby	10.0	6.7	9.7	12.9	16.2
Building 36	9.7	6.7	9.7	12.9	16.2
Bldg 1, Fort Norfolk (magazine)	9.3	6.7	9.7	12.9	16.2
Bldg 2, Fort Norfolk (old Dredging Management offices)	8.3	6.7	9.7	12.9	16.2
Bldg 3, Fort Norfolk (old cafeteria)	9.2	6.7	9.7	12.9	16.2
Bldg 4, Fort Norfolk (Historical Society Office)	9.1	6.7	9.7	12.9	16.2
Survey Field Office	8.1	6.7	9.7	12.9	16.2
Survey Field Office -- Garage/Storage area	7.2	6.7	9.7	12.9	16.2
Carpenter Shop, Motor Pool area	7.7	6.7	9.7	12.9	16.2
Record Holding area, Motor Pool	7.2	6.7	9.7	12.9	16.2
Operations Branch Plant Office	7.5	6.7	9.7	12.9	16.2
Craney Island Project Office	15.9	6.5	10.0	13.7	17.5
Great Bridge Reservation Office, Bldg 1	6.8	6.0	8.4	13.4	16.7
Great Bridge Records Holding area, Bldg 3	4.8	6.0	8.4	13.4	16.7
Great Bridge Machine and Carpenter Shop, Bldg 2	5.5	6.0	8.4	13.4	16.7

\* NOTES

1. Potential storm tide elevations are listed by category of storm using the Saffir-Simpson Hurricane Scale. Elevations are based on stillwater levels with storm surge flooding occurring at the time of high tide with no wave action included. Elevations are referenced to the National Geodetic Vertical Datum of 1929 (NGVD).
2. Storm tide elevations are from the National Weather Service/National Hurricane Center Sea, Lake, and Overland Surges from Hurricanes (SLOSH) Model Display Program, using model results from the Norfolk Basin. The storm tide elevations represent worst case tidal flooding for storms considered applicable to the geographic area.
3. The storm tide elevations should only be used for general planning purposes.

APPENDIX 2  
ANNEX P

## NOTICE TO EVACUATE THE WATERFIELD BUILDING

CENAO-DC-E

DATE

MEMORANDUM FOR ALL DIV/OFC CHIEFS AND AREA/RESIDENT ENGINEERS

SUBJECT: Notice to Evacuate the Waterfield Building

1. As of \_\_\_\_\_ Annex P of the Norfolk District Hurricane Plan has been ordered for the event \_\_\_\_\_. This order also implements Annex I, Activation of the ERRO-A.
2. Due to the imminent danger presented by this event, all Division/Office Chiefs shall carry out the procedures in their respective Office Evacuation Plans to protect government files, records and property from wind and water damage or loss.
3. Upon completion of preventive measures, Division and Office Chiefs shall report such status to the Executive Office and request final briefing prior to releasing their employees.
4. All employees should be reminded to monitor local radio broadcasts for instructions following passage of the storm.

DEBORAH L. MASSENBURG, P.E.  
Emergency Manager

APPENDIX 3  
ANNEX P

## DECISION CRITERIA FOR EVACUATION OF WATERFIELD BUILDING

1. At some point in time, during an approaching hurricane scenario, a decision must be made as to when the order is to be given to evacuate the Norfolk District Headquarters in the Waterfield Building.

Decision criteria comes from the Technical Data Report, Virginia Hurricane Evacuation Study, April 1992, Chapter 7, with specific page numbers referenced below.

The following assumptions will be used in the Decision Arc Model for Waterfield Building Evacuation:

- Decision Arcs will be those listed on Table 7-8, page 7-16 of the Study (Virginia Beach), will assume a medium evacuee response, and the appropriate seasonal occupancy Clearance Time column.
- Add one category to the storm in step 3 of the Hurricane Evacuation Decision Worksheet, page 7-28.
- At the decision point, if probability is greater than 27%, the Evacuation Annex of the Norfolk District Hurricane Plan shall be implemented (see paragraph 9, page 7-29).
- Emergency Management Staff will begin to apply the decision arc model when the storm landfall prediction is greater than 10% for Virginia, or between 72 and 48 hours prior to predicted landfall.

2. The National Hurricane Center issues a Probabilities report in its Tropical Storm/Hurricane Forecasts. This Probabilities report is based on the same Decision Arc method discussed above, and more easily obtainable at website <http://www.nhc.noaa.gov/>. The Emergency Operations Center routinely monitors this site during emerging and threatening storms.

3. Discussions with the State of Virginia and the National Weather Service office in Wakefield, as well as the procedures being undertaken by the localities, will also be consulted in the decision-making process.

## APPENDIX 4 ANNEX P

### RETURN TO WORK FOLLOWING EVACUATION

Following passage of the storm, Norfolk District employees should continue to remain informed and await instructions by following the Norfolk District Inclement Weather Announcements policy, shown below.



**US Army Corps of Engineers  
Norfolk District CorpsNet**




---

### Inclement Weather Announcements

In the event of inclement weather, our main consideration is our employees' safety. If hazardous weather conditions arise outside normal duty hours, consult the media outlets listed below.

During inclement weather announcements, media outlets will use one of the following codes to broadcast reporting instructions:

- Code 1 (Report 1 hour later than your normal schedule)
- Code 2 (Report 2 hours later than your normal schedule)
- Code 3 (Do not report)

As a minimum, PAO will provide official announcements to the following radio and television stations:

### Radio Stations

WCMS (FM 100.5, AM 1050)  
WTAR (AM 850.0)  
WFOG (FM 92.9)  
WNIS (AM 790.0)  
WWDE (FM 101.3)

### TV Stations

WAVY (Channel 10)  
WTKR (Channel 3)  
WVEC (Channel 13)

For a back up, we will place a recorded inclement weather message on 441-7606 and 7673.

If you have questions, it's your responsibility to contact your supervisor for clarification.

Knowing the district's foul weather policy may not make it any easier to contend with slick roads and traffic tie-ups, but it can relieve the confusion that sometimes accompanies such situations and may help you plan ahead to get through foul weather safely.

ANNEX Q  
NORFOLK DISTRICT  
PRELIMINARY DAMAGE ASSESSMENT (PDA)  
STANDARD OPERATING PROCEDURES (SOP)

1. PURPOSE The purpose of this SOP is to provide guidance and details for inspecting and reporting coastal damage in the Tidewater VA area immediately following the occurrence of a severe storm or hurricane.

2. AUTHORITIES AND REFERENCES.

- a. Public Law 84-99 As Amended
- b. ER 500-1-1 Civil Emergency Management Program
- c. EP 500-1-1 Civil Emergency Management Program - Procedures
- d. DR 500-1-3 Hurricane Plan

3. SITUATION.

a. The Tidewater area, being a lowland coastal region, is vulnerable to high winds and flooding associated with hurricanes. Should a hurricane strike this area, debris and flooding would prevent travel to many areas. Therefore, it is important to have Preliminary Damage Assessment (PDA) teams pre-positioned at various locations in the Tidewater area prior to a hurricane landfall, to report initial damages to the Emergency Operations Center. These reports will assist in assessment of the Norfolk District operations, status of its employees, and status of the infrastructure of the Hampton Roads area, to be reported to higher headquarters, State of VA and FEMA.

b. Once a hurricane becomes a moderate to severe threat to the Tidewater region, Emergency Management personnel will begin Emergency Response and Recovery Office - Advance (ERRO-A) relocation procedures, in accordance with DR 500-1-3, and the PDA teams will be activated. PDA teams will also be activated for less severe hurricanes, when relocation of the ERRO-A element does not occur.

4. CONCEPT OF OPERATIONS.

a. The concept of operations is built upon the premise that five highly skilled PDA teams, pre-positioned at various locations throughout Hampton Roads, can report **initial** damage of their respective areas faster and more accurately than the local governments.

b. Immediately after a hurricane passes and an overall assessment of the team member's community/area of responsibility has been made, PDA team members will check in with their Team Leader (the Team Leader of their specific Zone). Reports to the team leader will be made via 1) land-line telephone 2) cellular telephone, or 3) VHF radio. Priority should be given to land-line telephone, with cellular telephone as a back-up, and VHF radio if both means of telephones are inoperable. Once all team members have checked in with their team leader, the Team Leaders will make an initial report to the PDA Chief via land-line telephone, cellular telephone, or HF/VHF radio, depending on conditions. The PDA Chief will check in with the Waterfield Bldg EOC, 441-7575 (if operable). The PDA Chief shall also check in with the ERRO-A (Richmond Alternate EOC) Communications Officer, or Duty Officer if Commo Officer is unavailable. Following the initial report to the EOC's, PDA teams will proceed to areas that are historically prone to flooding, briefly document damages and take pictures (see Appendix A and Areas of Inspection Map).

**NOTE:** Communications contact will always be attempted in the following order: 1) Land-line telephone 2) Cellular telephone 3) VHF or HF Radio. HF Radio used by Net Control only.

**NOTE:** The Net Control Officer will serve as a back-up to the PDA Chief. If contact cannot be made with the Team Leader or PDA Chief, reports can be made to Net Control.

## Appendix A PDA PROCEDURES

1. When the National Weather Service posts watches and warnings for the arrival of a hurricane threatening the Hamptons Roads/Tidewater area, the Emergency Operations Center will implement procedures outlined in Annex F of the Norfolk District Hurricane Plan based on the location of the storm. This Annex outlines procedures for activation of the PDA Team and reporting responsibilities immediately following the passage of the storm.
2. Upon Activation of the PDA Team:
  - a. PDA Team Members should notify their supervisors that they have been activated by the EOC.
  - b. Government four-wheel drive vehicles will be reserved for Team Leaders requesting them. A release letter for overnight use will be prepared for the Commander's signature and kept on file in the EOC (See sample Appendix E). These vehicles may be used to transport all Team Members to perform inspections as a group in lieu of using POVs.
  - c. Team Members will be assigned equipment specified in Annex D.
  - d. Team Leaders will gather their team for last minute instructions, to verify addresses and phone numbers, designate meeting locations and times, and reporting times and procedures. Areas of responsibility shall be divided up between team members to ensure full coverage of assigned area and to alleviate duplication of reporting. Inspections can also be made as a group - if this is the plan, an assigned post-storm meeting location must be established by all team members.
  - e. Damage estimates should be approximations. Do not establish value. Document damages on Data Sheets (see Appendix F) or in a report format. Types of damages to be reported include, but are not limited to, debris, garbage, bridges and roads damage, damage to public buildings (libraries, schools), beach erosion, utilities.
  - f. Photographs - Locations should be noted for reference to photographs. Undeveloped film turned into the EOC should be identified. Name should be written or taped on film container.
3. Team Duties:
  - a. Immediately after the storm passes, Team Members are to attempt land-line telephone contact with their respective Team Leader to check in and report they are safe and to report any immediate damages they may have around their home. If the land-line telephones are not in operation, then PDA Chief is to attempt communication with their team leader via cellular telephone, then VHF Radio. Team members should remain aware of surrounding conditions

and continue to attempt contact with their Team Leaders until contact is made. Photographs should be taken to document significant damages.

b. Immediately after the storm passes, Team Leaders are to attempt land-line telephone contact with the EOC (441-7575) and ERRO-A (Richmond EOC) to give a short verbal report on conditions and to check in. If the land-lines are not in operation, then PDA Chief is to attempt communication with the EOC's via cellular telephone and/or VHF Radio. If communication with Team Members fails, Team Leaders should start "windshield" surveys via government four-wheel drive vehicle or POV in their assigned areas (see Appendix C and enclosed map). Team Leaders should remain aware of surrounding conditions and continue to attempt contact with their Team Members if they have not heard from them. Team Leaders are to give initial check in reports to the PDA Chief at 0930. PDA Chief will then report team's consolidated check in to the EOC(s). Team Leaders will provide conclusive reports by 1230 noon to the PDA Chief, who will report consolidated reports to the EOC(s). Photographs should be taken to document significant damages.

### **REPORT TIMES:**

- 0900** Team Members Initial check in to Team Leader.
- 0930** Team Leaders Initial check in to PDA Chief (Sweitzer).  
Team Leaders check in briefly with Waterfield Bldg EOC (if operational) and with ERRO-A (Richmond EOC) Communications Officer/Duty Officer.  
If contact with PDA Chief is not possible, provide Initial report to Net Control.
- 0930** PDA Chief will provide consolidated check in to the ERRO-A (Richmond Alt EOC) Communications Officer/Duty Officer and the Norfolk District Waterfield Bldg EOC (if operational).
- 1200** Team Members should submit Final report to Team Leader.
- 1230** Team Leaders should submit Final report to PDA Chief.  
If contact with PDA Chief is not possible, provide Final report to Net Control.
- 1300** PDA Chief will report consolidated information to the ERRO-A (Richmond Alt EOC) Communications Officer or Duty Officer, and the Norfolk District Waterfield Bldg EOC (if operational).

### **EOC PHONE NUMBERS:**

- |                              |   |
|------------------------------|---|
| <b>Norfolk District EOC:</b> | 757-441-7575 (Phone)<br>757-441-7833 (FAX)<br>757-434-3808 (Cellular - Van Houten)  |
| <b>ERRO-A (Richmond EOC)</b> | (To be provided once established)<br>Doubletree Richmond Airport 804-226-6400 (Main #)<br>Courtyard Marriott Richmond Airport 804-652-0500 (Main #) |
| <b>ERRO-A Duty Officer</b>   | 757-439-6240 (Cellular)   |

c. Radio Checks will be conducted between all Team Members and Net Control at times noted below. See Appendix G for radio operating instructions.

### RADIO CHECKS

0830  
1700

4. Completion of Inspections. Teams will make every effort to return to their regular duty stations one day after their initial preliminary inspections have started, unless further guidance is received from the EOC.
5. **Safety** should be considered at all times. If an evacuation order is given for residents of Hampton Roads, PDA Team Members should consider evacuation.
6. If additional reports are required, all damages cannot be surveyed immediately, or damages are extensive, the EOC may request Teams to perform further surveys.

### NOTES:

Net Control will report any critical information to the EOC(s) at the discretion of the Net Control Officer.

APPENDIX B  
INITIAL PRELIMINARY DAMAGE ASSESSMENT TEAMS

<u>AREA</u>	<u>TEAM MEMBERS</u>	<u>OFFICE PHONE</u> <u>(757)441-unless noted</u>	<u>HOME PHONE</u> <u>(757) unless noted</u>
<b><u>PDA CHIEF</u></b>			
<b>Primary</b>	Robert Sweitzer	7666	479-3071 Cell 672-1277
<b>Alternate</b>	Eric Legaspi 1225 Spruce La Chesapeake VA 23320	7017	410-2984 Cell 676-6299
<b><u>ZONE 1 (Channel 2)</u></b>			
<b>Primary TL</b>	Jerry Swean 2941 Woodduck Dr Sandbridge 23456	7101	Cell 749-6969
<b>Alternate</b>	Brian Rheinhard 518 9 <sup>th</sup> St Virginia Beach 23451	7768	425-6503 Cell 329-6734
	Robert Berg 665 Coral Key Virginia Beach 23452	7793	486-3905 (Alt) 481-0267
	Nandy Perillo 5613 Shinfield Dr Virginia Beach 23464	7080	479-1002 Cell 403-0913
	Greg Michael 3300 Eamon Ct, Apt 202 Virginia Beach VA 23452	7081	486-4736

<u>AREA</u>	<u>TEAM MEMBERS</u>	<u>OFFICE PHONE (757) 441-unless noted</u>	<u>HOME PHONE (757) unless noted</u>
<b><u>ZONE 2 (Channel 4)</u></b>			
<b>Primary TL</b>	John Evans 1321 Rodgers St Chesapeake 23324	7794	543-9101 Cell 869-5558 Alt Cell 757-573-4738
<b>Alternate</b>	Dave Linn 816 Chris Ct Chesapeake VA 23322	7297	482-5373 757-672-5941
	Eric Legaspi 1225 Spruce La Chesapeake VA 23320	7017	410-2984 Cell 676-6299
	Robert Sweitzer (PDA Chief) 1896 Heald Way Virginia Beach 23464	7666	479-3071 Cell 672-1277
	Tim Woolard 619 Broadwinsor Cres Chesapeake 23322	7561	482-9086 Cell 757-650-6785
<b><u>ZONE 3 (Channel 1)</u></b>			
<b>Primary TL</b>	Greg Culpepper 4040 Woodland Dr Chesapeake 23321	7655	465-5440 Cell 876-2393
<b>Alternate</b>	Bo Taran 4308 Faigle Rd. Portsmouth 23703	7612	483-6569
	Michele Muller 3604 Pt Elizabeth Dr Chesapeake VA 23321	7325	483-3290
	Chris Service 5624 Picadilly Lane Portsmouth 23703	7035	484-5167 Cell 532-5167
	Glenn Seay 303 Longview Cir Smithfield VA 23430	7361	255-2557 Cell 434-4926

<u>AREA</u>	<u>TEAM MEMBERS</u>	<u>OFFICE PHONE</u> <u>(757)441-unless noted</u>	<u>HOME PHONE</u> <u>(757) unless noted</u>
<b><u>ZONE 4 (Channel 1)</u></b>			
<b>Primary TL</b>	Brad Atkins 919 Jamestown Cres Norfolk 23508	7706	489-8566 Cell 757-285-3660
<b>Alternate</b>	Tom Friberg 4808 Sheldon Dr Virginia Beach 23455	7645	460-1258 Cell 575-7040
	Marc Gutterman 1216 Westover Ave Norfolk 23507	7669	627-5239 Cell 287-9083
	Keith Lockwood 314 Ferdinand Cir Virginia Beach 23462	7127	456-5335 Cell 343-5336
	Pete Rhodes 1548 Fuller La Virginia Beach 23455	7296	464-0615
	Chris Rowley 5521 Woodbine Rd Norfolk VA 23502	7018	455-2868 620-1899

<u>AREA</u>	<u>TEAM MEMBERS</u>	<u>OFFICE PHONE</u> <u>(757)441-unless noted</u>	<u>HOME PHONE</u> <u>(757) unless noted</u>
<b><u>ZONE 5 (Channel 3)</u></b>			
<b>Primary TL</b>	Karrin Frankie 876 Monarda Ct Newport News 23608	484-1021	872-0690 Cell 593-1783
<b>Alternate</b>	Greg Steele 25 Jacobs Lane Newport News 23606	7589	599-8307 Cell 619-0817
	Pat Devereux 81 Gresham Cir Newport News 23608	878-7125	874-8118 Cell 342-9385
	John Clark 619 Yorktown Rd Poquoson 23662	788-3239 Alt 225-4053	868-0960 Cell 869-0212
	Guy Ervin 109 Victory Rd Grafton 23692	225-4053	898-5524 Cell 503-1768

NOTE: For Cell Phones, the Area Code of 757 may need to be dialed with the number.

## Appendix C AREAS OF INSPECTION

**Zone 1** - Eastern Hampton Roads bound by the Chesapeake Bay on the north, Atlantic Ocean on the east, the Currituck Sound on the south, North Landing River, Salem, Princess Anne, and Baxter Roads, and the Western Branch of the Lynnhaven River on the west.

This area includes the major portion of the City of Virginia Beach including the Oceanfront and Sandbridge sections. Major transportation facilities include I-264, U. S. Route 58, and U. S. Route 60. Major military facilities include Fort Story, Dam Neck, and Oceana Airfield.

**Zone 2** - Southern Hampton Roads bound by the Eastern Branch of the Elizabeth River on the north, Princess Anne, Salem, and Elbow Roads and the North Landing River on the east, the Northwest River on the south, and the Dismal Swamp Canal and Southern Branch of the Elizabeth River on the west.

This area includes the Berkley, Indian River, Greenbrier, and Great Bridge sections of the City of Chesapeake, the South Norfolk section of the City of Chesapeake, and the southern Kempsville, and Stumpy Lake sections of the City of Virginia Beach. Major transportation facilities include I-64, I-464, U. S. Route 17, U. S. Route 13, S. R. Route 168, the AIWW Locks and Canal, and the Dismal Swamp Canal. Major military facilities include Fentress Airfield and the Naval Security Group Northwest.

**Zone 3** - Western Hampton Roads bound by Hampton Roads on the north, Elizabeth River and Southern Branch of the Elizabeth River on the east, Dismal Swamp on the south, and the Nansemond River on the west.

This area includes the entire City of Portsmouth, the Deep Creek, Gilmerton, Bowers Hill, and Western Branch sections of the City of Chesapeake, and the northeastern and downtown sections of the City of Suffolk. Major transportation facilities include I-64, I-264, I-664, U. S. Route 17, U. S. Route 58, U. S. Route 13, U. S. Route 460, and Dismal Swamp Canal Locks at Deep Creek. Major military facilities include the Norfolk Naval Shipyard, U. S. Naval Hospital, and USCG Headquarters.

**Zone 4** - Central Hampton Roads bound by the Chesapeake Bay on the north, the Western Branch of the Lynnhaven River and Baxter Road on the east, the Eastern Branch of the Elizabeth River on the south, and the Elizabeth River and Hampton Roads on the west.

This area includes all of the City of Norfolk with the exception of Berkley and the western portions of the City of Virginia Beach including the Chesapeake Beach section. Major transportation facilities include both the Downtown and Midtown Tunnels, the Chesapeake Bay Bridge Tunnel, I-64, I-264, U. S. Route 13, U. S. Route 58, U. S. Route 60, and Norfolk

International Airport. Major military facilities include the Little Creek Amphibious Base, Norfolk Naval Air Station, and Norfolk Naval Base.

**Zone 5** - The Peninsula or Northern Hampton Roads bound by the York River to the north, Chesapeake Bay to the east, James River to the south, and the city of Williamsburg and James City County to the west.

This area includes, in their entirety, the cities of Hampton, Newport News, and Poquoson, and York County. Major transportation facilities include I-64, U. S. Route 17, U. S. Route 60, Patrick Henry Airport, Hampton Roads Bridge Tunnel, Monitor-Merrimac Bridge Tunnel, James River Bridge, and York River Bridge. Major military facilities include Fort Monroe, Fort Eustis, Langley Air Force Base, and U. S. Naval Weapons and Supply Centers.

## Appendix D EQUIPMENT

Team Members will be assigned Emergency Supply Kits containing the following items:

- VHF Handheld Radio w/operating instructions
- 35mm Camera/Film
- Calculator
- First Aid Kit
- 100-ft Tape Measure
- Flashlight w/batteries
- Clipboard
- Various Stationery Items
- IPDA Handbook/Checklists
- Tidewater/Peninsula/VA Street Map Books

Appendix E  
**SAMPLE GOVERNMENT VEHICLE REQUEST FORM**

CENAO-DC-E

1 July 2004

MEMORANDUM FOR Ch, Transportation and Supply Br, Logistics Management Ofc

SUBJECT: Use/Release of Government Vehicles

1. As an Emergency Operations member of the Preliminary Damage Assessment Team, John Doe is hereby authorized to take a government vehicle overnight to his domicile for use in inspecting damages related to Hurricane FLOYD.
2. Questions may be directed to the Emergency Operations Center Duty Chief, at x7575.

YVONNE J. PRETTYMAN-BECK  
Colonel, EN  
Commanding

Appendix F  
**PRELIMINARY DAMAGE ASSESSMENT CHECKLIST****LOCATION:**

<b><u>CATEGORIES</u></b>	<b><u>DAMAGE</u></b>				
	<b><u>N/A</u></b>	<b><u>None</u></b>	<b><u>Minor</u></b>	<b><u>Moderate</u></b>	<b><u>Severe</u></b>
1. Public Property					
2. Public Buildings					
3. Private Property					
4. Private Buildings					
5. Bridges & Roads					
6. Utilities					
7. Debris, Garbage					
8. Beaches					
9. Bulkheads					
10. Other					

**NARRATIVE/DESCRIPTION:**

**SAMPLE PDA REPORT****Preliminary Damage Assessment Report****Prepared by** Greg Steele, Civil Engineer**Date** 08/28/98**Storm Event** Hurricane/Tropical Storm Bonnie

**Area Examined** The area bounded by Salem Road, Elbow Road, Indian River Road to Kempsville Road, Kempsville Road to Centerville Road, Centerville Road to Indian River Road, Indian River Road To Providence Road, Providence Road to Military Highway, Military Highway to Interstate 264. Neighborhoods examined include: Woodbridge Condominiums, Wyndamere, Glenwood Villas, Glenwood, Salem Woods, Rosemont Forest, Bellamy Manor, Indian Lakes, Haven Estates, Lake Christopher, Lake James, Brandon, Bent Tree, Cedar Hill, Avalon Hills, Woodstock, and Woodhaven. All areas were within the City of Virginia Beach. At 0830 I began my assessment of damage in the area of my residence. In general, debris was encountered almost everywhere from wind damage. Broken/uprooted trees were common, and I personally encountered 8 residences that were damaged from falling trees/limbs to varying degrees. Also I came across a location where a tree had fallen on 4 vehicles and caused sever damage to each. Exposed plywood on rooftops was common, as well as missing siding and trim on many residences.

Below is a listing of photographs that I took during my assessment.

Photo #1 – Picture of fallen trees on Eagle Rock Road at Honey Bee Golf Course

Photo #2 – Picture of fallen trees on Eagle Rock Road at Honey Bee Golf Course

Photo #3 – Picture of fallen trees on Eagle Rock Road at Honey Bee Golf Course

Photo #4 – Picture of fallen trees on Eagle Rock Road at Honey Bee Golf Course

Photo #5 – Picture of damage to house (Eagle Ridge Court) that had a tree limb fall on the roof over garage

Photo #6 – Picture of house (2213 Eagle Ridge Court) who had a snapped tree fall onto the corner of the house, causing severe damage to the structure of the corner of the house. Also, another tree fell from behind the house and damaged fence.

Photo #7 – Picture of same house as Photo #6

Photo #8 – Picture of same house as Photo #6

Photo #9 – Picture of same house as Photo #6

Photo #10 – Picture of house (2212 Eagle Ridge Court) that had a tree fall into the back attic space of the house

Photo #11 – Picture of same house as Photo #10

Photo #12 – Picture of tree in the attic space of the house in Photo #10

Photo #13 – Picture of two condo units (5193 and 5177 K Thatcher Way) who had a tree fall across the corner, damaging the deck and side of the units.

Photo #14 – Picture of four vehicles damaged by a fallen tree

Photo #15 – Another picture of the four vehicles and the fallen tree

Photo #16 – Picture of a tree that has fallen across Ludlow Drive

Photo #17 – Picture of a house which had a tree fall into it lengthwise, through the attic and into the second floor living space, at the corner of Boston Court and Boxford Road.

Photo #18 – Same house as in Photo #17

Photo #19 – Photo of a tree that fell across Dylan Rd at Albright Road

Photo #20 – Photo of a collapsed Chimney due to a fallen tree on Brandon Lane

Photo #21 – Photo of roof damaged caused by a fallen limb on 6233 Auburn Lane

Having completed my initial assessment at 1130, I returned to the Norfolk District.

Greg Steele  
Planning Resources Branch

## Appendix G VHF RADIO OPERATIONS AND PROCEDURES

1. This annex defines the required back-up communications operations used with the VHF radio system. The radio coverage area is based on the map Area of Inspections, Appendix C. There are four repeater sites in the areas of inspection:

A. **Channel One and/or Zones Three and Four** is located in Norfolk. Location of repeater is the Waterfield Bldg. The range of the radio is approximately 5 miles. The range may vary due to location and environment of the handheld radio.

B. **Channel Two and/or Zone One** is located in Virginia Beach. The location of the repeater is at the Breakers Hotel, 17th and Atlantic Ave. The range is approximately 5 miles, plus or minus your environment.

C. **Channel Three and/or Zone Five** is located in Hampton. The location of the repeater is at the Gantry, Langley/NASA. The range is approximately 10 miles, plus or minus your environment.

D. **Channel Four and/or Zone Two** is located in Chesapeake. The location of the repeater is at the Great Bridge Locks. The range is approximately 8 miles plus or minus your environment.

2. **NOTE:** Always try to find a clear path for radio signals to reach the repeaters. The effective range of your handheld radio is directly related to your location and environment. Distance, buildings, wooded areas, metallic structures all degrade performance. Moving away from objects and reaching higher elevations increase your radio clarity, both receiving and transmitting.

**NOTE:** The mobile or roof-top antenna system will give you the best transmitting and receiving quality for operations.

3. Reporting should be performed in your designated area or channel of operation (your physical location).

\* Use of the VHF Radio should be the last option for reporting purposes. Reporting should be made in the following priority:

- 1) Land-line telephone
- 2) Cellular telephone
- 3) VHF Radio.

\* All reports should be passed on to your Team Leader. When contact cannot be established with your Team Leader, information may be passed to the Net Control Officer.

4. A list of Tidewater Net Control Officers is provided below:

<u>Net Control Officer</u>	<u>Location/CH#</u>	<u>Home Phone</u>	<u>Cell Phone</u>
Glenn Seay	Isle of Wight, CH1, CH3	255-2557	434-4926
John Evans	S. Norfolk, CH1, CH4	543-9101	869-5558
Robert Sweitzer	W. Kempsville, CH2, CH4	479-3071	672-1277

5. Telephone circuits are available at each repeater (if operational). To make a call, first push the orange button for DTMF operation. Push the # key, then the \* key, you should hear the dial tone. You then simply dial the number to send. To disconnect or end the call push the # key twice.

NOTE: Norfolk/CH1 and Langley/CH3, you must dial a 9 before you dial the number.

6. Making telephone calls to radios in the field - simply call the repeater number and it will access the radios in that area. Repeater Numbers below:

Norfolk Repeater	441-6259
Virginia Beach Repeater	422-9104
Langley Repeater	864-6829
Great Bridge Repeater	547-3539

7. The following is a list of radio channels to be used in your area of operation:

- CH-1 Norfolk Repeater
- CH-2 Virginia Beach Repeater
- CH-3 Langley Repeater
- CH-4 Great Bridge Repeater
- CH-5 Weather Channel
- CH-6 Simplex Working CH
- CH-7 Simplex Working CH
- CH-8 Simplex Working CH

8. Operating Instructions for the Motorola JT-1000 VHF Handheld Radio is shown on the following pages.

## JT-1000 – The Radio's Front Panel

---

---



### *Front Panel Control*

---

---



Turn unit **ON** with the left button turned clockwise.

Unit will SELF-TEST.

Unit will tune to the channel selector channel.

- \*\*NOTE:**
1. A,B,C Switch is has NOT been configured on this radio
  2. The  $\emptyset$  Ring switch must be in the 0 position at all times.

### The Channel Select Mode



**Selecting channels:** Using the center knob, rotate knob clockwise or counterclockwise to select one of the 16 channels.

#### CHANNEL LISTING

CH-1 Norfolk Repeater  
CH-2 VA Beach Repeater  
CH-3 Langley Repeater  
CH-4 Chesapeake Repeater  
CH-5 NOAA Weather (162.55 MHz)  
CH-6 Corps CH-1 Simplex  
CH-7 Corps CH-2 Simplex (Primary)  
CH-8 Corps CH-3 Simplex

### The Telephone Mode



1. Push the Orange Button for DTMF operation.
2. Push # \* for Dial Tone then dial number.  
NOTE: for Norfolk & Langley you must push 9 to get outside line and then the number.
3. To Disconnect: Press ##
4. Repeater Telephone Numbers are:

Norfolk: 441-6259  
Virginia Beach: 422-9104  
Langley: 864-6829  
Chesapeake: 547-3539

### The Antenna Select Mode



**To Remove:** Turning the BNC connector on the Rubber Duck antenna counterclockwise and slide off.

**To Replace:** Attach the coaxial cable or antenna to the connector and rotate the connector clockwise to make secure. A mobile antenna system could be installed in just a few seconds by using this connection.

## Accessories

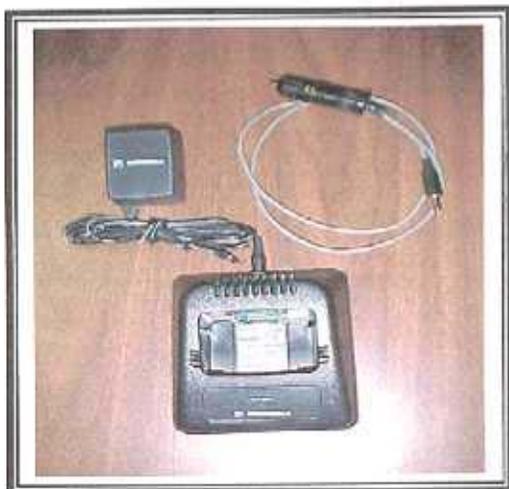
---



The accessories for the JT-1000 Radio are shown in the adjacent picture

## The Charging System

---



The charging system includes the following:

1. Radio with battery
2. Charger and 120VAC wall power transformer
3. 12VDC Cigarette lighter adapter to charger (Mobile Charging).



The radio can be charged by placing the battery into the charger ensuring that the grooves on the side of the battery are engaged over the ones on the drop-in charger, then plugging into a 120V AC wall outlet. The battery can be charged with or without the radio being attached.

### ***Mobile Antenna System***

---



The handheld radio's transmit distance can be greatly increased with the addition of an external antenna (shown left). Place the antenna on the roof of the automobile (Magnetic Mount Antenna) and run the coaxial cable inside the vehicle preventing the coaxial cable from being crimped or crushed. Remove the Rubber Duck antenna (placing in safe place for later use) and attaching the BNC connector of the external antenna to the handheld.

ANNEX R  
DISTRIBUTION LIST

<u>AGENCY</u>	<u># OF COPIES</u>
<u>U.S. Army Engineer District, Norfolk</u>	
Commander	1
Deputy Commander	1
Deputy Commander/PPMD	1
Programs, Project and Planning Division	1
Civil Br	1
Military Br	1
Environmental Br	1
Info Mgmt Ofc	1
Office of Counsel	1
Resource Management Ofc	1
Finance & Acct Br	1
Mgmt, Mpwr, Budget Br	1
Contracting Division	1
Civilian Personnel Advisory Ctr	1
Logistics Management Ofc	1
Public Affairs Ofc	1
Safety & Occupational Health Ofc	1
Equal Employment Opportunity Ofc	1
Internal Review Ofc	1
Security & Law Enforcement Ofc	1
Technical Services Div	2
Emergency Management	100
Operations Br	1
Gathright Dam Project Ofc	1
Norfolk Harbor/Craney Island Group	1
Operations Support Sec	1
Technical Support Sec	1
Navigation Support & Survey Sec	1
Southwestern Virginia Area Ofc	1
Central Virginia Area Ofc	1
Virginia Beach Resident Ofc	1
Langley Resident Ofc	1
Ft. Eustis Resident Ofc	1
Engineering Br	1
Civil Works Technical Support Sec	1
Planning Br	1
Construction Br	1
Regulatory Br	1
Real Estate Br	1
Library	1
PDA Personnel/Net Control Ofcrs	25
Pre-designated EOC Personnel	52
Pre-designated ERRO-A Personnel	23

<u>AGENCY</u>	<u># OF COPIES</u>
Headquarters, U.S. Army Corps of Engineers, Civil Emergency Br	1
U.S. Army Engineer Division, North Atlantic	1
U.S. Army Engineer District, New England	1
U.S. Army Engineer District, Baltimore	1
U.S. Army Engineer District, New York	1
U.S. Army Engineer District, Philadelphia	1
U.S. Army Engineer District, Wilmington	1
<u>Federal Emergency Management Agency</u>	
Regional Director, Region III	1
<u>Commonwealth of Virginia, Dept of Emergency Management</u>	
Emergency Operations Center, Richmond	1
Regional Coordinators	7

Note: DR 500-1-3 will be posted in Adobe format on the NAO Employees Only secure website. The plan may be printed from this location.