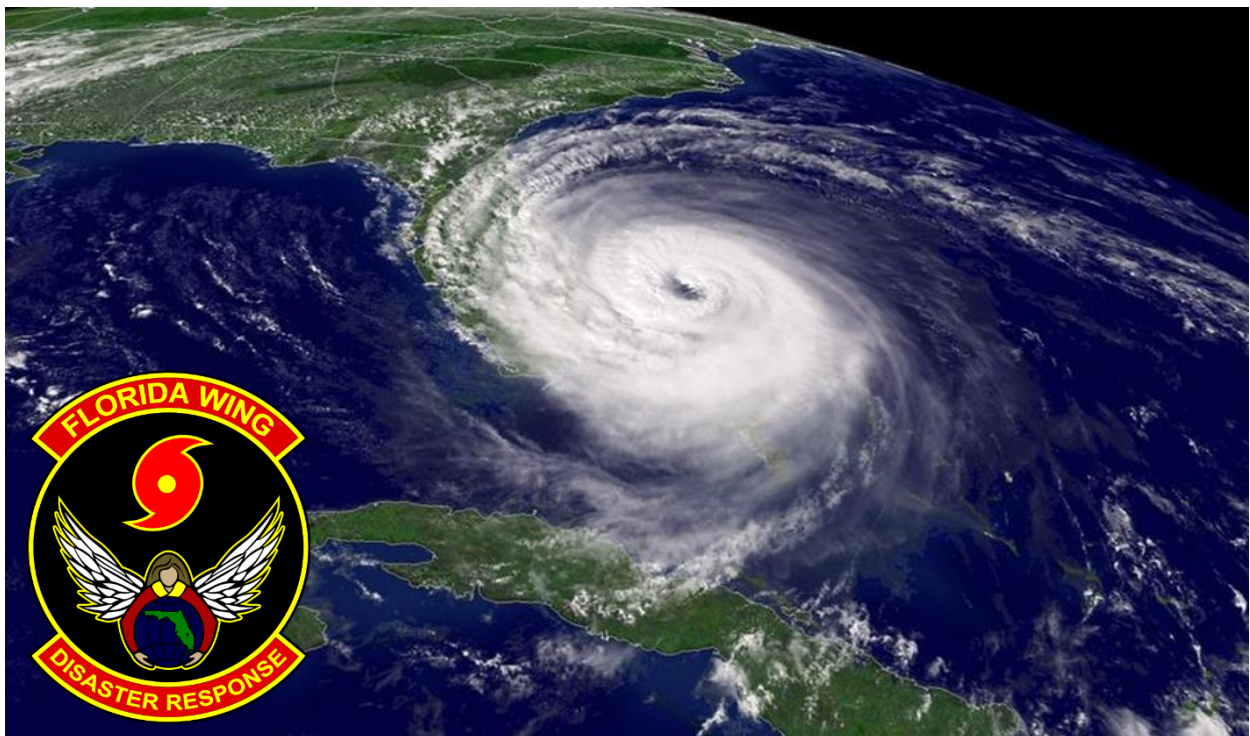


FLWGP 60-004

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TROPICAL WEATHER / HURRICANE RESPONSE PLAN



FLORIDA WING
CIVIL AIR PATROL

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PREFACE

This pamphlet guides Florida Wing (FLWG) incident staffing and operations in response to tropical weather. Specific guidance on establishing the Incident Command System in Florida Wing, mission management, and staffing can be found in CAPR 60-3 *CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS*.

OVERVIEW

The most likely large-scale weather events affecting FLWG are tropical cyclones (tropical storms & hurricanes), particularly during the warmer summer months. The official hurricane season is 01 June through 30 November (cyclones occurring outside of the season are rare but possible). Storm-related winds and storm surge may affect Civil Air Patrol (CAP) assets, disrupt normal operations, and cause severe damage to our infrastructure and communities. The impact on all of Florida can be devastating and may require major disaster relief well beyond the abilities of Florida Wing.

This plan prescribes minimum actions that must be taken by FLWG commands when tropical weather Hurricane Readiness Conditions (HURCONs) are set. Cyclonic disturbances may intensify rapidly to hurricane conditions within a matter of hours. Therefore, early planning and promptness in assuming HURCONs is critical. While FLWG directs the setting of HURCONs, subordinate units should anticipate these readiness conditions and if necessary, set them in advance of direction from FLWG.

This plan has been adapted from and modeled after the United States Coast Guard Seventh District Severe Weather / Hurricane Response Operations Plan (OPLAN)

STORM CATEGORIES, ADVISORIES, AND HURRICANE READINESS CONDITIONS

The purpose of this section is to describe the various storm categories, National Hurricane Center (NHC) advisories, and Hurricane Readiness Conditions.

The NHC categorizes tropical cyclones using the Saffir-Simpson scale. The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based only on a hurricane's maximum sustained wind speed. This scale does not take into account other potentially deadly hazards such as storm surge, rainfall flooding, and tornadoes.

While all hurricanes produce life-threatening winds, hurricanes rated Category 3 and higher are described as “Major” hurricanes. Major hurricanes can cause devastating to catastrophic wind damage and significant loss of life simply due to the strength of their winds. Hurricanes of all categories can produce deadly storm surge, rain-induced floods, and tornadoes. These hazards require people to take protective action, including evacuating from areas vulnerable to storm surge.

Tropical Storm. A tropical storm is a tropical cyclone that has maximum sustained surface winds ranging from 39-73 mph (34 to 63 knots).

Category 1 Hurricane - Sustained winds 74-95 mph / 64-82kt / 119-153 km/h

Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to the roof, shingles, vinyl siding, and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.

Category 2 Hurricane - Sustained winds 96-110 mph / 83-95kt / 154-177 km/h

Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.

Category 3 Hurricane (major) - Sustained winds 111-129 mph / 96-112kt / 178-208 km/h

Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.

Category 4 Hurricane (major) - Sustained winds 130-156 mph / 113-136kt / 209-251 km/h

Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Category 5 Hurricane (major) - Sustained winds 157 mph or higher / 137kt or higher / 252 km/h or higher

Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

NHC Advisories

The National Hurricane Center uses the following terms in its advisory messages:

Tropical Storm Watch. A Tropical Storm Watch is issued when Tropical Storm conditions, including winds of 39-73 mph, pose a POSSIBLE threat to a specified area within 48 hours.

Tropical Storm Warning. A Tropical Storm Warning is issued when Tropical Storm conditions, including winds of 39-73 mph, are EXPECTED in a specified area within 36 hours or less.

Hurricane Watch. A Hurricane Watch is issued when sustained winds of 74 mph or higher are POSSIBLE within the specified area of the Watch. Because hurricane preparedness activities become difficult once winds reach tropical storm force, a Hurricane Watch is issued 48 hours in advance of the onset of tropical storm force winds.

Hurricane Warning. A Hurricane Warning is issued when sustained winds of 74 mph or higher are EXPECTED somewhere within the specified area of the Warning. Because hurricane preparedness activities become difficult once winds reach tropical storm force, a Hurricane Warning is issued 36 hours in advance of the onset of tropical storm force winds.

Hurricane Readiness Conditions (HURCONs)

HURCONs are set at the direction of the FLWG Commander (FLWG/CC). Squadron commanders are authorized to set higher HURCONs as warranted, with immediate notification to their respective Group Commander, Incident Commander, and Deputy Chief of Staff for Operations (FLWG/A3).

HURCONs establish levels of preparedness to be attained by a squadron before the arrival of severe weather. These conditions specify actions to be taken, preparations to be made and reports to be sent. The intent is to reduce a unit's exposure to damage, thereby enabling it to return to full operation as soon as possible after the weather passes.

The following terms will be used when setting and reporting Hurricane Readiness Conditions:

HURCON ZERO. This is a stand-down condition set from 1 December to 31 May each year except when modified by a rare winter tropical cyclone.

HURCON 5. A **seasonal** alert condition that is automatically set by all units in FLWG from 1 June through 30 November each year unless directed otherwise by the FLWG/CC.

HURCON 4. The **watch** condition in which sustained surface winds of 39 mph or greater associated with tropical cyclone activity are expected within **120 hours**.

HURCON 3. The **watch** condition in which sustained surface winds of 39 mph or greater associated with tropical cyclone activity are expected within **48 hours**.

HURCON 2. The **warning** condition in which sustained surface winds of 39 mph or greater associated with tropical cyclone activity are expected within **24 hours**.

HURCON 1. The **danger** condition in which sustained surface winds of 39 mph or greater associated with tropical cyclone activity are expected within **12 hours**.

Post-Hurricane. The storm has passed or dissipated and is no longer a threat to the area.

Secure HURCON. Units shall resume HURCON 5 at the direction of FLWG/CC, after tropical cyclone passage, or when it is reasonably certain that the system will not reverse its course or stall.

SETTING OF HURCONS

FLWG/CC will direct all units to set HURCONS based on official forecasts from the National Hurricane Center (NHC) and the National Weather Service (NWS) as briefed by the Incident Commander or FLWG/A3.

All Squadrons in FLWG will be directed to set a HURCON based on the time the forecasted surface winds of 39 mph or greater will affect any area of our Wing. This may require the FLWG/CC to set HURCONS in only part of the Wing in the path of the storm or to set HURCONS differently throughout the Wing based on storm movement and impacts. All Squadrons shall report the attainment of HURCONS per guidance contained in Attachment 1.

HURCON ZERO

Stand down season during which all units shall ensure that Corporate assets are serviced and repaired if needed to ensure they are ready and operational for the next official hurricane season. Squadrons are to ensure all members maintain their qualifications and currency by participating in training exercises.

FLWG/A3 will coordinate a Wing-Wide tabletop SITREP exercise each calendar year to ensure all squadrons and personnel are ready to attain HURCON 5 on 01 June.

HURCON 5

All Units in FLWG will attain HURCON 5 on **01 June** each calendar year and complete the actions below.

- FLWG/CS
 - Ensure all personnel assigned to FL-001 have a CAPF161 on file and their information in eServices is up to date.
- FLWG/A3
 - Identify qualified and available personnel to fill certain mission-essential roles such as Incident Commander (IC), Planning Section Chief (PSC), Logistics Section Chief (LSC), Operations Section Chief (OSC), and others to identify gaps in staffing requirements and potential requests for additional qualified personnel.
 - Conduct an initial Incident Management Team (IMT) meeting via Microsoft Teams to ensure all personnel are prepared for the hurricane season.
 - Liaise with the Florida Division of Emergency Management (FDEM) to identify any requirements or issues early in the season.
 - Conduct a State Emergency Operations Center (SEOC) visit.
 - Initiate IMT stand-up and relocation mission request once a tropical system is 120 hours from possible impact anywhere in FLWG as forecasted by the NHC. IMT battle rhythm and required participants will be outlined in attachment 2.
 - Coordinate establishment of “Safe Haven” mission with CAP/NOC.
- FLWG/A4
 - Conduct an inventory and determine availability and readiness of all strategic equipment in our Wing per FLWG OI 17-01 *Strategic Equipment Management*.
- FLWG/A6
 - Conduct a communications evaluation and report the status of all communications capabilities in FLWG including (but not limited to) VHF, HF, ReadyOp, satellite phones, mobile internet technologies, and email.
 - Ensure the phone tree calling system is up to date and operational.
 - Prepare a new Microsoft Teams channel and associated files (including availability rosters for air, ground, and mission base personnel) for the upcoming season.
 - Ensure that all FLWG website information is up to date.
 - Ensure announcements in HURCON changes are made as outlined in Attachment 3.
- Group and Squadrons Commanders
 - Update alert rosters, ensure that every member has a CAPF161 on file and that their contact information in eServices is up to date.
 - All squadrons shall report (using Teams worksheets) the condition of all Corporate assets assigned to them.
 - Identify pre-storm actions required to ensure assigned CAP facilities are prepared to endure storm impact and create/update a plan to take all necessary actions before storm impact.
 - Ensure all vehicles are fueled and operational.
 - Identify aircrew availability to reposition aircraft based on the timeline of events as determined by the IMT, and update availability in Teams.
 - Review applicable local mutual aid and support agreements. Ensure local EOC, airport management, and other agencies as needed have updated contact names, phone numbers, and email addresses for local CAP leadership.
 - Review procedures for local agencies to request CAP assistance. Generally, these must

be submitted from the local EOC to the State EOC. Parallel notification to the FLWG/A3 or IMT can expedite the execution of local requests.

- Report attainment of HURCON 4 via the chain of command as outlined in Attachment 1.
- Individual Members
 - Prepare a Basic Disaster Supplies Kit as described in <https://www.ready.gov/kit>
 - Report Availability to your Squadron Commander, Ops, or ES officer as applicable.
 - Monitor the FLWG website, social media, and Wing email for updates and changes on HURCONs.

HURCON 4

As directed by FLWG/CC, units will report attainment of HURCON 4 when sustained surface winds of 39 mph or greater associated with tropical cyclone activity are expected within **120 hours**.

- FLWG/CS
 - Ensure all personnel assigned to FL-001 have a CAPF161 on file and their information in eServices is up to date.
- FLWG/A3
 - Initiate IMT stand-up and relocation mission request once a tropical system is 120 hours from possible impact anywhere in FLWG as forecasted by the NHC. IMT battle rhythm and required participants will be outlined in attachment 2.
- FLWG/IMT
 - IMT battle rhythm and required participants will be outlined in attachment 2.
 - Review HURCON 4 checklist when a tropical system is 120 hours from potential impact anywhere in FLWG.
- FLWG/A6
 - Conduct a communications evaluation and report the status of all communications capabilities in FLWG including (but not limited to) VHF, HF, ReadyOp, satellite phones, mobile internet technologies, and email.
 - Ensure the phone tree calling system is up to date and operational.
 - Prepare a new Microsoft Teams channel and associated files for the upcoming tropical system.
 - Ensure that all FLWG website information is up to date.
 - Ensure announcements in HURCON changes are made as outlined in Attachment 3.
- Group and Squadrons Commanders
 - Update alert rosters, ensure that every member has a CAPF161 on file and that their contact information in eServices is up to date.
 - All squadrons shall report the condition of all Corporate assets assigned to them.
 - Identify pre-storm actions required to ensure assigned CAP facilities are prepared to endure storm impact and create/update a plan to take all necessary actions before storm impact.
 - Ensure all vehicles are fueled and operational.
 - Identify aircrew availability to reposition aircraft based on the timeline of events as

- determined by the IMT.
- Report attainment of HURCON 4 via the chain of command as outlined in Attachment 1.
- Individual Members
 - Prepare a Basic Disaster Supplies Kit as described in <https://www.ready.gov/kit>
 - Report Availability to your Squadron Commander, Ops, or ES officer as applicable.
 - Monitor the FLWG website, social media, and Wing email for updates and changes on HURCONs.

HURCON 3

As directed by FLWG/CC, units will report attainment of HURCON 3 when sustained surface winds of 39 mph or greater associated with tropical cyclone activity are expected within **48 hours**.

- FLWG/IMT
 - Ensure all HURCON 4 actions are complete.
 - Continue IMT meetings and Command briefings as determined by the IMT battle rhythm as outlined in Attachment 2.
 - Ensure all Units in the projected path of the storm report attainment of HURCON 3 via SITREP.
 - Determine reporting requirements from CAP/NOC, 1AF, and SER and ensure timely submission of required documentation.
 - Coordinate with FLWG/A3DO regarding relocation of aircraft and vehicles to a safe haven.
 - Assess need to request additional personnel from SER or through CAP/NOC.
 - Assign personnel to the SEOC when activated.
 - Initiate the FLWG Hurricane Net per Attachment 3.
 - Review HURCON 2 checklist.
- Group and Squadron Commanders
 - Cancel all scheduled CAP meetings and/or activities until further notice.
 - Ensure SITREPs are completed using the link in Attachment 1.
 - Direct Units to protect all CAP property. Secure and/or remove any CAP computers and associated data.
 - Monitor all issued Watches and Warnings in their respective areas of responsibility and follow all instructions from local authorities concerning voluntary or mandatory evacuations.
- Individual Members
 - Your safety is paramount. Follow all local instructions and evacuate if necessary.
 - Complete your Basic Disaster Supplies Kit. See <https://www.ready.gov/kit>.
 - Ensure all CAP property in your possession is protected as well as possible.
 - Ensure your contact information in eServices is up to date, and notify your Commander or immediate supervisor if you are evacuating.
 - Continue to monitor local news, FLWG website, social media, and Wing email for HURCON updates and changes.

HURCON 2

As directed by FLWG/CC, units will report attainment of HURCON 2 when sustained surface winds of 39 mph or greater associated with tropical cyclone activity are expected within **24 hours**.

- FLWG/IMT
 - Ensure all HURCON 3 actions are complete.
 - Continue IMT meetings and Command briefings as determined by the IMT battle rhythm as outlined in Attachment 2.
 - Ensure all Units in the projected path of the storm report attainment of HURCON 2 via SITREP.
 - Continue necessary reports to CAP/NOC, 1AF, and SER as requested.
 - Ensure completion of relocation of aircraft and vehicles as required.
 - Obtain SEOC status from the assigned Liaison.
 - Review HURCON 1 Checklist.
- Group and Squadron Commanders
 - Ensure SITREPs are completed and sent to FLWG/IMT.
 - If not accomplished during HURCON 3, all units should ensure that CAP property has been protected as well as possible.
 - Continue to monitor all issued Watches and Warnings and adjust as necessary. Follow all instructions from local officials.
- Individual Members
 - Complete your Basic Disaster Supplies Kit. See <https://www.ready.gov/kit>.
 - Inform your Squadron Commander or immediate supervisor of your intention to remain at home and sheltering in place, or evacuate.
 - Continue to monitor local news, FLWG website, social media, and Wing email for HURCON updates and changes.

HURCON 1

As directed by FLWG/CC, units will report attainment of HURCON 1 when sustained surface winds of 39 mph or greater associated with tropical cyclone activity are expected within **12 hours**.

- FLWG/IMT
 - Ensure all HURCON 2 actions are complete.
 - Continue IMT meetings and Command briefings as determined by the IMT battle rhythm as outlined in Attachment 2.
 - Ensure all Units in the projected path of the storm report attainment of HURCON 1 via SITREP.
 - All movement of personnel and assets should be concluded.
- Group and Squadron Commanders

- Ensure SITREPs are completed and sent to FLWG/IMT.
- Continue to monitor all issues Watches and Warnings and adjust as necessary. Follow all instructions from local officials.
- Individual Members
 - If unable to evacuate, shelter in place in the safest location available.
 - Continue to monitor local news, FLWG website, social media, and Wing email for HURCON updates and changes.

POST-HURRICANE / RESPONSE PHASE

When tropical weather is no longer a threat, FLWG/CC will direct all personnel to initiate reporting and recall procedures.

- FLWG/CS
 - Conduct accountability of all personnel assigned to FLWG and report to FLWG/CC
- FLWG/IMT
 - Direct the reconstitution of forces as weather permits and pending personnel availability. Reconstitution of forces is defined as actions commanders take to restore degraded units to effectiveness commensurate with mission requirements and available resources.
 - All vehicles and aircraft shall be returned to their home base for further assignment. Before this can happen, there must be an assessment of conditions, damages, and functionality of “home base”, especially for aircraft. If “home base” is not viable or assets are needed for other mission assignments, alternate plans must be made and executed in coordination with FLWG/A3DO.
 - Receive from SEOC liaison impact/damage information, and any requests for immediate life-saving response, assistance with establishment of Points of Distribution (PODs) and shelters.
 - Prioritize requests for support in the following order:
 - United States Air Force.
 - Department of Defense, to include Reserves and National Guard Bureaus.
 - Federal Agencies.
 - Signatories to National Memorandums of Understanding. (i.e. Red Cross or Salvation Army.
 - Florida Division of Emergency Management.
 - Any County in the State of Florida
 - Any Tribal, City, Town, or local jurisdiction.
 - Non-Governmental Organizations. (NGOs)
 - Assess Post Hurricane reporting requirements from CAP/NOC, 1AF, and SER and ensure timely submission of required information.
 - Assess FLWG ability to respond to requests for assistance, and request additional resources as needed.
 - Assess functionality of the Wing Communications Network and need to deploy the Mobile Communications Unit or additional mobile systems to support operations.

- Assess the need to deploy the Mobile Command Post to establish a field ICP.
- Group and Squadron Commanders
 - Conduct accountability of all personnel assigned to each Group and Squadron and report findings to the FLWG/IMT.
 - Determine the ability to reconstitute forces and respond to requests for support.
 - Inspect all facilities, corporate assets, and property and determine if anything has been damaged or lost. Notify FLWG/A4 and FLWG/IMT of all findings.
- Individual Members
 - Your safety is paramount. Take care of yourself and your family first, and report your needs and availability to your immediate supervisor or Commander.
 - Do not respond to any request for support unless you have been authorized to do so under an approved mission number and are signed into the mission in WMIRS.
 - Continue to monitor local news, FLWG website, social media, and Wing email for HURCON updates and changes.

SECURE HURCON / DEMOBILIZATION PHASE

Demobilization procedures will vary depending on factors such as pending missions, personnel fatigue, and resource availability. FLWG/IMT will make recommendations to FLWG/CC regarding units returning to HURCON 5.

- FLWG/IMT
 - Continue to assess mission needs and obligations, and demobilize personnel as practical.
 - Continue reports as required by CAP/NOC, 1AF and SER until directed to stand down.
 - Ensure all documentation is properly stored in the applicable electronic folder.
 - As units return to home base, all property, assets, and equipment shall be placed back in a ready state status to be ready to respond to other incidents.
- Group and Squadron Commanders
 - Make recommendations to return to HURCON 5 to FLWG/IMT as applicable.
 - Ensure personnel are aware of demobilization orders as applicable.
 - All assets and equipment shall be returned to a ready state as soon as possible.
 - Report any discrepancies and damaged/unaccounted for property to FLWG/IMT.
- Individual Members
 - Take personal leave of absence as needed to rest and return to normalcy.
 - Replenish and restock all used personal gear and equipment.
 - Report your availability to your immediate supervisor or Commander.

CLOSURE

This Tropical Weather / Hurricane Response Plan aims to provide a simple framework that Florida Wing units can follow. This Plan is meant to be flexible and adjusts as necessary to address a myriad of situations that cannot possibly be captured in a single publication.

SUPPLEMENTAL INFORMATION

The attachments that follow provide additional guidance regarding the required format for Situation Reports, the establishment of an Incident Management Team, and the Wing HURCON Communications Plan.

ATTACHMENT 1

Situation Reports (SITREPs)

Situation Reports (SITREPs) will be submitted as required by the Florida Wing Incident Management Team (FLWG/IMT). Time and frequency of submissions may vary depending on operational needs.

The preferred method for SITREP submission is through an online form accessible via the following link <https://forms.office.com/r/vX4WwiWQYb> or using the below QR Code:



SITREPS will include the following information:

1. Date / Time. (Date format DDHHMM Z Mon YY ZULU time)
2. Group Number
3. Charter Number / Unit name.
4. Current HURCON / Checklist status.
5. Available resources (use plain language).
6. Corporate equipment out of service, or otherwise unavailable.
7. Member-owned equipment that is available for mission tasking.
8. Problems, Issues, or concerns that the FLWG/IMT needs to be aware of.
9. Additional Comments.

Sample

1. 141645ZMAR22 (March 14, 2022, 1645Z)
2. Group 9
3. SER-FL-555/Good Pilot Comp Sqdn
4. HURCON 3 in progress
5. 912CP/Can #85996, 85997/1 GT/1 UDF Team/1 MRO/2 MSA/
6. CAP VAN #85999 out of service.
7. 1 HF base station (specify if ALE)/2 handheld radios/1 ELT Finder
8. Whether physical location of the unit is in an evacuation zone.
9. Whether mandatory evacuations may prevent members from accessing the unit.

ATTACHMENT 2

Incident Management Team (IMT)

Incident Management Teams (IMTs) are defined in the National Incident Management System (NIMS) as rostered groups of ICS-qualified personnel, consisting of an Incident Commander, other incident leadership, and personnel qualified for other key ICS positions. IMTs exist at local, regional, state, tribal, and national levels and have a formal notification, deployment, and operational procedures in place. These teams are typed based on team members' qualifications and may be assigned to manage incidents or to accomplish supporting incident-related tasks or functions. When assigned to manage an incident or to support an incident-related task or function, IMTs are typically delegated the authority to act on behalf of the affected jurisdiction or organization.

At a minimum, the Florida Wing Incident Management Team (FLWG/IMT) will be comprised of the following personnel

- FLWG Commander FLWG/CC
- FLWG Vice Commander FLWG/CV
- FLWG Chief of Staff FLWG/CS
- FLWG DCS/Operations FLWG/A3
- FLWG DCS/Logistics FLWG/A4
- FLWG DCS/Information FLWG/A6
- FLWG Director of Operations FLWG/DO
- FLWG Director of Emergency Services FLWG/DOS
- Incident Commander IC
- Incident Public Information Officer PIO
- Incident Safety Officer SO
- SEOC Liaison LNO
- Operations Section Chief OSC
- Planning Section Chief PSC
- Logistics Section Chief LSC
- Finance/Administration Section Chief FASC

Additional personnel may be added to the IMT as needed. Additional consideration may be given to external guests such as adjoining Wings, Southeast Region Commander or delegated personnel, CAP-USAF/SELR personnel, and Headquarters staff CAP/NOC.