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MCCS/EXEC
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MARINE CORPS COMMUNITY SERVICES DIVISION DIRECTIVE 10-16

From: Assistant Chief of Staff, Marine Corps Community Services, Marine Corps Installations Pacific-Marine Corps Base Camp Butler

Subj: TYPHOON PROCEDURES

Ref: (a) IIIMEF/MCIPAC-MCBBO 3000.1E subj: Typhoon SOP
(b) USFJI 15-4001 subj: TCCOR of 1 Mar 15

Encl: (1) Tropical Cyclone Conditions of Readiness (TCCOR) and Background Information
(2) Sample Typhoon Checklist for Facility Managers
(3) MCCS Typhoon Procedures Flowchart
(4) Typhoon Reporting Procedures and Sample Layout

1. Purpose. To provide information and procedures and to ensure Marine Corps Community Services (MCCS) activities located on Okinawa, Camp Fuji and Camp Mujuk properly plan for and safely transitions through any typhoon.

2. Cancellation. MCCS Directive 07-13.

3. Background. Typhoons rank among nature's most spectacular displays of energy. Even with today's nuclear technology, energy released within the storm's area of influence far exceeds our ability to duplicate it. Examples of this ferocious energy have been recorded rainfall of 1.32 inches within a ten-minute period and wind speeds in excess of 200 knots. An average of 21 such storms of tropical origin occurs annually in the northwestern Pacific. The general typhoon season in this region is from June to November. For more information refer to enclosure (1).

4. Definitions. To provide a basis for preparation and decision, the following definitions are provided (NOTE: All wind speeds shown include gusts):

a. MCCS Division Watch Officer (DWO). Executive Assistant for MCCS Executive Branch is the primary with the Chief Logistics Officer being the alternate.

b. BEOC. Marine Corps Base, Camp S.D. Butler, Base Emergency Operations Center at Camp Foster, Building One, phone number 645-0262/0265/7221/7222.

c. MCBB OOD. Marine Corps Base Camp Butler Officer of the Day. Located at Camp Foster, Building One (DSN 645-7218).

d. CEOC. Camp/Station Emergency Operations Center (i.e., each installation establishes this center). The CEOC is responsible for establishing and supervising all disaster control procedures located within their respective installations during a typhoon.

e. Cyclone. A closed atmospheric circulation rotating about an area of low pressure (counterclockwise in Northern Hemisphere).

f. Tropical Cyclone. A non-frontal low pressure system developing over tropical or subtropical waters and having definite organized circulation.

g. Tropical Depression. A tropical cyclone in which the maximum sustained surface wind (one-minute mean) is 33 knots or less.

h. Tropical Storm. A warm core tropical cyclone in which the maximum sustained surface wind (one-minute mean) ranges from 34 to 63 knots. Usually accompanying these winds are heavy rains. Precautionary measures should be taken in a timely manner to lessen property damage and minimize injuries.

i. Typhoon. A warm core tropical cyclone in which the maximum sustained surface wind (one-minute mean) ranges from 64 to 129 knots. These high winds present the greatest threat to life through primary and secondary flying debris injuries. Usually accompanying these high winds are property damaging heavy rains too.

j. Super Typhoon. A typhoon in which the maximum sustained surface wind (one-minute mean) is 130 knots or greater.

k. Maximum Sustained Surface Wind. Highest surface wind speed of a tropical cyclone averaged over a one-minute period. (Note: Sudden temporary gusts may be of substantially greater velocity, e.g., maximum sustained winds of 60 knots may include gusts of 85 knots).

l. Destructive Wind. Surface winds of greater than 50 knots sustained or greater than 60 knots gusts.

m. Tidal Wave (Tsunami). A series of traveling waves of extremely long length and period, usually generated by disturbances associated with earthquakes occurring below the ocean floor.

(1) Tidal Wave

(a) Usually wind driven ocean surface disturbance; the wave motion of the tides.

(b) In popular usage, any unusually high and therefore destructive water level along a shore. It usually refers to either a storm surge or tsunami.

n. Storm Surge. The greatest potential for loss of life related to a hurricane is from the storm surge. Storm surge is simply water that is pushed toward the shore by the force of the winds swirling around the storm. This advancing surge combines with the normal tides to create the hurricane storm tide, which can increase the main water level 15 feet or

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more. In addition, wind driven waves are superimposed on the storm tide. This rise in water level can cause severe flooding in coastal areas, particularly when the storm tide coincides with the normal high tides.

o. Tropical Cyclone Condition of Readiness (TCCOR). To provide a basis for preparation and decisions, to alert personnel so they can perform necessary typhoon preparations, and take precautionary measure in a timely manner, to lessen damage, and to minimize injury. A detailed listing of TCCORs are provided at enclosure(1).

4. Policy

a. Reference (a) establishes the typhoon standard operating procedures for IIIMEF and MCIPAC-MCB Camp Butler.

b. Typhoon readiness, which is the "physical preparation required to minimize the destructive effects of a typhoon/tropical storm," is the responsibility of all military and civilian supervisors and facility managers.

c. Per references (a) and (b), each May, the MCIPAC AC/S, G-3/5 conducts one tropical cyclone drill over several days to activate the damage control system. This includes the mustering and briefing of damage control personnel. At a minimum, MCCS should be prepared to exercise the conference call system during this annual drill.

d. Per reference(a), AC/S, MCCS will receive normal typhoon calls/notifications of TCCOR change by conference calls through the Executive Branch, phone number 645-3082, during normal duty hours from TCCOR-3 through TCCOR-1C. Between TCCOR-2 and TCCOR-AC/SW, for after duty hours and/or confined to quarters periods (i.e. TCCOR-1C through TCCOR-1R) MCCS will provide an alternate phone number and maintain a continuous watch officer in quarters until TCCOR-AC/SW is set. The MCCS DWO may stay in quarters, but he/she must keep the command duty officer (in the BEOC) advised of his/her whereabouts and telephone number at all times.

e. When conference calls are initiated by the BEOC, the MCCS DWO will listen to and record the latest notification information/TCCOR change.

f. The primary means of communication during a tropical cyclone is the existing base telephone system. Back-up communications can be effected via cellular telephone.

6. Information. Between 1 June and 30 November annually, TCCOR-4 will remain continuously in effect as a minimum condition of readiness for military installations on Okinawa. Following any heightened conditions caused by either a tropical storm or typhoon and when TCCOR-AC is called, the condition will then return automatically to TCCOR-4 during this season.

7. Procedures. Enclosure (2) provides an example of a general checklist

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all facility managers and employees should utilize before, during, and after a typhoon; more detailed action checklists should be developed by every facility manager for their specific operations. Enclosure (3) provides the MCCS Typhoon Procedures flowchart.

a. TCCOR-5. Destructive winds greater than 50 knots sustained or greater than 60 knots gusts are possible within 96 hours. TCCOR-5 is only used outside of established typhoon season.

b. TCCOR-4

(1) As the threat of a tropical cyclone becomes greater, MCCS personnel will progressively prepare their facilities against storm damage.

(2) Be prepared to execute all phases of this Directive.

(3) All MCCS facilities should continue normal operations.

(4) All facility managers will ensure they have on site enough sand bags in order to secure any exterior doors that may be subject to flooding. Contact the FMB Service Desk at 645-0149 for assistance in acquiring more, if needed. Since there are no FMB operations on Camp Fuji and Camp Mujuk, facility managers coordinate this support through their local camps, as may be required.

c. TCCOR-3

(1) MCCS Activities and Facilities. Will continue without interruption. As the threat of a tropical cyclone becomes greater, managers will progressively prepare their facilities against storm damage.

(2) MCCS Executive Branch. Phone number 645-3082/2494, will receive this notification from the MCIPAC AC/S, G-3/5, (during duty hours) or from the MCBB OOD (after duty hours) to the MCCS alternate phone number/watch officer provided.

(3) MCCS CSC/CSS. Will coordinate with installation Commanders and services for any required trash removal.

(4) Facility Managers

(a) Secure all loose objects (e.g., trash barrels, picnic tables, outdoor furniture, and other large objects) by moving them to a safe place and/or tying the object down.

(b) Remove and/or roll back and secure any canvas awning, walkway tops, etc.

(c) MCCS Headquarters, MIS, FMB, and Motor Transportation perform operational check of UPS system and back-up generator.

(5) Recreation Facilities

(a) Start moving all unnecessary barrels, bleachers, porta-johns, etc., to safe areas and/or tying/chaining the equipment down.

(b) Remove tennis wind screens and portable backstops. (NOTE: Once tennis wind screens are removed for the first typhoon, they are not put back up until after the typhoon season ends)

(c) Dismantle portable canopies and/or roll back and secure any banners, canvas tops/awnings.

(d) Ensure all loose materials and equipment are moved inside at beach/boating areas.

(e) Golf course management will monitor conditions and effect plans for lowering of nets as conditions warrant. Golf course management will lower all golf course nets no later than TCCOR-2.

(f) All funbrellas (umbrellas) should be closed and covered using the typhoon slip on covers. The rope at the bottom of the slip cover must be secured/ tied.

(6) Temporary Billeting Facility and Temporary Lodging (TBF/TLF) Facility Managers. Remind patrons to store a two day supply of water for drinking and to fill trash can or bath tubs with water for sanitary purposes. MCCS TBF/TLF managers will also have a "Typhoon Procedure Handout" available to deliver to all room occupants at TCCOR-2, advising them of the need to stock up on food and describing typhoon procedures and additional related information. Ensure flashlights with extra batteries are operational, in case of power failure. Avoid using candles, in the interest of fire safety. TLF facilities should also ensure sufficient stocking of essential retail items such as medication, baby formula, juices, diapers, baby food, canned food (some needing heat and others no heat needed, in case the power goes out), snacks, board games, batteries, and other essentials, etc.

(7) Special Events. Secure any event utilizing big tops, and large amounts of equipment. This shall provide needed time to remove, and lower big tops, remove property and items in a safe and expeditious manner(i .e . concerts, fests, etc).

(8) Entertainment. Breakdown and secure sound, lighting equipment, stage big top and cancel all entertainment for the event.

d. TCCOR 2 Normal MCCS activities and facilities will continue without interruptions. Continue securing loose equipment and debris. AC/S, MCCS will maintain a continuous watch until TCCOR-AC. The MCCS DWO may stay in quarters but must keep the MCBB OOD advised of his/her whereabouts and telephone number at all times.

(1) Facility Managers/MCCS Staff

(a) Re-inspect and secure all loose objects that were not previously fully secured. Install shutters and install typhoon tape as necessary; remove or secure all outside awnings, banners or antennas, if not already accomplished.

(b) All portable exterior signage will be removed and secured by the using activity. Motor Transport will remove all billboard trailers.

(c) All equipment, supplies, and trash cans will be moved inside and secured, or tied down/chained in place.

(d) Prior to approving any Temporary Duty/leave, supervisors will check with all personnel who are going on temporary duty/leave to ensure their quarters are secured and the needs of their spouse/ family are taken care of. In addition, personnel going TAD/leave will ensure all loose materials outside are moved inside or secured at their residence.

(e) Park MCCS vehicles next to buildings with enclosed corners to protect windows as much as possible. All vehicles should be parked inside if possible; if not they should be parked next to a wall, facing each other so windows are protected.

(f) Close and latch all windows of all facilities.

(g) Move all electric outdoor signs, etc., inside or to a secured area and tie down.

(h) Tie down/chain all large items (e.g., aluminum bleachers, porta-johns) that may blow away. Bleachers must be tied to fence poles or trees so that their backs are flat against the fence to prevent being flipped and twisted.

(i) Evacuate all temporary buildings after turning off all electrical power switches.

(j) Notify patrons utilizing the cottages of the Typhoon Condition and secure the cottages. Ensure all personnel vacate the cottages in a timely manner.

(2) Recreation Facilities.

(a) Stop all outside organized sports (call and cancel all outdoor sports officials), but only as actual winds, rain, and/or unsafe weather conditions may require.

(b) Stop rental at all Tsunami Gear SCUBA centers.

(c) Stop all outside CY&TP activities and return children to facilities.

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(d) Secure pools, "Learn-to-Swim" programs, and beach to the public. NOTE: For paragraphs (a) through (d) above, in other words if the sun is shining and not experiencing heavy rain and/or strong/hazardous winds already, continue the MCCA outdoor activities until degraded weather conditions warrant closure.

Community Service Coordinators (CSC) and Supervisor (CSS). Check all MCCA areas and provide assistance to facility managers where needed. If for any reason the needed assistance is beyond their capabilities, CSC/CSS should coordinate additional assistance with the appropriate MCCA internal/ external agencies (e.g., MCCA Supply, Motor Transportation, Facilities Management Branch (FMB), or Installation Camp Services). The CSS's at Camp Fuji and Camp Mujuk need to coordinate closely with their camp commands for guidance on typhoon preparedness and external support particular to their camps, as might be required.

e. TCCOR-1. Curtailment of all nonessential activities or selective curtailment of activities may be implemented. The decision to close will be at the discretion of the respective Chief with approval from the Deputy Assistant Chief of Staff, MCCA based upon coordination with the AC/S, MCCA. Any closure requires notification to the CSC/CSS office.

(1) Recreation Programs. Secure the outdoor recreation programs/activities if not already secured. If weather conditions begin rapidly deteriorating; parents may also be encouraged to pick up their children.

(a) Close all pools and beaches to the public. Turn off all pool chemical feeders and circulation pumps.

(b) Stop all remaining organized outdoor sports (call and cancel officials).

(c) Ensure all Children, Youth and Teen Programs only conduct activities indoors.

(d) Close recreation facilities, as actual weather conditions dictate, but only as any unsafe weather conditions may require.

(2) Taiyo Golf Course. Secure golf areas (except Pro Shop).

(3) Food Facilities. Begin process of cleaning up facilities in anticipation of closing with the declaration of TCCOR-1C.

(4) All personnel will remain inside and work as needed indoors during normal working hours.

(5) Begin moving office equipment and files located adjacent to windows to the center of the office. Cover with plastic trash bags any

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equipment or files which are not practical to move.

(6) Begin clearing floors of objects subject to water damage in case of window breakage or flooding. Ensure all computer/automated data processing (ADP) equipment is secured as follows:

(a) Shut down and turn off all desktop computer equipment prior to securing your facility. Unplug the surge protector from the wall outlet as an added measure of protection. MIS will take care of network equipment and point of sale servers that need to be shut down.

(b) Make sure that no computer equipment is located on the floor. If equipment needs to be moved, please contact the MIS service desk for assistance.

(c) Move any equipment located next to windows or doors to an area with less potential for water damage. Use caution when moving equipment. Most ADP equipment have cables attached to walls or other equipment and can be severely damaged when moved.

(d) Cover all equipment with plastic bags or similar material. Make sure the equipment is turned off before it is covered, as it may overheat and cause permanent damage.

(e) DO NOT move or power down any servers.

(f) Any questions or assistance can be obtained by calling MIS at telephone numbers 645-2798/3292/3190/2483.

(g) Close the Auto Recovery Lot to the public. NOTE. The Bus Rental Program, WestPac Shuttle, and Tours Plus activities will be monitored very closely during TCCOR-1 for rapidly deteriorating weather conditions, i.e. increasing sustained, gusty winds. Drivers and dispatchers will closely coordinate to be aware of potentially hazardous conditions which may result in early closure of bus operations prior to TCCOR-1C.

(h) TLF managers will assist guests needing transportation to and from the nearest DeCA Commissary or AAFES shoppette to stock up on necessary family supplies for the typhoon's duration, as may be required. The TLF manager will use internal TLF assets or coordinate MCCS Motor Transportation assets to ensure this tasking is accomplished.

(i) Entertainment will cancel all activities in the northern camps in TCCOR-1 due to operations closing. In addition, the Entertainment Director will ensure all entertainment and transportation staff, as well as band members are able to return safely to their quarters.

(j) All alcohol sales are prohibited.

f. TCCOR-1C. All nonessential activities will be discontinued. Secure all activities except those in support of urgent military or

civilian missions. Military and civilian personnel not required for performance of urgent missions will be released immediately. Secure all doors and windows. Release all personnel from work, including support and administrative offices. All MCCS facilities close. Personnel are to return to and stay in quarters. Civilian personnel who are normally scheduled to work will be considered on administrative leave.

(1) Close all MCCS offices and activities not previously closed. (Exception: TLF and TBF Lodgings with occupied guests will remain open; however, only the Westpac Lodge/Inn on Camp Foster will maintain a manned Front Desk. All other Lodging operations will close down front desk operations and post emergency numbers as well as the Westpac Lodge/Inn front desk for guest usage in the event of an emergency.)

(2) Use caution when working outside in TCCOR-1C.

(3) Park all remaining emergency vehicles in a safe area, bumper to bumper as close to a building as possible.

(4) Lock all vehicles and park in gear, if manual shift.

(5) Shut down and unplug all remaining electrical equipment. All personal computers, monitors, and printers will be covered with plastic after being unplugged.

(6) Ensure all windows and doors of buildings are locked.

(7) Sandbag all building doorways and entrances.

(8) Supply Branch. The warehouse foreman will contact all delivery drivers to return to the warehouse and secure all equipment and facilities.

(9) Motor Transportation (Motor T) Branch. If not already accomplished, advise all remaining operators to return to Motor T (after off-loading passengers), and secure all buses and facilities. No vehicles, except under extreme life or death situations, will be operated when wind speeds exceed 80 knots (92 miles per hour).

(10) Facilities Maintenance Branch (FMB). If not already accomplished, curtail all work and advise crews to immediately return to the FMB shop. If any crews are assigned to work on an emergency, they must use extreme caution when in transit and/or working outside.

(11) Children, Youth and Teen Programs' Facilities. Establish emergency center procedures to include 'last call' by management to parents of any children that remain one hour after the TCCOR-1C call and/or calling the Provost Marshall Office (PMO) for assistance in locating parents. CY&TP facilities will close when the last child departs and the facility is secured.

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(12) The MCCS DWO goes to quarters on standby to assist the camp with emergency notifications and or other support as required.

(13) MCCS Facility Managers. Will call and/or e-mail the CSC/CSS office and the immediate supervisor of the fact the facility is secured and closed. If the camp/station commander closes your facility before TCCOR-1C has been declared, check in with your MCCS program manager and notify the Camp CSC/CSS office, then secure. All CSC/CSS report the facility closures to the Camp Duty Officer, MCCS DWO and the AC/S, MCCS when operations on board their camp have been secured.

g. TCCOR-1E.

(1) All MCCS facilities and activities remain closed, except lodges.

(2) The MCCS DWO in quarters on standby to assist the camp with emergency notifications and or other support as required.

(3) All personnel will remain indoors.

(4) Traffic through camp gates will be restricted to emergency vehicles only in accordance with reference (a).

h. TCCOR-1R. Installation Disaster Control personnel (e.g., Safety, Facility Engineers, Military Police) begin surveying damage and securing hazards. Unless otherwise directed by the AC/S MCCS, no MCCS employee will be outdoors assisting in the recovery efforts.

(1) All MCCS facilities and activities remain closed, except lodges. No one ventures outdoors.

(2) The MCCS DWO in quarters on standby to assist the camp with emergency notifications and or other support as required.

i. TCCOR-SW/TCCOR-AC/TCCOR-4. During Storm Watch there is still a possibility of danger to personnel/facilities due to storm unpredictability or from hazards created by previous high winds; the situation will be closely monitored. When TCCOR-SW/TCCOR-AC/TCCOR-4 is announced, damage assessments and any required or extended recovery actions will begin. DODEA teachers, staff, and students return to school during normal hours.

Per the reference (a):

(1) In general, normal activities can be resumed.

(2) Caution should be exercised in conducting outdoor activities during Storm watch.

(3) Unless instructed otherwise by the chain of command, MCCS assigned personnel will return to work IAW the guidance provided in para. 7j. of this directive during normal duty hours. The BEOC will release the

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announcement over the American Forces Network (AFN).

(4) Unless directed otherwise by the CG, MCIPAC-MCBB and/or the AC/S, MCCS, MCCS facilities will reopen.

(5) Return facilities and activities to normal operations. Replace any banners and exterior signage. Motor Transport will replace all billboard trailers.

(6) Personnel will return to work IAW paragraph 7j.

(7) Reopening of Facilities. Reopen facilities within a reasonable amount of time and maintain normal facility and staff operations until a higher TCCOR is again promulgated.

(8) All facilities that normally submit a Daily Activity Report will ensure that a negative report is submitted for all days closed during the typhoon.

(9) Clean-up operations commence. Any identified requests for "emergency generator support" of food/lodging operations needs to be made to FMB at this time.

NOTE: Due to the amount of debris that gets into the MCCS outdoor recreation facilities, pools, and golf courses, during typhoons these facilities in all probability will not all be successful in reopening within a reasonable amount of time, but can be expected to reopen after debris clean-up and as soon as safety and health conditions permit.

(10) Normal vehicle operations may commence.

(11) MCCS facility managers prepare the facility and call in and report damage to the CSC/CSS office. The CSC/CSS office consolidates a report that is sent to the Camp Commander Office and the Chief Logistics Officer, MCCS. Facility managers will request service tickets to have damages repaired. Service ticket request can be e-mailed to service@okinawa.usmc-mccs.org or called in to the FMB Service desk. For computer or communication related issues contact MIS via e-mail to misservice@okinawa.usmc-mccs.org or call them into the MIS service desk. Reporting procedures are at enclosure (4). The report will consolidate Damage Assessment Reporting to the CSC/CSS office in the following format:

a. Personnel Casualties: Report name, grade, Employee ID, position, injury, and disposition.

b. Facility Damage: Report building number, description of damage, and an estimate of the costs of repair (if known).

c. Organic Damage: Report equipment items, unit number, description of damage, and an estimate of the costs of repair (if known) or replacement.

NOTE: The Damage Assessment Report will be submitted by the CSC/CSS to their respective Camp/Station Damage Command Operations Centers (CEOC) I to

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NAF-HRO(if any personnel casualties), and to the MCCS Chief Logistics Officer(CLO)The MCCS CLO will direct repairs through FMB, and will inform the AC/S MCCS of overall damages sustained by MCCS facilities. The Chief of NAF Human Resources (CNHR) will inform the AC/S, MCCS of any personnel casualties. Each CEOC should initially receive a verbal report from the CSC/CSS and a follow-up e-copy of a consolidated report, negative reports are required.

j. Reporting to Work

Civilians and military personnel are to report back to work upon declaration of TCCOR-SW/TCCOR-AC during their normal working hours/shifts IAW the following guidance, unless otherwise directed.

NOTE: This announcement will be made over the AFN Network. Failure to have knowledge of such announcement will not be considered a valid reason for late return to work.

(1) If there are less than 3.5 hours left in an employee's work shift, then reporting back for duty is not required.

(2) But if there are MORE than 3.5 hours left in the work shift, then employees are to report for their normally assigned shift of duty. This guidance applies to all types of employees, (i.e. NAF, APF, NSPS, IHA and MLC), but does not include those who are required to come in for cleanup and/or damage assessment of facilities.

(3) Facility managers or those designated as essential to care for facilities should report to work within a reasonable amount of time regardless of the time left in the work day. Because most facilities and offices will require clean up, the 3.5 hour rule mentioned above does not apply to NAF staff, unless so directed by the immediate supervisor. Facility Managers or essential workers need to remain or report to work once facilities are reopened if it is after their normal working hours or a day the facility/activity is normally closed. This will allow for an assessment of damage and preparations to be ready to open.


(4) When civilian employees are released from work due to typhoon conditions indicated by this Directive, they will be excused without charge to leave or loss of pay. This time will normally be logged as Administrative Leave (AO) on the timecards of all employees who are normally scheduled to work during the typhoon as explained in the administrative policy. Please indicate in the comment box of your timecard submission into People Soft that Administrative Leave was used for the Typhoon; LV for appropriated fund (APF)/government service (GS)(personnel). This period of administrative leave will normally be determined by NAF-HRO.

8. Action. MCCS Chiefs, Program Managers, and Branch Heads are to ensure widest dissemination of this Directive to all affected employees in your care, and ensure strict compliance with its contents.

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9. Sponsor. Executive Branch.

10. Point of Contact. AC/S, MCCS Executive Assistant at DSN 645-9131/3082.



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