

III Corps and Fort Hood Regulation 385-3

DPTMS
**PROCEDURES FOR
EMERGENCY WARNING
ANNOUNCEMENTS**

**Department of the Army
Headquarters, III Corps and Fort Hood
Fort Hood Texas 76544
2 NOVEMBER 2015**

UNCLASSIFIED

SUMMARY OF CHANGE

Fort Hood Reg 385-3
Procedures for Emergency Warning Announcements This

Issue dated 2 November 2015

- Changes reference of equipment listing.
- Updates announcement of AtHoc Alert Systems.
- Beginning 20 January 16 monthly test will be conducted at 1000 on the third Wednesday or, when the third Wednesday is a holiday, on the following day.

DPTMS
PROCEDURES FOR EMERGENCY WARNING ANNOUNCEMENTS

History. This revision is a major revision. Portions affected by this revision are listed in the summary of change.

Summary. This regulation sets policy and procedures for emergency warning announcements.

Applicability. This regulation applies to all personnel including military personnel units, Family members, Department of the Army Civilian employees, contract personnel and other personnel and units assigned, attached to, or in training at Fort Hood.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by the Senior Commander, III Corps and Fort Hood.

Suggested improvements. The proponent of this regulation is the Office of the Garrison Commander, Directorate of Plans, Training, Mobilization, and Security (DPTMS). Send comments and suggested improvements to Commander, USAG, ATTN: IMHD-PL, Fort Hood, Texas 76544-5016.

FOR THE COMMANDER:

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DISTRIBUTION:
IAW FH FORM 1853

*Superseded III Corps and Fort Hood Regulation 385-3 dated 14 NOVEMBER 2013

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OVERVIEW

1

Purpose

This regulation:

- Establishes policy and procedure for announcing and responding to emergency warnings.
- Continue activities essential to national security, health, safety, and law and order, regardless of the severity of an emergency.

1a

References

Appendix A lists required and related publications and referenced forms.

1b

Abbreviations and Terms

The glossary contains abbreviations and terms.

1c

Warning Announcements

The Installation Operations Center (IOC) or the Directorate of Emergency Services (DES) may activate the Mass Notification System (MNS) to:

- Provide information.
- Announce an “emergency notification.”

The III Corps and Fort Hood IOC is equipped with:

- Telephones.
- Radio communications.
- Desktop and AtHoc Alert System
- Over Fort Hood’s Mass Notification System (giant voice) and Internal Mass Notification (little voice).

The IOC has the capability to post an emergency announcement over the Fort Hood Web page, Desktop Alert, AtHoc, Phantom Distribution (Distro) and the information hotline (287-6700).

(continued on next page)

**Warning
Announcements
(continued)**

The IOC coordinates with city, county and state agencies for the purpose of:

- Relaying emergency warnings.
- Response and recovery operations.
- The IOC is open 24 hours a day, 7 days a week.
- The IOC, staff, public, private and other governmental agencies work as a team to keep everyone informed when emergencies threaten or strike on or near Fort Hood.

Announcements are issued:

- In person.
- Through local radio or television.
- Over Fort Hood's Mass Notification System (giant voice) and Internal

Mass Notification (little voice).

- Over Fort Hood's public address system.
- On reader boards.
- Through social media.
- Through e-mail.
- By Desktop Alert.
- By AtHoc Alert.
- Over Fort Hood's home page.
- Through an information hotline.

1d

**Individual
Response to
Emergencies**

It is everyone's personal responsibility to make adequate preparations to protect themselves and those for whom they are responsible (this includes Family, friends, and neighbors who may require assistance – refer to the Ready Army campaign plan).

(continued on next page)

**Individual
Response to
Emergencies
(continued)**

Announcement of an emergency should not be a time for panic or alarm but a time to use a previously prepared checklist to ensure safety.

1e

RESPONSIBILITIES

2

**Commanders
and Staff
Directors**

Commanders shall use guidance in:

- III Corps & FH Reg 95-1 (Fort Hood Local Flying Rules).
- III Corps & FH Reg 115-1 (Weather Support to III Corps and Fort Hood).
- III Corps & FH Reg 350-16 (Prevention of Heat and Cold Injury).
- III Corps & FH Reg 385-2 (Procedures for Cold Weather Operations and Hazardous Conditions).

2a

**III Corps
Safety**

Coordinates the publication of warnings prior to the beginning of seasonal weather hazards.

2b

**Mission
Support
(MS)
G3**

The Mission Support (MS) G3:

- Resolves conflicts between this regulation and mission training activities of units.
- Develops recommendations for command group approval and keeps the command group informed of developing issues.

2c

**Installation
Aviation
Organizations**

Commanders of aviation units ensure staff duty instructions provide recall of key individuals for duty to monitor weather activity after receipt of any weather warning or watch.

(continued on next page)

**Installation
Aviation
Organizations
(continued)**

When wind forecasts are 35 to 49 knots, check mooring of aircraft not hangared and secure loose items and materials.

When weather warnings are received for tornadoes, wind gusts of 50 knots or higher, or hail three-quarter inch in diameter or greater, recall or ground aircraft and hangar as many aircraft as possible.

2d

**Commander,
3rd Weather
Squadron**

The Commander, 3rd Weather Squadron:

- Is responsible for ensuring weather information is relayed to the OC as required by III Corps and Fort Hood Reg 115-1.
- Must be prepared to provide additional weather information to the IOC upon request.

2e

**Garrison
Commander**

The Garrison Commander resolves conflicts between this regulation and Garrison activities essential for continuity of operations when emergency warning announcements or operations are in progress.

2f

**Director,
Plans
Training
Mobilization
Security
(DPTMS)**

The DPTMS on order:

- Establishes an Emergency Operations Center capable of responding to natural or manmade incidents to coordinate response and recovery operations.
- Disseminates warnings throughout the Installation and ensures individuals know how and where to find shelter.
- Be prepared to furnish augmentation/liaison when requested by the IOC.

2g

**Director,
Public
Works
(DPW)**

The Director, Public Works (DPW) on order:

- Provides occupants of Family housing a copy of this regulation or suitable instructions to identify the Fort Hood MNS.

(continued on next page)

**Director,
Public
Works
(continued)**

- Provides a list of vulnerable structures to G1 Safety for required posting of safety evacuation notices.

2h

**Director,
Family
Morale,
Welfare,
and
Recreation
(DFMWR)**

The Director, Directorate of Family, Morale, Welfare, and Recreation (DFMWR), on order:

- Coordinates a 24-hour system to notify all DFMWR activities, including Belton Lake Outdoor Recreation Area (BLORA), West Fort Hood Trailer Camp, various child care facilities and remaining DFMWR sites, when emergency warnings are announced.

2i

**Public
Affairs
Office
(PAO)**

The Public Affairs Office (PAO), on order:

- Approaching seasonal weather patterns, issues appropriate awareness and safety campaign.
- Warning through local media when conditions require immediate emergency responses.

2j

**Director,
Emergency
Services
(DES)**

The DES, on order assists the IOC by furnishing field observations of prevailing conditions.

2k

PROCEDURES

3

**Implementa-
tion During
Duty Hours**

MS G3 and DPTMS:

- Convenes the installation weather response conference group.
- Gets command group guidance for implementation.

3a

**Implementa-
tion During
Non-duty
Hours**

The IOC passes warnings of emergency conditions to MS G3 and DPTMS.

MS G3 and/or DPTMS:

- Determines the necessity of consulting a committee submitting recommendations to the Garrison and Senior Commander from available information.
- Gets Senior Commander approval to implement procedures.
- Declares or gives all clear during periods of warning of emergency conditions through the IOC.

3b

**Implementa-
tion by Senior
Commander**

The Senior Commander:

- Implement response procedures when emergency conditions are announced.
- Authorized, release non-essential personnel to assist Family members.
- Establish priorities for securing equipment and impediment a normally stored outdoors from hazards presented by emergency conditions.
- Establish alternate communications should normal communications fail.

3c

Appendix A References

Section I Required References

III Corps & FH Reg 95-1, cited in para 2a
Fort Hood Local Flying Rules

III Corps & FH Reg 115-1, cited in para 2a; 2e
Weather Support to III Corps and Fort Hood

III Corps & FH Reg 350-1, cited in para 2a
Training and Leader Development

III Corps & FH Reg 350-16, cited in para 2a
Prevention of Heat and Cold Injury

Section II Related References

This section not used

Section III Referenced Forms

Fort Hood Form 1853
Distribution Scheme

**APPENDIX B
INSTALLATION OPERATIONS CENTER (IOC) CHECKLIST**

WARNING

1

Criterion

The criterion for warning is:

- Tornadic activity (tornado, funnel cloud, waterspout) has been visually sighted by a reliable source or a possible tornado has been detected by radar within 5 nautical miles of the Fort Hood reservation, or tornadic activity is forecast to move or occur within 5 nautical miles of the Fort Hood reservation within 30 minutes.
- An emergency warning announcement is received or a judgment decision is made by the IOC that installation personnel need to be warned to prepare for an emergency or to take cover.

1a

Procedure

The IOC shall:

- Activate the MNS (giant voice and little voice).
- Activates AtHoc.
- Activate Desktop Alert.
- Post announcement over the Fort Hood Web page, and the information hotline (287-6700).
- Notify PAO.

(continued on next page)

**Procedure
(continued)**

The IOC operations specialist prepares and issues the MNS announcement using the outline in figure B-1:

“This is the Fort Hood Installation Operations Center with a special _____ warning.”
(type of warning)

“_____ reports a (tornado) has been sighted within 10/25 miles, _____”
(agency issuing warning) (direction)

of Fort Hood. At last report, the (tornado) was not a threat to Fort Hood. Even though the (tornado) is not an immediate threat, this could change and weather conditions could produce other (tornadoes) in the area do exist. For more weather information, tune to local radio, television, and the Fort Hood Website, or call the information hotline at 287-6700. Repeating (say entire announcement again)....Thank you.”

**Figure B-1. Mass notification system (MNS)
warning announcement**

1b

OCCURRENCE

2

Criterion

A tornado has touched down within the Fort Hood reservation.

2a

Procedure

The IOC:

- Activates the MNS.
- Notifies the Mission Support, DPTMS and PAO.
- Notifies the staff/directorates (on-call representatives during non- duty hours).
- Prepares and issues the MNS public announcement using the outline in figure B-2.

(continued on next page)

**PROCEDURE
(continued)**

“This is the Fort Hood Installation Operations Center with a special tornado warning. A tornado has (select one) _____ been sighted within the Fort Hood reservation boundary.
_____ touched down at West Fort Hood.
_____ touched down at North Fort Hood.
_____ touched down at _____ (location on main post).

The course of the tornado is unpredictable and remains a threat to other Fort Hood areas at this time. Take immediate action to protect yourself and tune to local radio, television, and the Fort Hood Website or call the information hotline at 287-6700 for more weather information. Repeating (say entire announcement again)...Thank you.”

**Figure B-2. Mass notification system (MNS)
occurrence announcement**

2b

ALL CLEAR

3

Criterion

Cancellation of tornado warnings.

3a

Procedure

The IOC:

- Summarizes weather advisory services to cancel previously issued warnings.
- Activates the MNS “all clear” signal.
- Prepares and issues the MNS announcement outlined in figure B-3.

(continued on next page)

PROCEDURE (continued) “This is the Fort Hood Installation Operations Center with a special announcement. The tornado reported earlier on this channel is no longer in the area and does not pose an immediate threat to Fort Hood.”

If damage to Fort Hood has occurred add

“Please stay away from damaged areas to avoid being injured or interfering with emergency vehicles.”

(continuing) “Even though there are no tornados in the immediate area, weather conditions that could produce other tornados in this area still exist. These weather conditions will continue until _____ (civilian time) today/this evening/tonight. Repeating... (say entire announcement again)... Thank you.”

**Figure B-3. Mass notification system (MNS)
all clear announcement**

3b

ALL OTHERS The MNS public announcement capability is limitless. It can be activated to continue activities essential to national security, health, safety and law and order, regardless of the severity of an emergency.

4

CONDUCTING TESTS

5

Criterion Monthly test.

5a

Procedure The IOC tests the Fort Hood MNS every month at 1200 on the third Wednesday or, when the third Wednesday is a holiday, on the following day. Beginning 201000 Jan 16 time will change to 1000.

5b

Glossary
Abbreviations

Section I
Abbreviations

ATTN
Attention

BLORA
Belton Lake Outdoor Recreation Area

DES
Directorate of Emergency Services

DFMWR
Directorate of Family Morale Welfare and Recreation

Distro
Distribution

DPW
Directorate of Public Works

DPTMS
Directorate of Plans, Training, Mobilization and Security

IAW
In accordance with

IOC
Installation Operations Center

MNS
Mass Notification System

MS
Mission Support

PAO
Public Affairs Office

USAG

United States Army Garrison

Section

II Terms

This section not used