



06 July 2020
SMTCNOTE 3006.1

CANCELLED: 30 JUL 2021

SPECIAL MISSIONS TRAINING CENTER NOTICE 3006

Subj: SUPPLEMENT TO THE SMTC SEVERE WEATHER PLAN DUE TO THE COVID-19 PANDEMIC

Ref: (a) Severe Weather Plan, SMTC 3006.1J
(b) COVID-19 Pandemic Operational Guidance for the 2020 Hurricane Season

1. PURPOSE. To add policies and procedure to the current SMTC Severe Weather Plan due to the COVID-19 global pandemic.
2. ACTION. All Division Officers, Branch Chiefs, and supervisors shall ensure the contents of this Notice are made available to their personnel.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. The decision to evacuate SMTC from MCBCL shall be based on direction from high authority and COVID-19 impact will be considered when the location of the safe haven is designated.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this directive contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for Compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Notice. An electronic version will be located on CG Portal: <https://cgportal2.uscg.mil/units/smtc/sitepages/Home.aspx>
8. PROCEDURES. Additional procedures to follow during a mandatory evacuation during the COVID-19 Pandemic.
 - a. Member's and dependents are responsible for maintaining social distancing, wearing face masks as required by Coast Guard and state policy, and practicing good hygiene during an evacuation. Members and dependents shall also make only necessary stops while evacuating to the designated safe haven to limit exposure to COVID-19.
 - b. Members are also required to bring enough face masks, disinfectant wipes, and hand sanitizer for their entire family.
 - c. Limit social interactions between Heat Team members, Command Cadre, and evacuating personnel to limit exposure to working teams.
9. HEAT TEAM ADDITIONAL REQUIREMENTS.
 - a. Provide extra face masks, gloves, disinfectant wipes, and hand sanitizer for the Heat Team members.
 - b. Locate two locations in different hotels for the Command Cadre and Heat teams to be split into two teams, as to limit COVID-19 exposure if a member of the Heat Team becomes ill.
 - c. Identify a second Heat Team leader once teams are split.
10. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing requirements.
11. FORMS/REPORTS. None

12. REQUEST FOR CHANGES. Change recommendations should be routed in writing, via chain of command, to CWO Sarah Linayao, 910-440-7299.

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