ANNEX Y TO SECTION II

EVACUATION MANAGEMENT

1. Scope. The Commanding Officer is in charge of Evacuation Management for all assigned units on board Naval Construction Battalion Center, Gulfport. This annex addresses several concerns when dealing with evacuation. An effective evacuation is dependant upon several factors: Shelter and assistance, the type of casualty , number to be evacuated, time constraints, availability of transportation, duration of the relocation, and the planning efforts made. It must be realized that an evacuation not only affects those being evacuated, but those who are impacted with their arrival and the service(s) that they must provide.

2. Exemption. NONE

3. Assumptions

a. That in most incidents there will be preparation time except for instant incidents (i.e., results of terrorist activity, explosions, crashes, etc.).

b. A majority of the assigned personnel will be able to perform evacuation functions in a timely manner.

4. Limitations - None

5. References: (a) OPNAVINST 3440.17 - Navy Installation Emergency Management Program
(b) CNICINST 3440.17 - Navy Shore Installation Emergency Management Program Manual
(c) OPNAVINST 3440.16 - Navy Civil Emergency Management Program
(d) National Incident Management System (NIMS) National Response Plan (NRP)

6. Roles & Responsibilities

a. Concept of Operations. To ensure base preparedness through training, exercises, and evaluations.

b. Positions. Tasks, Activities and Processes

7. Evacuation Types: There are three distinct types of evacuations for NCBC Gulfport:

a. Mandatory. Non-selective evacuation with only critical workers allowed to remain onboard insuring mission requirements.

b. Recommended. Strongly suggested evacuation because of potential danger to personnel with probable loss of services.

c. Voluntary. An evacuation for individuals who would feel more comfortable in other surroundings. Danger to personnel is remote but loss of some services is possible.

8. Evacuation Sizes: There are two sizes of evacuation.

a. The Commanding Officer has final authority for evacuating personnel who reside on their facility or in government quarters under their authority, as directed by the Regional Commander. The type of evacuation order given by the Commanding Officer is extremely important as it determines the expenditure of funds.

b. The anticipated length of an evacuation is the key to determining if military and/or civilian dependants that reside in government quarters should travel to a safe haven or to a designated place.

(1) Limited Evacuation. Circumstances making an evacuation necessary are expected to improve to the extent that the evacuated dependants can return to the members permanent duty station.

(2) Evacuation. Circumstances are not expected to improve to permit dependants to return to the members permanent duty station in a reasonable period. Dependents are entitled to travel allowance to a designated location.

(a) When the Commanding Officer orders an evacuation/Limited evacuation to all or part of the facility (including off-base government quarters), a safe haven or designated place must be specified. The Evacuation site for NCBC Gulfport will be determined by the incident.

(b) The order to evacuate all or part of an installation or off base government quarters pertain to personnel (i.e., military, military dependants, DOD civilian employees, and DOD civilian employee dependants) who work and/or live on the station.

9. The Emergency Manager will:

a. Identify and designate specific evacuation routes.

b. Develop mutual aid agreements as required to ensure evacuee support.

c. Provide assigned personnel with guides to facilitate personnel evacuation preplanning efforts.

10. Personnel

a. All personnel assigned to NCBC Gulfport are required to fill out and maintain information on NFAAS website regardless of where the member intends to evacuate.

b. Military and civilian personnel are required to complete preparatory tasks, and operational assignments during and after an emergency are designated cat 5 personnel. CAT 5 personnel will be assigned to designated shelters depending on the incident.

c. Military personnel residing in military housing/barracks will proceed to the designated shelter when directed by the Emergency Management Organization.

d. Military personnel living off the center, and whose presence on duty is not required , may:

(1) Utilize shelters on the center or in Harrison County

(2) Evacuate inland or remain at home if they consider their residence safe from the incident.

e. Commanding Officers will encourage personnel to evacuate residences or locations endangered by the incident.

(1) Less than 20 feet above sea level or whatever elevation is established when higher tides are predicted.

(2) House trailers in any location

(3) Areas identified in the safe area of a man made disaster.

f. All personnel using designated personnel shelters on NCBC are encouraged to bring their family members. Additionally, local emergency management organizations will establish emergency shelters in the local community in preparation for the disaster.

g. After the all clear is given, Installation personnel able to secure a safe route to NCBC Gulfport will return to duty at the beginning of their next regularly scheduled work shift.

h. Prior to ordering the evacuation the Emergency Shall:

(1) Coordinate with local highway officials (law enforcement, Department of Transportation) for road/highway status between the installation and safe haven or designated location.

(2) Coordinate with local emergency management officials to reduce the conflict with local populous movements, availability/location of shelters and restrictions that would have an effect upon evacuating personnel.

(3) Insure assigned personnel are kept informed of the existing conditions of readiness and have them take preemptive measures (having prescriptions filled, topping off fuel tanks, making hotel/motel reservations, etc)

(4) Coordinate with safe haven/designated location assigned personnel about the preparations being taken to evacuate. It would be beneficial to the evacuating base/installation to have representation in place at the relocation site to coordinate activities.

i. All units on the Installation shall:

(1) Ensure all assigned personnel complete evacuation form located on the NFAAS website.

NOTE: During an evacuation of a specific location/area, mission critical billets/posts and first responders (CAT 5) which must remain manned are identified in Section II Annex CC.

j. Once the evacuation is ordered all units on the installation shall:

(1) Provide the evacuees with directions to the safe haven, Emergency contact numbers, special reporting instructions.

(2) Provide transportation to evacuees who require it (If available). Suggest for their comfort they try to arrange own transportation with a friend or co-worker.

(3) The Emergency Manager shall:

(a) Institute base-wide evacuation notification.

(b) Request deployment of security forces as necessary to direct evacuation.

(c) Restrict the sale of gasoline at the Navy Exchange gas station to command sponsored, authorized patrons, mission essential personnel and authorized Government vehicles. Gasoline may not be sold to fill gas tanks in boats or any other vehicle being towed or carried. Gas rationing will be per vehicle and at the CO/ Emergency Operations Center discretion.

(d) Notify the designated safe haven emergency manager that NCBC base evacuation has commenced.

k. Once the emergency has ended and personnel are allowed to return; the Emergency manager shall:

(1) Coordinate with local highway officials (Law enforcement, Department of Transportation, etc.) for road/highway conditions returning to the Installation.

(2) Coordinate with local emergency management officials to reduce the conflict with local populous movements that would have a negative affect upon returning personnel.

(3) Use all means available to get the word out to evacuated personnel to return to the installation (including the surrounding area) and if any problems they could expect during their return.

(4) Develop after action/lessons learned reports after every incident/exercise and update established plans, procedures or checklists.

ANNEX Z TO SECTION II

LOCAL SAFE HAVEN MANAGEMENT TEAM

1. Scope. The Local Safe Haven Management Team functional annex consists of Naval Construction Battalion Center (NCBC), Gulfport Emergency Management Officer (EMO), EM Staff, NCBC, and all other personnel assigned to support the safe haven management function. EM is responsible for the coordination of the overall preparedness and mitigation actions of the installation to include safe haven management.

2. Exemption. None

3. Assumptions. EM personnel have the ability to organize, train, equip and exercise safe haven management capabilities consistent with the guidelines established per references (a) and (b).

4. Limitations. As responders initially assess the incident and if they make a determination that the magnitude will overwhelm NCBC sheltering resources, the Commanding Officer may deem it necessary to request assistance from outside the installation. When necessary, Functional Annex Y may be used to supplement or supersede guidance found here.

5. References:
(a) OPNAVINST 3440.17
(b) CNICINST 3440.17
(c) OPNAVINST 3440.16
(d) National Incident Management System (NIMS)
(e) National Response Plan (NRP)

6. Roles and Responsibilities

a. Concept of Operations. In emergencies with only a short to moderate warning time, installation authorities may direct people to one or more designated local safe havens on board the facility.

b. Emergency Manager shall:

(1) Develop plans and procedures to direct evacuation, safe haven, move to shelter or shelter-in-place procedures for Category 5 personnel.

(2) Establish a Local Safe Haven Management Team.

(3) Identify buildings or structures that will adequately shelter personnel from the elements.

(4) Coordinate with building or structure occupants or owners on which spaces are to be utilized during a safe haven event and procedures on unlocking the spaces after hours.

(5) Coordinate with Security on notification procedures.

(6) Designate personnel to oversee the safe haven when utilized.

c. Departments and Tenant Commands shall:

(1) Assist the Local Safe Haven Management Team in availing buildings and structures to be utilized for safe havens.

(2) Assign personnel to oversee safe haven operations as directed by the Local Safe Haven Management Team.

7. Mitigation

a. Care should be taken so as not to designate buildings that are difficult to access or may not be structurally sound during an extreme event.

b. A structure that may be utilized for one event may not be satisfactory or appropriate for a different event.

c. Buildings should have adequate head and water facilities.

d. To prevent issues of cumbersome after-hours coordination precluding timely usage of the facility, an ideal location would be normally unlocked 24/7, with no additional staff necessary to prepare the space for use or oversee the personnel who utilize the space.

ANNEX Z TO SECTION II

EMERGENCY MANAGEMENT CHECKLIST

1. PREPARATIONS

a. Naval Construction Battalion Center (NCBC), Local Safe Haven Management Team is established ____

b. Buildings and structures to be utilized for local safe haven are identified ____

c. Agreements are in place with buildings' normal occupants ____

d. Agreements are in place with appropriate departments (Security) on safe haven notification procedures ____

2. ANNUAL MITIGATION ACTIVITY

a. Inspect buildings/structures designated as local safe havens ____

b. Review agreements with occupants of buildings/ structures to be utilized as safe havens ____

c. Review agreements with departments on notification procedures ____

d. Schedule, develop, conduct and/or evaluate NCBC exercises to meet base requirements ____

3. RESPONSE

a. Ensure the NCBC safe havens are operationally ready ____

b. Develop and institute the safe haven 24/7 staffing schedule ____

c. Alert applicable personnel of safe haven availability utilizing pre-established notification procedures ____

d. Secure any spaces containing sensitive data or pilferable equipment. ____

4. RECOVERY

a. Determine when event responsible for safe haven activation has passed and it is safe to resume normal operations. ____

b. Ensure the spaces utilized are in pre-safe haven condition. ____

5. AFTER INCIDENT

a. Make needed change(s) to the:

(1) NCBC Emergency Management Plan. ____

(2) EMO Checklists. ____

(3) Brief Lessons Learned/After Action Report submissions at the next EMWG meeting. ____

ANNEX AA TO SECTION II

REMOTE SAFE HAVEN MANAGEMENT TEAM

1. This annex contains the procedures needed to maintain contact with and provide services to evacuating Naval Construction Battalion Center (NCBC), Gulfport personnel. To accomplish this, various team and/or individuals are required to perform specific functions. Some will be required to support the deploying members, while others will relocate to establish a 24-hour work site providing information and directing personnel as required to support their base. Remote teams/members will receive instructions, guidance from the NCBC Emergency Operations Center (EOC) through communications not available to evacuating personnel. Evacuating personnel will have the ability to contact their command representative personnel through toll free number 877-733-7303 which will be provided on the base wide evacuation order.

a. NCBC Gulfport shall:

(1) Assign the NCBC Admin Officer as the primary Installation/Command Evacuation Coordinator (IEC). This person will not be an Installation Evacuation Team member but will be the central point of contact for the evacuation team organization concerning travel orders, passing evacuation information, coordinating required travel arrangements, answering questions, etc. Section B provides a detailed example of Installation Evacuation Coordinator's responsibilities.

(2) Maintain Command Evacuation Team members to deploy to the selected relocation site to support and coordinate with evacuating/evacuated command personnel. When directed, Evacuation team members from CBC Gulfport will travel to the designated relocation site as part of the Installation Evacuation Team. Billeting and messing for team members and their family members will be coordinated prior to their departure. Section B provides a detailed example of an Installation/Command Evacuation Team's responsibilities.

(3) NCBC Gulfport's Admin Officer will assist in the preparation of TAD orders for deploying Installation/Command Evacuation Team members prior to their departure from their command.

(a) Evacuation Team members must have a Government Travel card and be able to prepare evacuation orders in DTS.

(4) Develop and maintain an Installation Evacuation Team Support Kit containing items required by Team members.

(5) When an evacuation is anticipated or the order is given:

(a) Installation Evacuation Team members will attend a pre-deployment meeting chaired by the Installation Evacuation Team Leader.

(b) Release Evacuation Team members from duty to allow them to make individual/family storm preparations as the situation permits.

(c) Evacuation Team members will attend the Evacuation Team Deployment Briefing (time and place specified during the pre-deployment meeting).

(6) Prior to the Installation Evacuation Team departure to the selected off base location, the Installation/Command Evacuation Coordinator will provide them with updated alpha rosters and any support kit that has been developed for them for use at the relocation site. A copy of the updated roster will be faxed to the CNRSE ROC.

(7) Tenant commands (not major), that are not part of the Installation Evacuation Team, will provide alpha rosters to the Installation Evacuation Coordinator quarterly and at each setting of TROPCON 4. Alpha rosters will be maintained at the Emergency Operations Center.

(8) Conduct annual training, NLT June 1st for Installation Evacuation Team Members to review responsibilities and duties, development of any required team support equipment/ materials, personnel items, etc.

(9) Contact the Region Evacuation Team Leader, providing names of Installation Evacuation Team and family members that will be arriving on site and the expected time of arrival. Annotate any family member special needs.

(10) If NCBC Gulfport relocates mobile equipment to the relocation site, the team leader will provide a list of this equipment to the Region Evacuation Team Leader.

This list is to be reviewed annually NLT June 1st and re-certified or changed accordingly. Once the equipment is actually deployed, the CNRSE Emergency Manager will be notified of what was deployed (904-542-0929 or Fax 904-542-0490, DSN 942). The CNRSE Emergency Manager will in turn forward this information to the deployed Region Evacuation Team Leader so the arrival of the equipment can be coordinated with site personnel. Example: The CNRSE Mobile Command Post (MCP) is one piece of mobile equipment.

SECTIONS:

A - Installation Evacuation Coordinator (IEC)
B - Installation Evacuation Team (IET)

INSTALLATION EVACUATION COORDINATOR (IEC)

1. NCBC Evacuation Coordinator will be the Administrative officer. The Installation Evacuation Coordinator will ensure the evacuation team has paper copies of all UIC's within the NCBC Commanding Officers GAOI. He will ensure that all Evacuation Team Members have the line of accounting for orders in DTS. The responsibilities of this position are:

a. Function as the point of contact for actions and responsibilities concerning Installation evacuation, to include coordinating travel orders, passing evacuation information, coordinating required travel arrangements, answering questions, ensuring all UIC's have turned in updated paper copies prior to the evacuation teams departure.

b. When notified by the Region Evacuation Coordinator, provide the CNRSE ROC with an updated organization Alpha Roster at the time required. During weather incidents, normally this will be required shortly after setting TROPCON III.

SECTION B

INSTALLATION EVACUATION TEAM (IET)

1. Information. The Installation evacuation Team exists to provide top-notch command support to Naval Construction Battalion Center Emergency Operations Center (EOC) during emergency situations from a distant location.

2. Duties and Responsibilities. IET members will normally be deployed to the designated location shortly after a TCC III is set for the installation. Therefore, team members should be released from duty after attending the pre-deployment briefing which will normally be held at TCC IV. The designated return time for members will be specified by the IET Leader.
When deployed, the NCBC Gulfport IET will serve as the link between the NCBC Stay Behind Team (EOC) and Commander Navy Region Southeast (CNRSE)/Commander Navy Installations Command (CINC). In addition the Away Team will:

- Account for all personnel and their family members assigned to NCBC Gulfport
- Provide assistance to tenant commands to account for their personnel
- Provide helping resources to employees and family members
- Maintain and update the installation status - OPEN/CLOSED/LIMITED ACCESS
- Update the base Information Hot Line
- Receive and Coordinate NCBC logistical requirements
- Provide administrative support
- Provide Emergency financial assistance
- Maintain Communications on the C4I Suite

3. Evacuation Team List:

Executive Officer	1	NCBC
IET Assistant	1	20TH SRG
NFAAS Tech	1	NCBC
PSD Rep	1	PSD
Fleet & Family Rep (Mass Care)	1	NCBC FFSC
Logistics Support Personnel	1	NCBC SUPPLY
Admin Support Assistant	1	PSD
NAF Personnel Specialist	1	
APC/DTS Specialist	1	NCBC FINANCE
Public Affairs Liaison	1	
IT Support Specialist	1	NCBC N-6
Total	**10**	

a. NCBC IET Leader will:

(1) Issue an e-mail at the beginning of hurricane season as to where the designated safe havens are in the event of a mandatory evacuation. Designated safe havens are currently: NAS Meridian

(2) Ensure the NCBC Admin conducts a thorough alpha roster verification. Receive feed back from all Installation Program Managers (IPMs), OIC's and their personnel on any changes every month during hurricane season and one month prior to hurricane season. The alpha roster will be verified against the Total Workforce Management System since this is the information source that will be used to issue orders. This is accomplished monthly.

(3) Conduct a thorough examination, with the financial manager, of the evacuation orders that are to be handed out to personnel that are being evacuated.

(4) Personally contact designated safe havens to ensure the standing agreement is still in effect in the event of a mandatory evacuation and report to the CO when this is complete.

(5) Ensure the Away Team is dispatched with the necessary equipment to the designated safe haven to commence set up for mustering evacuated personnel, prior to a mandatory evacuation.

(6) Once arriving at the designated safe haven a watch rotation will be set up to ensure that all forms of communication for accounting of personnel are manned twenty-four hours a day.

b. NCBC IET Assistant will: maintain a muster annually with alpha roster verifications to commence one month prior to hurricane season and continue monthly until the end of the hurricane season.

c. NCBC IET Team Staff will: assist the Away Team Leader in any tasks that need to be completed prior to, during, and following the evacuation of NCBC as well as perform the following tasks:

(1) Upon the initiation of the Accountability requirement all staff members will ensure they have access to

the CNRSE designated muster tool and are familiar with how to accurately account for the personnel listed.

(2) Prior to departing NCBC ensure that an accurate list of phone numbers and Points of Contact (POC) for all tenants are in hand.

(3) Upon reaching the designated safe haven an internet connection will be established and the appropriate CNRSE designated muster tool will be opened to begin accounting for personnel once they reach their designated safe haven and call to muster.

(4) Upon reaching the designated safe haven a call will be made to the NCBC EOC to notify of safe arrival.

(5) A location will be established for the placement of evacuation materials and vehicles that may arrive and need to be recalled to NCBC in the event of post hurricane clean-up.

(6) The watch will receive calls from the Emergency Manager (EM) identifying the materials needed at the EOC. Once the Commanding Officer has announced all clear the Away Team will then notify those members that they are being recalled to NCBC. Upon the departure of the specified individuals and equipment, the Away Team will call the NCBC EM and notify them that the personnel and equipment are enroute back to NCBC Gulfport.

(7) Tenant commands are responsible for mustering their personnel. However, if applicable mustering tool reflects NCBC tenant's lack of mustering, a call will be made to the tenant POC to inform them to begin mustering.

(8) Once the order for return is given the IET will notify all members when they call in for the daily muster by 1000, and relay return to NCBC requirements.

(9) The day that personnel are required to return to NCBC is when the IET will begin to break down the safe haven Command Center and ensure the location is cleaned to the satisfaction of the host. Upon checking out from the host the IET will begin to head back to NCBC Gulfport and check in with the NCBC EM upon departure from the safe haven and arrival back at NCBC Gulfport. Personnel may obtain information from NCBC Information line 1-228-871-4777. They may call in for mustering utilizing the 1-877-733-7303

d. IET Financial Manager will: coordinate and review the initial set of orders with the POC from CNRSE to ensure that all financial data is accurately represented on the evacuation orders. Following review with CNRSE POC a review will be conducted with the Admin Officer to ensure that all orders are ready to be received and handed out with instructions to evacuees. Orders will be sent to the Admin printer by organizational code and each IPM will pick them up from Admin and administer to their personnel.

e. IPMs, tenants, and other activities will:

(1) Establish one POC (Command Duty Officer, quarterdeck, etc.) for the command or department who will initiate phone tree distribution of the warning or advisory to all personnel within the department or command.

(2) Ensure that a full muster is taken when of NCBC Gulfport is ordered to evacuate. The muster will be called in to the Away Team cell phone which will be published prior to evacuation by each IPM when all personnel have reached their designated safe haven and continue on a daily basis with the report NLT 1000.

(3) Establish one POC for each command for the Away Team to contact in the event that a question on mustering should arise.

(4) Ensure that each tenant command is mustering all personnel in the applicable mustering tool.

4. Away Team Inventory:

2	EA-	PENCL SHRPNR	3	EA-	CELL PHONE
4	EA-	WALKIE TALKIE	4	BX-	TOWELS
4	BX-	FLOPPY DISKS	2	EA-	WALKIE TALKIE CHARGER
3	EA-	BLACK INK PEN	1	EA-	EXTERNAL HARD DRIVE
5	BX-	# 2 PENCIL	2	EA-	VRZN HNDs FREE
18	BX-	PAPER CLIPS	1	EA-	PORTABLE SPEAKER SET
5	EA-	LEXMARK BLACK INK CTRDGS	8	EA-	STAPLER
1	EA-	FAX MACHINE	3	BX-	LETTER SIZE FILE FOLDER
20	BX-	STAPLES	6	PK-	MEMO SIZE LEGAL PAD
2	BX-	REWRITABLE CD	24	EA-	STENO NOTE PAD
2	EA-	THREE HOLE PUNCH	5	EA-	WHITE 2" BINDER
9	PK-	LETTER SIZE WRITING PADS	7	EA-	BLACK 1" BINDER
9	EA-	WHITE 1" BINDER	5	EA-	BLUE 3" BINDER

Note: The items listed above are a baseline of items before deploying the Away team. Additional supplies may be needed based on anticipated severity of approaching hurricane.

Note: The number of Away Team personnel may fluctuate based on anticipated severity of approaching hurricane.

NOTE: Ensure a Government Gas Credit Card has been issued if a government vehicle will be used for transportation. Completion of the Fleet Fuel Card Course is required.

a. Once on site:

(1) Contact the CNRSE RETL.

(2) Contact the CNRSE ROC at DSN 942-3118 or (904) 542-3118 and provide them with local contact numbers.

(3) Prepare a work station.

(4) Develop a 24-hour work schedule in coordination with the RETL.

(5) Maintain accurate logs, records and notes. These will be reviewed to develop better practices and procedures for future evacuations.

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ANNEX BB TO SECTION II

SHELTER-IN-PLACE MANAGEMENT TEAMS

1. Scope. To provide directions to Naval Construction Battalion center and tenant commands on Shelter in Place procedures during a catastrophic (natural and/or manmade) event.

2. Exemption. None

3. Assumptions. The event will occur with minimal to no advanced warning of it happening.

4. Limitations. The limiting factor for this annex is the availability of the designated Shelter Manager(s) at the time of sheltering due to being away from the installation.

5. References:

(a) OPNAVINST 3440.17 - Navy Installation Emergency Management Program

(b) CNICINST 3440.17 - Navy Installation Emergency Management Program

6. Roles & Responsibilities:

a. Concept of Operations. The purpose of Shelter In Place procedures is to protect personnel from personal injury and/or contamination.

b. Positions. Tasks, Activities and Processes

7. Preparedness:

a. Determine personnel numbers expected for each shelter

b. Pre-designate shelter locations and shelter managers.

c. List shelter location and (if possible) contact numbers with Dispatch and EOC.

d. Develop securing procedures for each shelter.

e. Train personnel on proper response procedures.

f. Have shelter safety/securing materials in place

g. Open placement of shelter instructions

h. Have shelter managers designated

i. Have a telephone in each shelter (where possible)

8. Mitigation

a. Periodic testing of personnel on shelter procedures.

b. Practice sheltering procedures during exercises.

c. Correct shelter discrepancies noted during exercises

9. Response

a. Secure shelter in accordance with instructions.

b. Muster of all personnel in shelter.

c. Make outside contact in accordance with procedures.

d. Pass sheltered number(s), names, health conditions and any requirements/needs.

e. Monitor all personnel for stress/fatigue.

f. Keep all personnel sheltered until the "All Clear" is given or directed to evacuate.

10. Recovery

a. Place room back to an operational condition.

b. Replace any needed shelter items.

c. Observe/report any abnormal personnel conduct.

11. Exercise & Evaluation Requirements.

a. Exercises should be expanded to include testing and evaluating In-Place Sheltering, when and where possible.

PERSONNEL SHELTERS

This Section provides guidance for the operation, equipage, and management of personnel shelters.

1. Responsibility

a. The Supply Officer is responsible for the overall management and operation of personnel shelters 1 & 2 and shall:

(1) Provide food rations to building 324.

(2) Provide ice (suitable for consumption) to Warehouse 217.

(3) Appoint personnel shelter managers and alternates.

(4) Designate the Assistant Supply Officer as Shelter Commander.

(5) Oversee the standardized shelter manager training conducted annually.

b. The Public Works Officer shall:

(1) Designate suitable facilities for use as personnel shelters.

(2) Conduct an annual informal inspection of designated personnel shelters and buildings designated as "Hasty Shelters."

(3) Ensure designated personnel shelters are structurally sound for use as personnel shelters.

(4) Clearly mark the interior and exterior of the designated personnel shelters.

(5) Submit written results of the shelter inspection and recommendations to correct the deficiencies to the Commanding Officer annually via the Emergency Manager.

c. The Housing Officer shall provide bed linens to Bldg 324.

d. The Safety Manager shall ensure buildings designated as personnel shelters have adequate space and safety provisions.

2. Personnel Shelter Operational Guidance

a. Reference (b), NAVFAC 3440.17 Series, provides detailed guidance for the planning and operation of a personnel shelter.

(1) Each designated shelter manager and alternate shall maintain a copy of these references, and any special instructions and emergency communications procedures in the shelter.

(2) Material requirements for personnel shelters are maintained in accordance with reference (c), COMNAVREGSEINST 3440.2B, and as listed in this Appendix.

(3) Private vehicles are not parked in the vicinity of Shelters. Private vehicles are parked on the parade grinder, and shuttle buses will transport personnel between the grinder and personnel shelters.

(4) For personnel seeking shelter at warehouse 217, they will be allowed to pull up and drop off belongings and personnel (provided they are above 12 years or under adult supervision). Traffic flow patterns will be in effect in the shelter area.

(5) Pets are not allowed in personnel shelters. Pet owners are directed to the animal care disaster plan discussed later in this plan.

(6) Registration cards are available at the shelter, and units may pre-register their people if desired.

b. A shelter, in the context of this Plan, means structural space that will likely remain standing under immediate pressures of hurricane force winds.

(1) All brick, stone or concrete buildings on board CBC Gulfport are considered capable of providing limited shelter.

(2) "Hasty Shelters" are windowless rooms and passageways identified by number; organizational titles of such buildings are maintained by the Disaster Preparedness Officer.

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(3) Personnel seeking shelter in these structures are cautioned to remain inside until the "ALL CLEAR" is passed or until otherwise directed.

(4) Officially designated personnel shelters are marked with the sign "EMERGENCY SHELTER #_____."

c. The capacities of the personnel shelters are as follows:

BUILDING NUMBER	CAPACITY (# OF PERSONS)
217	2,500
437	3,500

3. Personnel Shelter Entry Requirements

a. Shelter is provided aboard CBC Gulfport for the designated personnel listed below:

(1) All military personnel, including tenant commands and other Naval activities located on the Gulf Coast, their dependents and dependents of personnel deployed from the Center.

(2) Civilian employees, including those paid from non-appropriated funds, and their dependents.

b. Military personnel with, or without, dependents will report to personnel shelters in their working uniform.

c. Dependents using the NCBC shelters must bring required baby foods, items for special diet, medication, and blankets.

d. Policies for pregnant women are listed below:

(1) Those beyond their 37th week of pregnancy will report as directed by their physician.

(2) The CBC Gulfport shelters cannot accept women beyond their 24th week of pregnancy, since they do not have any birthing or ICU facilities, should they be required. It is recommended that all women beyond their first trimester of pregnancy plan to evacuate the local area.

e. Personnel living in the barracks will bring their blankets and/or bedding to the shelter with them.

f. When directed by Emergency Operations Center, personnel will report to Bldg 217 and Bldg 437.

4. Designated Personnel Shelters

a. Personnel shelters are designated as follows:

BLDG .#	UTILIZATION	OCCUPIED BY	PHONE	MAXIMUM STORM STRENGTH
217	Personnel Shelter	Military	2296/ 2249/ 2380	Category 4
437	Personnel Shelter	Military w/dependents, unaccompanied dependents, civilian personnel not assigned to recovery teams, and personnel not under operational control of 20TH SRG/22NCR		Category 4
321	Fire Station	Fire Station Personnel	2333/ 2414	Category 3
324	Emergency Operations Center	CO, Command and Control Staff	2771/ 2772/ 2773/ 2774	Category 5
241	Equipment Mobilization	Transportation Team		Category 3
436	Security	Security Personnel	2104	Category 3

b. For Category 4 or 5 storms, personnel sheltering in Bldgs. 241 and 321 will report to designated shelter or as directed by the Emergency Operations Center.

c. The appropriate department head is responsible for appointing and training shelter managers as listed below:

(1) Building 432 - 20TH SRG (R76)

(2) Building 321 - Code N92

(3) Building 324 - Code N91

(4) Building 241 - 20th SRG R-436

(5) Building 436 - Code 800

5. CBC Gulfport has adopted the following position on animals in shelters.

a. Service animals. A service animal is defined as a guide dog, signal dog, or any other animal individually trained to provide assistance to an individual with a disability. Service animals represent a special class, different from pets or other animals. The Emergency Manager will permit an individual with a disability the use of a service animal inside the personnel shelters.

SHELTER 1 MANAGEMENT TEAM

Muster at designated WHSE at TROPCON 3, man stations at TROPCON 2

FUNCTION	RESPONSIBLE STAFF MEMBER	NAME
Officer In Charge	20th SRG	
Assistant Officer In Charge	CBC Code 500	
Leading Petty Officer	CBC	
Leading Petty Officer	CBC	
Assistant	CBC Code 500	
Assistant	20th SRG R-75	
Messenger	20th SRG	
Messenger	20th SRG	
Communicator	20th SRG R-6	
Communicator	20th SRG R-6	
Security LPO	CBC Code 800	
Security	CBC Code 800	
Security	CBC Code 800	
Security	CBC Code 800	
Field Station Member	CBC Code 100	
Field Station Member	CBC Code 100	
Field Station Member	CBC Code 100	
Field Station Member	CBC Code 100	
Emotional Support	CBC Code 13	
Emotional Support	CBC Code 14	
Emotional Support	CBC Code 14	
Registration Clerk	PSD	
Registration Clerk	PSD	
Registration Clerk	PSD	
Registration Clerk	PSD	

c. Shelter 2 Management Team: 20THSRG, NCTC, 22NCR

(1) Function

(a) Provide necessary leadership and management of shelters in warehouse during occupation.

(b) Maintain liaison with the Registration Team.

(c) Shelter Manager is sole point of contact for communication outside of the shelter.

(d) Muster at designated Warehouse at TROPCON 3. Man station at TROPCON 2.

SHELTER 2 MANAGEMENT TEAM

Muster at designated WHSE at TROPCON 3, man stations at TROPCON 2

FUNCTION	RESPONSIBLE STAFF MEMBER	NAME
Officer In Charge	20th SRG	
Assistant Officer In Charge	20th SRG	
Leading Petty Officer	20th SRG R-73	
Leading Petty Officer	20th SRG R-73	
Assistant	20th SRG R-73	
Assistant	20th SRG R-73	
Messenger	20th SRG R-73	
Messenger	20th SRG R-73	
Communicator	20th SRG R-6	
Communicator	20th SRG R-6	
Security LPO	CBC Code 800	
Security	CBC Code 800	
Security	CBC Code 800	
Security	CBC Code 800	
Field Station Member	CBC Code 100	
Field Station Member	CBC Code 100	
Field Station Member	CBC Code 100	
Field Station Member	CBC Code 100	
Emotional Support	CBC Code 13	
Emotional Support	CBC Code 14	
Emotional Support	CBC Code 14	
Registration Clerk	20th SRG R-75	
Registration Clerk	20th SRG R-75	
Registration Clerk	20th SRG R-72	
Registration Clerk	20th SRG R-72	

ANNEX BB TO SECTION II

NAVAL CONSTRUCTION BATTALION CENTER
SHELTER-IN-PLACE CHECKLIST

PREPARATIONS:

Appoint a Shelter Manager and sufficient number of alternates to ensure securing/safing ____

Designate a specific room within the building for Sheltering-in-Place ____

Procure needed shelter securing/safety items ____

Store the securing/safe items in the room ____

Establish procedure(s) to communicate with Dispatch or designated point of contact ____

Develop an SOP for securing the room/facility ____

Label the room as the building's shelter ____

ANNUAL MITIGATION:

Re-evaluate existing securing/safing procedures ____

Inventory securing/safing items, replace as necessary ____

Brief building occupants of the location of the room and the securing/safing items ____

Naval Construction Battalion Center Gulfport exercises for shelter-in-place practices ____

RESPONSE:

ADVANCED NOTICE (Mitigative)

Re-inventory sheltering/safing items ____

Pre-position sheltering/safing items to reduce response activity ____

Have shelterees muster noting any medical problems ____

Establish communications with Dispatch or designated point of contact stating building number, room number, contact number and person in charge ____

Secure/safe room when all personnel are accounted for or when ordered to do so ____

Pass mustering information, personnel and room conditions to Dispatch or designated point of contact ____

NO-NOTICE (Reactive):

Have shelterees muster noting any medical problems ____

Secure/safe room when all personnel are accounted for or when ordered to do so ____

Establish communications with Dispatch or designated point of contact passing mustering information, building number, room number, contact number, person in charge, mustering information, personnel and room condition ____

RECOVERY:

Re-establish contact with Dispatch or designated point of contact ____

Report number and status of shelterees, being as specific as possible for any injuries ____

Do not violate the rooms security/safety until ordered to or told it is safe to do so ____

Shelter manager to develop and submit Lessons Learned After Action Report ____

Replace or repair room securing/safing procedures and equipment items as necessary ____

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MAINTAIN NORMAL
PAGE SEQUENCING

ANNEX CC TO SECTION II

EMERGENCY RESPONSE TEAMS (ERT)

1. Scope. Emergency Response Teams (ERTs) shall typically provide the following response functions: establishing command and control, responder accountability, fire suppression, technical rescue, victim/patient extrication, atmospheric monitoring and detection, establishment of control zones, establishment of entry and/or exit control procedures, environmental sampling to determine type and level of contamination, initial triage (depending on provision of Emergency Medical Services), General Messing, Post Damage Survey, Supply, Fuel, Transportation, technical communications and ambulatory transportation.

2. Exemption. None.

3. Assumptions. None.

4. Limitations. N/A.

5. References:
   (a) NTTP 3-11.23 Multi-service Tactics, Techniques, and Procedures for NBC Defense of Fixed Sites, Ports, and Airfields (September 2000)
   (b) OPNAV Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Program (22 July 2005)
   (c) CNIC Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Manual (27 October 2005)
   (d) DoD Instruction 2000.18(Series) Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Emergency Response Guidelines (4 Dec 2002)
   (e) Department of Transportation North American Emergency Response Guide (NAERG)

6. Roles & Responsibilities:

a. Concept of Operations. The members needed to staff an ERT to cope with the incident can vary greatly dependent upon the type and scope of the casualty involved.

b. Positions. Tasks, Activities and Processes

7. PREPAREDNESS:

a. Organize and train ERT personnel.

b. Establish equipment handling procedures.

c. Cultivate hazard control zone requirements.

d. Build Decontamination procedures.

e. Develop evacuation measures

8. MITIGATION:

a. Exercise ERT personnel with on-scene personnel and specialists.

b. Practice using incident Modeling & Simulation tools.

c. Establish hazard control zones during exercises.

d. Practice and improve Decontamination procedures.

e. Perform evacuation requirements.

f. Put into practice Triage developed procedures.

9. Response:

a. Determine the incident hazards.

(1) Approach scene using established incident procedure.

b. Initiate proper personnel protective measures.

(2) Establish entry and exit zones.

(3) Direct evacuation(s)/sheltering requirements.

c. Manage and control the incident site

d. Contain the incident hazard protect the installation from further damage institute decontamination procedures as required

Note: Terrorists may execute several incidents in quick succession or place secondary devices.

10. Recovery

a. Repair/replace equipment/material.

b. Update procedures/instructions as needed.

c. Maintain a copy of all records.

11. Exercise & Evaluation Requirements. Exercises should be expanded to include testing and evaluating in place sheltering, when and where possible.

12. Emergency Response Teams

TACTICAL COMMUNICATIONS TEAM

M er with EOC as requested, set up and man locations at TROPCON 2 or w directed

FUNCTION	RESPONSIBLE STAFF MEMBER	NAME
Team Leader	20TH SRG R76	
Team Leader	20TH SRG R76	
Communicator (Bldg. 324)	20TH SRG R76	
Communicator (Bldg. 324)	20TH SRG R76	

a. Transportation Team. 20THSRG (R36)

(1) Function

(a) Provide transportation support for emergency shelters.

(b) Provide transportation support to all units engaged in disaster recovery of the installation.

(2) Logistics

(a) Manuals, charts, maps, plotting equipment, pencils, paper, necessary forms and logs.

(b) Tools and spare parts to conduct repairs to vital transportation equipment.

(3) Responsibility

(a) Team will muster at TROPCON 3 or as requested by Installation Commander.

(b) Team will man station at TROPCON 2 or as requested.

(c) Members will be required to bring their own blanket.

(d) Maintain Communication with Emergency Operations Center.

(e) Assist Public Works Department with Post Storm generator placement.

(f) If necessary, team members may be required to relocate to emergency shelter if storm strength is above category 3.

(g) Maintain water trailers as necessary

TRANSPORTATION TEAM

Muster with EOC as needed

FUNCTION	RESPONSIBLE STAFF MEMBER	NAME
Equipment Officer	20th SRG R-36	
Asst Equip Officer	20th SRG R-36	
Maintenance Chief	20th SRG R-36	
Operations Chief	20th SRG R-36	
Yard Boss	20th SRG R-36	
Yard Boss	20th SRG R-36	
Dispatcher	20th SRG R-36	
Dispatcher	20th SRG R-36	
Collateral Equip	20th SRG R-36	
Collateral Equip	20th SRG R-36	
Bus Driver	20th SRG R-36	
Bus Driver	20th SRG R-36	
Bus Driver	20th SRG R-36	
Bus Driver	20th SRG R-36	
Bus Driver	20th SRG R-36	
Bus Driver	20th SRG R-36	
Bus Driver	20th SRG R-36	
Yard Crew	20th SRG R-36	
Yard Crew	20th SRG R-36	
Yard Crew	20th SRG R-36	
Field Crew /Wrecker	20th SRG R-36	
Field Crew / Wrecker	20th SRG R-36	
Mechanic	20th SRG R-36	
Mechanic	20th SRG R-36	
Mechanic	20th SRG R-36	
Mechanic	20th SRG R-36	
Mechanic	20th SRG R-36	
Mechanic	20th SRG R-36	

b. Utilities Maintenance Team. NCBC Gulfport Code 400

(1) Function

(a) Repair gas, water and electrical systems throughout the base.

(b) Secure services as required.

(c) Maintain and repair utilities within buildings and structures.

(d) Provide generator watch over all generators, when on line, throughout the base.

(e) Liaison with Survey Team to prioritize repairs.

(2) Logistics. Maintenance equipment and vehicles used during normal operations.

(3) Responsibility

(a) Team will muster as directed by ICO at Building 370 with COC.

(b) Team will muster as directed by ICO at Building 370.

(c) Members will stow emergency repair equipment and shelter in Bldg 217 before TROPCON 1.

(d) Members are required to bring their own blanket.

UTILITIES MAINTENANCE TEAM

Muster with CoC as directed by ICO to Bldg 370 at TROPCON 2, standby in Bldg 217 at Tropcon 1

FUNCTION	RESPONSIBLE STAFF MEMBER	NAME
Team Leader	CBC Code 400	
Team Leader	CBC Code 400	
Utility Member	CBC Code 400	
Utility Member	CBC Code 400	
Maintenance Member	CBC Code 400	
Maintenance Member	CBC Code 400	
Maintenance Member	CBC Code 400	
Maintenance Member	CBC Code 400	

c. Post Damage Survey Team. CBC (Code 400), 20TH SRG, NCTC

(1) Function

(a) Muster with COC at TROPCON 3 or when directed at designated location.

(1) Use specific clearing list for survey.

(2) Use specific area maps.

(b) Standby at designated location at TROPCON 1.

(c) Survey damage on base after base is cleared safe. CBC Code 400 will delineate areas of responsibility for team components/members.

(d) Determine areas requiring immediate repair.

(e) Liaison with Security and secure areas or buildings that are considered dangerous.

POST DAMAGE SURVEY TEAM

Muster with CoC as directed standby in Bldg 217 at TROPCON 1		
FUNCTION	**RESPONSIBLE STAFF MEMBER**	**NAME**
Team Leader	CBC Code 400	
Survey Member	CBC Code 400	
Survey Member	CBC Code 400	
Survey Member	CBC Code 400	
Survey Member	CBC Code 400	
Survey Member	CBC Code 400	
Survey Member	GSH HOUSING	
Survey Member	GSH HOUSING	
Survey Member	GSH HOUSING	
Survey Member	GSH HOUSING	
Survey Member	20TH SRG R73	
Survey Member	20TH SRG R73	
Survey Member	20TH SRG R73	
Survey Member	20TH SRG R73	
Survey Member	NCTC	
Survey Member	NCTC	
Survey Member	NCTC	
Survey Member	NCTC	
Survey Member	NCTC	
Survey Member	NCTC	

d. General Messing Team. CBC (Code 500)

(1) Function. Provide food deliveries and other goods as directed by the Command and Control Center.

(2) Responsibility

(a) Cooks and mess cooks shall be stationed at BLDG 367 for the preparation of meals prior to setting of TROPCON 1.

(b) Provide necessary equipment to set up emergency messing during post disaster activities.

(c) Liaison with 20TH NCR Command Post Service Team.

GENERAL MESSING TEAM

Muster with CoC at TROPCON 3, or when directed standby in Bldg 217 at TROPCON 1

FUNCTION	RESPONSIBLE STAFF MEMBER	NAME
Team Leader	CBC Code 500	
Food Handler	CBC Code 500	
Food Handler	CBC Code 500	
Food Handler	CBC Code 500	
Food Handler	CBC Code 500	
Food Handler	CBC Code 500	
Food Handler	CBC Code 500	
Food Handler	CBC Code 500	
Food Handler	CBC Code 500	
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Food handler	CBC Code 500	
Food Handler	CBC Code 500	
Food Handler	CBC Code 500	

e. Supply Service Team CBC (Code 500)

(1) Function: Provide logistical support in supply functions. Provide pre and post disaster requirements for logistical support.

SUPPLY SERVICE TEAM

Muster with CoC as directed, Standby in Bldg 217 at TROPCON 1

RESPONSIBLE STAFF MEMBER	RESPONSIBLE STAFF MEMBER	NAME
Team Leader	CBC Code 500	
Supply Member	CBC Code 500	
Supply Member	CBC Code 500	
Supply Member	CBC Code 500	
Supply Member	CBC Code 500	
Supply Member	CBC Code 500	
Supply Member	CBC Code 500	
Supply Member	CBC Code 500	

f. Fuel Team. CBC (Code 500)

(1) Function. Provide fuel to all vehicles and generator sets during a disaster.

FUEL TEAM

Muster with CoC as directed, Standby in Bldg 217 at TROPCON 1

FUNCTION	RESPONSIBLE STAFF MEMBER	NAME
Fuel Truck Driver (Team Leader)	CBC Code 500	
Fuel Truck Driver	CBC Code 500	
Fuel Truck Driver	CBC Code 500	

g. Medical Aid Station Team. CBC (Code 100); 20THSRG; NCTC

(1) Function

(a) Provide supportive therapy to those casualties too seriously wounded to undergo further evacuation.

(b) Designate casualties requiring further treatment and prioritize evacuation.

(c) Work with Registration Team to screen personnel entering shelters for special needs, problems, limitations, etc.

MEDICAL AID STATION TEAM

Muster with CoC as directed, Standby in Bldg 217 at TROPCON 1

FUNCTION	RESPONSIBLE STAFF MEMBER
Field Station Member Command Post	CBC Code 100
Field Station Member Command Post	CBC Code 100
Field Station Member Command Post	CBC Code 100
Field Station Member Command Post	CBC Code 100
Field Station Member Command Post	CBC Code 100
Field Station Member Command Post	CBC Code 100
Ambulance Driver	20TH SRG
Ambulance Driver	20TH SRG

h. Fire Fighting/Pollution Response Team. CBC (Codes 410/810)

(1) Function. To fight fires, contain chemical or fuel spills, and control other emergencies that may occur onboard the Center.

FIRE FIGHTING/POLLUTION RESPONSE TEAM

Man locations specified at TROPCON 1 or when directed

FUNCTION	RESPONSIBLE STAFF MEMBER	NAME
Team Leader (Bldg. 321)	CBC Code 810	
Team Leader (Bldg. 20)	CBC Code 810	Alpha Platoon
HAZMAT Coordinator (Bldg. 321)	CBC Code 410	
Fire Captain (Bldg. 20)	CBC Code 810	Alpha Platoon
Driver (Bldg. 20)	CBC Code 810	Alpha Platoon
Inspector (Bldg. 20)	CBC Code 810	Alpha Platoon
Fire Fighter (Bldg. 20)	CBC Code 810	Alpha Platoon
Fire Fighter (Bldg. 20)	CBC Code 810	Alpha Platoon
Fire Captain (Bldg. 321)	CBC Code 810	Bravo Platoon
Driver (Bldg. 321)	CBC Code 810	Bravo Platoon
Inspector (Bldg. 321)	CBC Code 810	Bravo Platoon
Fire Fighter (Bldg. 321)	CBC Code 810	Bravo Platoon
Fire Fighter (Bldg. 321)	CBC Code 810	Bravo Platoon

ANNEX-DD to Section II

Defense Support to Civil Authorities (DSCA)

1. Scope. The response to an emergency in the local community is the responsibility of Local and State governments. In accordance with reference (m), the U.S. military, because of its unique capabilities and resources, may be requested through established channels to provide temporary, short duration emergency support to civil authorities during an emergency once Local and State resources have been overwhelmed and the National Response Plan has been activated. DSCA operations are executed by the Fleet Commanders through the Regional Planning Agents (RPAs) assigned within reference (m).

2. Exemption. None

3. Assumptions
4. Limitations. None
5. References (a) OPNAVINST 3440.17
(b) CNIC INST 3440.17

6. **Immediate Response Rule.** IAW ref (b) Regional and Installation Commanders may provide immediate assistance to civil authorities. This form of immediate assistance ("Immediate Response Rule") is employed only when the need to save lives, prevent human suffering, or mitigate great property damage is a direct concern and the Installation Commander must then report the incident to higher headquarters as soon as possible. The "Immediate Response Rule" requires that the civil authority provides a written request that supports the request and the nature of the response as soon as possible. The following applies when providing assistance under the Immediate Response Rule:

a. Assess mission requirements and the capabilities of their commands to determine the extent of immediate military assistance to provide to the civil authorities.

b. Expeditiously report "immediate response" actions through the chain of command to the Joint Director of Military Support (JDOMS).

c. Ensure costs associated with DSCA are documented for reimbursement.

7. Priority of DSCA. Unless directed by the Secretary of Defense (SECDEF), continuity of military operations has priority over DSCA Disaster Relief Operations. For details, contact the designated Fleet DSCA representative and consult reference (m).

8. Reimbursement. An activation does not necessarily mean that the Stafford Disaster Relief Act (see Standard 12 CNIC 3440.17- Federal Response) has also been authorized. Reference (b) requires reimbursement to the DOD for the incremental costs of providing support. Reference (b) permits Federal agencies to provide goods and services to other Federal agencies on a reimbursable basis.

9. Command Structure. Under DSCA, the DoD response to emergencies is in support of the Principal Federal Official (PFO). The single DoD point of contact for DSCA operations at the Joint Field Office (JFO) is the Defense Coordinating Officer (DCO). If DoD cannot provide the requested support, the DCO will notify the Federal Coordination Officer (FCO) or the requesting agency that support is not available. The supported Combatant Commander may establish a Joint Task Force (JTF) to consolidate and manage supporting operational military activities and coordinate the use of DoD resources with civilian authorities per reference (r). The JTF Commander will have Operational Control (OPCON) of all DoD resources provided to the disaster area and will coordinate their use with the civilian authorities needing assistance through the DCO. Should a JTF or RTF be formed, the DCO becomes a special assistant to the JTF or RTF commander with the primary role of being the single point of contact with the FCO for DSCA needs. See Standard 12 (Federal Response) for details on the Federal Response process.

10. Base Support Installation (BSI). A Base Support Installation (BSI) is an integral portion of the DSCA concept of operations outlined within reference (m). A BSI is provided by the Regional/Installation EM Program, when directed by the Fleet Commander and Regional Planning Agent (RPA).

a. BSI Concept of Support. In an effort to provide support with only critical specialized capabilities, the Navy will maximize use of existing capabilities, installations, and infrastructure in the vicinity of the domestic operational area as delineated within reference (m). Port of Debarkation (POD). The Aerial Port of Debarkation (APOD) or Sea Port of Debarkation (SPOD) may be either a DOD or commercial facility and will be evaluated on its feasibility by the supported command in conjunction with U.S. Transportation Command as deployment estimates are developed. The reception process at the POD is made up of two functions; preparations to receive forces and conduct of POD operations.

b. Preparations to receive forces includes establishing force protection measures, organizing areas to assemble and stage the arriving forces, and coordinating local contracted support as required.

c. Reception operations include receiving personnel and cargo, preparing personnel and cargo for further movement, movement to a Base Support Installation and control of movement operations. Base Support Installation (BSI). DoD response forces will require support once they debark transportation at the APOD/SPOD. Support for these forces is normally provided by a DoD installation that has been approved for use by the Secretary of Defense as a BSA. A BSI is a military installation of any service or agency designated by the Department of Defense, in or near an actual or projected domestic operational area to support DoD forces conducting civil support operations.
A support relationship is established by a Joint Staff Execute Order to enable the supported command to receive necessary support from the BSI. The BSI serves in general support of the Combatant Commander conducting response operations. Support provided by a designated BSI may include, but is not limited to: command and control capabilities, communications support,

general supply and maintenance, transportation, contracting, personnel and equipment reception/staging, facilities, civil engineering, health and other life support services to include billeting, food service, and Force Protection. Joint Reception, Staging, Onward Movement, and Integration (JRSOI). JRSOI is the final phase of deployment and is the critical link between deployment and employment of response forces in the domestic operational area. Key to JRSOI is the reception of the forces at the POD and subsequent staging at the BSI. In order to maximize economy of force and focus the response force on civil support operations, the BSI is responsible for Joint Reception Staging (and onward movement, if required). This is executed in coordination with the deploying force commander, usually a Joint Task Force (JTF). The deploying force will utilize organic assets when possible to assist and expedite reception and staging operations. Depending on the size and scope of the deploying response force, the BSI may require additional equipment and personnel with specialized capabilities to conduct JRSOI. Installations must identify any shortfalls in equipment, personnel, or other resources through their operational chain of command, including the RPA, the Regional Commander, and the supported Fleet Commander.

d. **BSI Mission Requirements.** Installations selected as BSI's will be expected to continue military mission operations plus those imposed by the BSI mission. Installation Commanders should be prepared to request personnel, material and equipment augmentation from the Regional Commander.

e. **BSI Selection.** Commands will not pre-designate BSI's or enter into agreements which automatically commit a certain Installations for BSI duties. Consideration of any Installation for BSI duties will be situation dependent and primary consideration will be given to preservation of military mission effectiveness. However, this does not preclude the Region or Installation EM Programs from providing

capability information to DHS/FEMA for planning purposes.

f. **BSI Planning Considerations.** BSI's share common characteristics that can be used by EM Programs to anticipate designation of BSI's within the Regional area of responsibility. These common characteristics are:

- Outside the immediate disaster area, but within reasonable road or rail movement of the disaster site
- Airfield capable of supporting C-5, C-17, C-130 and C-141 fixed wing aircraft & helicopter operations
- Available areas for staging of equipment and supplies
- Office space or other shelters from which operational or logistics center can operate

During disaster operations, the Regional Commander, through the Regional EM, may nominate a BSI to assist federal recovery operations. Such designation and/or subsequent operations shall not affect the ability of the selected installation to resume a mission ready posture or degrade that posture during execution of the BSI mission.

As a matter of policy, installations directly affected by the disaster shall not be considered for designation as a BSI except in extraordinary circumstances.

g. **BSI Support Considerations.** BSI operations and support for federal disaster recovery operations will, in addition to facilities support, engender requests for selected materials,supplies, services and equipment. A generic list of these requirements is provided below to assist and prepare potential sub-regions for BSI operations:

- Transportation (personnel and supply) to/from and in/around the operational areas (buses and trucks).
- Communications support, to include access to networks, computers, printers, and broadband internet access.
- Large open areas to serve as bivouac sites, messing, laundry and basic subsistence services (heads and showers).

- Supply and logistics support (food, water, ammunition, fuel, oil, repair parts, etc.).
- Medical Treatment Facility (MTF) support
- Emergency Medical Services (EMS) support
- Public Works/Civil Engineering support
- Airfield operations to receive and service military aircraft (helicopters and transport).
- Contracting and purchasing of supplies and services.
- Support maintenance of common type equipment.
- Administrative, logistical, and transportation support to FEMA's Urban Search and Rescue (USAR) teams (about 60 personnel with a total of 60,000 pounds of equipment and four working dogs) or other supported Federal response assets.
- Forward assembly areas in/near the area of operations.

ANNEX EE TO SECTION II

NAVY EMERGENCY PREPAREDNESS LIAISON OFFICERS

1. Supporting Departments: Administration, Operational Support Officer

2. Scope. Defense Support of Civil Authorities (DSCA)

3. Exemptions

a. Emergency response activities governed by the immediate response rule do not follow DSCA rules and procedures and are normally conducted outside the purview of a NEPLO's duties. Other emergencies that may involve Navy response, but fall outside of DSCA, include oil and hazardous substance releases, aircraft recovery, and ship salvage operations and security and law enforcement activities. However, because these events may be a prelude to a presidential declaration under the Stafford Act, NEPLOs are required to maintain situational awareness of these events and be prepared for activation as needed.

4. Assumptions

a. The state of Mississippi has requested a presidential declaration for an emergency with the intention of receiving federal assistance under the Stafford Act.

5. Limitations

a. Geographic location of NEPLOs may delay reporting to their assigned agency.

6. Roles & Responsibilities

a. Working under the day-to-day guidance and direction of the Regional Emergency Manager, NEPLOs function as the Navy's liaisons to the Federal Emergency Management Agency (FEMA) and state emergency management agencies. When activated in anticipation of or in response to a presidential disaster declaration, NEPLOs operate in the capacity of a service liaison officer as a member of the FEMA Defense Coordinating Element (DCE) to evaluate, screen and prepare requests for assistance from civil authorities that could utilize Navy assets. The DCE operates under the direction of the Defense Coordinating Officer (DCO) and when activated to their assigned agency, NEPLOs work directly with the DCO and DCE staff to coordinate all Navy related DSCA actions.

7. Concept of Operations

a. Lead Department Position Titles

(1) The Regional Emergency Manager acting in the capacity of the Regional Planning Agent (RPA) for DSCA provides guidance and direction to NEPLOs assigned to Navy Region Southeast. This guidance and direction is synthesized primarily from the following:

(2) U.S. Fleet Forces (USFF) - Executes DoD and Navy DSCA policies, promulgates DSCA training, exercise and operations guidance, and approves employment of Navy operational forces under DSCA.

(3) Commander Navy Installation Command (CNIC) - Coordinates with USFF for establishing DSCA policies and guidance as they relate to use of Navy installation facilities and personnel for DSCA operations. Provides information technology (IT) support to NEPLOs in conjunction with Space and Naval Warfare Systems Command (SPAWAR) and Naval Facilities Engineering Command (NAVFAC).

(4) Commander Navy Reserve Forces Command (CNRFC) - NEPLO program manager. Provides detailed program guidance and training for NEPLO personnel in support of USFF and CNIC. Serves as the Navy lead for manpower management and training of NEPLOs.

(5) Defense Coordinating Officer (DCO) - Acts as the DoD representative to their assigned FEMA region and directs the activities of the Defense Coordinating Element (DCE). The DCO works with FEMA, NORTHCOM and service representatives to plan and conduct exercises and direct DSCA operations in anticipation of or following a presidential declaration of an emergency.

(6) NEPLOs are assigned to each state within the Navy Region Southeast area of responsibility (AOR) as well as FEMA regional headquarters. NEPLOs are expected to establish functional relationships with and maintain communications with their assigned agency at all times.

(7) A lead NEPLO is assigned to coordinate administrative requirements for the NEPLOs assigned to the region, including periodic operational reporting, metrics consolidation and fitness report input.

(8) Routine communication and tasking to NEPLOs from higher authority (USFF, CNIC, CNRFC, DCO) will go through the RPA via the Lead NEPLO.

(9) All annual training (AT), active duty training (ADT) and exercise assignments shall be coordinated with the RPA through the lead NEPLO prior to submitting orders requests. NEPLOs cannot perform active duty special work (ADSW) unless approved by the RPA after approval from USFF and CNRFC.

(10) When a NEPLO is activated as a Navy liaison to their assigned agency either during an actual emergency or an exercise, NEPLO tasking and communication are dictated by the incident, however NEPLOs will maintain communications with the RPA to the maximum extent possible

(11) State NEPLOs maintain Battle Books that summarize the following within their assigned state:

(a) Threats and hazards

(b) State emergency response plans

(c) Emergency response and recovery assets

(d) Critical infrastructure

(e) All DoD installations

(12) State NEPLOs prepare and perform installation commander briefs as well as base support installation (BSI) planning on behalf of Navy Region Northwest under the guidance and direction of the RPA.

b. <u>Support Department Required Resources</u>

(1) Administrative support is required from Navy Region Northwest administrative department for fitness reports and awards. Military training and administrative support is also provided by the Navy Operational Support Center (NOSC) Kitsap as well NOSCs in each NEPLO's assigned state. The region's Operations Support Officer (OSO) is the Commanding Officer of NOSC Kitsap, who provides overall guidance on Reserve issues that impact NEPLO mobilization including pay, drill procedures, training, records maintenance, orders processing, physical readiness testing, medical readiness and mobilization policies.

8. Lead Department Tasks, Activities, and Processes

a. Prevention/Mitigation

b. Prevention and mitigation actions include the following:

(1) Intelligence and surveillance operations

(2) Immunizations

(3) Quarantine

(4) Codes and standards for construction that mitigate injury, loss of life and property damage

(5) Educating businesses

c. NEPLOs are expected to maintain personal medical readiness, which includes appropriate immunizations, to be mobilization ready at all times. As the need arises or when specialized experience is available, NEPLOs may be asked by the RPA to assist in any of the prevention/mitigation strategies/ actions listed above, but these actions will normally not be the focus of NEPLO assignments.

9. Preparedness

a. Preparedness actions include the following:

(1) Identifying authorities, roles and responsibilities for emergency actions

(2) Training

(3) Equipment

(4) Planning

(5) Exercises

b. NEPLOs shall be familiar with the authorities, roles and responsibilities for DSCA within their region. NEPLOs shall perform required training identified by USFF as well as general military training that are mobilization requirements identified by CNRFC. NEPLOs will also participate in proficiency training as prescribed by the DCO when agreed to by the RPA. As funding allows, NEPLOs will receive equipment that may include laptop computers and wireless cards to perform their duties. Issued

equipment is maintained by others, but it is the NEPLO's responsibility to maintain the equipment in such a way to prevent damage as well as report problems and return malfunctioning equipment to the issuing agency when equipment malfunctions occur.

c. NEPLOs normally utilize their personal cell phones to conduct business as these are not issued by the Navy. NEPLOs can obtain a Government Emergency Telecommunications Service (GETS) card to allow priority use of the following communications networks during an emergency:

(1) The local networks provided by Local Exchange Carriers (LECs) and wireless providers, such as cellular carriers and personal communications services (PCS).

(2) The major long-distance networks provided by Interexchange Carriers (IXCs) - AT&T, MCI, and Sprint - including their international services.

(3) Government-leased networks, such as the Federal Technology Service (FTS), the Diplomatic Telecommunication Service (DTS), and the Defense Switched Network (DSN).

d. NEPLOs will participate in DSCA planning as directed by the RPA and on an as needed basis when requested by their assigned agency. NEPLOs are required to participate in at least one DSCA exercise per year, either with their assigned agency or with other agencies as directed by USFF and coordinated through the RPA.

e. NEPLOs are expected to maintain all mobilization readiness requirements prescribed by CNRFC that will allow them to obtain annual training (AT), active duty training (ADT) or active duty special work (ADSW) orders as the need dictates.

10. Response

a. A NEPLO is activated in response to either (1) an impending or actual presidential disaster declaration or (2) as requested by appropriate higher Navy authority. NEPLOs normally self-activate, but do so in coordination with and the knowledge of the RPA, USFF and CNRFC.

b. NEPLOs are expected to maintain situational awareness of events in their assigned area as well as nationally that could lead to activation. NEPLOs work with the NOSC in their geographic area as well as NOSC Kitsap to obtain orders for

activation and may need to initially perform their duties as inactive duty training (IDT) until AT, ADT or ADSW orders are issued.

c. Response normally consists of reporting to the NEPLO's assigned agency to perform DSCA activities that include:

(1) Anticipating requirements that could potentially utilize Navy assets to support civil authorities.

(2) Maintaining awareness of how other DoD services are responding to the event or events.

(3) Analyzing requests for capabilities from civil authorities to FEMA in order to determine the appropriateness of using Navy assets.

(4) Consulting with USFF and other Navy agencies as needed to determine if Navy assets are appropriate for the requested capability.

(5) Preparing mission assignments as a Navy liaison to the DCE.

(6) Tracking and reporting events to appropriate higher authorities including the RPA, DCO, USFF, CNIC and CNRFC.

(7) Reporting to an agency other than the one assigned is always a possibility; therefore, NEPLOs should be capable of response to regions or states other than the one they are assigned to.

11. Recovery. NEPLOs may be called upon to participate in the recovery phase of an event. All elements and processes of a response will potentially exist with a recovery operation. However, NEPLOs must be sensitive to the limitations of military capabilities for recovery actions as the authority and technical expertise needed to lead and conduct full-scale recovery normally rests with civilian agencies. In evaluating the appropriateness of using military assets for recovery operations, an assessment of the legal authority and technical skills necessary to perform recovery actions is essential.

12. Readiness. Lead and Support Departments are responsible for initial and on-going training, equipment, and exercises related to Defense Support of Civil Authorities.

13. List of CNIC and Regional Emergency Management Program Instructions, Existing Functional Area Program Plans, MOA/MOUs, and Standard Operating Procedures (SOPS):

a. CNICINST 3440.17, Navy Installation Emergency Management Program Manual

b. CNRSEINST 3440.17, Navy Region Northwest Emergency Management Program

c. OPNAVINST 3440.16, Navy Civil Emergency Management Program

d. USFF message P 131848Z DED 06 COMUSFLTFORCOM NORFOLK VA Subj: Domestic Incident - Defense Support of Civil Authorities

e. CNRFC NEPLO Operation Guide

ANNEX FF TO SECTION II

CONTINUITY OF GOVERNMENT

This Functional Area Annex is not applicable to the Naval Construction Battalion Center Gulfport's Emergency Management Plan.

THIS PAGE HAS BEEN
INSERTED IN ORDER TO
MAINTAIN NORMAL
PAGE SEQUENCING

ANNEX GG TO SECTION II

EKMS SUPPORT

This Functional Area Annex will be provided by R76 and will be incorporated into Naval Construction Battalion Center, Gulfport's Emergency Management at a later date.

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MAINTAIN NORMAL
PAGE SEQUENCING

SUPPORT ANNEX 1 TO SECTION III

MUTUAL AID AGREEMENTS (MAAs)

1. Scope. This Support Annex provides guidance on the development of Mutual Aid Agreements (MAAs) in support of the Naval Construction Battalion Center EM Program.

2. Support Area Overview. In accordance with Standard 6, the Naval Construction Battalion Center (NCBC) Gulfport Commanding Officers shall develop support agreements with civil first and emergency responders, including local EM agencies, either through which include: Mutual Aid Agreements, Memorandum of Agreement (MOA), a Memorandum of Understanding (MOU), an Inter-Service Support Agreement (ISSA), or support contract. These agreements should outline cooperative measures where Navy Category 5 personnel may assist the civilian community and vice versa in response to and recovery from natural and man-made emergencies, including CBRNE events.

3. General Guidance. Response actions taken in support of approved, written MAAs do not involve the application of the Immediate Response Rule under Defense Support to Civil Authorities. Therefore, MAAs shall not commit or obligate operational forces under the authority of the Fleet Commander or equivalent command to any response actions without specific written permission to do so by the Fleet Commander (or equivalent operational commander) and CNIC.

a. A key line of demarcation in the involvement of military personnel is the response. If the response includes uniformed, military personnel (active or reserve components), then the response action(s) may fall under the rules established by reference (b) and thorough discussions with the NCBC Gulfport's JAG should occur prior to discussions with the civil authorities.

b. MAAs are pre-arranged, non-binding agreements between two or more entities, public and/or private, to render human and/or materiel resources or services when resources of one party are not adequate to meet the needs of an emergency.

c. An example of a NCBC Gulfport's Mutual Aid Agreement (MAA) is included in Tab A of this Support Annex.

Naval Construction Battalion Center, Gulfport EM Plan shall include applicable MAAs approved by the Commanding Officer.

4. Emergency Management Assistance Compact (EMAC). The Emergency Management Assistance Compact (EMAC) was established in 1996 and coordinates mutual aid agreement and partnership between states. Since being ratified by Congress and signed into law in 1996, 49 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands have enacted legislation to become members of EMAC. EMAC is the first national disaster relief compact to be ratified by Congress since the Civil Defense and Disaster Compact of 1950.

5. Assignments. MAAs supporting Emergency Management response and recovery operations are typically developed by the NCBC Gulfport EMO and reviewed and approved by the NCBC Gulfport's EM. All concerned parties must maintain a copy of the MAA for its applicable duration. The NCBC Gulfport JAG office should assist in preparation and perform a legal review of MAAs before execution.

TAB A TO ANNEX 1 TO SECTION III

Mutual Aid Agreement (MAA) Template

1. Purpose. This agreement establishes policy, responsibilities, and procedures between NCBC Gulfport and [insert civil parties] to prepare, prevent, respond and recover from an emergency. An emergency might be accidental, intentional or naturally occurring and may be the result of a Chemical, Biological, Radiological, Nuclear or high-yield Explosive (CBRNE) event. The event may take place on or off NCBC Gulfport. The duration of this agreement shall be for a period of [insert number of years] from [insert date] to [insert date]. This agreement supports and will be executed in accordance with the National Response Plan (NRP), the National Incident Management System (NIMS) and all Federal, Department of Defense (DoD), United States Navy, state and local guidelines. This agreement is applicable to CONUS Installations only.

a. This agreement is intended to establish a framework for cooperation and understanding between the parties and does not obligate the parties to provide support to and/or request support from each other. The parties acknowledge that legal and regulatory constraints, resource limitations and mission requirements may limit the type of support provided and the manner in which it is provided.

2. Background. Coordinated mutual support and assistance provided by [insert civil parties] and NCBC Gulfport will undoubtedly be needed during emergencies of all scales and types, including Incidents of National Significance, especially prior to the arrival of Federal assets and other emergencies or domestic incidents. The National Response Plan provides a mechanism through which [insert civil parties] and NCBC Gulfport may apply for Federal assistance if local resources are overwhelmed due to an Incident of National Significance. However, [insert civil parties] and NCBC Gulfport recognize that mutual support will be necessary during incidents that are not of national significance. The Secretary of Defense authorizes Defense Support to Civil Authorities (DSCA) for domestic incidents as directed by the President or when consistent with military readiness operations and appropriate under the circumstances and the law.

For these reasons, [insert civil parties] and NCBC Gulfport have entered into this agreement to establish a framework for providing mutual aid and support during localized emergencies that require immediate reaction to save lives, prevent human suffering or mitigate great property damage under imminently serious conditions.

3. Besides the references used in the development of the plan, this Tab also uses Instruction 4000.19 Inter-service and Intra-governmental Support (9 Aug 95).

4. Authorities.

a. Civil Authority. Signatory parties must ensure that [insert civil parties] have State authority to enter into this support agreement.

- [Insert State, territory, county and civil authorities necessary to establish the legal basis for this support agreement.]

b. Military Authority. Signatory parties must ensure that NCBC Gulfport have authority to enter into this support agreement. References (a) through (c) apply.

- [Insert additional DoD and Navy authorities necessary to establish the legal basis for this support agreement]

5. Assumptions. Any major area-wide emergency/disaster may affect some or all parties to this agreement. Naval Construction Battalion Center, Gulfport and [insert civil parties] will prioritize its needs and the utilization of available resources. The level of assistance provided to either party will be determined by resources available and the extent to which the supplier is affected by the emergency/disaster. Levels of assistance shall comply with all applicable directives and laws. Assumptions within this agreement include:

- The NCBC Gulfport will not provide assistance to [insert civil parties] if it could adversely affect national security or military preparedness.
- Nothing in this agreement impairs or otherwise affects the authority of the Secretary of Defense over the DoD.
- The Secretary of Defense shall retain command of military forces providing civil support.

- Individuals within Navy forces deployed during an initial response action will recognize their force presentation structure, understand their chain of command, know the source of their tasking/support and be able to affect an efficient hand-off to follow-on forces.

- All signing parties will develop pre-incident plans for training, mobilization, deployment and field operations in order to sufficiently execute aid and support.
- An emergency involving CBRNE agents or materials may require quarantine or restriction of movement to prevent the spread of contamination.
- If appropriate personal protective equipment (PPE) and capabilities are not available and an area is contaminated with CBRNE or other hazardous materials, it is possible that response actions into a contaminated area may be delayed until the material has dissipated to a level that is safe for emergency response personnel to operate or until appropriate personal protective equipment and capabilities arrive, whichever is sooner.
- In large scale or cross-jurisdictional incidents the ICS process calls for the formation of a Unified Command. In incidents involving multiple jurisdictions a Unified Command allows agencies with different legal, geographic, and functional responsibilities to work together effectively. If such an incident occurs, [insert civil parties] and NCBC Gulfport will establish and act in accordance with a Unified Command.
- National Response Plan policies and procedures must be taken into account for all actual and potential Incidents of National Significance even prior to the arrival of Federal assets.
- Agreements, other than for firefighting support, that require the Air Force to reimburse a non-profit organization, city, county, or State government must be executed with a contract.
- The NCBC Gulfport and [insert civil parties] will pre-establish procedures to allow civilian emergency authorities access to the base during periods of restricted access, (including but not limited to times of heightened security or increased Force Protection Conditions). These procedures will be included in this support agreement.
- [Insert all additional assumptions necessary to execute aid and support identified in this support agreement.]

6. Types of Aid and Support. This Mutual Aid Agreement contemplates the following types of aid and support. This list is provided as background and is not intended to assign responsibilities for the listed activities to the parties. Specific areas of responsibility are set forth in the subsequent sections of this agreement or functional area-specific mutual aid agreements. Types of aid and support may include:

- Assistance in establishing situational awareness and a common operating picture.
- Coordination of logistical support for NCBC Gulfport and [insert civil parties] during field operations.
- Coordination with appropriate NRP and NIMS elements to include the Homeland Security Operations Center (HSOC), the Joint Field Office (JFO) and the National Response Coordination Center (NRCC).
- Coordination with higher Navy and DoD headquarters
- Development of a demobilization plan and exit strategy for withdrawing forces from an affected area.
- Development of a mechanism for re-supply of forces operating within an affected area.
- Development of policies and procedures for the effective use and coordination of NCBC Gulfport and [insert civil parties] assets.
- Evaluation of the incident to identify lessons learned; and development of initiatives to mitigate the effects of future incidents.
- Management of deployment to, employment in, and redeployment from the affected area.
- Management of pre-incident activities including training, equipment purchase, and evaluation of operational readiness.
- Providing planning guidance and coordination assistance.
- [Insert all types of aid and support covered by this agreement. This support should provide for a coordinated and effective response. Agreements should be established to augment all capabilities that the Navy Region/NCBC does not possess or can not sustain for up to 72 hours.]

Note: Agreements, other than for fire and emergency services, that require the Navy to reimburse a non-profit organization, city, county, or State government must be executed with a contract.

7. **[Insert Civil Authorities] Roles and Responsibilities.** [Insert civil authorities] will make all requests for Region, State, and Federal assets. [Insert civil authorities] will not request NCBC Gulfport to request assets from Region, State, and Federal authorities. [Insert civil parties] liaisons to the NCBC Gulfport operations center are responsible for all costs in requesting, processing, and maintaining a security clearance, if one is deemed necessary.

NCBC Gulfport Roles and Responsibilities. In accordance with references (a) and (b), NCBC Gulfport will not procure or maintain any supplies, materiel, or equipment exclusively for providing DSCA in civil emergencies, unless otherwise directed by the Secretary of Defense. NCBC Gulfport may provide immediate response to save lives, prevent human suffering, or mitigate great property damage under imminently serious conditions. NCBC Gulfport will report to higher-headquarters the status of any involvement with DSCA.

- [Insert military roles and responsibilities necessary to execute aid and support identified in this agreement.]

8. Jurisdictional Resolutions.

- [Insert terms and conditions that resolve jurisdictional issues. Such issues are those that affect respective responsibilities for planning for and responding to CBRNE incidents on and off the Region/NCBC Gulfport. These may include but are not limited to: dual-use facilities and areas; Navy facilities and areas located on non-federal property; Navy facilities and areas located on other Federal property (i.e., the Department of Energy (DOE)/National Nuclear Security Administration (NNSA) or the National Aeronautics and Space Administration (NASA)); and, exclusive, proprietary, and/or concurrent jurisdictions.]

- The NCBC Gulfport Commanding Officer or designated military on-scene/incident commander may declare a National Defense Area resulting from an emergency that threatens the safeguarding of classified defense information or protecting DoD equipment and/or material. Establishment of a national defense area temporarily places such non-Federal lands under the effective control of the Department of Defense and results only from an emergency event.

The senior DoD representative at the scene will define the boundary, mark it with a physical barrier, and post warning signs. The landowner's consent and cooperation will be obtained whenever possible; however, military necessity will dictate the final decision regarding location, shape, and size of the national defense area. Posse Comitatus Act restrictions do not apply within National Defense Areas to the same extent as they do outside the NDA.

NOTE: Insert the following when Strategic Weapons Facilities are involved.

- In accordance with reference (DoD Manual 3150.8-M, Nuclear Weapons Accident Response Procedures), the Lead Federal Agency (LFA) On-Scene Commander (OSC) may declare a National Security Area (NSA). Establishment of an NSA temporarily places such non-Federal lands under the effective control of Department of Defense (DoD), Department of Energy (DOE), or the National Aeronautics and Space Administration (NASA) and results only from an emergency event. The senior DoD, DOE, or NASA representative having custody of the material at the scene will define the boundary, have the boundary marked with a physical barrier, and have warning signs posted. The landowners consent and cooperation will be obtained whenever possible; however, operational necessity will dictate the final decision regarding location, shape, and size of the NSA.

9. General Requesting Procedures. When either NCBC Gulfport or [insert civil parties] are requesting assistance, they will provide:

a. The name, title and phone number(s) of the requesting officer or official.

b. A brief assessment of the condition(s) that deem the request for aid. Include the cause of the event (if known); extent of damage; estimated number of dead, injured, and missing military and DoD civilian personnel as well as other civilian personnel; and an initial determination of the presence of any hazards, including CBRNE agents or materials. Provide an initial determination on whether "Immediate Response Conditions" exist.

c. A description of the type and amount of aid needed. Include quantity and types of equipment as defined by FEMA's National Mutual Aid Glossary of Terms and Definitions; description of how aid/equipment will be used; and, the expected duration of aid/participation in relief operations.

d. An assessment of specific responding procedures, including any personal protective measures first/emergency responders must don due to the presence of CBRNE materials; the location to which the equipment and personnel are to be dispatched, and the name, title, and phone number(s) (cell or pager) of the person who is in charge at the incident site.

e. Initial request for support may be oral (telephonic), but must be followed up in writing within [insert a mutually-agreed upon time frame within which a written request must be submitted].

[Insert additional procedures that all parties should adhere to when requesting aid and support under this agreement.]

10. **Requesting Support from [Insert Civil Parties].** NCBC Gulfport requests for assistance will be made to the [insert name of civil office/official], or their appointed representative, and must be authorized by the NCBC Gulfport Commanding Officer or their appointed representative and, with the exception of fire and emergency services requests, must be executed by the NCBC Gulfport contracting officer if cost reimbursement is required.

- [Insert procedures military parties must follow when requesting civil support for aid and support identified under this agreement.]

Note: The Navy may not provide reimbursement for police, fire, and emergency services that civil authorities are required to provide by law. For example, local police and firefighters are generally required to respond to off-base aircraft accidents.

11. **Requesting Support From** NCBC Gulfport. [Insert civil parties] requests for assistance will be made to the NCBC Gulfport Commanding Officer at [insert Operations Center commercial phone numbers] and must come from the [insert name of civil office/official] or their appointed representative.

a. If "Immediate Response Conditions" exist, NCBC Gulfport may respond immediately to assist in saving lives, prevent human suffering, or mitigate great property damage. [Insert civil parties] can request immediate support directly from the Installation by contacting the NCBC Gulfport Dispatch Center or Operations Center.

b. If "Immediate Response Conditions" DO NOT apply, [insert civil parties] must first exhaust its available resources and request assistance from the County, State, and Federal Government. Navy resources can only be provided when response or recovery requirements are beyond the capabilities of civil authorities (as determined by FEMA or another lead Federal agency for emergency response) and directed by the Joint Director of Military Support (JDOMS) per applicable regulations.

- [Insert procedures civil parties must follow when requesting military support for aid and support identified in this agreement.]

12. **General Response Procedures.** [Insert civil parties] entering NCBC Gulfport in support of this agreement will follow all Installation entry procedures in accordance with the NCBC Gulfport Emergency Management (EM) Plan and the NCBC Gulfport Antiterrorism (AT) Plan.

a. Naval Construction Battalion Center, Gulfport forces deployed in support of this agreement remain under the ultimate control of the NCBC Gulfport Commanding Officer or their appointed representative. However, they may be assigned to civilian authorities under the Incident Command System (ICS) for tactical purposes. If and when the NCBC Gulfport Commanding Officer or authorized military representative recalls military personnel their redeployment will be immediate.

- [Insert general response procedures all parties must follow when providing aid and support identified in this agreement.]

b. **[Insert Civil Parties] Response to NCBC Gulfport Request**

ON BASE

- [Insert civil parties] responding to NCBC Gulfport in support of this agreement will report directly to the staging area or other areas as directed or previously arranged [insert previously arranged locations if necessary], await assignment from the Incident Commander, and will act under his/her control.

- Upon arriving at the appropriate entrance gate [insert the procedures outlined in the NCBC Gulfport EM Plan and the NCBC Gulfport AT Plan for NCBC Gulfport access, identification requirements, and internal circulation control].
- [Insert response procedures that civil parties must adhere to when providing on base aid and support to military parties.]

OFF BASE

- Unless otherwise provided, [insert civil parties] retain control of all incident sites off base. NCBC Gulfport elements, when requested, will report to the staging area, other areas as directed, or to the ranking civil official at the scene, normally the Incident Commander. Responders from NCBC Gulfport will remain under the direct control of the NCBC Gulfport Incident Commander or his/her designees.

- Civilian responders will likely be the first responders to an incident off base. Civilian authorities will normally take charge of any incident site within their jurisdiction and NCBC Gulfport will deploy resources to the incident site to provide support to civilian responders and provide a military presence, if required. If the situation necessitates, the Commanding Officer or appointed representative of NCBC Gulfport may declare a National Defense Area (NDA) or a National Security Area (NSA) pursuant to federal law. Responding military personnel must adhere to the Posse Comitatus *Act* and will not enforce or execute civilian laws.

- [Insert response procedures that civil parties must adhere to when providing off base aid and support to military parties.]

c. **Naval Construction Battalion Center, Gulfport Response to [Insert Civil Parties] Request**

OFF BASE

- NCBC Gulfport will deploy requested assets as soon as possible after notification if immediate action is required to save lives, prevent human suffering, or mitigate great property damage. This element will:

- Support the civilian Incident Commander and provide any required military support within existing capabilities.
- When an incident occurs off base that does not involve a DoD asset, NCBC Gulfport military personnel will only provide assistance if such assistance is requested or is warranted under the Defense Support to Civilian Authorities (DSCA) umbrella. If NCBC Gulfport personnel, such as Navy Fire and Emergency Services, Emergency Medical Services, or others, are the initial responders to arrive on the scene, the NCBC Gulfport Incident Commander will take control of the incident site until appropriate civil authorities arrive and are briefed by the NCBC Gulfport Incident Commander, and assume control of the scene.
- The NCBC Gulfport military personnel responding to the request for assistance will not normally take control of the incident site unless the NCBC Gulfport Commanding Officer or appointed representative determines that just-cause exists to declare an NDA at the incident site. The NDA will be limited to areas at the incident site having military or national security significance. Civilian authorities will remain in control of the remainder of the incident site for consequence management.
- [Insert response procedures that military parties must adhere to when providing off base aid and support to civil parties.]

13. Plans. NCBC Gulfport and [insert civil parties] will make unclassified plans, supporting regulations and guidance, statutes, resource lists and other documents available to the other party upon request. This exchange of documents and information will be handled in accordance with DoD regulations.

- [Insert additional agreements regarding the use of plans necessary to provide aid and support identified in this agreement.]

14. Interoperability Requirements. Reference (a) requires that preparedness organizations at all jurisdictional levels establish standards, guidelines and protocols necessary to promote interoperability among member jurisdictions and agencies. NCBC Gulfport and [insert civil parties] will act in accordance with the interoperability standards established by the National Incident Management System (NIMS) Integration Center.

- [Insert interoperability requirements necessary to provide aid and support identified in this agreement.]

15. Site Visits. Site visits for NCBC Gulfport and [insert civil parties] are critical for development of site management procedures during an incident and gaining familiarity of emergency response plans. Additionally, site visits will facilitate familiarity with response assets belonging to other emergency response organizations that may be of potential use during a hazardous event.

a. For these reasons, NCBC Gulfport and [insert civil parties] will annually conduct site visits and tours of:

- [Insert a mutually-agreed upon destinations, such as the NCBC Gulfport, high value and/or high threat facilities within the parties' areas of responsibilities (such as chlorine storage tanks), and primary areas of operation (such as the county hospital).]

16. Liaison Requirements. During emergencies in which this agreement is invoked, the NCBC Gulfport and [insert civil parties] will exchange a Liaison Officer between their Emergency Operations Centers. These personnel will be knowledgeable about the capabilities and limitations of their individual agencies and will be able to submit tasking requirements to the appropriate agency upon request.

a. Civil liaisons to NCBC Gulfport may be limited in their ability to participate in the NCBC Gulfport Operations Center due to security constraints.

NCBC Gulfport [insert civil parties] and will go work together in advance of an incident to assist the [insert civil parties] liaison officer in obtaining a security clearance [insert civil parties] are responsible for all costs in requesting, processing, and maintaining a security clearance

- [Insert additional arrangements regarding the use of Liaison Officers necessary when providing aid and support identified in this agreement.]

17. Communications Systems. [Insert civil parties] and NCBC Gulfport will work toward a common operating picture and develop plans/procedures to account for differences in communication capabilities/equipment. [Insert these plans/procedures.]

- [Insert communication systems requirements necessary to provide aid and support identified in this agreement.]

18. Public Information. All off-base requests for information must go through the NCBC Gulfport Joint Information Center or Public Affairs Officer (PAO). Contact the NCBC Gulfport Public Affairs Office at [insert commercial phone number].

- [Insert additional arrangements regarding public information necessary when providing aid and support identified in this agreement.]

19. Training and Certification. NCBC Gulfport and [insert civil parties] offering training and certification courses will make it available to the other party within the limits of budgets, regulations, or other constraints. Training representatives will provide schedules of applicable training and course descriptions upon requests. Regular participation in training will assist with the continued improvement of response efforts.

- [Insert additional training requirements and/or arrangements to ensure a more effective response when providing aid and support identified in this agreement.]

20. Exercise and Evaluation. Exercise planning officials at the NCBC Gulfport and [insert civil parties] will coordinate exercises that will allow interaction between all parties.

They will notify each other of upcoming exercises and invite each other to participate, observe, and/or critique exercises of mutual interest. Regular participation in these exercises will assist with the continued improvement of response efforts.

- [Insert additional exercise requirements and/or arrangements to ensure a more effective response when providing aid and support identified in this agreement.]

21. Contract Services. [Insert civil parties] and NCBC Gulfport will make any emergency service contracts it has with private contractors available to each other when available. NCBC Gulfport's use of such contracts may be limited by Federal and State procurement laws and policies, budgetary constraints and the ability of the [insert civil parties] contractors to perform acceptably for both the [insert civil parties] and NCBC Gulfport during an emergency.

22. Accounting and Reimbursement. Naval Construction Battalion Center, Gulfport will not deny requests of an immediate nature solely due to the inability or unwillingness of the requestor to reimburse the Navy. NCBC Gulfport will ordinarily provide support on a cost-reimbursable basis and will comply with legal and accounting requirements for the loan, grant, or consumption of DoD resources under applicable authority.

a. Except for fire and emergency services, NCBC Gulfport, must separately contract for services that it requests from the local civil authority. NCBC Gulfport must adhere to existing Navy reimbursement policies and guidance.

- [Insert accounting and reimbursement arrangements agreed to by all parties under this agreement. Include all terms and conditionals of financial relationships, procedures for record keeping, procedures for submitting and adjudicating disputes, and the use of fees. The agreement should also specify when expenditures will be authorized, what expenditures will be reimbursed, who can authorize expenditures, and how accounting for expenditures and reimbursement will take place.]

23. Indemnity and Liability. NCBC Gulfport and [insert civil parties] waive all claims against each other for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement. This provision does not waive any right to reimbursement the parties may otherwise have.

- [Insert indemnity and liability provisions necessary to provide aid and support identified in this agreement. The Navy Region/NCBC Gulfport may not agree to indemnify the local civil authorities.]

Note: Although the Navy can agree to waive all claims that it has against the civil party, it cannot agree to waive claims that DoD personnel may have in their individual capacities nor agree to indemnify the local civil authorities in such cases.

24. Resolution of Conflicts:

- [Insert mutually agreed upon procedures for resolving conflicts arising under this agreement.]

25. Date Effective. This agreement will be effective on [insert the date or conditions that render this agreement effective, such as the date that the last party signs the agreement].

26. Review and Revision. This agreement will be reviewed and revised triennially at a minimum. Changes in the national security and threat environment, updates to local planning documents, and other changes may necessitate out-of-cycle revisions.

- [Insert mutually agreed upon procedures for submitting recommended revisions, adjudication of those recommendations, and incorporating the agreed upon revisions.]

27. Cancellation and Termination. This agreement is non-binding and may be canceled by either party upon giving at least [insert agreed to date, no less than thirty (30) days and no more than one-hundred eighty (180) days] written notice to the other party.

Notification procedures for agreement termination must be determined by both parties. Termination of the relationship affected by this agreement shall not preclude future agreements for mutual support between the parties terminated hereunder.

- [Insert additional conditions for cancellation and termination of this agreement if necessary.]

Note: This provision is only applicable if there are more than two parties to the agreement. Termination of the agreement between the parties affected by such notification shall not effect the continuation of the agreement as to any party not indicating an intention to withdraw.

28. Agreement Exclusivity. This agreement is not intended to be exclusive between NCBC Gulfport and [insert civil parties]. Any of the parties may, as they deem necessary or expedient, enter into separate support agreements with any other party or parties. Entry into such separate agreements shall not, unless specifically stated, affect any relationship or understandings contained herein.

29. Attachments:

a. Contact phone numbers for requesting assistance under this agreement.

b. List of additional support agreements that the parties to this agreement have entered into.

SUPPORT ANNEX 2 TO SECTION III

Memorandum of Understanding/Agreement (MOU/MOA)

1. Scope. This Support Annex provides guidance on the development of Memoranda of Understanding or Agreement (MOU or MOA) in support of the Naval Construction Battalion Center (NCBC), Gulfport EM Program. This guidance is directly applicable to supporting Installations and shall be incorporated accordingly into the NCBC Gulfport EM Plans.

2. Support Area Overview. In accordance with Standard 6, the NCBC Gulfport Commanding Officer shall develop support agreements with civil first and emergency responders, including local EM agencies and supporting agencies and departments necessary for Continuity of Operations (COOP) and Business Continuity. A support agreement may also be written as a Mutual Aid Agreement (MAA), an Inter-Service Support Agreement (ISSA), or support contract.

3. General Guidance. Actions taken in support of approved, written MOU/MOAs do not involve the application of the Immediate Response Rule under Defense Support to Civil Authorities per references (a) and (b). Therefore, MOU/MOAs shall not commit or obligate operational forces under the authority of the Fleet Commander or equivalent command to any response actions without specific written permission to do so by the Fleet Commander (or equivalent operational commander) and CNIC.

a. A key line of demarcation is the involvement of military personnel is the response. If the response includes uniformed, military personnel (active or reserve components), then the response action(s) may fall under the rules established by reference (b) and thorough discussions with the NCBC Gulfport (name)'s JAG should occur prior to discussions with the civil authorities.

b. MOU/MOAs may consist of pre-arranged, non-binding agreements between two or more entities, public and/or private, to render human and/or materiel resources or services when resources of one party are not adequate to meet the needs of an event, whether routine or an emergency.

Naval Construction Battalion Center, Gulfport EM Plans shall include applicable MOU/MOAs approved by the respective Installation Commanders.

4. Assignments. MOU/MOAs supporting Emergency Management response and recovery operations are typically developed by the NCBC Gulfport EMO and reviewed and approved by the Region EM. The Region Commander may also enter directly into MOU/MOAs for those response capabilities owned and operated at the Region level. All concerned parties must maintain a copy of the MOU/MOA for its applicable duration. The Region and/or NCBC Gulfport JAG office should assist in preparation and perform a legal review of MOU/MOAs before execution.

SUPPORT ANNEX 3 TO SECTION III

Inter-Service Support Agreements (ISSA)

1. Scope. This Support Annex provides guidance on the development of Inter-Service Support Agreements (ISSAs) in support of the Naval Construction Battalion (NCBC), Gulfport EM Program. This guidance is directly applicable to supporting Installations and shall be incorporated accordingly into the NCBC Gulfport EM Plans.

2. Support Area Overview. In accordance with Standard 6, the NCBC Gulfport Commanding Officer shall develop support agreements when necessary with Other Service installations providing routine and emergency services for the Region EM Program, to include Continuity of Operations (COOP) and Business Continuity efforts. A support agreement may also be written as a Mutual Aid Agreement (MAA), Memorandum of Agreement (MOA), a Memorandum of Understanding (MOU) or support contract.

3. General Guidance. ISSAs may consist of pre-arranged, binding and/or non-binding agreements between two or more DoD Services for routine and/or emergency material and/or non-material services.

Naval Construction Battalion Center, Gulfport EM Plans shall include applicable ISSAs approved by the respective Installation Commanders.

4. Assignments. ISSAs supporting Emergency Management response and recovery operations are typically developed by the NCBC Gulfport Commanding Officer and reviewed and approved by the Region Commander. All concerned parties must maintain a copy of the ISSA for its applicable duration. The NCBC Gulfport JAG office should assist in preparation and perform a legal review of ISSAs before execution.

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SUPPORT ANNEX 4 TO SECTION III

Support Contracts

1. Scope. This Support Annex provides guidance on the development of support contracts in support of the Naval Construction Battalion Center (NCBC), Gulfport's EM Program. This guidance is directly applicable to NCBC Gulfport and shall be incorporated accordingly into the Installation EM Plans.

2. Support Area Overview. In accordance with Standard 6, the NCBC Gulfport Commanding Officer shall develop support contracts and agreements when necessary to provide for material and/or non-material services during routine or emergency conditions. A support agreement may also be written as a Mutual Aid Agreement (MAA), Memorandum of Agreement (MOA), a Memorandum of Understanding (MOU) or Inter-Service Support Agreement (ISSA).

3. General Guidance. Support contracts consist of pre-arranged, binding agreements between NCBC Gulfport with a civilian agency or private company for routine and/or emergency material and/or non-material services.

Naval Construction Battalion Center, Gulfport EM Plans shall include applicable support contracts approved by the Commanding Officer. Due to the length and complexity of such support contracts, a tab may include a summary of the applicable contract and detailed information on the appropriate contract representative.

4. Assignments. Support contracts supporting Emergency Management response and recovery operations may be approved by either the NCBC Gulfport Commanding Officer depending upon Region guidance.

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SUPPORT ANNEX 5 TO SECTION III

Contract Development, Execution and Management Template

Scope

References

Support Area Overview

General Guidance

- Authority
- Assumptions

Supporting Procedures & Policies

Assignments

Additional Resources (Internet Resources, Additional References, etc.)

Any supporting Tabs

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SUPORT ANNEX 6 TO SECTION III

EVACUATION

1. Scope. An introduction to evacuation operations is provided in the Basic Plan. This Support Annex is designed to provide supporting procedures and policy relevant to this task.

2. Support Area Overview. In emergencies with a significant warning time, evacuation of all or designated personnel categories or geographic locations is the preferred protection strategy. Evacuations may also be performed without warning, though with direct effect to the effective execution and enforcement of such an evacuation.

3. General Guidance. The following guidance is provided for Naval Construction Battalion Center (NCBC), Gulfport supporting Navy Region Southeast.

4. Role of the Evacuation Management Team. The safe evacuation of threatened populations when endangered by a catastrophic event is one of the principle reasons for developing an EM Plan. The thorough identification of at-risk populations, transportation and sheltering resources, evacuation routes and potential bottlenecks, choke points, and the establishment of the evacuation management team. The evacuation management team is responsible for coordination of evacuation operations and coordination of all associated safe haven and shelter operations as well as the return of displaced personnel to the primary location or relocation to a secondary location or locations. The evacuation management team must plan for small-scale evacuations, such as limited evacuation of designated facilities or specific geographic locations, as well as large-scale NCBC Gulfport evacuations.

5. Evacuation Procedures. Evacuation procedures must address Category 1 through 5 personnel as well as the movement of operational units/commands, tenant commands, and limited emergency response/recovery equipment. The evacuation procedures must be integrated with the COOP Plan and the movement of Category 1 personnel to a designated Emergency Relocation Site (ERS) and/or sustained operations of the limited number of Critical Mission Facilities (CMFs), which must delay in their relocation or which are not capable of relocation. Evacuation procedures shall address the evacuation of Category 2-4 personnel without independent transportation means and special needs persons with either physical or mental handicaps, including registration and tracking of disabled persons throughout the evacuation cycle.

6. Evacuation Orders. The timely issuance of evacuation orders directly impacts upon the successful evacuation of all designated personnel. In determining the proper timeframe to issue evacuation orders, consider the weather, traffic, shelter, geographic and political conditions at the evacuation site, on the designated evacuation route(s) and at the receiving relocation site(s). Pre-event evacuation route management with Federal, State, Local, Other Service and/or private agencies plays a critical role in the management of evacuation operations, as does the pre-event designation of relocation site(s) and coordination with external shelter and safe haven providers. Evacuation orders should start when school is not in session and when there is at least eight (8) hours of daylight included in the evacuation time allowed.

a. When an evacuation is ordered, a *remote* safe haven or designated place must be specified to speed personnel accountability, allow effective provision of assistance for evacuees, and prevent excessive travel and per diem reimbursements.

b. The order to evacuate NCBC Gulfport pertains to all personnel (i.e., military, military family members, DoD civilian employees, DoD civilian employee family members) who work and/or live within the jurisdiction of NCBC Gulfport.

c. An evacuation order may include or specifically exempt designated Category 1 and/or Category 5 personnel depending on the nature of the emergency and the nature of current operations. The applicability and enforcement of evacuation orders to Category 3 and 4 personnel will be dependent upon applicable agreements and the requirements of such contracts or agreements.

d. Evacuation orders differ from Noncombatant Evacuation Operations (NEO) in the following areas:

Evacuation orders may direct the movement of Navy personnel from one or more U.S. states, territories, or possessions to another

U.S. state, territory or possession.
Evacuation orders may direct the movement of Navy personnel from one location within an assigned Region to another location within the same Region if the identified locations reside within the same Host Nation and if such movement is permitted by the applicable Host Nation agreements.

7. Evacuation Authority. The NCBC Gulfport Commanding Officer is the primary authority for ordering evacuations. The Commanding Officer will issue an evacuation after consulting with the Southeast Region Commander, when possible. The Commanding Officer shall then issue the evacuation order to assigned military, DoD Civilian, DoD Contractor and other assigned personnel under the command or jurisdiction.

a. The NCBC Gulfport Commanding Officer may independently order of all or a designated portion of the personnel under his/her command or jurisdiction without consultation with the Region Commander should such an evacuation order be necessary to save lives or prevent human suffering. In such cases, the Commanding Officer shall contact and inform the Region Commander or the designated Region representative as soon as the situation presents via non-secure or secure voice or data.

b. The following additional evacuation authorities may apply:

U.S., Its Territories and Possessions. The following officials are responsible for ordering an evacuation for military and DoD Civilian personnel, as well as their supported family members:

- The Secretary of Defense or designated representative (e.g. the Under Secretary of Defense for Personnel and Readiness).
- The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative.
- The head of a Department of Defense (DOD) component or designated representative.
- The Commander of a U.S. installation or designated representative.
- The Commander, director, head, chief, or supervisor of an organization or office.

c. **Evacuation Types**. There are two primary types of evacuations:

- Mandatory/Ordered: An ordered, non-elective evacuation. Designated Category 1 and 5 personnel may be exempted from evacuation orders as required.

- Voluntary/Authorized: When danger to personnel is remote but loss of services is possible, a voluntary evacuation may be authorized. Release of DoD Civilian personnel must be in accordance with established HRO procedures.

d. **Evacuation Scope.**

- Localized: A localized portion of an installation and neighboring areas may be affected by the catastrophic event. Evacuation of designated areas within a Navy Region or Installation is ordered based on specific hazards (i.e., low-lying areas in anticipation of flooding).
- Total: A majority of an installation and neighboring areas may be affected by the catastrophic event. Evacuation of entire Navy Regions or Installations may be ordered.

8. Length of Evacuation. The anticipated length of evacuation will determine if military and civilian family members should travel to the nearest available accommodations, a safe haven or a designated place. This will also determine member and dependent allowances.

- Limited Duration: Circumstances making an evacuation necessary are expected to improve to the extent that the evacuated family members can return to their permanent duty station within a short timeframe. Within the U.S., Military and their dependents are authorized and ordered to move to the nearest available accommodations (which may be Government quarters).

- Relocation to Remote Safe Haven: Circumstances are not expected to immediately improve to permit family members to return to their permanent duty station within a reasonable timeframe. Family members are entitled to allowances while traveling to and residing in extended safe haven.

- Relocation to Designated Place: Circumstances are not expected to improve to permit family members to return to their permanent duty station. Family members will be permanently reassigned to a "designated place."

9. Evacuation Planning. Evacuation planning will include identifying the present population/demographics, projected population/ demographics, special needs populations and locations, specific at-risk populations (those living within storm-surge areas, floodplains, mobile homes, etc.), Category 1 personnel and associated CMFs, pre-designated ERSs, locations (primary and alternate) of all operations centers, tenant command requirements, operational unit/command requirements, Fleet sortie procedures, and Category 5 personnel locations and material requirements in order to understand the complete evacuation requirements.

a. The evacuation planning process includes identifying the available transportation networks and the capabilities and limitations of each of these transportation methods, especially the carrying-capacity of proposed evacuation routes and existing or potential traffic bottlenecks or blockages caused either by traffic congestion or natural occurrences such as rising waters. It is important to keep in mind that destructive weather and seismic events may limit or completely eliminate some transportation methods, especially bridges, ferries, tunnels, and some mass transit systems.

b. Evacuation plans must incorporate:

- Procedures and systems for warning personnel to evacuate (see Standard 6 - Mass Warning & Notification)
- Procedures for personnel accountability
- Procedures for route marking, including the use of pre-event signs and signals, and for establishing "reverse laning" (turning all lanes on both sides of the road to travel in the same direction away from the hazard area) for increased traffic capacity
- Procedures and resources for the removal of debris and disabled vehicles from the evacuation routes
- Procedures for special needs populations
- Procedures for personnel who do not speak English
- Procedures and policy for dealing with the evacuation of animals and livestock
- Security of the evacuated area to prevent theft/looting
- Response to unrelated emergencies (traffic accidents, structural fires, etc) during the evacuation must also be identified with evacuation planning.

c. Two additional critical factors within evacuation planning are the need for Category 5 personnel to supervise/facilitate evacuation routes, especially the reverse-lanes of major roadways, and the need for employees of commercial firms and/or government-operated transportation and utility operations to continue operation of these systems simultaneous with an evacuation of their families, friends, and coworkers. If these personnel are ordered to evacuate or self-evacuate based on media reporting, then the transportation method or utilities which they operated may not be available and may result in a severe transportation bottleneck.

d. The use of evacuation wardens and/or members of established CERTs may be a valuable addition to the ability of the evacuation management team to execute a successful evacuation, especially on installations without a significant number of Category 5 personnel to manage evacuation operations.

e. Evacuation planning must address the use of travel-trailers, campers, motorhomes, buses, motorcycles, bicycles, and boats during the evacuation. The use of some or all of these transportation methods during certain emergencies, especially those involving flooding, high winds, multiple aftershocks, or volcanic eruption, may be unadvisable and result in blocking the progress of the evacuation. Emergency Public Information broadcasts must include any prohibitions on the use of these transportation methods.

10. Evacuation Routes. Designate primary and secondary evacuation routes and have these routes clearly marked and well lit. Evacuation routes should include pre-event fielding of evacuation route markers and/or signs, which can be easily read during an emergency (low light conditions, rain/ashfall conditions). Ensure that evacuation routes are:

- Wide enough to accommodate the number of evacuating personnel
- Clear and unobstructed at all times
- Unlikely to expose evacuating personnel to additional hazards

11. Clearance Time. Clearance time refers to the time required to clear all evacuees from the evacuation routes and complete movement to shelter, safe haven or the designated receiving relocation site(s). Clearance time begins with the evacuation order, continues as the first evacuating vehicle enters the transportation network and ends when the last evacuating vehicle reaches its destination.

a. Clearance time includes the time required by evacuees to secure their homes and prepare to leave (mobilization time), the time spent by evacuees traveling along the road network (travel time) and the time spent by evacuees waiting along the road network due to traffic congestion (delay time). Clearance time does not refer to the time a single vehicle spends traveling on the road network.

b. Clearance time is based on a set of assumed conditions and behavioral responses. It is likely that an actual emergency will differ from any simulated emergency for which clearance times are calculated for. Key assumptions guiding this analysis are grouped into five areas:

- Population Data
- Emergency Scenarios
- Timeliness of the Evacuation Order
- Behavioral Characteristic of the Evacuating Population
- Roadway Network and Traffic Control Assumptions
- Evacuation Zones

12. Use of Evacuation Zones. Evacuation (vulnerability) zones provide a foundation to model traffic movements from one geographic area to another. It is necessary to include storm-surge modeling in the development of the evacuation zones as well as maintain these zone models as information changes or is refined based upon exercises or real events.

a. Evacuation zones are designed to meet several functions: (1) In coastal areas they must reflect the areas in each storm scenario which will need to be evacuated due to storm-surge inundation; (2) They should relate as closely as possible to available population data information (such as enumeration districts, census tracts, zip code areas, transportation analysis zones, etc.) and (3) They need to be describable in a manner that persons in the area will be able to understand.

13. Assembly Areas. Designate assembly areas where personnel should gather after evacuating. The designated assembly areas must be provided to all personnel. This requirement extends from a single facility "rally point" for a building evacuation to both physical (another installation or designated facility) and electronic (off-site phone number, interactive notification system, website, or collaborative portal) "rally points" for a large-scale evacuation from an Installation, City, State or Region.

a. Establish a method for accounting for non-employees such as suppliers and visitors. Both suppliers and visitors should be made aware of the command's decision to shelter-in-place, move to shelter, move to safe haven or evacuation, if directed by the Region NCBC Gulfport Commanding Officer. Establish procedures for further evacuation in case the incident expands or a second incident occurs.

b. Tabs should be added with Installation, Local, and State/Federal Evacuation Zone maps as well as designated assembly areas.

14. Assignments. The NCBC Gulfport Commanding Officer shall complete the following tasks.

a. Annual Tasks. No later than 15 May of each year:

- Establish a Installation EM Programs as proscribed by this manual.
- Establish NCBC Gulfport Points of Contacts (POC) for Personnel Accountability per Standard 11.
- Provide CNRSE with current names and contact information for the NCBC Gulfport EMO and Personnel Accountability POCs.
- Provide Naval Personnel Center (NPC) with current names and contact information for Personnel Accountability POCs.
- Integrate evacuation notification procedures into Mass Warning and Notification system as detailed in Standard 6 of Section 1.
- Develop and review personnel accountability procedures at each level of command.
- Update NCBC Gulfport Plans as required and disseminate this information via public awareness training to assigned Category 1 through 5 personnel.
- Tailor shelter-in-place, safe haven, shelter, and evacuation procedures.
- Update NCBC Gulfport EM Plan as required and disseminate this information via public awareness training to assigned Category 1 through 5 personnel.
- Designate evacuation routes on and off assigned Installations and activities. Coordinate all evacuation routes with the appropriate Federal, State, Local, Other Service, and/or private authorities.
    - Coordinate evacuation routes with receiving designated DoD/Navy Installations, as necessary.
    - Update NCBC Gulfport EM Plan as required and disseminate this information via public awareness training to assigned Category 1 through 5 personnel.
- Designate DoD/Navy Installations to serve as a remote safe haven locations, which are geographically remote which are unlikely to be impacted by the same hazard or cause based upon the Region hazard assessment (see Standard 4 of Section 1).

- o Coordinate designation of remote safe haven location(s) with receiving Installations, as necessary.
- o Update NCBC Gulfport EM Plan as required and disseminate this information via public awareness training to assigned Category 1 through 5 personnel.

- Provide all assigned Category 1 through 5 personnel with awareness-level training, to include evacuation information specific to their supported Region and NCBC Gulfport. Emphasize individual/family preparedness efforts identified in Appendix N of this manual.
- Update Mutual Aid Agreements (MAAs), Inter-Service Support Agreements (ISSAs), and applicable support agreements, as necessary.

b. Prior to Ordering an Evacuation. The NCBC Gulfport Commanding Officer shall complete the following tasks immediately prior to ordering an evacuation:

- Coordinate with local officials (i.e. - law enforcement, Department of Transportation, ferry services, etc.) for transportation conditions between the designated Installation(s) and the receiving shelter or remote safe haven location(s).
- Coordinate and deconflict execution of evacuation with appropriate F Federal, State, Local, Other Service, and/or private EM-related agencies and officials to reduce conflict with local populace movements.
- Ensure assigned personnel are kept informed of existing hazards or threats via mass warning and notification as well as current Emergency Public Information (EPI) efforts. Emphasize individual/family preparedness efforts identified in Appendix N of this manual.
- Provide evacuees with directions to identified *local* safe haven, civilian shelters and/or remote safe haven location (e.g. detailed map, emergency contact numbers, special reporting instructions, etc.).
- Coordinate with personnel at prospective remote safe havens regarding preparations for receiving evacuees. Provide a liaison at the receiving area for effective coordination.

c. While Executing an Evacuation Order.

- Issue evacuation notification via established mass warning and notification system and on-going EPI efforts.
- Provide transportation to evacuees who require it.

- For movement of personnel to State, Local, or Other Service shelters, notify receiving sites that the evacuation has started and provide projected numbers of personnel and timelines for arrivals.
- For movement of personnel to either nearby or remote safe havens, notify receiving sites that the evacuation has started and provide projected numbers of personnel and timelines for arrivals.
- Inform the Region Operations Center of evacuation progress and remote safe haven issues/concerns.

d. <u>During Termination of an Evacuation Order.</u>

- Coordinate with local officials (i.e. - law enforcement, Department of Transportation, ferry services, etc.) for transportation conditions returning to designated Installation(s).
- Coordinate and deconflict return movement with appropriate Federal, State, Local, Other Service, and/or private EM-related agencies and officials to reduce conflict with local populace movements.
- Use all means available to notify evacuated personnel to return to NCBC Gulfport. Advise personnel of anticipated issues that may impede their return.
- Collect lessons learned and forward to the CNRSE EM for review and forwarding Manager for review. Integrate lessons learned into the NCBC Gulfport EM Plan via the supporting EMWGs.

SUPPORT ANNEX 7 TO SECTION III

PERSONNEL ACCOUNTABILITY

1. Scope. An introduction to personnel accountability is provided in the Basic Plan. This Support Annex is designed to provide supporting procedures and policy relevant to this task.

2. Support Area Overview. In an emergency, a rapid accounting for military members, DoD civilian employees and their dependents is required to provide disaster relief to them and to restore operational capability Naval Construction Battalion Center, Gulfport. The NCBC Gulfport Admin Department is responsible for accountability.

a. NCBC Gulfport Commanding Officer shall utilize the following procedures for obtaining an accurate count of all assigned Category 1-5 personnel, including family members, post-evacuation. A complete muster, including the names and last known locations of personnel not accounted for, shall be provided to the NCBC Gulfport EOC for forwarding via the Southeast Region Operations Center (ROC) to the CNIC EOC. Daily accountability (muster) reports are due to the CNIC EOC post-evacuation and shall continue until the CNIC EOC terminates the reporting requirement.

Note: All reporting times are based upon the local time zone of the Region Operations Center.

3. General Guidance. The following guidance is provided for NCBC Gulfport.

a. **Personnel Accountability Categories**. Personnel must be accounted for per the following categories:

- Active duty personnel including full time support (FTS).
- Reserve personnel on active duty including annual training (AT), active duty for training (ADT), active duty for special work (ADSW) and in a mobilized or recalled status.
- Department of the Navy (DoN) civilian employees.
- Non-appropriated funds (NAF) employees.
- Selected reserve personnel (drilling reservists).

- Dependents of active duty personnel.
- Dependents of selected reserve personnel.
- At Overseas locations: Dependents of DoN civilian employees.

b. **Personnel Status.**

- Total assigned. Total personnel assigned to the command in each category above. Accounted for and unaccounted personnel combined will match this total.
- Accounted for. Personnel the command has contact with. This category includes personnel in the evacuated and deceased categories below.
- Known unaccounted for. Personnel who remain unaccounted for after the initial command muster.
- Unreported. No report has been received for the command.
- Evacuated. Personnel the command has positive contact with that have relocated to an area away from the permanent duty station.
- Deceased. Personnel who are confirmed deceased. Commands must comply with all Personnel Status (PERSTAT) requirements in addition to this report.
- Added. Personnel added to the command after population of BOL.
- Subtracted. Personnel subtracted from the command after population of BOL.

c. **Planning Considerations.** For personnel accountability, Commanders, Officers-in-Charge (OICs) and directors of civilian activities will:

- Continuously update recall rosters for all personnel and dependents.
- Develop an evacuation plan that includes unit contact and accountability procedures. Train unit personnel and their families on evacuation procedures.
- Exercise evacuation and accountability plan. The exercise plan should include a communications plan.

- Ensure that the evacuation order directs personnel to contact their parent command or NPC at (877)-414-5358, upon reaching remote safe haven.
- Use locally produced personnel rosters to validate Naval Personnel Centers (NPCs) BOL database during an evacuation.
- Maintain awareness of personnel residing in the area that are not associated with any local command (e.g. dependents of geo-bachelors). Communication and public affairs (PA) plans should be designed to reach these personnel and inform them of command contact information.
- Develop Emergency Public Information (EPI) procedures, to include the capability to contact and communicate information to non-English speaking personnel.

d. Assignments. The Region and NCBC Gulfport Commanding Officer shall complete the following tasks.

(1) Personnel. Upon arrival at remote safe haven, all personnel will muster with their parent command in accordance with established command reporting procedures. Personnel that are unable to contact their parent command should report directly in to the Naval Personnel Command (NPC) Watch Team at (877) 414-5358 or via BUPERS Online (BOL) at https://www.bol.navy.mil.

(2) Tenant Commands. All commands (i.e., tenant commands, detachments, offices, etc.) located on NCBC Gulfport will muster their personnel (including those TAD to the command) and report personnel accounting summary data (per above category and status) to the NCBC Emergency Operations Center (EOC) as soon as practical. Commands should also inform their Immediate Superior in Command (ISIC), as required. Daily updates begin immediately following the incident and will be provided to the NCBC Gulfport EOC no later than the times(s) specified by the Commanding Officer. Reports are passed to the NCBC Gulfport EOC in the most convenient method available (e.g. in person, phone, email). These reports will be done concurrently with the BOL muster, until directed by NCBC Gulfport Commanding Officer to report exclusively via BOL. It is critical that all commands regularly update their respective personnel system with gains and losses through the normal administrative process. This will ensure that BOL can be populated with the most accurate information following an incident.

(3) NCBC Gulfport EOC. Shall collect and report personnel accounting data (per Tab B of Appendix U of reference (a)) to the Region Operations Center no later than the time(s) specified by the Southeast Region Commander.

(4) Independent Commands. Commands not located on a Navy Installation (such as Reserve Centers, Recruiting activities, ROTC units, etc.) shall muster their personnel and report personnel accounting data to the supported Region Operations Center no later than the time(s) specified by the Southeast Region Commander.

SUPPORT ANNEX 8 TO SECTION III

SAFE HAVEN OPERATIONS

1. Scope. An introduction to safe haven operations is provided in the Basic Plan. This Support Annex is designed to provide supporting procedures and policy relevant to this task.

2. Support Area Overview. Specific safe haven guidance is provided in Standard 11. The local safe haven guidance is provided for the planning and execution of movement of personnel onboard Naval Construction Battalion Center, Gulfport from a danger area to a designated local safe haven. The remote safe haven guidance is provided for the planning and execution of movement of personnel to designated remote safe haven sites geographically separated from NCBC Gulfport.

3. General Guidance. The following guidance is provided NCBC Gulfport supporting Navy Region Southeast.

a. Local Safe Haven Description. The term safe haven has multiple definitions within the realm of civilian and military emergency management. Standard 11 defines a safe haven as a pre-designated facility that is not publicly identified for use until immediately prior to or during an actual incident. This local safe haven is temporary protection. It may be identified in applicable EM Plans, but is used only for expedient sheltering purposes during large-scale incidents such as hurricanes, earthquakes, and tsunami's. This location is usually not certified, insured, supplied or regularly staffed, which places even more emphasis on the need for family preparedness as detailed in Standard 6 and Appendix N of reference (a) for the provision of food, water, medicines and urgent needs for at least 72 hours.

b. Remote Safe Haven Description. A remote safe haven is a location anywhere in the world named in the evacuation order/ authorization or subsequent modification to that order/ authorization to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the Permanent Duty Station (PDS) or proceed to a designated place. Personnel evacuated to a remote safe haven are entitled to certain allowances. The supporting Personnel

Support Activity (PSA) or Personnel Support Detachment (PSD) may assist with determining allowances associated with movement of personnel to remote safe haven. In addition, the U.S. Army (as the Executive Agent) promulgates a summary message of applicable funding citations for dependants.

Note: This message is typically published on the first working day of the fiscal year and entitled "CONUS Evacuation Entitlements FY XX."

3. Concept of Operations. When an evacuation is ordered/ authorized, the ordering/authorizing authority will designate a remote safe haven location for evacuees. The remote safe haven location may be an exact location (i.e. - DoD installation or specific city) or a broad geographic region (i.e. - Navy Region).

a. In the event that the Commanding Officer is not the ordering/authorizing authority (i.e. - the Secretary of Defense), remote safe haven will be as ordered. If the ordered remote safe haven is a broad region (i.e. - State or geographic region), evacuees may establish remote safe haven anywhere within that geographic region. However, NCBC Gulfport Commanding Officers may recommend a specific remote safe haven location that would provide centralized support for their personnel. Receiving Installation Commanders will accommodate evacuees as noted above.

4. Remote Safe Haven Per Diem and Allowances. Commanding Officers are responsible for consulting Appendix U of reference (a) for the most current regulations. However, the following per diem and allowance information is provided as a summary:

a. Military Personnel. See Appendix U of reference (a) for evacuation per diem and allowances for military and their dependents while in remote safe haven.

(1) Military members in an evacuation status are under TAD or PCS orders and are entitled to per diem and allowances as authorized in the orders.

(2) Dependents of military members are authorized per diem and allowances while in an evacuation status.

(a) For the first 30 days after evacuation order, dependents age 12 or older are authorized the full safe haven allowance, while those under age 12 are authorized 50 percent of the safe haven allowance rate.

(b) After the 30-consecutive-day period expires, the safe haven allowance rate is reduced to 60 percent of the per diem rate for dependents age 12 and older and 30 percent of the per diem rate for dependents under age 12 (unless extension of full safe haven rate is authorized by higher authority).

b. Designated Place Allowances. When dependents select a designated place or convert their remote safe haven to a designated place, they must establish a permanent residence as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while establishing this residence. Per diem begins on the day the dependents arrive at the designated place or convert their remote safe haven to a designated place. Per diem ends at 2400 local time on the day the dependents first occupy the permanent residence or at 2400 local time on the 30th day after selecting a designated place, whichever is earlier.

c. DoD Civilian Personnel. See Appendix U of reference (a) for per diem and allowances for DoD Civilian personnel and their dependents while at remote safe haven.

(1) U.S., its territories, and possessions.

(a) For the first 30 days after evacuation, employees and dependents age 12 or older are authorized the full safe haven allowance, while those dependents under age 12 are authorized 50 percent of the safe haven allowance rate.

(b) After the 30-consecutive-day period expires, the safe haven allowance rate is reduced to 60 percent of the per diem rate for employees and dependents age 12 and older, and 30 percent of the per diem rate for dependents under age 12.

(2) Overseas (Foreign Nation).

(a) Day 2-30. For the first 30 days after arrival at remote safe haven, the "first evacuee" will receive up to 100 percent of the lodging per diem rate and 100 percent of the M&IE per diem rate. The first evacuee can be either the civilian employee or a dependant. Remaining dependents over age 18 will receive 100 percent of the M&IE per diem rate. Each additional evacuee under age 18 is entitled to 50 percent of the M&IE per diem rate.

(b) Day 31 through termination of remote safe haven. The first evacuee will receive up to 100 percent of the lodging per diem rate and 80 percent of the M&IE per diem rate. Each additional evacuee age 18 or older will receive 80 percent of the M&IE per diem rate. Evacuees under age 18 will receive 40 percent of the M&IE per diem rate.

5. Assignments. In the event that the NCBC Gulfport Commanding Officer is the evacuation ordering/authorizing authority:

a. The NCBC Gulfport Commanding Officer shall:

(1) Designate a remote safe haven and inform the Region Commander. (Where feasible, safe haven location should be within one day's travel and co-located with a Navy installation.)

(2) Inform the CNIC EOC of designated remote safe haven location if the Commanding Officer cannot communicate with the Region Commander or the Region Operations Center. The Commanding Officer will inform the Region Commander of the executed safe haven location as soon as contact is re-established.

(3) Determine feasibility of return to base, and establish a designated place, as required.

(4) Implement Continuity of Operations (COOP) and Business Continuity plans, as required.

(5) Recommend tenant commands establish an alternate work location as identified in the applicable tenant command business continuity plans.

b. The Region Southeast Commander shall:

(1) De-conflict the designated remote safe haven locations of multiple Installations to ensure receiving Navy Regions and Installations or areas are not overburdened, for an emergency affecting multiple installations within or across Regions

(2) Inform receiving Region Commander(s) and, if within their assigned chain of command, Commanding Officer(s) of the impending arrival of evacuees.

(3) Inform the CNIC EOC of designated *remote* safe haven location.

c. Receiving Region and NCBC Gulfport shall make every effort to accommodate the needs of evacuees. Therefore, these Commanders shall:

(1) Establish and staff a central receiving desk to register evacuees and distribute services. (Central receiving desk is optimally co-located at the Visiting Quarters or Combined Bachelor Quarters. Desk should be manned 24 hours a day for a minimum 72 hours following the emergency.)

(2) Assign temporary housing or shelter, as required. If housing is not available on the installation, Installation Commanders will assist evacuees in obtaining commercial lodging.

(3) Provide access to food, water, personal medicinal, and necessary personal supplies, as required.

(4) Provide emergency medical services, as needed.

(5) Provide access to commissary and exchange facilities, as authorized.

(6) Provide a venue for exchange of information such as town hall meetings or briefings. See Standard 6 (Emergency Public Information) and Appendix I (Emergency Public Information) for additional details.

(7) Provide access to Fleet and Family Support Centers (FFSCs). Assess need to expand service through creation of Community Service Center (CSC).

Support Annex 9

Shelter-In-Place Procedures

1. Scope. An introduction to shelter-in-place procedures is provided in the Basic Plan. This Support Annex is designed to provide supporting procedures relevant to this task.

2. References: (a) CNICINST 3440.17

3. Support Area Overview. In emergencies with limited or no warning time, temporary Sheltering-In-Place (SIP) within the individual's workplace or residence is the preferred protective action to avoid casualties and fatalities. SIP procedures use existing buildings, residences, vessels, and vehicles to protect personnel from hazards when it is not practical or feasible to evacuate personnel in a timely manner. These locations are neither certified nor insured as shelters and are staffed only by those personnel present.

Per reference (a), the goal of SIP procedures shall be to protect at least 90 percent of personnel within 15 minutes through mass warning and notification. SIP is best if it is enacted promptly and in locations that provide good protection from air infiltration. Typically, the duration of SIP should not exceed two or three hours. SIP does not provide long-range protection, nor is it a replacement for evacuation.

SIP also has the collateral benefits of allowing on-scene responders to focus on lifesaving actions for people who are outside when the hazard or threat strikes and providing responders additional time to isolate damaged infrastructure (e.g., downed power lines, broken fuel mains). This focus is possible since responders do not have to manage large crowds of evacuated personnel or deal with personnel blocking emergency ingress routes.

In most situations, after the benefits of SIP are realized and it is safe to do so, evacuation of affected Categories 2-4 personnel should be initiated in a controlled manner.

4. Applicability of Sheltering-in-Place. The types of hazards which most lend themselves to initially SIP are as follows:

a. Destructive weather.

b. Seismic event (but not a resultant tsunami if the seismic event occurred underwater).

c. Power/energy/utility failure if not a prolonged outage.

d. Terrorist-caused event or hazardous material accident involving chemicals and/or biological agents.

e. Terrorist or accidental radiological release—Unlike a dispersion of chemical or biological agents, dispersion of radiological materials during a terrorist attack is not a life-threatening event unless personnel are subjected to the direct explosive blast from a radiological dispersion device.

d. Civil disturbance (including active shooter).

f. Volcanic ash fall (depends on expected time of arrival, amount, and duration as well as the availability of alternative sheltering locations).

5. General Guidance. The following guidance is provided for NCBC Gulfport.

a. Situation

(1) Hazards exist which do not allow for enough time to evacuate or move personnel to a safe haven.

(2) The possibility exists that these hazards may affect NCBC Gulfport.

b. Assumptions

(1) It will take time for the Installation Emergency Operations Center (EOC) to be activated and perform hazard assessments based on the agent or hazard involved.

(2) The Incident Commander will order initial on-scene and downwind evacuation and SIP until the Installation EOC is manned.

(3) SIP will not be instantaneous; some of the population might seek confirmation or additional information from neighbors, relatives, or the media before taking action.

c. Sheltering-in-Place. Shelter in place will be announced via:

(1) Mass warning systems:

(a) All-call telephoning—an automated system for sending recorded messages, sometimes called "reverse 9-1-1"

(b) Big Voice base wide announcing systems

(c) Emergency Alert System (EAS) broadcasts on the radio or television

(d) News media sources—radio, television and cable

(e) NOAA Weather Radio alerts

(2) The NCBC Emergency Dispatch Center has the means, authority, and procedures to activate a mass warning system to initiate SIP when directed by the Incident Commander or Installation EOC. Emergency warnings must be consistent with public awareness training materials. Due to the short time available for emergency messages, there is little opportunity for these messages to explain what is meant by SIP; this understanding must be provided in awareness training. An example of an effective SIP announcement is provided below. This announcement will be periodically repeated while SIP is ongoing:

> "This is an emergency announcement. This is not a drill. A hazard exists from ____ to____ OR between ___ and ____ (locations). Go indoors into buildings. Initiate building emergency plans to shelter-in-place."

(3) Identify which buildings and structures are adequate for SIP.

(a) Avoid designating structures that have permanent openings and thus are not capable of being isolated from outside air (via doors, windows, and securing of ventilation systems).

(b) Avoid those structures that must maintain an exchange of structure/outside air to keep inside airborne levels from reaching unhealthy concentrations (typically industrial process facilities). Chemical and biological labs and chemical storage areas should also be avoided.

(c) Probable Incident Commanders (Fire, Security, and Environmental) supervisors need to have a list of the above types of unsuitable structures available to them.

(d) Closest structures that can be secured will be pre-identified for each of the four primary wind directions (north, east, south, and west). Personnel should not move in the direction of the hazard; thus, the Incident Commander, Dispatch Center, Zone Control Center, or EOC must provide the wind direction at the hazardous event location to the Building

Emergency Coordinator so he/she can select the proper SIP location.

(e) If a structure cannot be secured because it has permanent openings or it requires facility ventilation system to continue operation, personnel who work or live in these structures must be provided information on their alternative SIP locations.

(f) Preferable building considerations include: HVAC system that can be shut down quickly, physical security including manual deadbolts and locking windows.

(g) Areas with existing Collective Protection systems should also be utilized.

(4) Establish SIP procedures that are consistent with evacuation procedures. SIP procedures include on-scene plans, Dispatch Center procedures, building plans (Tab B), zone procedures, EOC procedures, and an SIP Management Team (see Fig. 1). General guidance concerning development of these plans and procedures is provided below.

(a) On-Scene Plans. On-scene Category 5 responder procedures will, when appropriate, direct localized SIP (or evacuation) using any means available (e.g., bullhorns, vehicle announcing systems).

(b) Building Emergency Plans. A Building Emergency Plan that contains SIP procedures will be generated by local Departments/Tenants for each building. These departments/ organizations must then provide customized plans to the Installation Emergency Manager. Each plan must be tailored to the layout and staffing of the occupants of the building. Key plan actions are listed in Tab G.

(c) Zone Procedures. For medium to large installations with numerous buildings, Zone Control Center or Zone Managers will be pre-established to gather information from the Building Emergency Coordinators within their zones. This procedure will prevent overloading the Sheltering Coordinator at the installation EOC with calls from each building.

(d) EOC Procedures. EOC procedures will include an individual who is in charge of obtaining SIP and evacuation information from either Building Emergency Coordinators or Zone Managers. This individual will also provide support to these individuals and keep the Incident Commander informed of the status of SIP. EOC procedures must ensure that a rapid

assessment of the hazard is performed and subsequent assessment-based protective actions are disseminated to affected areas. EOC procedures must provide for the timely broadcast of instructions to end SIP, consistent with preplanned emergency instructions and emergency public information.

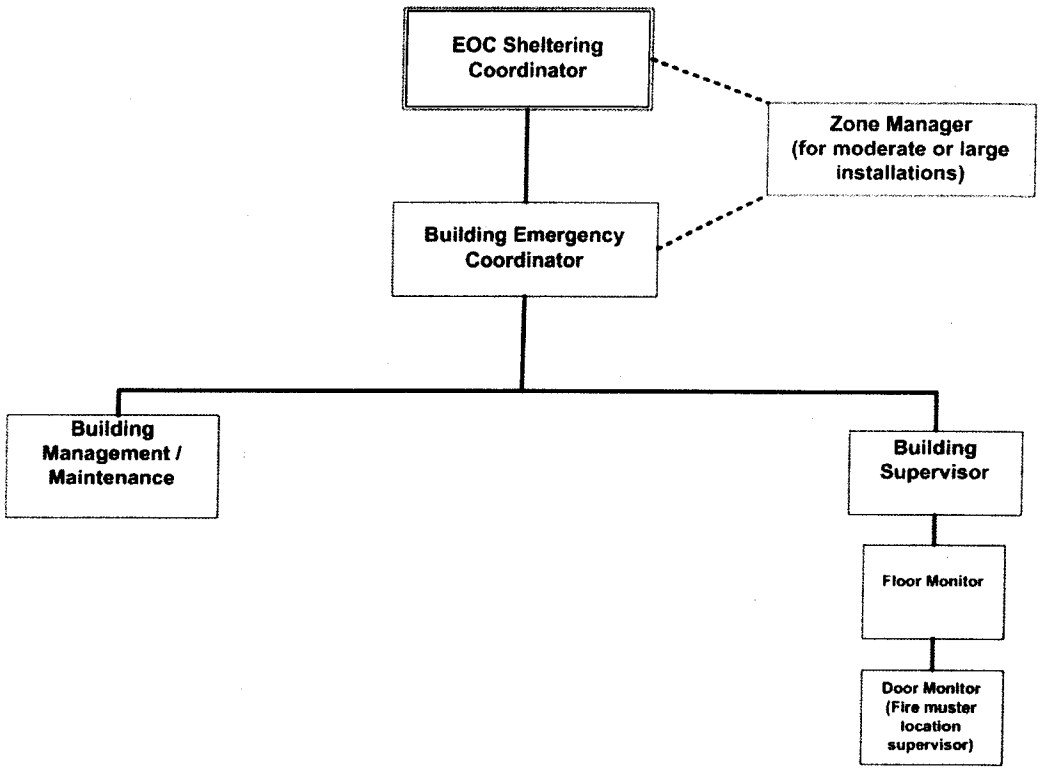

Figure 1. SIP Management Team

d. Special Considerations for Tornado Warning:

(1) Storm cellars or basements provide the best protection.

(2) If underground shelter is not available, go into an interior room or hallway on the lowest floor possible.

(3) In a high-rise building, go to a small interior room or hallway on the lowest floor possible.

(4) Stay away from windows, doors, and outside walls. Go to the center of the room.

(5) Stay in the shelter location until the danger has passed.

6. Pre-Emergency Responsibilities

a. Installation EMO:

(1) Implement an all-hazard, public awareness program.

(2) Ensure that all employees are provided training such that when they hear mass warning and notification system announcements for initiating SIP, they take the correct actions.

(3) Maintain in the EOC a copy of all SIP plans and contact information for Building Emergency Coordinators.

b. Building Emergency Coordinator

(1) Develop Building Emergency Plans.

(2) Train SIP Management Team personnel.

(3) Obtain proper medical supplies for first aid kits.

7. Resources

a. Ready Business Make a Shelter-In-Place Plan
http://www.ready.gov/business/plan/shelterplan.html

b. Operation Prepare
http://www.cnic.navy.mil/cnic_hq_site/OpPrepare/index.htm

Tab A to Support Annex 9
Technical Considerations

1. Toxic Burden

a. If personnel are outside and hazardous vapors reach their location, the potential exists for some toxic burden to accumulate in the body before they enter a nearby SIP location.

b. Some additional toxic burden can accumulate in the body while persons are in SIP locations as a result of the infiltration of hazardous vapors into the structure.

c. Finally, the potential exists for adding to the toxic burden after SIP procedures are secured:

(a) when persons remain in the building/vessel/vehicle

(b) when persons exit from shelter but remain outside the building near building ventilation exit points

2. Chemical/Biological/Radiological/Nuclear (CBRN) and Hazardous Material Releases. It is important to not shelter too long since some percentage of hazardous material will infiltrate a building and staying too long could result in unnecessary exposure. The worse-case scenario is if some hazardous materials enter a building before it is secured and people remain in the building long after the hazardous plume passes by.

3. Nerve Agents

a. The effects of nerve agent exposure are not linear with dosage.

b. Some agent vapor can be adsorbed by a shelter and its contents in certain circumstances.

4. Re-circulating Air Filtration Systems Keep Outside Air from Entering Buildings.

a. Sheltering Room(s). Avoid overcrowding by pre-selecting several interior rooms with the fewest number of windows or vents. If a chemical has been released, take shelter in a room above ground level because some chemicals are heavier than air and may sink near to ground level. On the other hand, if there are radioactive particles in the air, choose a centrally located room or basement away from windows that might leak and let in airborne radioactive particles.

The rooms should have adequate space for those being sheltered to be able to sit. Rooms without exterior windows such as utility rooms, break rooms, conference rooms, classrooms, meeting rooms, and gymnasiums work well. Access to bathrooms is a plus. The rooms should be equipped with a disaster supplies kit. Access to a water supply is desirable, as is a working hard-wired telephone. Use cordless phones only if necessary; a power failure will render most cordless phones inoperable. Don't rely on cell phones because cellular telephone circuits may be overwhelmed or damaged during an emergency. In some circumstances, cell phones may be able to send text messaging or may be able to use the press to talk feature, even when cell service is unavailable.

b. Hazardous Materials or CBRN Contamination. If local authorities believe the air is contaminated with a chemical, they may instruct people to shelter-in-place and "seal the room." Sealing the room is considered to be a temporary protective measure to create a barrier between persons and potentially contaminated outside air. This type of shelter-in-place requires preplanning.

c. Identify a location to "seal the room" in advance. If feasible, choose an interior room, such as a break room or conference room, with as few windows and doors as possible, in the center of the building. If the department is located on more than one floor or in more than one building, identify multiple shelter locations. The area chosen should have means of quickly (and preferably locally) shutting off the HVAC outside air supply.

d. If the facility has a Collective Protection system, there is no need to shut off the outside air; however, other steps may need to be taken to activate the system.

e. If toxic vapors are present, personnel entering the SIP facility from outside must be isolated from building occupants so that those already sheltering-in-place are not endangered.

f. If toxic vapors may have entered a building or residence, direct personnel to place a wet towel over their mouths and noses when feasible.

g. To "seal the room" effectively:

(1) Turn off fans, air conditioning, forced-air heating, and other ventilation systems.

(2) Close the business and bring everyone inside.

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(3) Lock doors, close windows, air vents, and fireplace dampers.

(4) Take emergency supply kits to the predetermined location in the building for SIP unless there is reason to believe they have been contaminated.

(5) Go into an interior room such as a break room or conference room, with few windows if possible.

(6) Close as many interior doors as possible.

(7) Only if time permits and materials are available, windows, doors, vents, and/or dampers may be taped over or sealed with duct tape and plastic around the top, bottom, and sides.

(8) Local authorities may not immediately be able to provide information on what is happening and what people should do. However, watch TV, listen to the radio, or check the Internet often for official news and instructions as they become available.

Tab B to Support Annex 9
Building Emergency Plan Template

BUILDING EMERGENCY COORDINATORS

1. **Establish the Affected Area. Upon hearing Mass Warning System announcements to shelter (or by being notified by a Zone Manager):**
   - Notify all Floor Monitors to implement SIP procedures.
   - Initiate building emergency signal (bell, siren, horn, etc.) if available.
   - Record the status reports from Floor Monitors of windows, doors, ventilation, and personnel counts. Note: Any persons entering the building after warning signals may have been exposed or contaminated.
   - After receiving all information, call the EOC or your Zone Manager and provide the following:
     - "This is ___ with the SIP data for Building ____."
     - Wait for the person answering to check the building number and location before giving additional information.
   - The EOC or Zone Manager will advise you if your building is within the area ordered to be sheltered.
   - If your building is within the sheltering area, give the following data:
     - Number of personnel inside, including those who entered from outside and thus may be contaminated.
     - Report of any unsecured or unusual conditions, if any (e.g., unable to secure blowers or ventilation, injured person, etc.).
     - Phone number(s) for call back.
   - If your building, as determined by the Zone Manager or EOC, is NOT within the affected area:
     - Notify Floor Coordinators of the situation.
     - Advise managers to pass on the information to all personnel.
   - Turn on radios or TVs.
   - When safe, direct that windows and doors be opened; turn on heating, ventilating, and air conditioning systems; and go outside until the building's air has been exchanged with the now clean outdoor air. If HVAC filters are contaminated (such as in the event of a particulate release), they will be replaced or cleaned, if possible, before the systems is be restarted.
   - Follow any special instructions given by emergency authorities to avoid chemical or radiological contaminants outdoors.

2. **In the Event of a Life-Threatening Injury:**
   - Using able personnel, help trapped or injured personnel in immediate danger of life and limb.
   - Call 911 and report the location and condition of injured/trapped personnel.
   - Administer first aid. Do not move seriously injured personnel unless they are in immediate danger of further injury.

FLOOR MONITORS

During SIP, Floor Monitors shall serve as the single point of contact in receiving and issuing emergency information to those personnel located or sheltered in their area (floor) of responsibility. Floor Monitors shall:

- Assign individuals to secure ventilation, windows, equipment.
- Send Door Monitors to monitor each door that is to remain unlocked and guarded.
- Ensure exterior doors that are locked have a placard attached directing personnel who are outside to a door that will be open (but guarded).
- Secure portable fans to avoid drawing in air from other areas, possibly bringing toxic vapors in.
- Use the preexisting list of persons needing special assistance to ensure they receive proper care.
- Work with supervisors on your floor to carry out other duties.
- Serve as a point of contact for receiving and issuing emergency information to personnel located on their floor.
- Maintain communications with the building Emergency Coordinator.
- If the building is within the sheltered area, give the following data to the Building Emergency Coordinator concerning your floor:
  - Number of personnel sheltered, including potentially contaminated.
  - Report of any unsecured or unusual conditions, if any (e.g., unable to secure blowers or ventilation, injured person, etc.).
  - Notify when floor is completely sheltered

BUILDING SUPERVISORS

During SIP, Supervisors shall:

- Coordinate with Building Emergency Coordinator and/or Floor Monitor in assigning individuals to secure all equipment, doors, windows, and ventilation in and immediately adjacent to their section or work area.
- Assign appropriate individuals to check restrooms, conference rooms, and vaults or storage areas.
- If your building section has one or more doors to the outside, assign individuals to monitor each door that will be remaining unlocked and guarded (primary entrances).
- Account for all persons assigned to the area of responsibility.
- Provide a muster report to the Floor Monitor as soon as possible after receiving the emergency warning.
- Proceed when instructed, with employees (except those assigned to monitor doors) to the predesignated muster area of the building or floors adjacent to the work area (i.e., floor, lobby, or hall).
- Upon receiving sheltering or evacuation notifications, make sure that ALL employees are notified and that required protective measures are carried out immediately.

DOOR MONITORS

During SIP, Door Monitors shall:

- Report to their assigned station/doors to ensure that entry/exit doors remain closed (but not locked) except when employees outside are seeking shelter in the building or when emergency personnel need to enter.
- Ensure that their door is open only long enough for person(s) to enter.
- When door is open, warn any employee passing by outside of the possibility that airborne or other hazard exits.
- Register all employees who may enter the building from the outside by name, badge number. Personnel entering from outside shall be segregated from personnel already in the building at the time of the alert. A predesignated waiting area should be established as close to entryways as possible. Personnel shall be instructed to minimize their movement to help reduce the spread of possible contamination. Record the names of outgoing personnel if they choose to ignore recommendations to SIP.
- Report all entries and exits to the Floor Monitor.
- Remain at monitoring position until directed to secure from SIP.
- If an evacuation is ordered, remain at the assign exit doors until told to evacuate by the Floor Monitor. Count how many exit. Record the number and give it to the Floor Monitor.

BUILDING MANAGER/MAINTENANCE STAFF

During SIP, Building Manager/Maintenance Staff shall:

- Upon direction from the Building Emergency Coordinator, turn off all heating, ventilating, air conditioning, fans, and all systems that automatically provide for exchange of inside air with outside air. This task may be able to be accomplished remotely from a centralized power plant.
- Provide status of systems to Building Emergency Coordinator.
- Take shelter.
- Upon direction from the Building Emergency Coordinator, restore heating, ventilating, and air conditioning fans, and all systems that automatically provide for exchange of inside air with outside air.
- Provide status of systems to Building Emergency Coordinator.
- Leave the building once the all-clear is sounded.

Tab C to Support Annex 9
Zone Manager Responsibilities

ZONE MANAGERS

During SIP, Zone Managers shall:

- Determine the affected area using information provided by mass warning alerts, Category 5 personnel notifications, and/or the EOC.
- Contact the Building Emergency Coordinators inside the projected affected area and confirm they are initiating their SIP procedures. Ask them for the following information:
  - Number of personnel inside.
  - Reports of any unsecured conditions, if any (e.g., unable to secure blowers or ventilation, injured person, etc.).
  - Phone number(s) for call back.
- If necessary, assist Building Emergency Coordinators in getting medical and other support.
- Provide information received from all the Building Emergency Coordinators to the Installation EOC Sheltering Coordinator by phone or by using emergency management software programs.
- The EOC Sheltering Coordinator will notify Zone Managers of wind direction shifts and whether any additional buildings need to SIP. If this occurs, contact the appropriate Building Emergency Coordinators. Keep the EOC Sheltering Coordinators informed of the SIP status for these additional buildings. Until directed by the EOC Relocations Coordinator, do not change the building status recordkeeping if these buildings are no longer in the downwind area that was previously encompassed by the hazard. There may still be fallout contamination concerns even though the plume has shifted.

Tab D to Support Annex 9
EOC Sheltering Coordinator Responsibilities

EOC SHELTERING COORDINATOR

1. **Initial Sheltering-In-Place:**
   - Obtain extent of Incident Commander–directed initial Hot and Warm Zone boundaries (also called "isolation boundaries") and protective actions (SIP and/or evacuation). Ensure initial SIP and/or evacuation boundaries are reflected in EOC emergency management software database and EOC map displays.
   - Ensure initial mass warning and security/fire department vehicle announcements to SIP personnel have been made.
   - Determine locations that are not within or anticipated to be affected by the hazard and therefore do not need to SIP.
   - Track the progress of establishing SIP in buildings and vessels. Building Emergency Coordinators or Zone Managers from Zone Control Centers will call with this information. Ensure data is entered into emergency management software database and EOC map displays. Keep Incident Commander apprised of SIP status.
   - Provide accountability data for SIP personnel to appropriate EOC personnel.
   - Ensure computer-controlled building ventilation systems are secured inside the affected area or obtain status of manual shutdowns of building ventilation systems from Zone Control Center(s) or Building Emergency Coordinators.
   - If applicable, ensure breathing air compressors in the downwind area are secured and alternative systems instead of breathing air compressors are used until work requiring such service can be secured.
   - If the wind direction shifts and an atmospheric release is still ongoing, determine whether additional buildings need to SIP, and provide Zone Mangers or Building Emergency Coordinators this information.
   - Periodically provide updates to EOC.

2. **Assessment-Based Sheltering-In-Place:**
   - Obtain approved assessment-based, SIP boundaries and protective action recommendations. Update EOC database and EOC map displays.
   - If on-scene isolation boundaries are collapsed, develop a list of buildings and vessels that can be unsheltered. Notify the affected Building Emergency Coordinators or Zone Managers of the change.
   - Provide assessment-based SIP boundaries to Zone Managers or Building Emergency Coordinators. Ensure assessment-based mass warning and security vehicle announcements have been made to affected populations.
   - Determine whether the source of the hazard has been secured and whether additional releases are expected.
   - Determine whether ground contamination exists after an atmospheric release and provide this information to appropriate Zone Managers or Building Emergency Coordinators. If ground contamination is confirmed, begin arranging for transportation of personnel out of affected buildings.
   - Once the release has stopped, direct the Dispatch Center to make "all-clear" announcements and tell Zone Managers or Building Emergency Coordinators to go outside until building/residence air has been exchanged with the clean outdoor air, providing that there is no ground or residual contamination. Personnel should not be allowed to leave in personal vehicles unless they are deemed to be clean and free of contamination.

Tab E to Support Annex 9
Considerations Specific to Day Care Centers or Schools

1. Close the school and activate the school's Emergency Action Plan (EAP).

2. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.

3. Shut the outside doors.

4. Have all children, staff, and visitors take shelter in pre-selected rooms that have phone access and preferably access to a nearby bathroom.

5. Lock all windows, shelter doors, and any other openings to the outside.

6. Keep clear of windows, if possible.

7. Heating, ventilating, air conditioning, and systems that automatically provide for exchange of inside air with outside air must be turned off, sealed, or disabled.

8. One teacher or staff member in each room should write down the name of everyone in the room and call the school's designated emergency contact to report who is in that room.

9. Schools will assign one or two people to collect information on who is in the building when an emergency happens so that first responders can know everyone is accounted for, if necessary.

10. If visitors are in the building, provide for their safety by asking them to stay.

11. Ideally, have access to the school wide public address system in the room where the top school official takes shelter.

12. Have at least one phone line under the school's listed telephone number in one of the shelter rooms available for a designated person to answer the calls of concerned parents. If it is not possible for a person to monitor the main telephone and the school has voice mail or an automated attendant, change the recording, time permitting, to indicate that the school is closed and the students and staff are remaining in the building until authorities say it is safe to leave.

13. If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice and that they are safe. This tactic may reduce the number of incoming calls.

14. Everyone should stay in the room until school officials, via the public address system, announce that all is safe or say everyone must evacuate.

15. Once the word has been given that all is safe, everyone will go outside when the building's ventilation systems are turned back on.

16. Follow any special instructions given by emergency authorities to avoid chemical and radiological contaminants outdoors.

Tab F to Support Annex 9
Building Emergency Kit

1. First aid kit

2. Flashlight

3. Battery-powered radio

4. Extra batteries for both

5. A working, non-cordless telephone

6. Optional, if available:

    a. Duct tape

    b. Scissors

    c. Towels

    d. Plastic sheeting—may be precut to fit windows and doors before any emergency occurs.

Tab G to Support Annex 9
Building Emergency Plan

1. Building Emergency Plans. A template of a Building Emergency Plan that contains SIP procedures will be provided to the primary departmental or functional area organization in each building and vessel by the Installation EMO. These departments/organizations must then customize the template to fit their building/vessel and provide copies to the Installation Emergency Manager. Each plan must be tailored to the layout and staffing of the occupants of the building/vessel. Key plan actions are listed below:

a. Develop a system of knowing who is in each building in case there is an emergency.

b. Develop a list of persons needing special assistance (name, telephone extension, room number, location of crutches, wheelchairs, and other support devices, and type of assistance required).

c. Establish a building warning system.

(1) Test the system periodically.

(2) Plan to communicate with people with hearing impairments or other special needs such as persons who do not speak English.

d. Predetermine exit and entrance doors. Stage signage to assist in directing personnel to the correct door. Signage will be in those languages necessary to reach 90 percent of the affected base population. Allow outdoor personnel to enter the building once SIP begins but isolate these personnel from those already in the building when the event occurred.

e. During the event, identify who is in the building (including visitors), and enter this information into an accountability system.

f. Military personnel may be required to shelter-in-place under the Uniform Code of Military Justice; however, civilians cannot be required to shelter-in-place. Therefore, it is important to develop SIP plans in cooperation with employees to maximize their cooperation. This is especially important for chemical and biological events where they may be exposed to life-threatening conditions if they disregard advice and choose to leave a sheltered location.

g. Plans will allow employees who wish to leave to use a door that will not endanger those who choose to shelter-in-place.

h. SIP Management Teams, with alternates, will be assigned and trained for each building that has been predetermined as adequate for SIP. A minimum of four types of SIP members for each building are typically needed. These personnel are in addition to the other two members of the SIP Management Team: Zone Managers (for medium to large installations) and the EOC Sheltering Coordinator. The four types of team members are the Building Emergency Coordinator, Floor Monitor(s), Door Monitor(s), and Building Manager/Maintenance Staff. As an initial step it may be more practical to build on the organizational structure and personnel already designated in fire evacuation plans. Typically, these fire evacuation positions are Building Coordinator, Floor Monitor, and Muster Location Supervisor. For SIP, the Muster Location Supervisor can be used as a Door Monitor to staff the primary ingress/egress door. Different positions in the SIP Management Team may be needed for child care centers, brigs, and other specialized facilities. The SIP Management Team organization is designed to expand and contract as needed to meet the needs of the incident. One person can fulfill multiple roles, depending on manpower availability and the nature and expected duration of the incident.

i. Assign specific duties to SIP Management Team members in the Building Emergency Plan.

(1) Create checklists for each team member (see Tab B).

(2) Ensure the plan and checklists involve all groups of employees in the building.

(3) Designate and train team alternates in case the assigned person is not there or is injured.

(4) Volunteers or recruits should be assigned specific duties during an emergency.

j. Get emergency supply kits and keep them in SIP locations.

(1) Check kits on a regular basis; first aid supplies can disappear when all employees know where they are.

(2) Batteries for radio and flashlight will be replaced regularly in accordance with their expiration date.

k. If possible, ensure at least two people are present who are certified in cardiopulmonary resuscitation (CPR), first aid, and the use of an automated external defibrillator through a nationally recognized agency (American Red Cross, American Heart Association, American Safety and Health Institutes, etc).

l. Practice the SIP plan on a regular basis.

m. During an event, turn off all heating, ventilating, air conditioning, fans, and all systems that automatically provide for exchange of inside air with outside air.

n. If possible, move all persons to the safest place in the residence or building for the particular hazard. Higher-elevation floors are best for tsunamis; basements are better for tornadoes and hurricanes.

o. If possible, include access to TV, radio, and telephone in sheltering locations. Turn on a TV or radio and listen for further instructions.

p. When the "all clear" is announced, open windows and doors and turn ventilation back on to bring in fresh air. Direct occupants to go outside until the building air has been exchanged with the now clean outdoor air.

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SUPPORT ANNEX 10 TO SECTION III

SPECIAL NEEDS MANAGEMENT

1. Scope. This annex is designed to support the identification of and planning for special-needs persons within NCBC Gulfport.

2. References:
(a) CNICINST 3440.17,
(b) OPNAVINST 1754.2C
(c) DODINST 1315.19
(d) SECNAVINST 1754.5B
(e) Executive Order 13347
(f) Federal Communications Commission Public Notice DA 02-1852
(g) 47 CFR Pt. 79.2
(h) DODD 5200.27
(i) OPNAVINST 3001.02
(j) CNICINST 3001.02
(k) The Americans with Disabilities Act of 1990

3. Support Area Overview. Per reference (a), the Installation Emergency Management (EM) Plan must include planning for the management of persons with special needs during and after an emergency. There are two major categories of special needs: medical and transportation. According to the US Census Bureau, 54 million Americans had a disability in 2000. The Harris Poll Survey in 2003 found that approximately 61 percent of people with disabilities have not made plans to quickly and safely evacuate their homes.

a. In an evacuation event it is the responsibility of the Installation commanders to ensure the safety and well-being of all personnel and persons on the Installation.

b. The Installation EM plan shall address medical and transportation special-needs populations onboard assigned Installations.

c. Currently, all family members identified with medical or mental health requirements of a chronic nature must be enrolled in the Exceptional Family Member Program (EFMP). Per reference (b), this includes the identification of all Exceptional Family Members (EFMs) with special needs outside the continental United States (OCONUS) and within the continental United States (CONUS) locations.

4. General Guidance. The following guidance is provided for NCBC Gulfport:

a. Definitions

(1) Transportation Special Needs. Persons with transportation special needs include any individual who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, is unable without special facilities or special planning or design to use mass transportation facilities as effectively as persons who are not so affected. Within the transportation special needs category, those with special needs differ among themselves in severity and extent of disabilities; the way in which other people view their physical and mental limitations; and their income, age, and mobility. Persons with transportation special needs are those who find it difficult to evacuate without aid from community members, caretakers, family members, friends, or rescue workers. Persons with transportation needs often include the elderly and people with disabilities and can include persons with medical special needs. Persons with transportation special needs also include fully mobile people who have no means of transportation off the base. This may be due to lack of financial capability to pay for public transportation, or, where none exists, may be due to a lack of vehicle (such as a car) where those vehicle types are the primary modes of transportation.

(2) Medical Special Needs. Persons with medical special needs include those with potentially life-threatening conditions and/or chronic medical/physical conditions requiring follow-up support more than once a year or specialty care. Medical special needs persons also include those with current and chronic mental health conditions, those who have required inpatient or intensive outpatient mental health service within the last five years or intensive mental health services required at the present time. This includes medical care from any provider, including a primary health-care provider. Other qualifications include a diagnosis of asthma or other respiratory-related diagnosis with chronic recurring wheezing which meets specified criteria and a diagnosis of attention deficit disorder/attention deficit hyperactivity disorder that meets the specified criteria, requires adaptive equipment, requires assistive technology devices or services, and/or requires environmental/architectural considerations (see Tab A).

b. Situation

(1) There are people with medical and transportation special needs both living and visiting on Navy Installations.

(2) Per reference (c), family members with medical special needs are authorized to travel overseas.

(3) Per reference (b) and (d), the EFMP is a mandatory program. It is an assignment coordination program for all active duty personnel who have family members with special needs.

(4) As outlined in reference (b), all persons with medical special needs will be entered into the EFMP database potentially allowing Installation Commanders to be aware of EFMs on an Installation. However, those with transportation special needs are not required to enter such information in the EFMP.

(5) There may be people with special needs on base without the knowledge of the Installation EM Officer (EMO).

(6) Per reference (e), the Federal Government is to appropriately support safety and security for individuals with disabilities in situations involving disaster, including earthquakes, tornadoes, fire, floods, hurricanes, and acts of terrorism.

(7) Per reference (e), it shall be the policy of the United States that the executive departments and agencies of the Federal Government consider, in their emergency preparedness planning, the unique needs of agency employees with disabilities and individuals with disabilities whom the agency serves.

(8) People with special needs may insist that their caretaker accompany them for comfort and familiarity, or caretakers may insist to accompany people with special needs for similar reasons.

(9) Some people with medical special-needs will need accommodations that are appropriate to transport medical supplies, such as intravenous drips and oxygen.

(10) There will be people in clinics that have both medical as well as transportation special-needs. There will be people throughout the rest of base who will have the same needs.

(11) Persons with special needs who may experience a disaster may be deprived of vital connections to attendants, guide animals, neighbors, and family members.

(12) Many special-needs persons require animal companions for seeing, hearing, retrieving, and other assistance and will

require their animal companions to accompany them during evacuation procedures.

(13) Persons with special-needs may no longer be able to follow their accustomed routines.

(14) Disasters may cause psychological distress by forcing individuals with disabilities to confront the limitations imposed by their disability on a more or less continuous basis, or to relive traumatic hospitalization experiences from their past.

(15) Persons with medical special-needs may be unable to refill prescriptions and need extra medical treatment.

(16) Individuals with special-needs may have more than one type of disability.

c. Assumptions

(1) Most people with medical special-needs on NCBC Gulfport will be registered in the EFMP, and therefore the approximate whereabouts and approximate numbers of medical special-needs persons should be known to those assisting people with special needs during evacuation. Some, however, will not be registered in the EFMP for fear of affecting promotion and opportunity or due to delayed or recent diagnosis.

(2) Many transportation special-needs persons also have medical special-needs; therefore, on many Installations special-needs persons will be accounted for in the EFMP. However, there will be Installations with large quantity of transportation-only special-needs people, such as Installations whose main purpose is for training.

(3) Many people with medical special-needs will also have transportation special-needs.

(4) Not all people with special needs will have transportation out of the danger area or a place to evacuate to.

(5) Many individuals with special needs have not prepared an emergency evacuation plan.

(6) Many persons with special needs are not mobile and will need more assistance than by family members or caretakers alone.

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(7) When it is difficult to evacuate, many will delay evacuation until the last possible time to evacuate, hoping the disaster (hurricane, tornado, etc) will miss them.

(8) Those who wait to evacuate may find their environment changed—roads may become impassible due to mud, flooding, ice, etc.

(9) For each person with special needs, it can be assumed that room and accommodation will need to be made for an accompanying caretaker.

(10) Many people with special needs will require more time to evacuate than persons without special needs.

(11) Many people with special needs will need to take along more baggage and supplies (medication, walker, wheelchair, companion animal, etc.) than a person without special needs and may therefore use more space at a safe haven.

(12) While at a safe haven, many people with special needs will require medical attention.

5. Supporting Procedures and Policies. As outlined in references (f) and (g), all emergency and evacuation information must be available to all people, including people with special needs. To convey emergency information to people with hearing impairments, all information that goes over public broadcast on the television in audio form must be available in writing on the screen in closed captioning, by scroll, or another method of visual presentation that can be read by those with hearing impairments without covering any other information on the screen and must be large enough for those with vision impairments to read.

Per reference (h), U.S. Department of Defense (DOD) policy prohibits collecting, reporting, processing, or storing information on individuals or organizations not affiliated with DOD, except in those limited circumstances where such information is essential to the accomplishment of the DOD mission. The EFMP has been set up to track people with medical special needs. To better track people with transportation special needs, the Navy Family Accountability and Assessment System (NFAAS) may be used for ease of evacuation if sponsors are encouraged to note such information in the database. However, a mandatory data collection system for nonmilitary personnel may not be set up except in specific circumstances.

Per reference (k), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity or be subjected to discrimination by any such entity. People with disabilities shall not have access to emergency information, transportation, or other evacuation tools withheld from them.

a. Major considerations for persons with special needs include the following:

(1) notification

(2) evacuation

(3) emergency transportation

(4) sheltering

(5) access to medications, refrigeration, and backup power

(6) access to their mobility devices or service animals while in transit or at a safe haven

(7) access to information

b. Planning. In planning for emergency services, the Installation EMO shall consider the needs of people who do the following:

(1) use mobility aids such as wheelchairs, scooters, walkers, canes, or crutches

(2) use oxygen or respirators

(3) have limited stamina

(4) are blind or who have low vision
(5) are deaf or hard of hearing

(6) have a cognitive disability

(7) have a mental illness
(8) have other types of disabilities

c. Shelter-In-Place. Considerations include the following:

(1) Will people with special needs have enough of their medications (including oxygen)?

(2) Are there dietary restrictions and means to meet them?

(3) Are frequent medication shots required?

(4) Do people with special needs have the appropriate assistance (caregiver, visiting nurse, etc)?

(5) Is there a room with few windows or basement accessible to people with special needs?

(6) Are people with special needs able to take the necessary precautions to remain safe while sheltering in place?

(a) Can they seal and lock windows?

(b) Can they close fireplace dampers?

(c) Are they able to adjust the cooling/heating system to not draw in air from outside?

(7) In the case of an extended shelter in place (e.g., pandemic influenza), will people with special needs have enough food and/or water for an extended stay?

d. Evacuation. Individuals with special needs face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility special need may have trouble evacuating via stairs and may need buses that are wheelchair accessible. Individuals who are blind or who have limited vision may not be able to independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies on voice. Transportation may be disrupted due to overcrowding, due to blocked streets and sidewalks, or because the system is not functioning at all. The movement of people during an evacuation is critical, but many people with disabilities cannot use traditional transportation. Procedures shall be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance.

e. Local Safe Haven. Per reference (k), all persons with special needs must have access to the same safe havens as persons without special needs. Although not required, if deemed

appropriate by the Installation Emergency Manager, safe havens for persons with special needs may be set up; however, all other safe havens must still accept persons with special needs. Regarding safe havens, the Installation EMO shall consider the following:

(1) Ensure accessible entrances, toilet and bathroom facilities, and safe haven area for those with wheelchairs and scooters.

(2) Ensure adequate refrigeration or cooler availability for those with medications.

(3) Ensure safe haven staff are properly trained to assist those with special needs before a disaster strikes.

(4) Include persons with special needs in safe havens; persons with special needs shall not be separated from any other persons in the safe haven except where necessary due to conflicts with companion animals and persons with allergies.

(5) Allow companion animals, seeing animals, retrieval animals, and all other pets that assist special-needs persons into the safe haven, and allow the animals to remain with their owners.

(6) Ensure availability of generators.

(7) Ensure all safe haven information and announcements are accessible to those who are deaf, hard of hearing, blind, or visually impaired.

f. Remote Safe Haven. The Installation Emergency Manager shall take into account the same considerations as in the local safe haven when signing a support or Inter-Service Support Agreement (ISSA). In addition, the Installation Emergency Manager shall also consider the following:

(1) Moving mass quantities of persons who may be fully mobile but may not have transportation off base

(2) Moving some persons long distances may require moving wheelchairs, walkers, etc., and they may require extra space during transportation and may require special entrances (e.g., wheelchair elevator) and special seats (e.g., wheelchair hookup on buses)

g. Returning Home. The needs of individuals with disabilities shall be considered when they leave a safe haven or are allowed to return home. Homes may have become inaccessible for persons with mobility impairments. If temporary housing is needed past the stay at the safe haven, there shall be available physically accessible short-term housing, as well as housing with appropriate communication devices, such as a teletypewriter (TTY), to ensure individuals with communication disabilities can communicate with family, friends, and medical professionals.

6. Assignments. The following assignments are provided for NCBC Gulfport.

a. Installation Commander

(1) Ensure the safety and well-being of all personnel and persons on the Installation, including persons with special needs.

(2) Determine whether EFMP data can be released to the Regional or Installation Emergency Manager if within Health Insurance Portability and Accountability Act (HIPAA) guidelines.

b. Installation EMO

(1) Encourage sponsors to register medical and transportation special-needs individuals in the NFAAS Database to which they will have access.

(2) Consult with Installation commander to access EFMP data on special-needs persons.

(3) Coordinate space and needs of special-needs personnel with *remote* safe haven site as needed and prepare and sign an assistance agreement or ISSA.

(4) Plan and coordinate with Public Works the transportation of special-needs personnel to and from the designated *local* or *remote* safe haven site.

(5) Encourage those who are registered in the EFMP as having special needs to keep an emergency first aid kit (see Tab C).

(6) Develop warning methods to ensure that all citizens will have the information necessary to make sound decisions and take appropriate, responsible action in case of an emergency.

(a) Using a combination of methods will be more effective than relying on one method alone.

(b) Combining visual and audible alerts will reach a greater audience than either method would by itself.

(c) All fire and other alarms with audio sound shall be accompanied by a flashing or strobing light to gain the attention of those with hearing disabilities. All administrative buildings shall be equipped with this type of alarm.

(7) In all nonresidential buildings with more than one level, identify a designated rescue point (e.g., the landing of a staircase) where people with mobility special needs can go for assistance to evacuate down the stairs. Consider that large administrative buildings should be equipped with a stair chair.

(8) Encourage public awareness and awareness of Operation Prepare.

(9) Encourage those with special needs to create a family communications plan (see Tab C).

(a) Families may not be together when a disaster strikes, so there should be a well-planned and practiced plan.

(b) Consider a plan where each family member calls or e-mails the same friend or relative in the event of an emergency.

(c) It may be easier to make a long-distance phone call than to call across town, as a result a contact out of town, not in the impacted area, may be in a better position to communicate among separated family members.

(10) Ensure needs of persons with special needs are met at *local* safe havens.

c. Public Health Emergency Officer

(1) Lead medical and public health preparedness and response efforts, including disaster mental health, which may lead to medical special needs.

(2) Oversee implementation of medical-related standard operating procedures (SOPs) to support the Installation EM Plan, including SOPs relating to persons with special needs.

(3) At the direction of the Emergency Operations Center, coordinate activities and deployment of health, mental health, and medical volunteer resources and other federal health and medical services to support medical special needs in safe havens and during shelter-in-place activation.

(4) In coordination with the Joint Information Center (JIC), release medical public information and education related to mitigation activities and personal disaster response activities, including activities related to stress management and mental health. Persons with special needs may experience a high level of stress during disasters when they are taken out of their natural environment and their special needs become more apparent.

d. Housing Program Director

(1) Support the Installation EM in identification and registration of families with special needs personnel.

(2) Provide support in identifying and supplying local safe haven facilities.

(3) Provide coordination with *remote* safe haven destinations for personnel in the EFMP requiring special considerations of shelter/billeting.

(4) Participate in post-event evaluations of the effectiveness and efficiency of preparedness and response activities.

(5) Review after-action reports and evaluation methodology and approve appropriate changes to plans and procedures.

(6) Participate in disaster response exercises and post-event evaluations.

e. Fleet and Family Service Centers

(1) Support the Regional EM in identification and registration of families with special-needs personnel.

(2) Provide for administration of counseling for disaster stress and family counseling.

(3) Coordinate with the *remote* safe haven designations for availability of counseling services for displaced members in need of counseling.

(4) Participate in post-event evaluations of the effectiveness and efficiency of preparedness and response activities.

(5) Review after-action reports and evaluation methodology and approve appropriate changes to plans and procedures.

(6) Participate in disaster response exercises and post-event evaluations.

g. Tenant Commanders

(1) Provide the supporting Installation EMOs with any pre-identified populations of personnel that should be planned as transportation special needs community (e.g., Training Center, Schools Commands, and Mobile Detachments who do not have adequate transportation resources assigned/available).

7. Additional Resources

a. Operation Prepare
http://www.cnic.navy.mil/cnic_hq_site/OpPrepare/index.htm

b. Preparing for disasters for people with disabilities and other special needs
http://www.redcross.org/images/pdfs/preparedness/A4497.pdf

c. Americans with Disabilities Act (ADA) Access Requirements 9525.5
http://www.fema.gov/government/grant/pa/9525_5.shtm

d. Preparing and planning for people with special needs
http://www.fema.gov/plan/prepare/specialplans.shtm

e. Disaster preparedness planning packet for special-needs populations
http://dept.lamar.edu/nursing/specialneeds/final.pdf#search='evacuation%20of%20special%20needs'

d. Tips for people with special needs and concerns
http://www.redcross.org/services/disaster/beprepared/mobileprogs.html

e. Emergency Preparedness Initiative
http://www.nod.org/resources/PDFs/epiguide2005.pdf

f. Emergency Planning for Persons with Disabilities and Special Needs
https://www.llis.dhs.gov/member/secure/dynamicpage.cfm?pagetitle=functionalneeds (Login at www.llis.gov)

g. Evacuation and Rescue of Elderly and Disabled Passengers from Paratransit Vans and Buses
https://www.llis.dhs.gov/member/secure/detail.cfm?content_id=23150 (login at www.llis.gov)

h. Department of Homeland Security Ready America
www.ready.gov

i. An ADA Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities
http://www.usdoj.gov/crt/ada/emergencyprepguide.htm

Tab A to Support Annex 10
DOD Criteria for Identifying Family Members with Medical Special Needs

1. Family members of active duty Service members and civilian employees appointed to an overseas position who meet one or more of the following criteria shall be identified as a family member with special medical needs:

a. Potentially life-threatening conditions and/or chronic medical/physical conditions (such as high-risk newborns, patients with a diagnosis of cancer within the last five years, sickle cell disease, insulin-dependent diabetes) requiring follow-up support more than once a year or specialty care.

b. Current and chronic (duration of six months or longer) mental health condition (such as bipolar, conduct, major affective, or thought/personality disorders); inpatient or intensive outpatient mental health service within the last five years; intensive (greater than one visit monthly for more than six months) mental health services required at the present time. This includes medical care from any provider, including a primary health care provider.

c. A diagnosis of asthma or other respiratory-related diagnosis with chronic, recurring wheezing which meets one of the following criteria:

(1) scheduled use of inhaled anti-inflammatory agents and/or bronchodilators

(2) history of emergency room use or clinic visits for acute asthma exacerbations within the last year

(3) history of one or more hospitalizations for asthma within the past five years

(4) history of intensive care unit admissions for asthma within the past five years

d. A diagnosis of attention deficit disorder/attention deficit hyperactivity disorder that meets one of the following criteria:

(1) a comorbid psychological diagnosis

(2) requires multiple medications or psycho pharmaceuticals (other than stimulants) or does not respond to

normal doses of medication, requires management and treatment by mental health provider (e.g., psychiatrist, psychologist, social worker)

(3) requires specialty consultant, other than a family practice physician or general medical officer, more than twice a year on a chronic basis

(4) requires modifications of the educational curriculum or the use of behavioral management staff

(5) Requires adaptive equipment (such as an apnea home monitor, home nebulizer, wheelchair, splints, braces, orthotics, hearing aids, home oxygen therapy, home ventilator, etc.).

(6) Requires assistive technology devices (such as communication devices) or services.

(7) Requires environmental/architectural considerations (such as limited numbers of steps, wheelchair accessibility/housing modifications and air conditioning).

Reference

DOD Instruction 1315.19, *Authorizing Special Needs Family Members Travel Overseas at Government Expense* (20 Dec 2005)

Tab B to Support Annex 10
Exceptional Family Member Program

1. Department of the Navy (DON) EFMP was established in September 1987 and now includes the identification, enrollment, and tracking of all eligible family members with special medical and educational needs, regardless of where the sponsor is assigned. The primary goal of the EFMP is to coordinate permanent change of station (PCS) assignments, ensuring the availability of services required to meet the family's special needs.

2. Enrollment in the program is mandatory. Sponsors are required to identify and enroll all family members who have a medical (physical, emotional, or mental) condition at the time of identification or diagnosis of the condition by a privileged health-care provider or educational authority. Commander, Navy Personnel Command (COMNAVPERSCOM) will make final determination concerning enrollment in the EFMP for Navy family members.

3. The location and timing of an assignment will be given careful consideration for a sponsor of an EFM. The sponsor of an EFM must remain worldwide assignable and deployable. The family member will be allowed to accompany the active duty member to locations where the requisite educational/medical services are available. Detailers of such sponsors will also consider opportunities for normal career progression.

4. Whenever possible, EFM sponsors shall be assigned within DON's geographic areas of responsibility for the provision of early intervention services and related services assigned to the military medical departments for those family members who have a medical (physical, mental, emotional) condition. DOD has assigned DON responsibility for Iceland, Italy (Naples, Gaeta, La Maddeleana, and Sigonella), Spain, Portugal (except the Azores), mainland Japan and Okinawa, Guam, Bahrain, Caribbean region (including Cuba), Greenland, Diego Garcia, Australia, New Zealand, West Pacific, and the embassies in these locations. DON personnel shall not be sent to another military department's designated area of responsibility without coordination and prior approval from that Service.

Reference

SECNAV Instruction 1754.5B, *Exceptional Family Member Program* (14 Dec 2005)

Tab C to Support Annex 10
Information for People with Special Needs

1. Operation Prepare. Whether you're part of the general Navy community, the Navy's emergency management team, or a potential partner in disaster response and recovery, you have a role in planning for emergencies – **Preparedness is your duty.**

Please explore the link http://www.cnic.navy.mil/cnic_hq_site/OpPrepare/index.htm to find information and tools to help you and your family prepare for emergency situations that could arise any time without warning.

2. Get a Kit of Emergency Supplies. The first step is to consider how an emergency might affect your individual needs. Plan to make it on your own, for at least three days. It's possible that you will not have access to a medical facility or even a drugstore. It is crucial that you and your family think about what kinds of resources you use on a daily basis and what you might do if those resources are limited or not available. In addition to the Necessary Supplies that can be found in Operation Prepare, you should consider the following:

a. Medications and Medical Supplies. If you take medicine or use a medical treatment on a daily basis, be sure you have what you need on hand to make it on your own for at least a week. Keep a copy of your prescriptions as well as dosage or treatment information. If it is not possible to have a week-long supply of medicines and supplies, keep as much as possible on hand and talk to your pharmacist or doctor about what else you should do to prepare. If you undergo routine treatments administered by a clinic or hospital or if you receive regular services such as home health care, treatment, or transportation, talk to your service provider about their emergency plans. Work with them to identify backup service providers within your area and the areas you might evacuate to. If you use medical equipment in your home that requires electricity to operate, talk to your health-care provider about what you can do to prepare for its use during a power outage.

b. Additional Items. There may be other items specific to your needs that you should have on hand. If you use glasses, hearing aids and batteries, wheelchair batteries, or oxygen, be sure you always have extras in your home. Also have copies of medical insurance, Medicare, and Medicaid cards readily available. If you have a service animal, be sure to include

food, water, collar, ID tag, medical records, and other emergency pet supplies.

c. Emergency Documents. Include copies of important documents in your emergency supply kits such as family records, medical records, wills, deeds, social security number, charge and bank accounts information, and tax records. It is best to keep these documents in a waterproof container. If there is any information related to operating equipment or life-saving devices that you rely on, include those in your emergency kit, and make sure that a trusted friend or family member have copies of these documents. Include the names and numbers of everyone in your personal support network, as well as your medical providers. If you have a communication disability, be sure your emergency information list notes the best way to communicate with you. Also be sure you have cash in the local currency or travelers checks in your kits in case you need to purchase supplies.

3. Make a Plan for What You Will Do in an Emergency. The reality of a disaster situation is that you will likely not have access to everyday conveniences. To plan in advance, think through the details of your everyday life. If there are people who assist you on a daily basis, list who they are and how you will contact them in an emergency. Create your own personal support network by identifying others who will help you in an emergency. Think about the transportation you use and what alternative modes could serve as backups. If you require handicap-accessible transportation, be sure your alternatives are also accessible. If you have tools or aids specific to your disability, plan how you would cope without them. For example, if you use a mobility aid, communication device, or rely on a service animal, what will you do if these are not available? If you are dependent on life-sustaining equipment or treatment such as a dialysis machine, find out the location and availability of more than one facility. For every aspect of your daily routine, plan an alternative procedure. Make a plan and write it down. Keep a copy of your plan in your emergency supply kits and a list of important information and contacts in your wallet. Share your plan with your family, friends, care providers, and others in your personal support network.

a. Create a Personal Support Network. If you anticipate needing assistance during a disaster, make a list of family, friends and others who will be part of your plan. Talk to these people and ask them to be part of your support network. Share each aspect of your emergency plan with everyone in your group, including a friend or relative in another area who would not be

impacted by the same emergency who can help if necessary. Make sure everyone knows how you plan to evacuate your home, school, or workplace and where you will go in case of a disaster. Make sure that someone in your personal support network has an extra key to your home and knows where you keep your emergency supplies. Teach them how to use any lifesaving equipment or administer medicine in case of an emergency. If you use a wheelchair, oxygen, or other medical equipment, show friends how to use these devices so they can move you if necessary or help you evacuate. Practice your plan with those who have agreed to be part of your personal support network. Inform your employer and co-workers about your disability and let them know specifically what assistance you will need in an emergency. This is particularly important if you need to be lifted or carried. Talk about communication difficulties, physical limitations, equipment instructions, and medication procedures. If you are hearing-impaired, discuss the best ways to alert you in an emergency. If you have a cognitive disability, be sure to work with your employer to determine how to best notify you of an emergency and what instruction methods are easiest for you to follow. Always participate in exercises, trainings, and emergency drills offered by your employer.

b. Develop a Family Communications Plan. Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. Consider a plan where each family member calls or e-mails the same friend or relative in the event of an emergency. It may be easier to make a long-distance phone call than to call across town, so a contact out of town, not in the impacted area, may be in a better position to communicate among separated family members. For more information on how to develop a family communications plan, visit www.ready.gov.

c. Deciding to Stay or Go. Depending on your circumstances and the nature of the emergency, the first important decision is whether you stay or go. You may be ordered to evacuate by the Regional/Installation Commander, or there may be a voluntary evacuation. You should understand and plan for both possibilities. If you're specifically told to evacuate or seek medical treatment, do so immediately. If you require additional travel time or need transportation assistance, make these arrangements in advance.

d. Consider Your Service Animal or Pets. You will need to make plans in advance for your service animal and pets. Keep in mind that what's best for you is typically what's best for your animals. See Annex 11 of this document for more information.

e. Staying Put. There may be situations when it's simply best to stay where you are to avoid any uncertainty outside. Consider what you can do to safely shelter-in-place alone or with friends, family, or neighbors if directed to by the Regional/Installation Commander. Also consider how a shelter designated for the public would meet your needs.

f. Evacuation. Plan how you will get away and where you will go if you are ordered to evacuate. If you rely on elevators, have a backup plan in case they do not work.

g. Fire Safety. Plan two ways out of every room in case of fire. Check for items such as bookcases, hanging pictures, or overhead lights that could fall and block an escape path. Check hallways, stairwells, doorways, windows, and other areas for hazards that may keep you from safely leaving a building during an emergency. Secure or remove furniture and objects that may block your path. If there are aspects of preparing your home or workplace that you are not able to do yourself, enlist the help of your personal support network.

h. Contact Your Local Emergency Information Management Office. Some local emergency management offices maintain registers of people with disabilities so you can be located and assisted quickly in a disaster. Contact your local emergency management agency to see if these services exist where you live or visit www.ready.gov to find links to government offices in your area. In addition, wearing medical alert tags or bracelets that identify your disability can be a crucial aid in an emergency situation. When traveling, consider alerting hotel or motel workers if you will need help in a disaster situation.

4. Be Informed About What Might Happen. It is important to stay informed about what might happen and know what types of emergencies are likely to affect your Region. For more information about specific types of emergencies, visit www.ready.gov. Be prepared to adapt this information to your personal circumstances, and make every effort to follow instructions received from authorities on the scene. Above all, stay calm, be patient, and think before you act. With these simple preparations, you can be ready for the unexpected. **Preparing Makes Sense for People with Disabilities and Special Needs. Get Ready Now.**

References

U.S. Department of Homeland Security, American Association of Retired Persons, American Red Cross, and the National

Organization on Disability
http://www.ready.gov/america/_downloads/disabilities.pdf
Operation Prepare
http://www.cnic.navy.mil/cnic_hq_site/OpPrepare/index.htm

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Tab D to Support Annex 10

NCBC Special Needs Population

Estimated NCBC Special Needs Population			
Installation	Medical Special Needs	Transportation Special Needs	Total Population who need assistance
NCBC Gulfport			
Sandhill housing			
Total Special Needs Population			

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SUPPORT ANNEX 11 TO SECTION III

ANIMAL CARE MANAGEMENT

1. Scope. This annex focuses on the evacuation of personnel with their companion animals (i.e. - dogs, cats, birds, reptiles, and fish) or service animals (i.e. - dogs assisting the visually impaired) from Installations and designated Navy housing, to include Public-Private Venture (PPV) housing where applicable.

a. Service animals in the employ of the Navy (i.e. Military Working Dogs) are not addressed by the Naval Construction Battalion Center (NCBC), Gulfport EM Plan and must be addressed by the identified program owner. Installations with large kennel facilities and/or stables are not covered by this Support Annex and the NCBC Gulfport EM Plan must ensure that the responsible organization for that facility completes an Emergency Action Plan (EAP) that covers evacuation and shelter of these animals.

b. Support Area Overview. Animal care and management must be a consideration in the NCBC Gulfport EM Plan. Approximately 50 percent of all U.S. households claim pet ownership and the previous evacuation and sheltering operations have identified animal management and care as a substantial impact on personal evacuation decisions. This plan also identifies and addresses management of orphaned and/or wild animals by Category 5 personnel during the response and recovery phases.

2. General Guidance. The following guidance is provided:

a. One of the greatest concerns and most controversial issues in emergency management is the evacuation of people with animals. Below are two views on this issue are explained to follow.

(1) Rapid evacuation is intended to provide maximum safety for people. Animals are seen as a hindrance to this.

(2) Many people view their animals as family members or as a source of livelihood and expect them to be cared for by emergency management officials. Most evidence indicates that people who evacuate without their animals later create more problems than those who evacuate with them. Owners should be advised to evacuate with their animals if it does not create a substantial safety risk.

b. Keeping animals and their owners together is a way of reducing stress on disaster victims. Dealing with separated owners and their animals can become predominate issues in large-scale evacuations. Close cooperation with the animal-care community is the best way to plan for and respond to these issues. Even in the absence of a formal disaster preparedness plan, local veterinarians and animal control or humane shelter directors can be asked to coordinate evacuations and rescues of animals in a coordinated manner.

3. Authority. The NCBC Gulfport Commanding Officer has authority for evacuating NCBC Gulfport. The order to evacuate NCBC Gulfport pertains to all personnel (i.e., military, military family members, DoD civilian employees, DoD civilian employee family members) who work and/or live on station; however, certain personnel may be required to remain behind to perform critical, essential, or response duties (i.e. - Category 1 and 5 personnel).

4. Situation:

a. Prior to or during an emergency, people in harm's way may be asked to, or required to, protect themselves by evacuating from an area of higher risk to an area of relative safety. Companion animals (i.e. - dogs, cats, birds, reptiles, and fish) or service animals (i.e. - dogs assisting the visually impaired) living with these threatened individuals will be placed in the same circumstances and will need to be evacuated.

b. The human-animal bond can be a unique and powerful force in decision making, especially when deciding when and if to evacuate from a potentially risky situation.

c. Companion animals (i.e. - dogs, cats, birds, reptiles, and fish) or service animals (i.e. - dogs assisting the visually impaired) are generally unable to evacuate safely without assistance from their owner(s) or a care giver(s).

d. During past emergencies, some people would not evacuate because they were not permitted to take along their companion or service animals. Others went ahead and evacuated, but were forced to leave their animals behind.

e. The American Red Cross will not allow animals into their shelters, with the exception of service animals.

f. Many public lodging facilities (i.e. hotels) will not accept animals.

g. NCBC Gulfport has adopted the following position on animals in shelters.

1. Pets and other animals. Naval Construction Battalion Center, Gulfport does not accommodate pets or other animals in the personnel shelters, nor assume direct or indirect responsibility for sheltering animals in private facilities designed solely for animal occupancy.

2. Animal shelters operated by others. Animal shelters operated by private individuals in the vicinity of NCBC Gulfport are desirable assets in the community. Harrison Central High School is the pet friendly shelter. Personnel using this shelter will have to remain with their pets.

(a) Each shelter has different clinical requirements before an animal is admitted to the shelter. The standard requirement is proof of annual animal vaccinations.

(b) Sheltering fees for dogs vary. In most cases, the fees include animal food and periodic walks. Please contact the animal shelter provider as early as possible to ensure they can meet your animal's needs.

3. Animal relocation. All personnel living in housing must remove pets before relocating to a shelter or evacuating. If pets are left in the housing area disciplinary action will follow.

5. Assumptions:

a. Owners of companion animals will prepare an individual preparedness plan that accounts for the care and evacuation of their animal in a disaster event.

b. Owners will ensure the registration of companion animals into the NCBC Gulfport emergency personnel accountability database.

c. Operations involving the evacuation of people from risk areas will also involve the evacuation of their companion and service animals.

d. In spite of the danger, some people will refuse to evacuate if they are not permitted to bring along and remain with their companion and service animal(s).

e. Persons having their own transportation out of the risk area will take their companion or service animal(s) with them in their own vehicle(s).

f. Many individuals, having their own transportation out of a risk area and taking along their companion animals, will not seek public shelter, but will rather attempt to obtain private lodging for themselves and their companion animal(s) (e.g., at pet-friendly motels/hotels or at the homes of friends or relatives).

g. Some individuals evacuating from risk areas without their animals will try to return to the area of risk before it is safe to do so in order to locate and /or care for their animals. Some of these individuals will not heed the advice or orders of authorities in regard to entering the affected areas orders of authorities in regard to entering the affected areas after the storm has passed.

h. Some animals will pose a threat to other animals and to people. Therefore, animals being evacuated aboard public transportation need to be appropriately restrained and muzzled, or confined.

i. Some communities will have insufficient shelter space, operational personnel, or support services and equipment, to cope with and handle all the animals that are evacuating to their jurisdiction from a risk area(s).

j. Companion and service animals will need some of the same general care as people during their time en route to and while at shelters (e.g., appropriate food, clean water, sanitary conditions, an appropriate place to relieve themselves, an area where they can be exercised, etc.)

k. Depending on many factors, animals may need to be handled differently based on their species. Some companion animals will need special care and/or isolation from other animals and/or humans (e.g., snakes, spiders). Non-companion animals, such as livestock, will need to be housed in separate and/or specialized facilities.

6. Assignments. The following assignments are provided for Navy Region Southeast and supporting Installations.

a. Emergency Manager:

(1) Coordinate with Command Staff to ensure that personnel have Individual Preparedness Plans concerning the evacuation of companion animals.

(2) Coordinate with Command Staff/Navy Housing/Fleet and Family Support to identify and register personnel with companion animals into the Emergency personnel accountability database.

(3) Coordinate policies, space and needs of companion animals with Remote Safe Haven site as needed.

b. Installation Law Enforcement:

(1) Coordinate evacuation traffic flow

(2) During post evacuation Installation integrity checks, report and log (location and condition) any sightings of abandoned animals that remain on the installation.

(3) Post event Installation damage assessment/integrity checks, report location and conditions of any abandoned companion animals.

(4) Report and coordinate with Public Works for the documented removal of any animal carcasses.

c. Local Safe Haven Management Team:

(1) Coordinates the establishment of facilities for companion and non-Navy service animals.

(2) Register animal and owner upon arrival to *local* safe haven location.

(3) Establish and post visitation and exercise (if authorized) time schedules for companion animal facility.

d. Remote Safe Haven Liaison Team:

(1) Register animal and owner upon arrival to remote safe haven location.

(2) Provide security support to remote safe haven for the companion animal facility, if necessary.

(3) Establish and post visitation and exercise (if authorized) time schedules for companion animal facility.

e. Navy Housing:

(1) Supports the Installation EM in identification and registration of families with companion and non-Navy service animals.

(2) Participates in post-event evaluations of the effectiveness and efficiency of preparedness and response activities.

(3) Reviews after action reports and evaluation methodology and approves appropriate changes to plans and procedures.

(4) Participates in disaster response exercises and post-event evaluations.

f. Fleet and Family Service Centers:

(1) Supports the Installation EM in identification and registration of families with companion and non-Navy service animals.

(2) Provides for administration of counseling for disaster stress and family counseling.

(3) Coordinates with the remote Safe Haven designations for availability of counseling services for displaced members in need of counseling.

(4) Participates in post-event evaluations of the effectiveness and efficiency of preparedness and response activities.

(5) Reviews after-action reports and evaluation methodology and approves appropriate changes to plans and procedures.

(6) Participates in emergency response exercises and post-event evaluations.

7. Additional Resources:

a. Animal Safety, Pets and Disaster http://www.redcross.org/services/disaster/beprepared/animalsafety.html.

b. Taking care of pets during a disaster or emergency http://www.fda.gov/cvm/disaster.htm.

c. Are you prepared? http://www.72hours.org/pets.html.

d. Animals in Disasters Module a and b Independent Study 10/11 http://training.fema.gov/EMIWEB/IS/crslist.asp..

e. United States Search and Rescue Task Force, Pets and Disaster http://www.ussartf.org/petsanddisasters.htm.

f. Disaster response; 10 ways to make a real impact http://www.fvma.com/displaycommon.cfm?an=1&subarticlenbr=101.

TAB A TO SUPPORT ANNEX 11 TO SECTION III

EMERGENCY PREPAREDNESS CHECKLIST FOR PETS

1. Do you have the following items ready?

Your written family disaster plan	_____
Emergency preparedness kit	_____
Crate and bedding	_____
Food, water, manual can opener, and dishes	_____
Plastic bags, paper towels, newspaper (when shredded, can be used as cat litter), disinfectant	_____
Collar, leash, harnesses	_____
Muzzles, gauze rolls	_____
Identification tags	_____
Current medical and vaccination records	_____
Extra bottles of daily medications or copies of prescriptions with current expiration date	_____
Current photos	_____
Pet comfort items: towels, blankets, toys, etc.	_____
A list of hotels, motels and boarding kennels that accept pets	_____
Detailed instructions for animal care and Rescue workers	_____
First aid kit	_____
Flashlights, batteries	_____
Copies of health certificates	_____
Out-of-state telephone contact	_____
Flat tire repair kit	_____

2. Actions taken in preparation for an emergency include the following:

a. Train your dog. Obedience may save its life during an emergency and help to make it a welcome guest.

b. Familiarize your pet with its transport crate before a crisis.

c. Familiarize your pet with being transported. You can practice drills with your pet by getting it used to riding with you in your car. That way it will not be unduly alarmed if it has to evacuate in a disaster.

d. Cats can be very difficult to catch when they are stressed or afraid. Practice catching and transporting your cat in a crate and carrying it around the house. This will allow your pet to become familiar with the transport box.

TAB B TO SUPPORT ANNEX 11 TO SECTION III

SUPPORT ORGANIZATIONS

During a Federally declared disaster, animal-care providers are most likely to involve representatives from:

1. Veterinary and animal care groups that function as non-governmental organizations.

2. Department of Health and Human Services, which includes the Veterinary Medical Assistance Teams.

3. U.S. Department of Agriculture

4. Department of Defense

Non-governmental organizations provide care for animals in disasters and have traditionally been national humane organizations, such as American Humane Association, Humane Society of the United States, United Animal Nations, American Kennel Club and the Cat Fancier's Association. Currently these groups do not have an official role in Federal response plan. These volunteer agencies are a potential financial and human support resource to the local communities.

Department of Health and Human Services (HHS). Veterinarians within HHS function as part of the National Disaster Medical Services. The Veterinary Medical Assistance Teams (VMATs) are composed of veterinarians and other persons who have pre-enrolled with the American Veterinary Medical Association (AVMA) and Federal government. They help re-establish the veterinary practices of affected veterinarians. These VMATs are activated via State and Federal emergency management officials. Their field activities are coordinated through the coordinator of emergency preparedness at the AVMA headquarters in Schaumburg, Illinois. The AVMA is the designated lead agency to coordinate response activities related to animals in disasters.

U.S. Department of Agriculture (USDA). Regulate Federal and State health programs for animals and through Cooperative Extension Services have nationwide, county-based expertise to consult on most phases of emergency management. Resources and expertise that county extension educators can provide include emergency preparedness, pesticide safety and handling, fire safety training, mitigation procedures and counseling on livestock feed safety, water quality management, and animal waste management. Capabilities also exist within the USDA to gather, evaluate, and disseminate knowledge and expertise through its email network and within universities.

Department of Defense (DoD). Includes the DOD Veterinary Services. The U.S. Army Veterinary Corps is activated in federally declared disasters upon request from the affected State's Governor via the President. In the past, the U.S. Army has been the most important Federal agency that deals directly with veterinary issues in disasters because of their excellent communications capabilities and access to extensive resources.

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SUPPORT ANNEX 12 TO SECTION III

VOLUNTEER AND DONATIONS MANAGEMENT

1. Scope. During an emergency, volunteer and donations support may occur regardless of request or whether the volunteer support or donations meet an identified need. Volunteer and donations management onboard Installations are managed by the Fleet and Family Support function with assistance by the Religious Programs function.

2. Support Area Overview. The NCBC Gulfport Fleet and Family Service Center shall identify procedures to perform volunteer and donations management during the response and recovery phases. Every effort should be made to use a local Volunteer Organization Active in Disaster (VOAD) group to receive and distribute donations rather than the establishment of the process within the Installation.

3. General Guidance. Full use of existing local voluntary donations management resources is encouraged before NCBC Gulfport assets are sought. The NCBC Gulfport Commanding Officer shall look principally to those voluntary organizations with established donations structures already in place to receive and deliver appropriate donated goods to disaster victims. National and local Voluntary Organizations Active in Disaster (VOADs) have significant support roles within this effort.

4. Assumptions

a. Donations activities may begin before a Federal Disaster Declaration.

b. Successful recovery efforts in a community affected by a disaster require the use of volunteers and donations.

c. Local agencies accept, care for, and manage their own volunteers.

d. All volunteers must be screened.

e. Volunteers may come from within the affected area. They may also come from the region, State, other parts of the country or from other countries.

f. Volunteers deserve to be treated with dignity and respect, because of the competence and spirit they bring to the response and recovery effort.

g. Emergency managers and voluntary agencies must practice collaboration and interdependency during all phases of the disaster relief cycle.

h. Representatives from Local, State, Federal governments and from the Voluntary Organizations Active in Disaster (VOADs) play an instrumental part in the development, maintenance and implementation of the Volunteer and Donations Management Program.

5. Concept of Operations

a. Public Awareness. The NCBC Gulfport EM Program shall ensure the issues of volunteer services during an emergency are addressed within their Public Awareness efforts. Public awareness should include:

b. Volunteer and Donations Management Considerations. While others in the organization may have primary responsibility for the items below, the Donations Collection Team (DCT) Leader should be cognizant of them, understand their importance, and be prepared to assist others with collecting information or maintaining records relating to them.

c. Security. Prepare for security of all personnel and each donations management facility. Each facility is likely to be a 24-hour operation and will require commensurate security. Special security for certain incoming goods such as medicines and syringes, hazardous materials, and firearms may be necessary.

d. Recycling/Redistribution. There will be an abundance of goods that simply cannot be used in the immediate disaster situation, and arrangements must be made for managing these items. Recycling or redistribution to other needs is the first option to be considered. Contact the VOADs, NVOAD and/or a voluntary organization with an international assistance focus.

e. Awareness of the Affected Community. Representation on the response team should reflect the ethnic and cultural diversity of the affected community. To reach each segment of the community, use appropriate communication mechanisms (e.g., church, synagogue, mosque, established community programs and leaders). Material translated into local languages should be available for all steps in using volunteers (recruitment, training, maintenance and follow through). Sensitize volunteers to respect local customs, sensitivities and religious traditions.

f. Local Economy Issues. One goal of disaster relief and rehabilitation is the restoration of the local economy. Care must be taken to ensure relief contributions do not impede recovery. Large quantities of donated goods have a negative impact on local businesses working to re-establish their pre-disaster vitality.

g. Environmental Impacts. Disposal of donated goods and environmental concerns are very much matters of public concern that must be taken into account in establishing a Donations Center. Know local laws that apply. Disposal of some items may require a contract with a hazardous material company. In isolated situations a request for waiver of a particular law may be necessary. Center managers must remain aware of environmental clean up work that remains after a disaster has passed.

h. Accountability. Accountability is key. While a record of goods dispatched on a daily basis to the disaster area should be maintained, it is understood that perfect accountability may not be possible in situations where there is high volume flow in and out: the top priority is always to immediately deliver critically needed items to the disaster area.

i. Demobilization. Demobilization is the downsizing the role of the donated goods and services operation, which should be shorter than the involvement of the voluntary agencies. Demobilization involves the Region's stepping back in terms of its facilities, its coordination and other activities that can be transitioned to the affected local government or a particular voluntary agency group.

(1) Demobilization should be planned for soon after the operation is underway and implemented when there are signs of donor fatigue. That is, when the flow of goods starts to ebb. Close consultation with the voluntary agencies will help to determine this critical point in time. Demobilization should begin once the affected volunteer groups are able to handle the flow of goods and services, and when the affected local government can oversee all aspects of the donations management program. Ultimately, the Region decides when to demobilize or reduce its support.

(2) Generally, transitioning control of a major donations operation back to the voluntary agencies should be straight forward. Voluntary agencies are very familiar with all aspects of donated goods and services and only needed assistance because of the size of the event. If the flow of goods continues, the State may consider requesting and supporting a single (or partnership) organization to handle a certain product. Certain organizations have a traditional interest and much experience in managing any given good (e.g. Goodwill Industries or Adventist Community Services and clothes) and the Region/Installation can take advantage of their expertise and in-place systems.

j. Processing Donation Offers. For any donations management effort to be successful, the DCT must view and respect all donors as customers. Use the points below as a reminder of the DCT's customer service responsibilities:

(1) Treat all donors with the respect they deserve. Always provide timely, courteous and informed responses to donors.

(2) Be honest with the donor. If an offered donation is not needed, make that clear—but provide alternative suggestions. The same donor may want to make a more useful donation in the future. Process all offers expeditiously. Hotline operators should alert a supervisor for large offers of much-needed items so that those offers can be passed on to the DCT, for immediate processing.

(3) Thank all donors, even if their offer cannot be accepted.

Handling designated cash and goods donations:

(4) All offers of cash or in-kind (goods) donations for a specified organization will be referred directly to that organization.

(5) The specified organization accepting/receiving designated donations is solely responsible for the management of the donation, including transportation, warehousing, distribution and disposal of donated materials.

(6) Other organizations wishing to make use of donated items designated to a specified organization should address their requests directly to the specified organization, in accordance with the organization's donation management/ distribution procedures.

Handling undesignated cash donations

(7) All donors will be strongly encouraged to donate funds to voluntary organizations that traditionally assist disaster victims in emergency situations. These organizations have disaster skills in many areas, such as damage assessment, disaster clean-up, mass feeding and sheltering, first aid, crisis counseling, pastoral care, child care, home repair, family casework, meeting "unmet needs" and many other areas. When the public supports these organizations with financial contributions, it helps ensure a steady flow of important services to the people in need after a disaster. Cash donations to recognized relief organizations are also tax deductible. Many such organizations are members of Voluntary Organizations Active in Disaster (VOAD).

Note: VOAD does not raise, handle or administer funds for its member agencies; donation offers should be channeled directly to individual VOAD members.

Handling unsolicited and non-designated in-kind goods donations

(8) It is not acceptable to collect supplies for disaster relief without a firm plan in place that confirms that they are needed and that addresses who will receive, transport, warehouse and distribute what is offered.

(9) Donors will be discouraged from sending unsolicited in-kind donations directly to the incident site.

(10) Donors who insist on donating unsolicited or unwanted goods will be advised that the goods cannot be accepted. Information about the donation will be entered in the database and contact numbers for the potential donor will be recorded, in the event that the donation offer becomes useful, due to changing relief operation needs.

(11) Goods not requested, but which could be utilized on the disaster relief operation, may be offered to participating nonprofit (501C(3)) organizations.

(12) For health and safety reasons, no pharmaceutical supplies, medications or prepared foods will be accepted from the public, without the specific approval of the Region Public Health Emergency Officer (PHEO).

k. Managing Volunteer Resources. It is the policy of Navy Region Southeast to take full advantage of qualified volunteer organizations and resources to the extent that they are consistent with other stated goals. The purpose of this section is to provide guidance for coordinating and utilizing local spontaneous volunteers and taking advantage of Federal, State, Local and private resources. This guidance is not meant to be all-inclusive, but should provide advice for the efficient use and management of these under-used resources. To be effective, many of the elements of this plan must be undertaken before an emergency occurs.

1. Volunteer Resource Assumptions. The following assumptions guide the use and management of volunteers in disaster situations:

(1) There is an established and verified need for volunteers and successful recovery efforts in a community impacted by a disaster.

(2) Communities in need and agencies using volunteers should have equal access to this important resource.

(3) Because VOAD groups must be collaborative and depend on one another for resources and referrals, a strategic and coordinated distribution of volunteers is preferred.

(4) VOAD groups accept and manage their own volunteers and should not discriminate in their employment practices

(5) All volunteers must be screened as part of an on-going process; screening is done by individual agencies to various degrees, using a range of methods.

(6) Volunteers come from within the affected area--- as well as from region, state, national and international origins and deserve to be treated with dignity and respect, recognizing the competence and spirit they bring to the response and recovery effort.

(7) All offers of volunteer services not accepted by the original recipient of the offer should be referred to a central point for wider consideration.

6. Assignments. Fleet and Family Support with the assistance of the Religious Programs function will have primary responsibility for the volunteer and donations management program.

a. Primary Agency. Fleet and Family Support in concert with the Religious Programs will function as the primary Agency.

b. Support Agencies. The following agencies/organizations play a major role in support of the Volunteer and Donations Management Program:

(1) NCBC Gulfport Public Works Officer

(a) Designates facilities/equipment for use in the collecting, sorting, accounting and distribution of donation items.

(b) Ensures facility is not located within response operational area.

(c) Ensures proper space requirements.

(d) Ensures proper equipment for the movement and storage of donated items.

(e) Support transportation of goods to and from distribution sites.

(2) NCBC Gulfport Naval Security Forces (NSF) - Provide Security for collection center.

(3) Supply - Provides adequate forklift support.

(4) Donations Coordination Team (DCT). DCT members are responsible for:

(a) Identifying donations needs and donations that are not needed and reporting inventories to the Region Operations Center.

(b) Processing received offers of unsolicited goods and services, matching them with verified disaster needs in the affected area.

(c) Facilitating the flow of donations/needs information between the DCT and DCC.

(d) Ensuring a smooth transition from response to recovery.

(e) Coordinating effective field logistics, in cooperation with the Resource Management Section at the responsible operations center.

(f) Coordinating with the Joint Information Center (JIC) and Public Affairs Officer (PAO) on media messages about needs or about the donation process.

(g) Establishing coordination with emerging voluntary organizations and spontaneous volunteers and/or groups.

(5) National Voluntary Organizations Active in Disaster (NVOAD). Coordinates responding voluntary agency donations efforts, including the handling, storage and disbursement of donated goods and emergent volunteers who offer to assist in the disaster response. Some NVOAD partners with Donations/Volunteer Management expertise include:

(a) The American Red Cross

(b) The Salvation Army

(c) Adventist Disaster Response/Community Services

SUPPORT ANNEX 13 TO SECTION III

SAMPLING AND EVIDENCE COLLECTION

1. Scope. This following addresses the collection, transport and analysis of samples for agent identification and forensic evidence following a CBRNE event. The scope encompasses procedures that will ensure adherence to all applicable safety, scientific and law enforcement aspects of the process.

2. Support Area Overview. The Southeast Region shall adopt a common sampling and evidence collection procedure. Collection of CBRNE forensic evidence at crime scenes related to acts of terrorism is different from investigating crimes involving illegal disposal or release of hazardous substances. Sampling protocols commonly used by regulatory agencies (EPA, OSHA) or military field units (US Army Technical Escort Units or Preventative Medicine Units) may not always be sufficiently rigorous to withstand legal challenges in a court of law. Terrorists may employ techniques in the dissemination of CBRNE agents that demand a higher degree of quality assurance and quality control (QA/QC) to ensure the integrity of evidence collected.

a. In any CBRNE event, the primary focus of the response will be human safety and health. The Incident Commander is responsible for the safety of all personnel at the incident scene and must ensure proper employment of PPE during all phases of the incident response including evidence collection and crime scene investigation. Refer to Annex E for guidance on the use of Personal Protective Equipment (PPE).

3. General Guidance. The following guidance is provided for the Naval Construction Battalion Center (NCBC), Gulfport supporting Navy Region Southeast.

a. Crime Scene Preservation. Once human casualties are extracted and the hazard is contained, the site is transitioned to a crime scene. Investigation at the crime scene must precede any effort to decontaminate equipment or facilities in the potentially contaminated area. If the incident scene includes areas inside buildings, the area(s) suspected of contamination must be isolated. Isolation will include shutting down heating, ventilation and air conditioning (HVAC) systems and closing doors and windows while sampling is performed.

(1) Sampling must be performed as soon as possible because many CB agents are subject to rapid degradation. Volatile organic chemicals may dissipate very quickly leaving small traces or degradation products that may not be easily traced to the original agent. Blood agents like hydrogen cyanide (HC) or cyanogen chloride (CK) are highly volatile and will dissipate within seconds. Agents of biological origin are highly sensitive to heat and sunlight, while many agents are sensitive to humidity and hydrolytic degradation. An agent's persistence in the atmosphere and its ability to be detected will be a function of its purity. Many terrorist states and groups are known to produce weapons that contain only a small fraction of the agent, with the rest being extraneous material. The higher the level of extraneous material in the agent, the more rapidly it will degrade and the more difficult it will be to detect, collect and preserve as evidence.

(2) Sample Preservation. In order to identify the components of pure or mixed "cocktails" of suspected agents, appropriate preservation techniques and rapid transfer of the suspected contaminated items to a confirmatory laboratory are necessary. Two key preservation methods include placing suspected chemically or biologically contaminated items in sterile, airtight containers and avoiding extremes in storage conditions.

b. Field Screening. Samples will be screened in the field to determine the classification of the CBRNE agent. Screening must be performed prior to transporting materials to a laboratory for confirmatory analysis.

(1) HAZMAT/EOD teams normally collect initial screening samples for presumptive analysis/agent identification as well as to rule out safety hazards, including volatile organic, flammable, corrosive, radioactive and explosive material. Collect only what is needed for agent identification. Presumptive identification is used to determine the appropriate containment as well as the final destination/disposition of the sample.

(2) A distinction exists between collecting evidence for public safety verses criminal prosecution. In some instances, there may be an overriding need by authorities to identify the agents or materials as soon as possible to ensure the proper response is implemented. In this case, the need for rapid collection and testing outweighs the normal evidence collection procedures.

c. Evidence Collection and Documentation Procedures. Law Enforcement personnel should perform formal collection of physical evidence. FBI Evidence Recovery Teams and the FBI Hazardous Material Response Unit (HMRU) handle the collection of forensic evidence from a contaminated crime scene.

(1) Collection prioritization should be in the order:

(a) Agent or device/munitions.

(b) Environmental samples within the vicinity of event.

(c) Biomedical samples.

(2) When possible a sample blank, or control environmental sample, should be collected to compare to the contaminated evidence. The matrix of the control samples should be similar to and within the vicinity of the contaminated samples. Response forces must consider that decontaminating evidence may subsequently destroy and/or contaminate critical components of the criminal investigation. This concern may preclude decontaminating evidence on the scene to facilitate collection and processing.

(3) To minimize crime scene disturbance, utilize passive evidence collection procedures whenever possible. The objective of passive evidence collection is to minimize human activity in the crime scene area. Examples of passive evidence collection include using DFUs for air sampling.

(4) Collect the evidence as quickly as possible. A general rule of thumb is to complete all evidence collection within the first two hours after the event.

(5) Note and document the time it takes to collect the evidence, bag it, label it and get it to a laboratory for analysis. Keep in mind that even after a sample is bagged, it may still undergo degradation.

(6) Whenever possible, sterilize all sampling equipment or utilize pre-packaged sterile equipment. Microbial contamination of sampling instruments can compromise both biological and chemical contents. (Note: conventional cleaning techniques such as ethylene oxide will clean and disinfect instruments but will not remove DNA.

(7) Duties of the sampling personnel employed will depend on the specific circumstances at the incident scene. Techniques used and the types of samples collected will depend on factors such as the type and quantities of CBRNE agents present, the deposition of agents and the sampling equipment available. See the following section on standard operating procedures.

(8) Every effort should be made to ensure the safety of the evidence collection personnel. PPE used during evidence recovery operations should be kept at the lowest level necessary in order to facilitate the operation. High levels of personal protection (e.g., fully encapsulated suits and self-contained breathing apparatus) may hinder the evidence collection process.

(9) Suspected contaminated items must be handled in such a way that evidence is not lost. For example, ceiling tiles and carpeting that are removed for sampling must be removed with care without excessive jostling of the sample.

(10) Selection of swabs, wipes and gloves will be critical. Natural fiber swabs, wipes, gloves or other PPE should not be used. Unpowdered rubber gloves should be used. Natural fibers absorb agents, produce lint and tend to cling to agents. Permanent markers may also affect evidence and should be avoided on interior containers. Wipes will be the most effective for situations where small quantities of agent(s) are suspected of being dispersed over a wide area. Sample collection using a HEPA filter vacuum cleaner will also be effective under these circumstances for biological particulates.

(11) HVAC filters may contain agent deposition and must be sampled. There may be very little or no agent deposition in the HVAC system depending on the method of dispersal. Airborne contaminant collection is difficult to carry out in a manner that produces legally defensible evidence. Aerosol sampling is important because it provides a potential link between the forensic analysis of the dispersal, the contaminated item, dermal and clinical (human tissue, hair, fluids) samples. Surfaces should be sampled with wipes in conjunction with aerosol sampling.

(12) Walls, floors, furniture and ceilings suspected of being contaminated should be covered with plastic to contain agents adhering to them and to minimize reaerosolization or off gassing.

(13) Medical surveillance of casualties will potentially provide the most significant evidence. Medical surveillance will include visual monitoring, photographing, videotaping and general examination of personnel.

(14) Video cameras can provide critical information regarding specific symptoms experienced by the victims during the attack. Videotaping will also document the TTPs employed in the attack.

(15) The number of samples taken will depend on the potential area of contamination, the different media that have potentially been contaminated and amount of time that is available to conduct sampling before the agent dissipates or degrades. Swab sampling is generally most suited for small spaces (e.g., computer keyboards). Wipe sampling done with a template should be the forensic standard in order to meet quantification requirements.

(16) The evidence sampler should place the sample (e.g., a section of carpet) in a sealable plastic bag with tamper evidence tape. Samples should be triple contained. The original container (e.g., glass jar, paint can) must be double bagged in accordance with US Army Technical Escort (USATEU) and US Environmental Protection Agency Environmental Response Team (USEPAERT) protocols.

(17) The Technical Support Working Group (TSWG) Weapons of Mass Destruction Overpack should be considered for certain items that could otherwise damage the container (e.g., sharp objects, jagged metal or glass).

(18) Decontamination solutions used should also be sampled and saved as test blanks for analysis later in the investigation. The run-off from the decontamination operation should be sampled early in the operation to test for suspected contamination.

d. Chain of Custody. Immediately establish a chain of custody over samples once they are brought to the decontamination area. Chain of custody requirements ensure the security of samples and prevents tampering. Failure to properly maintain the chain of custody may prevent the evidence in question from being introduced at trial.

(1) Develop a plan to ensure chain of custody rules are followed. Each agent may have a different sampling protocol and a different chain of custody protocol.

(2) Chain of custody forms (OPNAV form 5580/22) and other written and electronic documentation of the investigation need to employ a consistent identification system. This can be a challenge when large numbers of personnel and multiple organizations are involved and may have little or no experience working together.

(3) Each chain of custody must be recorded with the date and time of collection.

(4) The chain of custody documentation for suspected contaminated items must have information that is appropriate to the hazard.

e. Sample Packaging and Transportation. Samples/specimens must be appropriately packaged, labeled, preserved and transported to a laboratory for confirmation. Ensure that resources and materials are available to package, label and transport samples. Develop a checklist for personnel to follow. The FBI should assist in the development of training on the procedures necessary for this process.

(1) Ensure that chain of custody is maintained, and samples are placed in properly sealed containers to reduce the spread of contamination. Package sample containers following hazardous materials procedures. At a minimum, samples should be double bagged and over-packed in a rugged container for transport. The outside of evidence collection containers will be decontaminated prior to transport off site.

f. Transportation. Samples should be transported as environmentally controlled as possible, avoiding extremes in storage conditions. Requirements for transporting hazardous materials and/or infectious substances are outlined in the Hazardous Materials Regulations (HMR) in 49 CFR Parts 171-180. The regulations apply to commercial transportation of all hazardous materials. Transportation of these substances by a government agency or the military in a vehicle operated by government or military personnel is not subject to the HMR.

g. Laboratory Analysis. Evidence should only be processed at laboratories capable of handling CBRNE agents. Response laboratories will perform definitive identification using validated protocols, approved equipment, and qualified personnel.

(1) Sample identification may be performed by either mobile or fixed site laboratories including, but not limited to CDC/Public Health Laboratories, NMRC, DoD/DoJ forensic laboratories, EPA/DOE Radiological Response Teams, BUMED-designated LRN laboratories, NEPMU-2, NEPMU-5, and NEPMU-6. After the laboratory completes the analysis, the data are turned over to military intelligence channels for further analysis and dissemination.

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TAB A TO SUPPORT ANNEX 13 TO SECTION III

STANDARD OPERATING PROCEDURE FOR CBRNE CRIME SCENES

Immediately upon arrival, the investigator will meet with the Incident Commander to receive a full briefing on the events that occurred. The investigator is to ascertain the following information and conduct the following procedures:

1. Ascertain names and current location of all witnesses and victims.

2. Ascertain types of all field tests conducted and the results of those tests.

3. Ascertain the location of all victims' personal effects and secure those items as evidence.

4. Conduct a briefing for all investigative team personnel.

5. Dispatch an interview team to interview all available witnesses and victims.

6. Secure the area as a crime scene. Uniformed police personnel should staff outer perimeter areas (safe areas). Radio communications should be established with these units.

7. If personal effects have not been collected, the crime scene coordinator must dispatch an investigative team to supervise the collection process utilizing the following procedures. Whenever possible, this should be completed before any decontamination begins.

   a. Place all victims' personal effects into a large plastic bag. One bag should be used per victim.

   b. Complete duplicate hazardous evidence recovery sheet and place one copy into evidence bag.

   c. Seal evidence bag.

   d. Take instant photograph of victim's face and staple to second copy of hazardous evidence recovery sheet.

e. Attach second copy of hazardous evidence recovery sheet to outside of evidence bag.

8. Safety protocols for the hot zone investigation team must be established by the safety officer.

9. Radio communications between the crime scene coordinator, hot zone investigation team, safety officer and emergency backup team is to be established.

10. A minimum of two investigators will enter the hot zone. A corresponding number of emergency backup personnel shall be standing by. The hot zone investigation team shall have the following equipment with them:

a. Appropriate protective clothing based upon the suspected hazard in situations of an unknown hazard, Level A is the appropriate protective clothing.

b. Steel-toed, chemical-proof boots.

c. Appropriate protective gloves based on the suspected hazard

d. Several pairs of chemical-resistant gloves.

e. A self-contained breathing apparatus with a full 60-minute air bottle.

f. An aluminum (non-sparking) clipboard.

g. A pen for crime-scene notes.

h. A bold marker for filling in sample point identification information on the sampling placards.

i. Several preprinted placards for sample-point identification.

j. Duct tape, magnetic clips or suction cup clips for attaching sampling placards to flat surfaces.

k. A lower explosive limit/oxygen meter (LEL/O_2).

l. Radiological measurement instruments.

m. A dosimeter.

n. pH paper and a pH chart.

o. Appropriate field testing unit for CB agents.

p. A waterproof auto-focus camera with sealed electronic flash.

q. A waterproof auto-focus video camera.

r. Evidence bags of assorted sizes.

s. A knife capable of cutting tape.

t. A fingerprint kit.

u. Communications equipment.

v. Play (children's) bubbles or dish soap (used to detect gaseous leaks).

w. Measuring tape.

11. While inside the contaminated area, the investigative team should attempt to complete the following evidence gathering tasks:

a. Photograph and videotape the entire undisturbed crime scene from all angles.

b. Complete a radiological survey of the entire crime scene. The radiological survey should begin at the outermost perimeter with continuous readings being made up to the surface areas of any suspected devices or to the point at which a 2mr (milli-rem) reading is obtained.

c. Complete a lower explosive limit (LEL) reading to determine if any potentially flammable gases are present.

d. Field tests for the suspected CB substances should be conducted near or at the suspected point of dispersal or detonation. Field tests results must be recorded and maintained.

e. Determine if the material has been spilled or is leaking from the device.

f. If required, conduct an immediate air sampling operation utilizing the appropriate air sampling equipment.

g. Note, photograph and cast any footprints and/or tire tracks present.

h. Note, photograph and lift any fingerprints found within the hot zone. Special attention should be paid to bottom surfaces of any containers.

i. If drums and/or containers are present, photograph and record any U.S. DOT information available.

j. Photograph and record all markings on any containers.

k. Photograph and record all label information on the containers. If the label is legible and can be removed intact, it should be recovered and placed into an evidence bag.

l. The surrounding ground area is to be searched for any other physical evidence. Any closed containers should be lifted and/or tilted so that their undersides and the ground area underneath the containers may be examined for possible physical evidence. Special attention must be given to the possibility of encountering trip wires or other booby traps.

m. A sketch should be made of the entire crime scene, including the position and location of each container and/or device. The crime scene sketch should also include the location of any other physical evidence recovered.

n. If the hazardous substance is in a container and in liquid form, it should be physically examined using a sterilized coliwasa tube. Any material stratification should be noted and reported to the sample team.

o. Each area, container, and/or device that has been selected for sampling should be placarded and photographed. Binary devices must be placarded for two samples. The sampling placard should contain, at a minimum, the current date and the field sample number. If the container and/or device appears to be empty, it should be placed into an airtight container and seized as evidence.

12. Upon exiting the contaminated area and after decontamination requirements have been met (samples of all decontaminant rinsate should be collected and labeled. The rest of the rinsate should be handled and disposed of appropriately as waste), the entire investigation team must attend the post search briefing.

13. Radio communications should be established between the sample team, safety officer, crime scene coordinator and emergency backup team.

14. A two-person sample team (as opposed to an investigation team) shall enter the contaminated area to collect the scientific evidence. A two-person emergency backup team must support the sample team.

15. Scientific evidence shall be collected using the appropriate sampling protocol. Sampling protocols shall be determined based upon the type of material present and its matrix.

16. After the sample team has exited the contaminated area and decontamination procedures have been completed, all scientific evidence is to be sealed and photographed. Samples should be triple contained. Sealed jars, paint cans or collection tubes serve as the primary containers. Evidence bags are often used as secondary and tertiary containers. The outermost container is to be decontaminated before transport.

a. Radiological evidence is to be inventoried and held for U.S. DOE personnel.

b. CB evidence is to be inventoried, placed into a cooler and stored at the appropriate required temperature: Chemical Agents: 4°C, Biological Agents: 5°C.

c. Biological evidence samples must be delivered to the appropriate laboratory within six hours.

d. All other physical evidence collected at the crime scene should be inventoried, photographed and sealed.

e. Chain of custody paperwork must be completed for all evidence collected at the crime scene.

SUPPORT ANNEX 14 TO SECTION III

PERSONNEL DECONTAMINATIOM

1. Scope. This Support Annex provides common procedures for personnel decontamination in support of the Region EM Concept of Operations in the Basic Plan.

2. References. Besides CNICINST 3440.17, the following documents were also used to develop this annex.

a. National Fire Protection Association (NFPA) Hazardous Materials Response Handbook (4th Edition)

b. Technical Support Working Group (TWSG) "Best Practices and Guidelines for Mass Personnel Decontamination" (2nd Edition, September 2004)

c. National Fire Protection Association (NFPA) Handbook Supplement 7 "Guidelines for Decontamination of Fire Fighters and Their Equipment Following Hazardous Materials Incidents" (2002)

d. NWP 3-11 Multi-service Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Defense Operations (June 2002)

e. NTTP 3-11.23 Multi-service Procedures for Nuclear, Biological, and Chemical (NBC) Defense of Theater Fixed Sites, Ports, and Airfields (September 2000)

f. OPNAV Instruction 5100.23(Series) Navy Occupational Safety and Health (NAVOSH) Program Manual (15 Jul 2002)

g. National Fire Protection Association (NFPA) Standard 1 "Uniform Fire Code™" (2003 Edition)

h. National Fire Protection Association (NFPA) Standard 101 "Life Safety Code" (2003 Edition)

i. National Fire Protection Association (NFPA) Standard 430 "Code for Storage of Liquid and Solid Oxidizers" (2000 Edition)

j. Resource Conservation and Recovery Act (RCRA, 40 CFR 266.202)

k. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, 40 CFR 103)

l. Federal Water Pollution Control Act ("Clean Water Act," 33 USC 1251 et seq.)

3. Support Area Overview. This Support Annex provides guidance and resource requirements for CBRN decontamination operations consistent with references (a) through (c). Military functions during wartime will be conducted in accordance with applicable Joint or Navy doctrine, especially reference (d) and (e). This guidance encompasses the tasks, resources, risks and regulatory drivers for responder/team decontamination, casualty decontamination and emergency equipment decontamination.

a. The goal of decontamination is the same whether it is performed in wartime or in a peacetime response operation – to limit the spread of contamination and reduce levels to the greatest extent possible. The tasks performed do not change, but the procedures vary depending on the nature of the incident and available equipment. The ability to function in a contaminated environment and perform decontamination is one of the factors that can reduce the effect of an incident. Standard DoD decontamination procedures can be modified to work effectively in specific incident-related situations. When tasked to support a decontamination mission, reduction and containment should be the primary focus of the operation.

4. General Guidance. The following guidance is provided for all Installations support Navy Region Southeast.

a. Priorities. The Incident Commander establishes decontamination priorities. The primary decontamination consideration is life safety. After entry team and casualty gross and technical decontamination are underway, the Incident Commander should identify follow-on decontamination priorities, including equipment, terrain, and facilities especially those impacting mission accomplishment and consult with higher headquarters before initiating non-life saving decontamination due to environmental and legal considerations.

(1) Navy personnel and organizations shall not perform decontamination of equipment, terrain or facilities that have become contaminated due to terrorism events. The Incident Commander shall coordinate through the NCBC Gulfport Emergency Operations Center (EOC) and Region Operations Center with appropriate Federal agencies, including, but not limited to the Environmental Protection Agency (EPA), to support recovery decontamination tasks.

(2) Contamination threatening to create a downwind hazard also is a high priority, and contamination reduction or containment actions must begin as soon as possible.

b. Methods. All decontamination is based on one or more of the following principles: destroy toxic agents by chemically modifying them (destruction); physically remove agents by absorption, washing, or evaporation; and/or physically isolate the agent so that it causes no damage (shielding/containment). Initial efforts should focus on terminating the contaminant release if responders are able to identify the source of the contamination.

(1) Successful decontamination methods must be executable with the resources available to the responders. The decontamination methods must save lives by effectively reducing the victim's chemical contamination level and minimizing exposure to medical treatment personnel. At the same time, the methods must not place the contaminated victim or responders at greater risk than that posed by the incident. Factors that will help the first responder determine which method of decontamination to use include the following:

(a) Available resources

(b) Number of potential victims

(c) Number of symptomatic victims

(d) Age of victims

(e) Outdoor ambient temperature

c. Decontaminants. The decontaminant of choice is soap and water or water. Special chemical solutions will only be used in time of war and in special circumstances detailed below.

(1) No chemical decontaminants will be purchased or used without written approval from NAVFAC CBRNE Program Manager or designated NAVFAC staff. The only exceptions to this restriction shall be those overseas installations that are required by Theater Combatant Commanders to employ chemical decontaminants in support of wartime missions.

(2) All usage of chemical decontaminants, whether for Combat Support or Consequence Management operations, shall meet the following criteria:

(a) All chemical decontaminants shall be used and stored in accordance with requirements stated in the Material Safety Data Sheet supplied by the chemical's manufacturer and shall be included in the installation Hazardous Material Information System (HMIS) in accordance with reference (f).

(b) Any usage of chemical decontaminants shall require training in the proper handling and usage of the decontaminant chemicals, including the selection of PPE. Training shall include mixing of the chemicals, application and clean-up operations. Training with water or other stimulants is not acceptable as it does not establish proficiency in chemical handling or PPE use with the actual chemicals.

(c) All chemical decontaminants shall be segregated from other response equipment that could be damaged by accidental release of decontaminant chemicals.

(d) Unless a written waiver is granted by NAVFAC EM Program Manager or designated NAVFAC staff, storage facilities for chemical decontaminants shall meet requirements of references (g) and (h).

(e) Unless a written waiver is granted by NAVFAC EM Program Manager or designated NAVFAC staff, storage facilities for oxidizing decontaminants chemicals, such chlorine based chemical decontaminants, shall meet requirements of reference (i).

(3) The decontamination plan (as prepared by the Incident Commander staff) will outline details such as the type and amount of decontaminant that will be used. For example, weathering is one method of decontamination; however, it may not be an acceptable alternative at an incident site due to time constraints.

d. Decontamination Planning. The decontamination process (as directed and coordinated through the Incident Command System process) should be directed toward confinement of the contaminant within the hot zone and the decontamination corridor. Decontamination stations should be established in an area where the runoff can be controlled. Consider the potential effects of the decontamination process on responder personnel when developing the decontamination plan, and address countermeasures such as work/rest cycles.

(1) Determine the applicable decontamination methods and procedures before an incident as part of the overall pre-incident planning, hazard and risk evaluation process.

(2) During the course of decontamination planning, the basic steps of mass casualty decontamination (emergency procedures) and estimating the total number of personnel to be decontaminated influences the amount of resources used to support decontamination operations.

(3) The entire process of decontamination should be directed toward confinement of the contaminant within the hot zone and the decontamination corridor to maintain the safety and health of response personnel, the general public and the environment.

(4) Entry into the hot zone shall not be permitted until appropriate decontamination methods are determined and established.

e. Decontamination Risks. Incident management should include a standard personnel identification system to maintain accountability for each member engaged in activities at an incident scene. This personnel identification system should have the ability to provide a rapid accounting of all members on the incident scene. Refer to Standard 12 for more information.

(1) The Incident Commander must consider the circumstances of each incident and make suitable provisions for rest and rehabilitation for members operating at the scene. These considerations should include medical evaluation and treatment, food/fluid replenishment and relief from extreme climatic conditions, according to the circumstances of the incident. All Incident Commanders should maintain an awareness of the condition of members operating within their span of control and ensure that adequate steps are taken to provide for their safety and health. The command structure should be utilized to request relief and reassignment of fatigued members.

(2) The decontamination team shall be fully trained on all Personal Protective Equipment (PPE) required to conduct operations, as well as trained and certified on all equipment that is being operated.

f. Environmental Liability. Decontamination runoff is a hazardous material and is regulated under the references (j), (k) and (l). Saving lives takes priority over runoff containment in emergencies. Decontamination planning

incorporates basic notification procedures and runoff control measures. Decontamination runoff must be controlled to the extent possible, to limit the spread of contamination.

g. Personal/Organizational Liability. In emergency response situations, it is possible that injuries to casualties/patients might occur. The actions taken by response personnel in an emergency will usually be exempt from lawsuits due to State and Federal sovereignty and statutes. Personal or organizational liability could become an issue when a specific, mandatory procedure was not followed. Procedures that allow flexibility to adapt to circumstances are more protective against liability in this regard.

h. Damaged Property Liability. Liability for damage to personal items is unlikely if the items have to be destroyed or are damaged in the course of decontamination. Personal items taken from casualties during decontamination should be bagged, labeled, tracked and secured for later disposition. They should be returned if or when it is safe to do so.

i. Health Effects. The health effects of environmental conditions on personnel must be considered when planning for decontamination. During operations at ambient air temperatures below 65°F, respond appropriately to eliminate the possibility of individuals receiving cold-weather injuries such as cold shock or hypothermia.

(1) Cold shock refers to the sudden evocation of physiological responses such as an increase in blood pressure triggered by cold-water exposure. This can result in sudden death in susceptible individuals. Cold shock occurs almost immediately and must be anticipated by the responder. The risk of serious health implications from cold shock is greater for those with pre-existing medical conditions, such as heart disease and among the aged. There is tremendous variability in individual physiological responses at specific temperatures. Cold shock is more likely to cause serious medical problems than would hypothermia during mass decontamination operations. Cold shock can be minimized by inquiring about pre-existing medical conditions before decontamination, if the on-scene situation permits, and by encouraging people to gradually get wet, rather than being instantaneously deluged in cold water. Responders must make informed decisions at the scene based on the competing risks of chemical exposure verses the decontamination process.

j. Cross contamination. All decontamination personnel, to include the equipment they used, must be decontaminated before leaving the decontamination corridor. All non-critical equipment used during the decontamination process should be contained and properly disposed.

k. Victim Compliance. Casualty decontamination processes must account for large numbers of casualties that can potentially overwhelm responder resources. Communicate as much information to the casualties as possible to foster cooperation from those waiting to be decontaminated. To the extent possible, ensure casualty privacy and comfort in order to maximize victim compliance (e.g., gender separation, out of view from bystander and media viewing, and keeping families together).

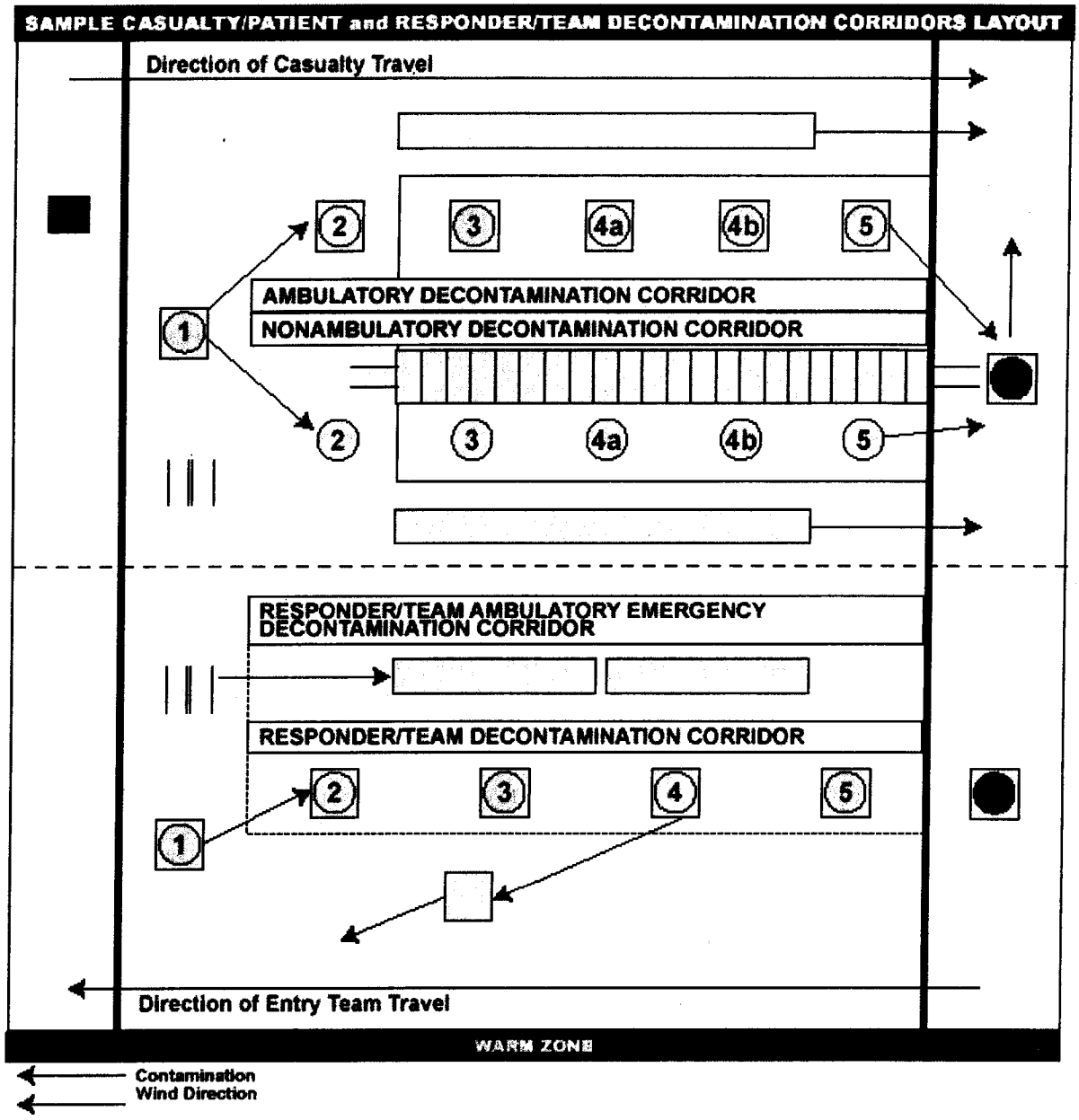
l. Mortuary Affairs. It may be necessary to decontaminate human remains. Refer to Section 3 (Mortuary Affairs) of CNICINST 3440.17 for procedures to establish and operate a mortuary affairs decontamination collection point, decontaminate human remains and precautions to protect personnel involved in recovering and processing contaminated remains.

A. PERSONNEL DECONTAMINATION OVERVIEW

1. Personnel decontamination includes responder/team and casualty decontamination. Personnel decontamination requires a systematic process to reduce the contamination on personnel and casualties to a safe level and to prevent the transfer of contamination outside the containment area. The decontamination procedures used are based on a field analysis of the hazard and risks involved. This consists of checking technical reference sources to determine the general hazards such as flammability and toxicity, and then evaluating the relative risks associated with the contaminants (i.e., vapor versus liquid; blister versus nerve; radiological versus chemical and/or biological).

2. Regardless of the ambient temperature, personnel who have been exposed to a known life-threatening level of chemical contamination should disrobe, undergo decontamination with copious amounts of high-volume, low-pressure water or alternative decontamination method, and be sheltered as soon as possible.

On-Scene Casualty & Team Decontamination Corridor (Sample)



(Figure SA14-1)

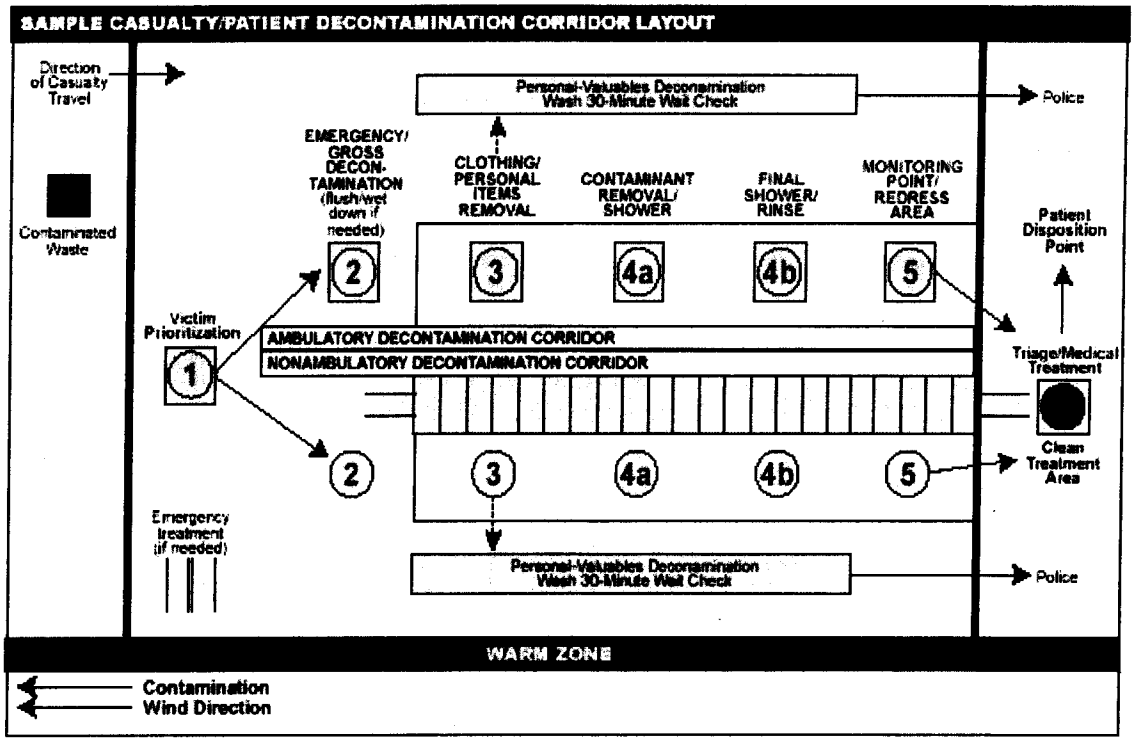
3. The formal decontamination process begins in the warm zone (decontamination corridor). The type of hazard will dictate what decontaminants are used and the best method of decontamination, but the general process is the same. A controlled entry point marks the entrance to the decontamination corridor and a controlled exit point marks the exit to the cold line (a transition point between the warm and cold zones). The purpose of the controlled entry points are to ensure that all personnel leaving the hot zone process through the decontamination line prior to entering the cold zone, thereby controlling the spread of contamination.

4. Once responders or casualties have been decontaminated and cross the cold line, medical teams perform triage and conduct monitoring and medical treatment for any injuries. Responders or casualties are redressed or covered, moved to a holding area, and monitored for ongoing signs and symptoms of exposure. When medical triage dictates, casualties are treated for injuries and evacuated to a medical facility.

B. ON-SCENE CASUALTY DECONTAMINATION

1. A sample layout of an on-scene casualty decontamination corridor is depicted in Figure SA14-2 below. The layout of the stations within the decontamination corridor should be set up to process unprotected casualties as quickly as possible. The responder/team decontamination corridor should not be visible from the casualty decontamination corridor. This should prevent the perception that individuals in protective gear are being processed through the decontamination corridor and receiving treatment before casualties. The emphasis of casualty decontamination is the quick removal of contamination to reduce or prevent further personal injury and prevent the spread of contamination. References (a) and (b) contain detailed procedures for casualty decontamination.

On-Scene Casualty Decontamination Corridor Layout (Sample)



2. The decontamination station for on-scene casualty decontamination consists of an initial triage and emergency treatment area where symptomatic casualties are separated and life saving procedures only are preformed, an ambulatory and non-ambulatory casualty decontamination corridor to remove contamination, a monitor point to ensure completeness of decontamination, and a medical evaluation. Ambulatory casualties who are able to walk and assist in decontamination will be processed separately from the non-ambulatory (litter) casualties requiring timely decontamination.

C. ON-SCENE AMBULATORY CASUALTY DECONTAMINATION

1. If resources are available, establish two ambulatory decontamination corridors to separate males and females. The estimated throughput of a single ambulatory decontamination corridor, as pictured in Figure SA15-2, is 12 to 20 casualties per hour. Decontamination corridors can be replicated to handle large numbers of casualties.

2. Ambulatory casualty/patient decontamination consists of six stations with the following objectives and resource recommendations as depicted in Figure SA14-2 on the previous page:

a. Station 1: Victim Prioritization Objective: Identify casualty with most immediate decontamination needs. Separate ambulatory and non-ambulatory (litter) casualties. Attempt to keep families, especially those with small children, intact whenever possible.

b. Station 2: Emergency/Gross Decontamination Objective: Immediate high volume, low-pressure water flush to remove visible contamination from casualties. This step should always be performed for biological or radiological contamination to prevent aerosolizing during clothing removal. Control or contain wastewater to the extent possible. In situations of particular contamination consider precautions such as placing a wetted down sheet on the casualty/patient before applying water.

c. Station 3: Clothing/Personal Items Removal Objective: All clothing and personal items are removed, bagged, sealed and properly labeled with identification information, then placed into sealed containers for inspection at a later time. If biological or radiological contamination is suspected, continue wetting the clothing during removal to prevent the aerosolizing of the agent.

d. Station 4: Contamination Removal/Shower & Final Shower/Rinse Objective: Thoroughly shower using generous amounts of soap and water (scrubbing downward from head to toe).

e. Station 5: Monitoring Point/Redress Area Objective: Ensure completeness of decontamination using an appropriate monitor or detector, if available. If decontamination is deemed ineffective, reroute casualty through line again. Provide replacement clothing.

f. Station 6: Triage/Medical Treatment & Clean Treatment Area (cold zone) Objective: Evaluate decontaminated casualties for signs and symptoms of hazardous material exposure, treat injuries as necessary in a clean treatment area and transfer to medical transport area if further treatment is necessary.

Table SA14-3 below provides personnel and equipment recommendations for each ambulatory casualty decontamination station.

ON SCENE AMBULATORY CASUALTY DECONTAMINATION "RECOMMENDED PERSONNEL AND EQUIPMENT"

Station	Personnel**	Equipment
1: Victim Prioritization	2-3* with more personnel needed for large numbers of casualties	Communication tools (megaphones, placards, etc.)
2: Emergency / Gross Decontamination	2*	Water source (hoses, fire apparatus, etc.) & Baker Tank (wastewater collection), if available
3: Clothing / Personal Items Removal	2* plus 2 security force personnel in Level C	Privacy Shelter (can be part of shower system or stand alone), scissors to assist clothing removal, bucket and equipment decontaminant for clothing removal equipment, plastic bags, personal items tracking mechanism (manual or automated), and sealable containers for hazardous waste (clothing).
4: Contamination Removal / Shower Final Shower / Rinse	0	Portable showering system with three separate areas for clothing removal, showering, and clean clothes donning; high volume, low pressure water supply/nozzles, soap, sponges, towels, & communication tools (e.g., megaphones, pictograms, multilingual placards, etc.)
5: Monitoring Point / Redress Area	2*	Monitor or detector (if available), clean towels & replacement clothing / covers
6: Triage / Medical Treatment & Clean Treatment Area	Emergency Medical personnel determine the personnel and equipment requirements for the medical aspects of the hazardous material in concert with the Incident Commander.	
Legend	* In correct PPE as determined by the Incident Commander. ** Decon personnel should be assigned & kept in one station vice moving with the flow of patients to reduce cross-contamination from station to station.	

(Figure SA14-3)

D. ON-SCENE NON-AMBULATORY CASUALTY DECONTAMINATION

1. Non-ambulatory casualties will require timely decontamination and should be processed separately from ambulatory casualties. Non-ambulatory decontamination is more resource intensive than ambulatory decontamination and requires assistance from decontamination personnel throughout. An estimated 6 to 12 non-ambulatory casualties can be processed through the decontamination corridor example shown in Figure SA15-4 starting on page III-15-13.

2. At the triage station, all non-ambulatory casualties are placed on a litter and brought to the non-ambulatory decontamination corridor. The litter is placed on supports in order to keep the casualty raised above the ground. The casualty is processed headfirst through the same procedures as in ambulatory decontamination to ensure that the airway (i.e., the head) is upwind.

3. Non-ambulatory decontamination generally consists of six stages including the initial triage and victim prioritization as depicted by Figure SA14-4:

a. Station 1 - Victim Prioritization Objective: Identify casualty with most immediate decontamination needs. Separate ambulatory and non-ambulatory (litter) casualties. Attempt to keep families, especially those with small children, intact whenever possible.

b. Station 2 - Emergency/Gross Decontamination Objective: Immediate high volume, low-pressure water flush to remove visible contamination from casualties/patients. This step should always be performed for biological or radiological contamination to prevent aerosolizing during clothing removal. In situations of particulate contamination consider precautions such as placing a wetted down sheet on the casualty/patient before applying water.

c. Station 3 - Clothing/Personal Items Removal Objective: All clothing and personal items are removed, bagged, sealed and properly labeled with identification information, then placed into sealed containers for inspection at a later time. If biological or radiological contamination is suspected, continue wetting the clothing during removal to prevent the aerosolizing of the agent.

d. Station 4 - Contaminant Removal/Shower & Final Shower/ Rinse Objective: Casualties are thoroughly washed with water and soap and rinsed with water.

e. Station 5 - Monitoring Point/Redress Area Objective: Casualties are checked for completeness of decontamination using an appropriate monitor or detector, if available. Casualties free of contamination are transferred to a clean litter, their wounds are redressed and they are covered with sheets or gowns.

f. Station 6 - Triage/Medical Treatment (cold zone) Objective: Evaluate decontaminated casualties for signs and symptoms of hazardous material exposure, treat injuries as necessary in a clean treatment area and transfer to medical transport area if further treatment is necessary.

Table SA14-4 provides personnel and equipment recommendations for each non-ambulatory casualty decontamination station.

Non-Ambulatory Casualty Decontamination - Recommended Personnel and Equipment

Station	Personnel**	Equipment
1: Victim Prioritization	2-3+* with more personnel required for large numbers of casualties	Communication tools (megaphones, placards, etc.)
2: Emergency/ Gross Decontamination	2*	Litter supports & hand-held water sources (e.g. showers, water hoses, etc)
3: Clothing/ Personal Items Removal	2-3*	Privacy shelter, scissors to assist clothing removal, bucket and equipment decontaminant for clothing removal equipment, plastic bags, personal items tracking mechanism (manual or automated), and sealable containers for hazardous waste (clothing).
4: Contamination Removal/Shower Final Shower / Rinse	2+*	Two or more hand-held showers, soap, & sponges
5: Monitoring Point/Redress Area	2+*	Monitor or detector (if available), clean wound dressings, clean towels, & gowns/coveralls.
6: Triage/ Medical Treatment & Clean Treatment Area	Emergency Medical personnel determine the personnel and equipment requirements for the medical aspects of the hazardous material in concert with the Incident Commander.	
Legend	* In correct PPE as determined by the Incident Commander. ** Decon personnel should be assigned & kept in one station vice moving with the flow of patients to reduce cross-contamination from station to station.	

(Figure SA14-4)

E. RESPONDER/TEAM DECONTAMINATION

1. The basic goal of responder/team decontamination is to eliminate contaminants in a safe and appropriate manner. Establish an emergency decontamination station to handle responders or decontamination team personnel that might be exposed to a hazard prior to or during the responder/team decontamination procedure. If exposure occurs, decontaminate and treat the responder as a casualty. Reference (b) contains detailed procedures for responder/team decontamination.

2. Figure SA14-5 on page III-14-16 depicts a sample decontamination corridor that could be used to decontaminate responder/team personnel. Intermediate steps may be necessary, which will add additional wash and rinse stations to the decontamination corridor as appropriate. The decontamination corridor can be replicated to handle large numbers of responders. Each station should be manned by trained and properly equipped individuals to direct personnel and assist them, as necessary, in the decontamination process. The decontamination process for responder/team decontamination generally consists of six stations with the following objectives and resource requirements:

a. Station 1 - Equipment Drop Objective: Contain all tools from the hot zone, except for Personal Protective Equipment and breathing apparatuses.

b. Station 2 - Primary and Secondary Decontamination Objective: Remove contamination from the outer garments by using soap and water or water. Primary decontamination removes the majority of the contamination. Secondary decontamination is tailored to the specific hazard.

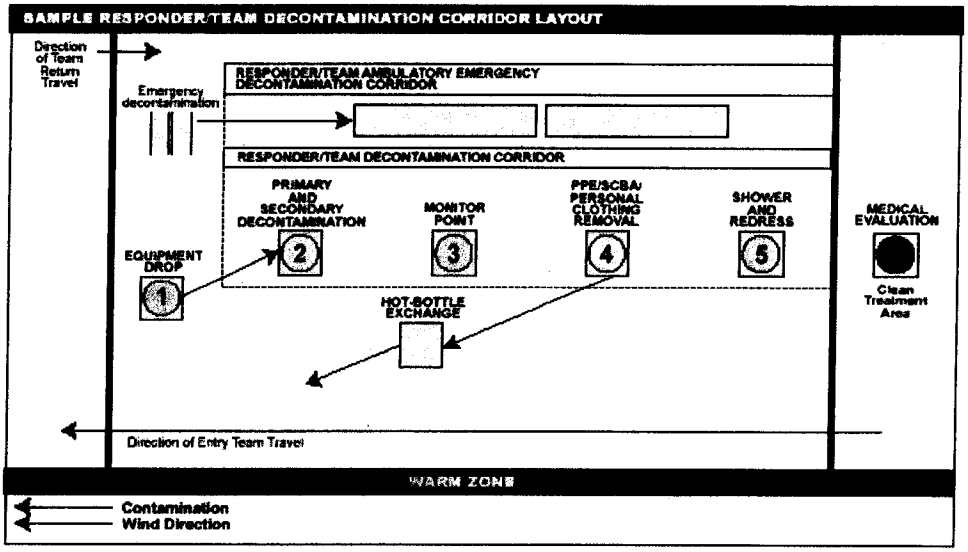
c. Station 3 - Monitor Point Objective: Ensure completeness of primary and secondary decontamination using a monitor or detector.

d. Station 4 - PPE/SCBA/Personal Clothing Removal Objective: Remove all personal protective clothing, respiratory protection, and personal clothing (in that order unless the configurations of personal protective ensembles dictate otherwise). If the individual is returning to the hot zone, the air cylinder or the SCBA will be changed with the assistance of the decontamination team members. PPE that is removed should be bagged and labeled for later reuse. The necessity of removing personal clothing and using the shower would be determined by the Incident Commander or designee.

e. Station 5 - Shower and Redress (dependent on hazard and level of PPE worn) Objective: Thoroughly shower using generous amounts of soap and water (scrubbing downward from head to toe) and redressing in the cold zone for medical evaluation.

f. Station 6 - Triage/Medical Treatment & Clean Treatment (cold zone) Objective: Evaluate decontaminated personnel for signs and symptoms of hazardous material exposure, treat injuries as necessary in a clean treatment area and transfer to medical transport area if further treatment is necessary.

Responder/Team Decontamination Corridor Layout (Sample)



(Figure SA14-5)

Table SA14-6 below provides personnel and equipment recommendations for each responder/team decontamination station.

Responder/Team Decontamination - Recommended Personnel and Equipment

Station	Personnel**	Equipment
1: Equipment Drop	Unassisted by decon team	Drop cloth and container(s) lined with large plastic bags.
2: Primary and Secondary Decontamination	2*	Decontaminant, decontaminant applicator, shuffle pans to contain waste, brushes, sponges, and personnel support system.
3: Monitor Point	1*	Monitor or detector, if available.
4: PPE/SCBA/ Personal Clothing Removal	2-3* (1 off to side for SCBA cylinder change-out.)	Multiple plastic drop cloths, 3+ trashcans, multiple large clear plastic bags, multiple pairs of scissors, & stool.
5: Shower and Redress	0	Portable showering system (i.e. tent, trailer, or improvised tarp system) with three separate areas for removal of clothing, showering, and clean clothes donning; high volume, low pressure water; soap; towels; and replacement clothing.
6: Triage & Medical Evaluation	Emergency Medical personnel determine the personnel and equipment requirements for the medical aspects of the hazardous material in concert with the Incident Commander.	
Legend	* In correct PPE as determined by the Incident Commander. Delineates PPE one level below that of the individual being decontaminated, but not lower than Level C (Level B with SCBA would be the initial level of PPE worn for Decon Personnel, if the team conducted a unknown environment/ Level A entry). ** Decon personnel should be assigned & kept in one station vice moving with the flow of patients to reduce cross-contamination from station to station.	

(Figure SA14-6)

F. RESPONSER VEHICLE/EQUIPMENT DECONTAMINATION

1. Responder equipment may be decontaminated in accordance with references (a) and (c) in order to respond to multiple events. Personnel using this equipment should remain in appropriate protective ensembles, as determined by the Incident Commander. These measures are necessary to limit the spread of the contamination while providing appropriate protection to personnel and permitting use of limited resources at multiple incident sites.

2. Large items of responder equipment, such as vehicles and trucks, should be subjected to decontamination by high or low-pressure washes. Water used for washing or rinsing should be collected prior to proper disposal. Consult with environmental and public health agencies to determine the appropriate disposition. If a large number of vehicles need to be decontaminated, the following recommendations should be considered:

a. Establish a decontamination pad as a primary wash station. The pad may be a coarse gravel pad, concrete slab or a pool liner. It may be necessary to collect the runoff, and the decontamination pad may be bermed or diked with a sump or some form of water recovery system if time permits.

b. Completely wash and rinse vehicles several times with detergent. Pay particular attention to wheel wells, radiators, engines, and chassis. Depending on the nature of the contaminant, it may be necessary to collect all runoff water from the initial gross rinse, particularly if there is contaminated mud and dirt on the underside of the chassis.

c. Vehicles should be inspected thoroughly by qualified personnel for possible mechanical or electrical damage. Areas of concern include air intakes, filters, cooling systems, and air-operated systems.

d. Empty completely and thoroughly wash any outside compartments that were opened. The equipment should be washed and rinsed prior to being replaced.

e. Equipment expose to acidic compounds should be flushed or washed as soon as possible with a neutralizing agent such as baking soda and then flushed again with rinse water.

f. Verification of adequacy of decontamination cannot be achieved by current technology fielded to Navy Regions and Installations.

3. Upon completion of required incident tasks all responder equipment including vehicles are to remain within the hot or warn zone depending upon equipment deployment.

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SUPPORT ANNEX 15 TO SECTION III

INVENTORY MANAGEMENT

1. Scope. This Support Annex provides detailed guidance on inventory management of assigned material and equipment supporting the Region EM Program. This guidance is directly applicable to supporting Naval Construction Battalion Center (NCBC), Gulfport and all tenant commands.

2. Support Area Overview. Preparedness organizations shall inventory and record all resources available for deployment into resource tracking systems maintained at their local levels. This recourse data is then made available to the Emergency Management Officer (EMO) for resource management during the preparedness phase. This information is also shared with the supporting Dispatch Centers and Operations Centers during an emergency.

3. General Guidance

a. Resource managers

(1) Use various resource inventory systems to assess the availability of assets provided by public, private and volunteer organizations.

(2) Determine whether or not the primary use organization needs to warehouse items prior to an incident by considering:

(a) The urgency of the need.

(b) Whether there are sufficient quantities of required items on hand.

(c) Whether they can be produced quickly enough to meet demand.

(3) Manage inventories with shelf life or special maintenance considerations.

(4) Build sufficient funding into their budgets for periodic replenishments, preventive maintenance, and capital improvements.

b. Resource managers should use the national typing protocol when inventorying and managing resources to promote common interoperability and integration. Refer to Standard 12.

c. DoD resources to be inventoried include: Military and civilian personnel, facilities, equipment, supplies and services owned by, or under the jurisdiction of a DoD Component, to include airlift and other transportation services.

d. CNIC establishes the criteria and schedule for inventorying response assets and provides these to Navy Region Southeast. Navy Region Southeast assesses the completed inventory of all available organic and external response assets for each Installation supporting Navy Region Southeast. This assessment is submitted with the recommended group designation changes for the NCBC based on guidance provided in Standard 3.

4. Resource Inventory. An inventory of internal and external resources shall be completed and updated within the Disaster Management Interoperability Services (DMIS) Collaborative Operating Group (COG) for NCBC supporting Navy Region Southeast by 1 June of each year.

5. Supporting Procedures & Policies. Besides the Region Resource Inventory, the following supporting inventory requirements exist:

a. Tracking identified Emergency Management and Installation CBR Defense equipment with Chemical, Biological and Radiological - Operating Space Item Management System (CBR-OSIMS).

b. Identifying and reporting selected DoD assets to for Defense Support of Civil Authorities (DSCA) missions with the Department of Defense Resource Data Base (DoDRDB).

c. Inventory of hazardous materials stored on the installation using Computer-Aided Management of Emergency Operations (CAMEO).

6. Assignments.

a. Region Emergency Manager. The Region EM is responsible for completion of the Region Resource Inventory during the preparedness phase. The Region EM is the lead individual responsible for the supervision and execution of Region Resource Inventory during the response and recovery phases of an emergency. The Region's EM will also oversee the implementation and use of CBR-OSIMS and the DoDRDB within Navy Region Southeast.

b. Naval Construction Battalion Center, Gulfport Emergency Management Officer. Naval Construction Battalion Center, Gulfport's EMO, with the assistance of the Installation EMWG, will inventory response and recovery resources currently and potentially available to the installation. This resource inventory assists to effectively identify, prioritize and manage all available resources within the EM Plan. The EMO will also oversee the implementation and use of CBR-OSIMS.

c. Operations Center Managers. Assigned Operations Center Managers will conduct an inventory of equipment and supplies assigned to their assigned Operations Center and submit such inventory to the Region EM. This inventory will become part of the Resource Inventory and attached to the default incident for the NCBC COG in DMIS describe below.

A. CHEMICAL, BIOLOGICAL AND RADIOLOGICAL OPERATING SPACE ITEM MANAGEMENT SYSTEM (CBR-OSIMS)

1. Overview. Standard 9 requires the inventory, maintenance, and sustainment of all material capabilities fielded in support of the Naval Construction Battalion Center, Guflport EM Programs. CBR-OSIMS is the unit level system that feeds asset data to the web-based CBR Defense Total Asset Visibility Management System (CBRD TAVMS). CBRD TAVMS is used to manage and report Navy CBRN material to DoD for inclusion in the Annual Chemical-Biological Defense Congressional Report. Naval Facilities Engineering Command (NAVFAC) has resourced Naval Sea Systems Command (NAVSEA) 05P5 to procure and field CBR-OSIMS to provide for item management of equipment fielded in support of the NCBC Emergency Management and CBR Defense Programs.

2. Background. U.S. Fleet Forces Command (USFFC) N8, in a letter dated 16 January 2002, identified an urgent requirement for an automated CBR Defense equipment inventory system that would better produce rapid and accurate inventories, track lot numbers, accurately predict shortfalls, and identify excess equipment. NAVSEA 05P5 had previously fielded Damage Control OSIMS (DC-OSIMS) as part of the Readiness Improvement Program (RIP) for afloat commands. CBR-OSIMS was built off of this initial capability as a similar solution for Navy installations and has undergone several revisions and a conversion to a web-based program.

3. Capability. CBR OSIMS consists of a stand-alone system utilizing a laptop, bar-code scanner, and printer not connected to NMCI. There have been software revisions in response to customer feedback and some success in achieving certification and approval in the Department of the Navy Applications & Database Management System (DADMS) which will ultimately lead to a Navy-Marine Corps Intranet (NMCI)-approved web-based version of the system.

4. Implementation. All equipment supporting the Navy Region Southeast EM Program shall be identified, bar-coded, and tracked with CBR-OSIMS upon equipment receipt, transfer, or turn-in. the EMOs will coordinate the use of the CBR-OSIMS equipment between the owning department and non-owning departments. Use of the web-base version of this program provides a "real-time" inventory and status of identified equipment that higher headquarters can inquiry for inventory management. If a stand alone version of CBR-OSIMS, a semi-annual inventory report will be submitted to the Region EM on the following dates: 1 March and 1 September.

B. COMPUTER-AIDED MANAGEMENT OF EMERGINCY OPERATIONS (CAMEO®)

1. Overview. CAMEO is a system of software applications used widely to plan for and respond to chemical emergencies. It is one of the tools developed by U.S. Environmental Protection Agency's (EPA) Chemical Emergency Preparedness and Prevention Office (CEPPO) and the National Oceanic and Atmospheric Administration (NOAA) Office of Response and Restoration, to assist front-line chemical emergency planners and responders.

CAMEO is used to access, store and evaluate information critical for developing emergency plans. CAMEO also supports regulatory compliance by helping users meet the chemical inventory reporting requirements of the EPCRA, also known as SARA Title III. CAMEO also can be used with a separate software Application called LandView to display EPA environmental databases and demographic/economic information to support analysis of environmental justice issues. CAMEO is an appropriate tool for both planning for mitigation and for mitigation during an actual emergency event.

a. The CAMEO system integrates a chemical database and a method to manage the data, an air dispersion model, and a mapping capability. All modules work interactively to share and display critical information in a timely fashion.

2. Access. CAMEO is owned and distributed by the EPA. The EPA point of contact is the Emergency Planning and Community Right-to-Know Hotline at http://www.epa.gov/ceppo/cameo/index.htm or 1-800-424-9346.

3. Implementation. All regulated hazardous materials on Installations supporting Navy Region Southeast will be inventoried and tracked using CAMEO. During each building fire plan review, Building Managers working with Fire and Emergency Services will conduct an inventory of all hazardous materials used in individual workplaces and stored anywhere in or near the building. Fire and Emergency Services will incorporate the inventory of hazardous materials into their building fire plans. This database will also be shared with the Region and Installation operations centers and supporting Dispatch Centers.

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SUPPORT ANNEX 16 TO SECTION III

1. Scope. An introduction to special events is provided in the Basic Plan. This Support Annex is designed to provide supporting procedures and policy relevant to this task.

2. References.
(a) CNIC Instruction 3440.17 Navy Installation Emergency Management Program Manual (23 Jan 06)

3. Support Area Overview. Significant special events may include any type of event where large groups of people are gathered together, regardless of the cause or purpose of the event, where expanded security and other resources are required above and beyond the resources normally used on a day to day basis.

Special events may be motivated by political, economic or social causes. Special events may include large events such as SEABEE Days, where large numbers of people may crowd to visit the Installation. Other Special Events may include graduations, football games, or deployed naval units returning home. Anytime a large number of people are congregated in one area, an incident resulting from just about any of the hazards detailed in the Southeast Hazard Summary could have devastating impacts. A special event may include the Navy Family only, or it may include persons from the general public.

NCBC Gulfport shall use the following procedures to activate the EOC if needed during a special event.

4. General Guidance. The following guidance is provided for NCBC Gulfport.
Situation.
- There are events which take place annually on NCBC Gulfport, such as SEABEE Days, which are considered Special Events.
- There is the possibility for there to be other Special Events held on NCBC Gulfport.
- Special Events may be the target of terrorism or active violence, because of the large number of people gathered together in one place.
- Even without a specific threat, the EOC should be activated since this is a good opportunity for training and continuing education.
-

Assumptions.

- o Special Events such as the SEABEE Days will continue to be annual events on NCBC Gulfport.
- o Special Event such as SEABEE Days will have over 500 people.
- o Terrorists will consider Special Events as a potential target.

5. Assignments. NCBC Gulfport and tenants shall complete the following tasks.

Installation EMO

- Shall activate the EOC at the time of a Special Event
- Shall use Special Events for training responders how to react during a real disaster
- Shall ensure a Special Events Working Group is created prior to each special event in order to plan for the event and to evaluate potential threats
- Shall ensure a Special Event Support Annex is created for their Installation
- Shall ensure F&ES SOPs, including mass casualty, are established and include Special Events
- Shall ensure Naval Security Forces SOPS include Special Events
- Shall submit a list Special Events to the Regional Commander quarterly (see Tab A)
- Shall ensure an Installation Special Event Working Group meets quarterly to discuss EOC activation, threat levels, and other preparations needed for the Special Event

Installation Special Event Working Group

- Shall assess threat levels
- Shall determine the extent of preparations needed for Special Events
- Shall determine if the EOC shall be activated, and shall take into consideration the amount of people, and simultaneous events on the Installation

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Tab A to Support Annex 14
Special Event List

NCBC GULFPORT

EVENT TITLE:				
FREQUENCY:	☐ ANNUALLY	☐ SEMI-ANNUALLY	☐ MONTHLY	☐ OTHER: _____
DATE:		SPECIFIC LOCATION:		
PUBLIC ATTENDANCE: ☐YES ☐NO		APPROX # PEOPLE:		
EVENT DESCRIPTION:				
KNOWN THREATS:				
OTHER COMMENTS:				
SPECIAL SECURITY CONSIDERATIONS:				

EVENT TITLE:				
FREQUENCY:	☐ ANNUALLY	☐ SEMI-ANNUALLY	☐ MONTHLY	☐ OTHER: _____
DATE:		SPECIFIC LOCATION:		
PUBLIC ATTENDANCE: ☐YES ☐NO		APPROX # PEOPLE:		
EVENT DESCRIPTION:				
KNOWN THREATS:				
OTHER COMMENTS:				
SPECIAL SECURITY CONSIDERATIONS:				

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SUPPORT ANNEX 17 TO SECTION III
Support Annex 15: Base Support Installation Management

1. Scope. This annex outlines the responsibilities and possible resources an Installation may be asked to provide if designated as a BSI in support of Commander, Navy Region Southwest (CNRSW) and/or a Defense Support of Civil Authorities (DSCA) mission.

2. References.
   (a) CNIC Instruction 3440.17, *Navy Installation Emergency Management Program Manual* (23 Jan 06)
   (b) OPNAV Instruction 3440.16C, *Navy Civil Emergency Management Program* (10 Mar 95)

3. Support Area Overview. Per reference (a) and (b), a Base Support Installation (BSI) is an integral portion of the DSCA concept of operations. A BSI is provided by the Regional or Installation EM Programs, when directed by the U.S. Fleet Forces Command and Regional Planning Agent (RPA) (Regional Commander), to support the deployment and operations of military forces and material prior to, during, or after an emergency.

General Guidance. In an effort to provide support with only critical specialized capabilities, the Navy will maximize use of existing capabilities, installations, and infrastructure in the vicinity of the domestic operational area. A BSI is a military installation of any service or agency designated by the Department of Defense, in or near an actual or projected domestic operational area to support DOD forces conducting civil support operations. A support relationship is established by a Joint Staff Execute Order to enable the supported command to receive necessary support from the BSI. The BSI serves in general support of the Combatant Commander conducting response operations. Support provided by a designated BSI may include, but is not limited to: command and control capabilities, communications support, general supply and maintenance, transportation, contracting, personnel and equipment reception/staging, facilities, civil engineering, health and other life support services to include billeting, food service, and Force Protection.

Joint Reception, Staging, Onward Movement, and Integration (JRSOI) is the final phase of deployment and is the critical link between deployment of response forces in the domestic operational area. Key to JRSOI is the reception of the forces at the POD and subsequent staging at the BSI. In order to maximize economy of force and focus the response force on civil support operations, the BSI is responsible for Joint Reception Staging (and onward movement, if required). This is executed in coordination with the deploying force commander, usually a Joint Task Force (JTF). The deploying force will utilize organic assets when possible to assist and expedite reception and

staging operations. Depending on the size and scope of the deploying response force, the BSI may require additional equipment and personnel with specialized capabilities to conduct JRSOI.

Installations in Region Southwest must identify any shortfalls in equipment, personnel, or other resources through their operational chain of command, including the RPA, the Regional Commander, and the supported Fleet Commander. See Tabs A, B, and C for BSI information requirements.

a. BSI Mission Requirements. Installations selected as BSI's will be expected to continue assigned military mission operations plus those imposed by the BSI mission. NCBC Gulfport should be prepared to request personnel, material, and equipment augmentation from the Regional Commander.

b. BSI Selection. Navy Region Southeast will not pre-designate BSIs or enter into agreements which automatically commit a certain Installations for BSI duties. Consideration of any Installation for BSI duties will be situation dependent and primary consideration will be given to preservation of military mission effectiveness. However, the Region shall provide capability information to DOD for planning purposes, when requested by higher authority.

c. BSI Planning Considerations. BSIs share common characteristics that can be used by the Regional and Installation EM Programs to anticipate designation of BSIs within the Regional area of responsibility. These common characteristics are:

- Outside the immediate disaster area, but within reasonable road or rail movement of the disaster site
- Airfield capable of supporting C-5, C-17, C-130 and/or C-141 fixed wing aircraft or helicopter operations
- Available areas for staging of equipment and supplies
- Office space or other shelters from which operational or logistics center can operate

During disaster operations, the Regional Commander, through the Regional EM, may nominate a BSI to assist DOD response and recovery operations. Such designation and subsequent operations shall not affect the ability of the selected installation to resume a mission ready posture or degrade that posture during execution of the BSI mission. Installations directly affected by the disaster shall not be considered for designation as a BSI except in extraordinary circumstances.

d. BSI Support Considerations. BSI operations and support for federal disaster recovery operations will, in addition to facilities support, engender requests for selected materials, supplies, services and equipment. A generic list of these requirements is provided below to assist and prepare potential sub-regions for BSI operations:

- Transportation (personnel and supply) to/from and in/around the operational areas (buses and trucks).
- Communications support, to include access to networks, computers, printers, and broadband internet access.
- Large open areas to serve as bivouac sites, messing, laundry and basic subsistence services (heads and showers).
- Supply and logistics support (food, water, ammunition, fuel, oil, repair parts, etc.).
- Medical Treatment Facility (MTF) support
- Emergency Medical Services (EMS) support
- Public Works/Civil Engineering support
- Airfield operations to receive and service military aircraft (helicopters and transport).
- Contracting and purchasing of supplies and services.
- Support maintenance of common type equipment.
- Administrative, logistical, and transportation support to FEMA's Urban Search and Rescue (USAR) teams
- Forward assembly areas in/near the area of operations.

e. BSI Management & Maintenance. The CNRSE will be the final approving authority for BSI checklists. The Regional EM is responsible for the routine maintenance and annual review of the BSI checklists. All changes in policy, procedure, or assignments will be briefed to the Regional EM Working Group (EMWG) prior to approval by the Regional Commander.

f. Installation Requirements. All Installations in Region SE that may be used as a BSI are required to submit the information outlined in Tabs A and Tab B of this document to the Regional Emergency Manager. This information is to be reviewed and updated on an annual basis and submitted to the Regional Emergency Manager.

Tab A. Installation Personnel Information

Position	Rank/Name	Contact Information	Email Addresses
Commanding Officer:		Voice (Commercial): Voice (DSN): Mobile/Cellular: STU III/STE:	NIPRNET: SIPRNET:
Executive Officer (or Deputy):		Voice (Commercial): Voice (DSN): Mobile/Cellular: STU III/STE:	NIPRNET: SIPRNET:
Supply/Logistics Officer:		Voice (Commercial): Voice (DSN): Mobile/Cellular:	NIPRNET: SIPRNET:
Public Works/Engineering Officer:		Voice (Commercial): Voice (DSN): Mobile/Cellular:	NIPRNET: SIPRNET:
Contracting Officer:		Voice (Commercial): Voice (DSN): Mobile/Cellular:	NIPRNET: SIPRNET:
Public Affairs Officer (PAO):		Voice (Commercial): Voice (DSN): Mobile/Cellular:	NIPRNET: SIPRNET:
Force Protection/Antiterrorism Officer (ATO):		Voice (Commercial): Voice (DSN): Mobile/Cellular: STU III/STE:	NIPRNET: SIPRNET:
Emergency Mangement Officer (EMO):		Voice (Commercial): Voice (DSN): Mobile/Cellular:	NIPRNET: SIPRNET:
Fire & Emergency Services Chief (or District Chief):		Voice (Commercial): Voice (DSN): Mobile/Cellular:	NIPRNET: SIPRNET:
Medical Treatment Facility or Clinic OIC or Representative:		Voice (Commercial): Voice (DSN): Mobile/Cellular:	NIPRNET: SIPRNET:
NCIS Representative (or Intelligence Representative):		Voice (Commercial): Voice (DSN):	NIPRNET: SIPRNET:

		Mobile/Cellular: STU III/STE:	
Communications Officer (or IT/Comms Representative):		Voice (Commercial): Voice (DSN): Mobile/Cellular: STU III/STE:	NIPRNET: SIPRNET:

Tab B. BSI Checklist

		Limited Capability		Installation Name: DCO/[illegible] State: [illegible] County: [illegible] Owning Major Command: Installation Commander/Primary POC: [illegible] Installation Address: Date of [illegible]	Remarks
GENERAL LOG CAPABILITY				Dining facility throughput on a daily basis (measured in meals served):	
				JP8 Bulk Fuel Storage (Gal.):	
				Gasoline Bulk Fuel Storage (Gal.):	
				Number of Maintenance Bays:	
				Bulk Water Storage (Gal.):	
				Number of Bulk Water Points:	
				Billet Space (how many personnel can be accommodated using available billets, gyms etc.):	
				Installation POC Name and Phone Number:	
STORAGE				Covered Warehouse Space (sq ft):	
				Outdoor Hard Stand (sq ft.):	
				Covered Outdoor Hard Stand (sq ft):	
				Climate Controlled Storage for Cold Storage (sq ft.):	
				Open areas for Staging/Storage/Billeting (measured in acres):	
				Installation POC Name and Phone Number:	
TRANSPORTATION				Rail Car Storage Capacity on the Installation (listed by number of cars):	
				Number of Rail Lines into Installation:	
				Number of Access Gates Into and Out of the Installation:	
				Adequate Road Network in/around the Installation:	
				Water Port On site/Distance to Nearest Water Port:	

	Limited Capability		Installation Name: DCO/FEMA Region:IV State: Mississippi County: Harrison Owning Major Command: Installation [illegible] POC [illegible] Installation Address: Date of Last Visit/Update:	Remarks
			Can Access Gates Manage an Increase in Military and Commercial Traffic (yes/no):	
			Installation Transportation Office on Site to Manage military and commercial Movements (yes/no):	
			Number of Loading Docks/Ramps:	
			MHE On-site: **Warehouse Forklifts** **6k** **10k** **25k** **40k** **Container Handling Equipment**	
			Installation POC Name and Phone Number:	
COMMS			Tactical Satellite Capability (yes/no):	
			Phone Line Expansion Capability (yes/no):	
			Internet Access (yes/no):	
			Excess IP Addresses (yes/no):	
			Installation POC Name and Phone Number:	
INSTALLATION SUPPORT			Ground Equipment Maintenance Installation Support Personnel (yes/no):	
			Aviation Maintenance Installation Support Personnel for fixed wing and rotary wing (yes/no):	
			Food Service Installation Support Personnel:	
			Installation Transportation Support (buses; cars) yes/no:	
			AAFES On site (yes/no):	
			Contracting Support Capability (number of warranted contracting officers assigned):	
			Office Space to accommodate JTF Headquarters (200 person HQs planning factor):	
			Can the Installation Receive and Process HAZMAT (used	

	Limited Capability		Installation Name: [illegible]	Remarks
			oil/battery acid etc.):	
			On-hand emergency power generation capability/availability: All generators are mobile/mounted:	
			Installation POC Name and Phone Number:	
FORCE PROTECTION			Installation Security on Site (yes/no):	
			Installation Security Military or Civilian Contracted?	
			Installation Perimeter has 360 Degree Security (yes/no):	
			Fire Fighting/Emergency Response Support on Site (yes/no):	
			HAZMAT/DECON capability (yes/no):	
			Installation POC Name and Phone Number:	
MEDICAL			Class VIII Warehouse Storage Space (sq. ft.):	
			Class VIII Cold Storage (sq. ft.):	
			Emergency Room Service on site (yes/no)/Trauma level supported:	
			Primary Care Facility yes/no:	
			Medical Air Evacuation capable (yes/no):	
			Number of Ground Ambulances basic and/or advance life support:	
			Pharmacy (yes/no):	
			Distance to Nearest Civilian Hospital:	

Limited Capability	Installation Name: DCO/FEMA Region:IV State: Mississippi County: Harrison Owning Major Command: Installation Commander/Primary POC: ROC/Command Post Number: Installation Address: Date of last Visit/update:	Remarks
[illegible]	The installation assessment should be based on the following initial forces: Headquarters: Responding Forces: Equipment: Rotary Aircraft:	

Tab C. Base Support Installation (BSI) Considerations

Capability Area	Support Capability	Remarks
Supply Support Capabilities	Does the site have adequate supply support capabilities in place to sustain the forces operating in the JOA?	
	What type of supply support is available for common-user items in relation to the standard categories of supply	
	Are there storage, handling, shipping, security, and safety measures and procedures are in place?	
	Is cold storage available?	
	What type of storage, handling, and shipping procedures are used?	
	Can we get access to these systems to allow for ordering, receiving, and distribution of JTF-CS force material requirements?	
	What type of automated or non-automated systems do they use? Are they compatible with systems being deployed?	
	Will the installation need augmentation from JTF-CS to support JTF-CS supply requirements?	
	Material handling and cargo movement equipment: Will MHE and stake platform equipment be available to support the transloading of 463L, ISU-90, and 20 foot containers from	

TYPE	Number	Operators
10K Forklifts		
25K Forklifts		
40K Forklifts		
60K-loaders		
Wide Body		

Capability Area	Support Capability	Remarks
	operation for a sustained period of approximately 30 days?	Loaders Tractors Flatbeds
	Are warehouses available for temporary storage or to provide living space if necessary?	
	Which warehouses can be converted to living space if necessary?	Location / Dimension/Sq Ft / Useable Office Space / Height/Width of Doors
	Ground fuel availability and types?	o Fuel farm hours of operation: o Procedures at pumps: o Special access controls: o POC: o What are the fuel storage capabilities (MOGAS / diesel / oil):
	Is there a fuel distribution capability?	
	Bulk fuel (JP-8) storage and handling capacity - Location and amount?	
Maintenance	Maintenance: Does the site have adequate maintenance capability in place to sustain the units operating in the JOA?	
	What type of direct support maintenance capability is available for tactical wheeled vehicle and communication equipment?	
	Hydraulic fluid availability:	
	Compressed air availability:	
	Calibration	

Capability Area	Support Capability	Remarks
	availability:	
	Does the installation maintain Class IX parts for military style equipment?	
	Can the installation provide for disposal of contaminated fuel, oils, anti-freezes, and other hazardous materials?	
	Is local repair parts support available?	
Transportation	Can the site accommodate deployment flow and facilitate movement of units in/out and around the JOA?	
	Other transportation capabilities (rail lines or marine ports) available	
	Main Supply Routes (MSRs)	
	What are the main supply routes?	
	What are the secondary supply routes?	
	What are the choke points?	
	Are there restrictive tunnels or bridges?	
	Which routes are heavily used?	
	Which routes would be used for evacuation?	
	Are loading ramps available?	
	What type of transportation tracking systems are in place?	

Capability Area	Support Capability	Remarks
	Vehicles (What type of Transportation Motor Pool (TMP) assets will be available to support JTF-CS forces from the APOD to the BSI and for in and around travel in the JOA for 24 hour operations over a sustained period of approximately 30 days? Will JTF-CS be required to bring licensed drivers? If so why type equipment and how many drivers?)	

Types	Number	Passenger Capacity	Drivers Available?
Sedans			
Vans			
Military Passenger Vans			
Buses			
Cargo Trucks			
Tractor Trailer Trucks			
Cranes			
Low Boy			
Flat Beds			
Local Contract Vehicles			

Civil Engineering	Are there adequate engineering assets in place and available to support forces operating in the JOA?	
	What organic Engineering assets are available and what are their capabilities?	
	Electrical Power sources	o Type of current: o Conversion capability: o c. Connectors required:
	Water availability	o Adequacy of fresh water supply (Number people per day - for extended time period): o Ability to deliver and distribute water: o What are the procedures for trash collection and disposal?
	What are the procedures for disposing of Hazardous Materials?	
Health Services	Does the site have adequate medical support capabilities in place to sustain the forces operating in the JOA?	o Ground ambulance availability: o Type / carrying capacity: o Air ambulance availability: o Type / carrying capacity:
	Primary Hospital /Dispensary	o Name and location: o Number of beds:

Capability Area	Support Capability	Remarks

		o Point of contact and phone number:
		o Medical field units:
		o Type/number:
		o Operating rooms:
		o Number/capability:
		o Isolation ward: (or area slotted for creation of isolation ward)
		  o Number of beds:
		  o Can area be secured:
		o Medical specialists available in hospital:
		  o Physicians:
		  o Nurses:
		  o Dentists:
		  o Technicians:
		  o Specialists:
		o What types of medicine are in short supply / not generally available?
		o Is medical supply available?
		o Units of blood normally on hand:
		o Availability and power requirements of mobile drug / blood registration storage units:
		o If there is a pharmacy on base, can they provide chemoprophylaxis and as needed immunizations such as smallpox?

	Secondary Hospital /Dispensary	o Name and location: o Number of beds: o Point of contact and phone number: o Medical field units: o Type/number: o Operating rooms: o Number/capability: o What are the medical capabilities in the local community and how are referrals managed:
	Mortuary Affairs - What type of mortuary affairs capability or plan is on site and available?	
Contracting	Does the base have its own contracting office?	
	Which regional contracting activity do they operate under?	
	How big is the staff?	
	Is there a warranted contracting officer	

Capability Area	Support Capability	Remarks
	assigned	
	Do any of the military units have their own contracting officers?	
	What inter-service/local agreements are already in place?	
	Are there contracts in place to support the following?	o Hotel rental for large groups o Contract feeding of large groups o Office or planning space rental in the local area o Transportation rental (buses, cargo vehicles, vans) o Heavy equipment or power generation rental o Public Works Tradesmen Contracts (particularly electricians, cable installers, and carpenters) o Trash and ability to make changes o Portable toilets
Billeting	Are hard-stand facilities available to support JTF-CS forces (approximately 3,000) personnel for approximately 30 days?	
	Available lodging facilities	***Officer's Quarters*** BLDG # / CAPACITY / AVG OCCUPANCY / EMERGENCY CAPACITY ***Enlisted Quarters*** BLDG # / CAPACITY / AVG OCCUPANCY / EMERGENCY CAPACITY ***Emergency Quarters*** BLDG / CAPACITY / AVG / EMERGENCY

Capability Area	Support Capability	Remarks
		# / OCCUPANCY / CAPACITY
	Are there any gymnasiums/drill halls that can be converted into a billeting area?	
	Tents available?	
	Cots available?	
	Laundry?	o Self Serve o Full Serve
	Portable Showers available?	o How many? o Who is it provided by?
	Portable Latrines available?	o How many? o Who is it provided by?
	Dining facilities?	o Number and size of dining facilities: o Are they military or contract operated? o What is the availability of MRE's/MFF/Ice o Troop Installation Support Agency (TISA) or Bulk Food Storage Operation Facilities o What is the availability of contract meals off base? o Snack bars: o On base Fast Food establishments: o Sandwich/beverage trucks
	Provided installation and/or contract feeding is not available, can the installation provide meals for field feeding operations?	
	Commercial Off-base lodging available?	
	Is CIF available for direct exchange of damaged military clothing and equipment items?	o Location: o Hours:
	Is clothing sales store available?	o Location: o Hours
	What are the procedures for receiving mail?	

Capability Area	Support Capability	Remarks
Material/Physical Security	Classified storage capability	o CS/TS: o SI/TK/G: o c. SAP Material:
	Is force protection and security available for JTF-CS forces? Will this require augmentation from JTF-CS?	o Military: o Civilian:
	Base/Post perimeter security available?	
	Photo labs or photo reproduction capability/availability?	
	Availability of military guards	
	Secure phones available (number/type)	

	Description /drawing: (Ideal facility would have 13,000 sq ft with at least 9,000 sq ft open for main Command Post floor. Extra space can be office type spaces for outlying board/center/cell support (i.e. VTC/CG/CHAPLAIN/PAO)	o Description:
		o Building composition (Wood/Metal/Brick/Concrete/Combination):
		o Is there cable pass through/portal/access?
		o Roof composition (Wood/Metal/Concrete/Combination):
		o Roof shape (Curved/Peaked/Flat)
		o Windows (Wire mesh/Leaded/Barred/Screens):
		o Can they be opened?
		o Activity in the immediate area:
		o Is there nearby construction in progress?
		o Is it near a training area
		o Pedestrian/Vehicle traffic
		o Surrounding area
		  o Are there other buildings in immediate area?
		  o Are there power lines, trees, towers in immediate area?

	Is there open space for antenna farm? (Roughly football size field/parking lot). Can access to antenna farm be blocked? Is there a clear view of the southern skies from the antenna farm?	
	Power Supply	o Voltage (110 v / 220 v / other o Frequency (50 Hz / 60 Hz / 400 Hz /

Capability Area	Support Capability	Remarks

		other):
		o Phase (single/three Phase):
		o Stability.
		o Number and locations of 110 v AC outlets:
		o Number and locations of 220 v AC outlets:
		o Type of AC plug:
		  o Standard U. S. (2 prong/3 prong):
		o Circuit breaker:
		  o All outlets on same circuit breaker?
		  o Minimum power requirements:
		  o Single breaker: 60 amp 110 v / 30 amp 220 v
		  o Dual breakers: 30 amp 110 v / 15 amp 220 v
		o Backup power available? Type?
		o Grounding for equipment

	Telephone	o Service provider (i.e. ATT) o Location of phones (numbers & dialing instructions) o Rotary or push button (Dial pulse or touch tone) o Area code o Autovon prefix o FTS system o Number of unassigned/available phone numbers on Base o Secure telephone available o Location and number, hours of access o Telephone line (s) (number of pairs in building): o Single / multiple Line connection o Plug in / modular o Straight wire o Multi line adapter o Availability of power receptacle (for STU III)

SUPPORT ANNEX 18 TO SECTION III

REPATRIATION OPERATIONS

This Support Area Annex is not applicable to the Naval Construction Battalion Center, Gulfport's Emergency Management Plan.

THIS PAGE HAS BEEN
INSERTED IN ORDER TO
MAINTAIN NORMAL
PAGE SEQUENCING

SUPPORT ANNEX 19 TO SECTION III

EMERGENCY MANAGEMENT FOLDING CARD

1. An emergency information card is a necessity for all installation personnel and their families. The information on the next two pages was developed for use during an evacuation; but has been expanded for any emergency use.

2. This card contains information such as:

a. Contact phone numbers (i.e., Installation, Region and BUPERS, etc.).

b. Web site addresses

Naval Construction Battalion Center

Emergency Operations Center
Gulfport, MS.

QUARTERDECK	**COM: 228-871-2555**
Emergency Info	**COM :228-871-4777**
Gulfport Muster	**1-877-733-7303**
CNRSE Muster	**1-866-203-6004**

Web Info: https://seabeeview.cbcgulfport.navy.mil/seabeeview/public%20safety

INFORMATION REQUIRED WHEN MUSTERING

NAME:
RANK:
UNIT:
DEPT:
UIC:
LOCATION ADDRESS DURING EVAC,
PHONE#, E-MAIL, AND NUMBER DEPENDENTS

IMPORTANT INFORMATION

FFSC 228-871-3000 Navy Help 877-414-5358
NFAAS Website HTTPS://NAVYFAMILY.NAVY.MIL

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PAGE SEQUENCING

APPENDIX 1 TO SECTION IV

DESTRUCTIVE WEATHER

1. Scope. This appendix describes hazardous weather elements as including high wind gusts, high sustained winds, thunderstorms, tornadoes, hail and/or lightning. Because of the Naval Construction Battalion Center (NCBC), Gulfport's location, it and the installations within its area of responsibility, are at risk from several hazards existing in and from various weather systems/conditions. This appendix addresses those hazards and the setting of preparatory/mitigating tropical cyclone conditions criteria, where applicable.

2. Reference:

(a) CNRSEINST 3140.1I
Storm Events: http://www4.ncdc.noaa.gov/cgi-win/wwcgi.dll?wwevent~storms.
Tropical Cyclone:
http://www.fema.gov/hazard/hurricane/index.shtm
Flood Risk:
http://www.floodsmart.gov/floodsmart/pages/riskassesment/findpropertyform.jsp.
NOAA: National Climatic Data Center:
http://lwf.ncdc.noaa.gov/oa/ncdc.html
Storm Events: http://www4.ncdc.noaa.gov/cgi-in/wwcgi.dll?wwevent~storms
Storm Events: http://www4.ncdc.noaa.gov/cgi-win/wwcgi.dll?wwevent~storms

3. Overview. Naval Construction Battalion Center, Gulfport is subject to various weather phenomena from mild pleasant conditions to a catastrophic life taking environment. This appendix addresses weather conditions from gales to tropical cyclones.

4. General Guidance:

a. Authority - CNRSEINST 3440.2D

b. Assumptions. There will be advance warning(s) of a Tropical Storms approach.

c. Roles and Responsibilities. Are assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications. Will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels. Will be commensurate with Condition of Readiness (COR) settings.

f. Hazard-Specific Procedures. Deploy response units, securing/relocating equipment/materials, limiting installation population to Category 1A and 5 personnel and conducting evacuations/ relocations as necessary.

5. COOP and Business Continuity Guidance. Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Regional Commander/NCBC Commanding Officer.

6. Training Requirements. No specific training required.

7. Equipment Requirements. No special equipment is required.

8. Exercise & Evaluation Requirements. Yearly participation in the Hurricane Exercise (HURREX), evaluate each preparedness checklist item, validate contact numbers, identify category 1A/5 personnel, coordinating with EMs for local expected activity and develop a Lessons Learned After Action Report with corrective actions required by date.

9. Additional Resources:

a. Activation and deployment of Navy Emergency Preparedness Liaison Officer(s).

b. Should NCBC, Gulfport be affected, cellular phone service will probably be interrupted requiring mobile satellite communication towers to be in-place.

c. Specific Destructive Weather Data Sheets and associated checklists have been developed and placed in Section VI beginning on page VI-2-3 through VI-2-30. They are presented in the following order to match the categories below:

- Small Craft, Gale or Storm Warning
- Freeze Warning
- Thunderstorm Warning
- Electrical Storm Warning
- Tornado Warning
- Tropical Wind Warning
- Tropical Cyclone Warning
- Flood Warning

Weather Terms and Definitions & specific steps:

10. Small Craft, Gale or Storm Warning. Winds 33 - 49 knots (associated with a tropical system). Heavy rains, thunderstorms, lightning, tornadoes, storm surge and hail may also be expected. Small Craft, Gale or Storm Weather Warning conditions are associated normally with large low pressure systems or frontal passages. Once NCBC Gulfport is notified that it has been placed in a Small Craft, Gale or Storm Warning, the CDO will ensure the notification procedures outlined in section VI of this Instruction and are completed as outlined.

11. Freeze Warning. A freeze warning condition may be associated with snow, freezing rain and icing conditions. Freezes are normally short lived on the Mississippi Gulf Coast but can be extremely dangerous during the affected time because of the lack of appropriate support equipment.

Freezing Conditions are defined by a mild freeze and a hard freeze. Mild freeze is when temperatures are forecasted to be 28 to 32 degrees, which in this instruction will be Condition One. A Hard Freeze is when freezing temperatures are longer than 12 hours and will be Condition two.

CLASSIFICATION	CONDITION
CONDITION TWO	Freezing temperatures forecast in more than 12 hours.
CONDITION ONE	Freezing temperatures forecast within 12 hours.

Once the Quarterdeck is notified that they have been issued a freeze warning, the CDO will ensure the notification and mitigation procedures in section VI of this Instruction are completed.

a. The Public Works Officer has the overall responsibility of implementing this Cold Weather Plan.

(1) The Facilities Management Engineering Division Manager shall:

(a) Notify the designated commands, departments, and activities to implement their cold weather plans.

(b) Annually, before 1 September, update this plan and submit the revision to the Emergency Manager.

(c) Notify the following commands/departments/activities to implement the Cold Weather Plan:

(d) CBC Quarterdeck - For information purposes

12. Thunderstorm. Thunderstorm phenomena in the Mississippi Gulf Coast area is associated with frontal passages, sea breezes and diurnal air masses. They are not identified specifically with large pressure systems such as tropical storms or hurricanes; but, rather assumed to be a normal part of them.
Once the Command is notified that they have been issued a thunderstorm condition, the CDO will ensure the notification procedures are completed as outlined in Section VI.

a. Electrical Storms are associated with Thunderstorms. If a Electrical Storm Warning is received the CDO will ensure the notification procedures are completed as outlined in Section VI.

13. Tornado. NCBC Gulfport is susceptible to tornados and the damage they cause. A tornado is the most violent of all storms. Spawned by strong thunderstorms, they can cause fatalities and destroy a neighborhood in seconds. Tornados are rotating funnel-shaped clouts extending from a thunderstorm to the ground with whirling winds possibly reaching 300 miles per hour. Tornado can last any where from a few minutes to twenty minutes or longer and the damaging paths they create can range from a yard to a mile in width and up to 50 miles long.

a. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Clearly visible or obscure, they have a loud roaring noise likened to that of a train.

b. Waterspouts are tornadoes that form over water. Their effects normally diminish quickly once they pass over land.

c. Tornado Conditions:

(1) Condition 2 - Destructive winds accompanying the phenomena indicated is expected in the general area within 6 hours.

(2) Condition 1 - Destructive winds of force indicated accompanying the phenomena is imminent. Lightning, thunder and hail are anticipated. A less than 30 minute warning is likely. Tornadoes, the most localized damaging wind systems, normally give little warning prior to their arrival. Fortunately, with improved meteorological radar systems, their paths can be tracked, formations forecasted and appropriate tornado alerts can be issued. (NOTE: Waterspouts are not addressed to any detail in this section. Because of their short life once on land and their ability to form under very weak conditions.) Because the variance in the time elements and that possible/actual threat circumstance vary greatly between tornado conditions II and I, the following is provided:

d. Tornado Watch/Tornado Condition I

(1) An alerting message originated by the National Severe Storms Forecast Center, Kansas City, MO.

(2) Indicates a tornado is likely to occur within a given area.

(3) Personnel should watch for local weather developments, and prepare to take self-protection measures.

(4) Implement self-protection measures when it is apparent that a tornado is approaching, whether the alert is sounded or not.

e. Tornado Warning

(1) Issued by the cognizant weather bureau office when a tornado has actually been sighted in the area or indicated by radar.

(2) The warning may include the forward speed and bearing of the tornado.

(3) When the Tornado ALERT is sounded, a Tornado Warning is in effect for the Center.

(4) All hands will maintain a vigilant weather watch until the All Clear is announced.

(5) Housing personnel are encouraged to take shelter in warehouse 18.

(6) All Clear. Issued by the weather bureau office when the threat from a tornado no longer exists.

(7) Responsibility

(a) The Emergency Manager is responsible overall for the execution of this Standard Operating Procedure (SOP), and will ensure the cognizant representatives implement the requirements noted herein.

(b) The Command Duty Officer (CDO) shall:

(1) REMAIN ON THE QUARTERDECK WHEN A TORNADO WATCH IS IN EFFECT.

(2) Employ the Emergency Notification List to inform the chain of command of probable destructive weather threat.

(3) Provide a communications guard on one of the local radio and television stations.

(4) Use broadcast warnings from the communications guard and local radio and television stations as official warnings.

(5) Disseminate Tornado Watch, All Clear and related tornado messages in accordance with the Emergency Notification List.

(6) When a Tornado Warning message is received indicating that Harrison and Hancock counties are in the warning area, will direct:

(7) Direct the Emergency dispatcher to make the Tornado Announcement on the Big Voice repeating one or more times, as necessary, to alert Housing residents.

(8) The Officer of the Deck (OOD) to open Warehouse 18, and stand-by to receive residents.

(9) The CBC Gulfport Emergency dispatcher to pass on All Clear to shelter personnel and residents of NCBC Gulfport.

(f) The Emergency Dispatcher shall:

(1) Inform the CDO at CBC Gulfport Quarterdeck when the word is received that a Tornado Warning is in effect in Harrison County.

(2) Make Big Voice announcements as directed by the CDO.

(3) Dispatch a security units to Housing Areas alert residents to take shelter at Warehouse 18 or indoors.

(4) Pass on Tornado Watch, Tornado Warning, and All Clear messages to residents via the CBC Gulfport Quarterdeck as directed by the CDO.

(g) The Officer of the Deck shall

(1) Remove the shelter key from Dispatch.

(2) Proceed immediately to Warehouse 18, open the door and stand by to accept Housing residents when a Tornado Watch/Warning is in effect.

(h) The Fire Chief shall direct the recall of fire fighting teams for deployment on or off the Center.

(i) The Branch Health Clinic, Gulfport, shall:

(1) Maintain an alert status for deployment of forces on the Center during normal duty hours.

(2) Prepare to recall designated medical team personnel.

f. Contingency. When a tornado strikes the Center or the local area, and disaster recovery measures are required:

(1) Activate the Emergency Operations Center (Building 324) as dictated by the severity of the casualties.

(2) Direct all emergency measures and keep CNRSE informed of damage, casualties, and assistance required.

g. Self Protection Measures

(1) Certain self-protection measures are advised to reduce death or injury to individuals when a tornado strikes.

(2) The following actions are advised to personnel on the Center when a tornado is approaching:

(3) Evacuate mobile homes and remain inside all other housing structures.

(4) Take shelter on only the first floor of a building and stay clear of windows and doors.

(5) Personnel in vehicles should leave the vehicle and seek shelter unless they can drive out of the storm's path.

(6) Do not seek shelter in buildings with wide, free-span roofs, such as the gymnasium.

(7) Take cover under heavy furniture or equipment, preferably near an inside partition.

(8) If in the open and a building cannot be reached, take one of the following actions depending on time available:

(a) Move away from the tornado's path at a right angle.

(b) If there is no time to take shelter or escape, lie flat in the nearest ditch.

(9) Tornado Condition II requires the normal CDO notification procedures annotated in Section VI.

(10) Tornado Condition I requires "immediate and special" actions by the CDO to get the word out the quickest way to the greatest number of people possible. Big Voice and Security Vehicles are just a few. This action is taken when:

(a) The installation is placed in a TORNADO Condition I (indicating an immediate threat, Tornado Warning)

(b) If a visual tornado/waterspout is made on or near the base/installation and the Host Command CDO considers the sighting valid.

(c) After the TORNADO Condition I alert has been initiated, complete the normal notification procedures as outlined in section VI of this instruction as soon as possible.

(d) When the tornado threat to base/installation has ended, an all clear signal needs to be given. The all clear signal will only be given after the threat is over. When the

TORNADO Condition I valid time has passed, call Local weather bureau to verify its expiration. The passage of the valid time in itself is not sufficient to issue an all clear. Securing from Waterspout threats are left to local bases/installations.

14. Tropical Wind Warning Tropical Wind Warnings will normally be issued more than 12 hours prior to the arrival of 34 to 49 knot winds. If Tropical Wind Warning is received the CDO will ensure the notification procedures are completed as outlined in Section VI.

15. Tropical Cyclones. The tropical winds/cyclones affecting the NCBC Gulfport normally occur between 1 June through 30 November (referred to as the "Tropical Cyclone Season") with September being the peak month for storm activity. Tropical Cyclones have occurred in May and December; however, are extremely rare in occurrence.

a. To prepare for a tropical cyclone arrival, NCBC, Gulfport will be placed into five distinct stages called Tropical Cyclone Condition's (TCCs). The Southeast Region will transmit yearly a COR 5 message placing all installations under their watch on 1 June and a TCC termination message on 1 December. NCBC, Gulfport transmit a TCC 5 attainment message back to the Region when they attain the conditions in their TCC 5 checklists.

b. Tropical Cyclone Conditions (TCCs):

(1) TCC 5 - Destructive winds possible within 96 hours. Due to the geographical location of NCBC, Gulfport, CNRSE requires the base to set and maintain COR 5 as a minimum state of readiness from 1 JUN - 30 NOV.

(2) TCC 4 - Destructive winds possible within 72 hours.

(3) TCC 3 - Destructive winds possible within 48 hours.

(4) TCC 2 - Destructive winds anticipated within 24 hours.

(5) TCC 1 - Destructive winds are occurring or anticipated within 12 hours.

Once CBC Gulfport is notified that they have been placed in a Tropical Cyclone Condition, they will initiate steps further in this section and the CDO Check List is located in section VI of this Instruction.

c. Normally NCBC Gulfport will be placed in each TROPCON at the specified intervals (72 hours, 48 hours, etc.). However, there are times that these intervals may be reduced or skipped altogether due to late storm development or drastic changes in their tracks (course and/or speed). If a TROPCON is reduced in time or skipped, that does not negate the need to complete all prior normal sequenced checklist items.

(1) Categories of Tropical Cyclones. The minimum Tropical Cyclone has no category even though it has winds 50 to 63 knots (58 to 73 miles per hour). Damage primarily to shrubbery, trees, foliage and poorly constructed, non-secured utility buildings or fixtures (awnings, lawn furniture, etc.).

(a) Category One: Winds 64 to 82 knots (75 to 95 miles per hour). Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to permanent building structures. Storm Surge four to five feet above mean water level. Low-lying coastal roads inundated, minor pier damage.

(b) Category Two: Winds 83 - 95 knots (96 - 110 mph). Considerable damage to shrubbery and tree foliage, some trees blown down. Major structural damage to exposed mobile homes. Some damage to roofing material, windows and doors - no major damage to permanent building structures. Storm Surges ranging from 6′ to 8′ above water level. Coastal roads and low-lying escape routes inland cut by rising water. Considerable pier damage, marinas flooded. Evacuation of some shoreline residences and low lying island areas required.

(c) Category Three: Winds 96 to 113 knots (111 to 130 mph). Damage to shrubbery and trees. Foliage off trees, large trees blown down. Some roofing material damage, some window and door damage, some structural damage to small residences and utility buildings. Mobile homes destroyed. Minor amount of certain wall failures. Storm Surges 9′ to 12′ above water level. Serious flooding at coast with many smaller structures near coast destroyed. Larger structures damaged by battering of floating debris. Low-lying escape routes inland cut by rising water.

(d) Category Four: Winds 114 to 135 knots (131 to 155 mph). Shrubs and trees down. Extensive roofing material, window and door damage. Complete failure of roof structures on many small residences and complete destruction of mobile homes. Storm Surges ranging from 13′ to 17′ above water level. Major damage to lower floors of structures near the shore due to

flooding and battering action. Low-lying escape routes inland cut by rising water. Major erosion of beach areas.

(e) Category Five (Cat 5): Winds greater than 135 knots (155 mph). Shrubs and trees down and roofing damage considerable. Very severe and extensive window and door damage. Complete failure of roof structures on many residences and industrial buildings. Extensive glass and some complete building failures; small buildings overturned and blown over or away and complete destruction of mobile homes. Major power distribution failures causing loss of water and sewer for an extended period. Storm Surge, greater than 18 feet above water level. Major damage to lower floors of all structures. Low-lying escape routes inland cut by rising water. Evacuation of residential areas situated on low ground within 5 to 10 miles of shoreline may be required.

TIME-PHASED ASSIGNMENTS

ALL DEPARTMENTS

16. During designated Tropical Cyclone Conditions (TCCs), each department/tenant shall:

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Review the Destructive Weather Plan with assigned personnel.

(2) Identify and effect required corrective actions necessary to meet obligated requirements outlined in this instruction.

(3) Ensure required equipment and supplies are on hand to meet functional requirements.

(4) Report attainment of TCC FIVE to Emergency Manager (X2123).

(5) Distribute shelter registration cards to personnel intending on using CBC Shelters.

(6) Maintain updated roster of all personnel.

b. TCC FOUR (hurricane force winds possible within 72 hours).

(1) Check availability of supplies and equipment, including generators, for emergency power.

(2) Check physical preparedness of buildings, grounds, and structures.

(3) Provide structural and material deficiencies and a plan of action for correction of noted items that are not correctable within 48 hours, to the Emergency Manager.

(4) Prepare a port and starboard watch bill to cover designated billets at the Emergency Operations Center.

(5) Inform housing residents onboard CBC Gulfport to secure gear adrift or loose objects in vicinity of their housing complex and other open areas.

(6) All tenant commands provide up to date recall bill to the Emergency Operations Center.

(7) Report completion of TCC FOUR tasks to Emergency Manager (X2123).

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Provide a list of material and structural deficiencies and a plan of corrective action for items that require greater than 24 hours to correct, to the Emergency Manager.

(2) Notify the Emergency Manager of working parties' requirements in preparation for hurricane force winds.

(3) Recall essential personnel that are on leave.

(4) Approve only emergency leave for military and civilian employees.

(5) Advise the Shelter Manager and Supply Officer of the anticipated number of personnel expected to utilize shelters.

(6) Keep all hands informed of the situation.

(7) Submit draft port and starboard watch bill to the Emergency Manager.

(8) Make final preparations to execute tasks required by TCC TWO.

(9) Report completion of TCC THREE to Emergency Manger (X2123).

(10) Assemble the Crisis Action Team at Emergency Operations Center for latest storm contingency.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Make final preparatory actions.

(2) Refuel all vehicles and return class B & C vehicles to the Public Works/R-36 Department upon completion of TCC TWO requirements. Ensure all keys are left with the dispatchers. NCTC may retain vehicles until training is suspended, but must return them before TCC ONE.

(3) Upon completion of hurricane preparations, return all CBC Gulfport station use vehicles not designated for recovery team usage to the Public Works Department.

(4) Staff the Emergency Operation Center.

(5) Report completion of TCC TWO tasks to Emergency Manager.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Implement specific requirements in accordance with this Checklist.

(1) Report attainment of TCC 1 to Emergency Manager.

f. HURRICANE PERIOD (sustained wind in excess of 74 miles per hour). Implement specific requirements in accordance with this Instruction.

g. POST-HURRICANE PERIOD. All Department Heads report to the Emergency Operations Center within 24 hours after the storm. Once the Commanding Officer has determined that the Center is restored to a safe

condition, resume normal operations. Provide disaster recovery assistance as required under the normal operational structure.

17. During designated TCCs, TWENTIETH Seabee Readiness Group (20TH SRG), shall:

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Ensure water trailers are serviced on a monthly basis.

(2) Inform the Emergency Manager, by 1 June, of the number of water trailers available for use during destructive weather conditions.

(3) Complete the requirements noted in paragraph 1a of this Checklist.

(4) Ensure individual and team training is accomplished for 20TH SRG personnel assigned to emergency management teams.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Inventory disaster equipment and rescue kits.

(2) Prepare to issue equipment and vehicles to battalions assigned post-hurricane community missions.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Prepare to evacuate any tactical bivouac area and evacuate under TCC TWO.

(2) Position water trailers as noted:

Building	Number of Trailers	Provided by
217	5	20TH SRG
321	1	20TH SRG
291	1	20TH SRG
295	1	20TH SRG
324	1	20TH SRG

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Assist the Public Works in the delivery of generators to locations listed. Provide maintenance assistance to Public Works for generators as required.

(2) Install designated radio equipment in command vehicles, and establishes radio nets.

(3) Evacuate the tactical bivouac area.

(4) Position three fueled cargo trucks at Warehouse 217 and one fueled cargo truck at Bldg 291.

(5) Provide an up to date equipment status listing (two copies) to the Emergency Operation Center.

(6) Direct 20TH SRG (R6) radio operators to man their watch stations.

(7) Dispatch shelter Emergency Management Teams to Warehouse 217, and communications operators and to Building 432.

(8) Complete requirements listed in 1D of this Check Sheet.

(9) Provide Emergency Manager with 48-hour plan.

e. TCC ONE (hurricane force winds expected in 12 hours or less).

(1) Establish communications with the command post inside Warehouse 217.

(2) Complete requirements listed in 1e of this checklist.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

g. POST-HURRICANE PERIOD. Assist in disaster recovery as required to regain mission posture.

(1) Assist Public Works with personnel to Clear housing streets.

(2) Ensure personnel are available from CTR to issue recovery equipment.

18. During designated TCCs, the NAVAL CONSTRUCTION REGIMENT (22nd/25th NCR), shall:

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Designate an officer from the "on-deck" Battalion (O-3 or above) as the On-Scene Commander for operations in the Command Post Shelter. This individual should complete appropriate disaster response training through NCTC early in the hurricane season.

(2) Complete the requirements listed in paragraph 1a of this checklist.

(3) Assign a liaison Officer to the Harrison County Emergency Operations Center if required.

(4) Assign one Air detachment to the shelter for disaster recovery.

b. TCC FOUR (hurricane force winds possible within 72 hours) Complete the requirements listed in paragraph 1b of this Checklist

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Assign 30 personnel to the Director, Facilities Management Engineering Division, Public Works Department (Code 420), to assist in taping and boarding windows as directed and storage of propane cylinders.

(2) Complete the requirements listed in paragraph 1c of this check sheet

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Direct the NMCBs to muster their Disaster Recovery Teams before they report to Command post shelter.

(2) Provide two field ambulances to Building 295 for preparation by medical personnel and use in the hurricane shelters. Two of the four drivers provided for the Medical Team will initially operate these vehicles.

(3) Complete the requirements listed in paragraph 1d of this check sheet.

e. TCC ONE (hurricane force winds expected in 12 hours or less)

(1) Complete the requirements listed in paragraph 1e of this check sheet.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

g. POST-HURRICANE PERIOD. Assist in disaster recovery as required regaining mission posture.

(1) Recover installation

19. During designated TCCs, the Emergency Manager shall:

a. TCC FIVE (normal condition, 1 June - 30 November)

(1) Direct Emergency Response Organization to set TCC FIVE.

(2) Provide a detailed briefing to CBC Gulfport staff and tenant commands to assure familiarity with the hurricane plan.

(3) Maintain liaison with Harrison County Civil Defense for hurricane planning purposes (Hotline, 865-4002; Keesler Emergency Manager, 377-2655/4647).

(4) Coordinate training requirements and assist function/team commanders in the development of training objectives.

(5) Ensure each personnel shelter and the Emergency Operations Center have current copies of required instructions, the center's telephone directory, and emergency communication procedures.

(6) Receive departmental TCC preparatory

reports.

(7) Distribute shelter registration cards to NCBC Gulfport to ensure they can be prefilled prior to entering the shelter.

(8) Remind all CAT team members to ensure they have laptops checked to ensure they are compatible with the Round House settings.

(9) Report attainment of TCC FIVE to CNRSE ROC (DSN 942-3118)

(10) Ensure Security establishes grinder-parking plan.

(11) Make contact with Port of Gulfport to discuss safe haven.

(12) Review MOU's to ensure all agreements can be made during the Hurricane.

(13) Ensure Security creates personnel shelter traffic plan to ensure that personnel can drop of personnel effects prior to parking on the grinder. This plan will encompass the details of personnel dropping effects off at the loading docks and also dropping personnel off using the buses from the grinder at the same time.

(14) Ensure Emergency Management Information Line is updated.

(15) Ensure subordinate units assigned to base recovery area provide 1RST 48-hour execution plan.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Direct CBC Gulfport Command and Task Organizations to set TCC FOUR per latest hurricane advisory.

(2) Begin tracking designated tropical cyclone.

(3) Establish liaison with Harrison County Civil Defense.

(4) Prepare to activate the Emergency Operations Center.

(5) Advise RPA of any assistance required to implement precautionary measures.

(6) Maintain cellular telephone on person.

(7) Receive departmental TCC preparatory reports.

(8) Direct Security to review grinder-parking plan and provide watch bill.

(9) Report attainment of TCC FOUR to CNRSE ROC (DSN 942-3118)

(10) Ensure Emergency Management Information Line is updated.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Direct CBC Gulfport Command and the Task Organizations to set TCC THREE per latest hurricane advisory.

(2) Review weather advisories

(3) Prepare a command storm briefing and preparatory status update.

(4) Assemble CAT and advisors, as directed by the Commanding Officer, in the Emergency Operations Center.

(5) Prepare to staff the Emergency Operations Center.

(6) Request delivery of 100 bed linens, 50 blankets, 30 cots, and 50 pillows for the Emergency Operations Center (contact extension 2505/2540). These items will be delivered at TCC TWO.

(7) Draft a port and starboard watch bill for designated billets at the Emergency Operations Center.

(8) Continue tracking the tropical cyclone.

(9) Purchase dry-cell batteries for portable hand-held emergency equipment.

(10) Receive departmental TCC preparatory reports.

(11) Report attainment of TCC THREE to CNRSE ROC. (DSN-942-3118)

(12) Ensure shelter traffic patterns are in place.

(13) For shelters coordinate with NCTC to borrow portable fans and cool units.

(14) Update Emergency Management Information line.

(15) Ensure subordinate units assigned to recovery areas provide 24-hour execution plan.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Activate the Emergency Operations Center, Building 324.

(2) Advise all commands to backup computer data and store data disks and computer equipment in a safe place.

(3) Request the Supply Officer to deliver Meals-Ready-to-Eat (MREs) for 50 personnel, or a one-week supply, for the Emergency Operations Center staff.

(4) Direct Emergency Management Recovery Teams to muster.

(5) Provide hourly storm updates to the Executive Officer.

(6) Receive departmental TCC preparatory reports.

(7) Report attainment of TCC TWO to CNRSE ROC (DSN 942-3118).

(8) Appoint an Emergency Operations Center Master-at-Arms to coordinate:

(a) Delivery and issue of food, bed linen,

and administrative supplies.

(b) Assign personnel lockers, bunks; and general policing of the Emergency Operations Center.

(9) Ensure Emergency Management Information Line is updated.

e. TCC ONE (hurricane force winds expected within 12 hours or less).

(1) Dispatch the command representatives to The Harrison County Civil Defense Emergency Operations Center.

(2) Direct all personnel to shelters.

(3) Direct Emergency Management Recovery Teams to muster.

(4) Direct chaplains into personnel shelters.

(5) Direct the Security Officer to secure vehicular access into and onboard the Center.

(6) Receive departmental TCC preparatory reports.

(7) Receive hourly reports from personnel shelter managers.

(8) Report attainment of TCC ONE to CNRSE.

(9) Ensure Emergency Management Information line is updated.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

(1) Direct the flow of information via the Executive Officer.

(2) Direct emergency rescues, evacuations and repairs.

(3) Provide status report and updates to CNRSE ROC (DSN 922-4481).

(4) Ensure 20TH SRG (R76) maintains communications with Keesler AFB, if unable to contact CNRSE ROC.

g. POST-HURRICANE PERIOD

(1) Continue operating the Emergency Operations Center as directed by the Commanding Officer and damage recovery requirements.

(2) Ensure required equipment and personnel assets are maintained.

(3) Assess on station damages (Public Works Officer).

(4) Direct recovery operations (Commanding Officer).

(5) If required, request assistance from CNRSE ROC or RPA Coordinate helicopter assistance for use in damage assessment, if needed.

(6) Provide available assistance to civil authorities upon approval from higher authority, in accordance with COMNAVREGSE INSTRUCTION 3440.2B.

(7) Ensure base recovery is carried out IAW instruction.

20. During designated TCCs, the Public Works Officer shall:

a. TCC FIVE (normal condition, 1 June - 30 November).

(1) Notify the Resident Officer in Charge of Construction (ROICC), Keesler/Gulfport Area, to require contractors working at the Center to comply with applicable provisions of this Plan, Update recall of contract personnel.

(2) Complete requirements listed in paragraph 1a of this check sheet.

b. TCC FOUR (hurricane force winds possible within 72 hours).

(1) Confirm availability and test run the generator designated for the 54th Street Lift Station.

(2) Complete requirements listed in paragraph 1b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) With the assistance of the Fire Department and Safety Office, conduct a field inspection of the Center to assure proper area tie-down and policing.

(2) Coordinate the collection, transportation and distribution of on base port-o-lets with Supply (Code 520).

(3) Complete requirements listed in paragraph 1c of this check sheet.

(4) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) When directed, secure windows in accordance with the Public Works Department Destructive Weather Checklist. Buildings to be boarded include 6, 10, 30, 31, 96, 317, 321, 365, 340 (north side only), and 367. The pre-cut panels are stored in Building 266.

(2) Coordinate test-operations of all auxiliary power sources at locations designated in this instruction.

(3) Obtain two copies of the latest Hurricane Damage Recovery Equipment Readiness Report.

(4) Bring current base plans, including electrical, water, sewer, and utilities, to the Emergency Operations Center.

(5) Secure dumpsters as appropriate because empty dumpsters will roll and tumble in 50-60 MPH winds.

(6) Man the Emergency Operations Center.

(7) Complete requirements listed in 1d of this Check sheet.

(8) Provide Emergency Manager with 24-hour recovery plan.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Start all auxiliary generators as directed by Emergency Operations Center personnel.

(2) Secure all government vehicles except emergency station-use vehicles.

(3) Complete requirements listed in 1e of this checklist.

(4) Secure power to housing units

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

(1) Prepare Damage Assessment route and schedule.

g. POST-HURRICANE PERIOD

(1) Ensure Damage assessment teams are dispatched and make housing recommendations based on the results provided by the Damage Assessment Team results and utility availability.

(2) Determine Generator requirement based on power outage and generator availability.

(3) Direct Damage Assessment Teams to conduct a rapid assessment of operationally critical base facilities. IAW local generated list.

(2) Restore station facilities, utilities and on-base personnel requirements, as directed by the Commanding Officer.

(3) Have dumpsters placed at Warehouse 217.

(4) Transport and connect the generator for the 54th Street Lift Station.

(5) Prepare Military Construction (MILCON) and special projects as required to repair damaged facilities.

21. During designated TCCs, the Supply Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Direct the Contracting Officer, Code 520, to negotiate delivery of 36 port-o-lets, 36 washing stations (maximum) and one pump truck at TCC THREE.

(2) Complete requirements listed in paragraph 1a of this check sheet.

(3) Review MOU's that would require storage and ensure the Emergency Manager is informed of MOU's.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this check sheet.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Expedite out-shipments of priority items.

(2) Begin securing equipment and supplies in open or exposed storage.

(3) Determine availability of electric fans suitable for positioning in personnel shelters.

(4) Complete requirements listed in paragraph 1c of this check sheet.

(5) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(6) Open warehouses to ventilate.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Ensure Warehouse 217 and OELF is Accessible for shelter managers to operate shelters.

(2) Deliver rations to shelters, Emergency Operations Center (Building 324).

(3) Provide 12-hour (initial) fuel supply for all portable and fixed generators and all installed auxiliary internal combustion engines.

(4) The Contracting Officer, Code 520, will notify a vender to deliver port-o-lets, washing stations to Warehouse 217.

(5) Make space available in Building 319E for Coast Guard rescue boat and pickup truck and any other MOU's that require storage.

(6) Man the Emergency Operations Center and maintain 24 hour watch in Emergency operations Center for logistic support.

(7) Stage the port-o-let pumping truck at warehouse 217.

(8) Complete requirements listed in 1d of this Check sheet.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Discontinue serving hot meals as directed by Emergency Operations Center personnel.

(2) Open the personnel shelters when directed.

(3) Place electric fans, as available, in the shelters.

(4) Assign personnel to man fuel trucks for refueling operation, and position one full diesel fuel truck at Warehouse 217.

(5) Complete requirements listed in 1e of this Check sheet.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None.

g. POST-HURRICANE PERIOD. Secure the personnel shelters as directed by the Emergency Operations Center personnel.

(1) Coordinate logistic requirements with NCR & 20TH SRG Supply Officer.

(2) Deliver fuel for installed generator assets.

(3) Augment existing fuel storage capacity for surge requirements if required, Tactical generators, GOV, CESE.

(4) Determine lay down area for donated items.

(5) Determine storage area/capability for ice.

22. During designated TCCs, the Housing Officer shall:

a. TCC FIVE (normal condition, 1 June - 30 November).

(1) Complete requirements listed in paragraph 1a of this Checklist.

(2) Distribute/make available shelter registration cards to housing residents so they can be filled out prior to entering the shelter.

b. TCC FOUR (hurricane force winds possible within 72 hours).

(1) Complete requirements listed in paragraph 1b of this check sheet.

(2) Inspect barracks areas for flying debris and make report to the Emergency Manager.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements listed in paragraph 1c of this annex.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(3) Ensure all Flying Debris identified from TCC 4 report has been removed.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Bachelor Housing residents to evacuate the

Housing area when the shelters are activated.

(2) Deliver 100 bed linens, 50 blankets, 30 cots, and 50 pillows for the Emergency Operations Center when directed by the Emergency Manager.

(3) Complete requirements listed in 1d of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Ensure all bachelor housing units onboard the Center has been evacuated. Direct any remaining occupants to personnel shelters.

(2) Complete requirements listed in 1e of this Check sheet.

(3) Ensure all housing unit keys are delivered to the Public Works Officer in the Emergency Operations Center for ready access to conduct Damage assessment inspections.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None

g. POST-HURRICANE PERIOD. Provide assistance as directed by the Emergency Operations Center personnel.

(1) Determine housing inspection priority list.

(2) Ensure barracks personnel conduct room inspections and report results to the EOC.

(3) Ensure personnel are available to assist Public Works in housing Damage assessment.

(4) Conduct room to room inspection of each barracks.

(5) Determine BQ availability based upon damage.

(6) Ensure Housing Report Form is up to date.

23. During designated TCCs, after normal working hours, the Command Duty Officer/Watch Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November). Review preparatory requirements and familiarize the Watch Team with checklist directives.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Notify task organizations of latest TCC condition.

(2) In the absence of the Emergency Management Officer, implement preparatory actions listed in this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Notify task organization of latest TROPCON condition.

(2) Complete requirements listed in this Checklist for the Emergency Manager in the absence of.

d. TROPCON TWO (hurricane force winds possible within 24 hours).

(1) Notify task organization of latest TROPCON condition.

(2) Turnover Command Duty Officer (CDO) duties to the Staff Duty Officer/Executive Officer, in the Emergency Operations Center.

(3) Call-forward Quarterdeck telephones to the Emergency Operations Center, as directed by the Executive Officer.

(4) Secure Watch Section, as directed by the Executive Officer.

24. During designated TCCs, the Public Affairs Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November). Prepare news releases for military and civilian personnel concerning hurricane preparation and personnel shelter.

(1) Update the Emergency Information Line

b. TCC FOUR (hurricane force winds possible within 72 hours). No action required.

(1) Update the Emergency Information Line.

c. TCC THREE (hurricane force winds possible within 48 hours). Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(1) Update the Emergency Information Line

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Present local radio and TV announcements to the public concerning cancellation of shifts and other public notices, as directed by the Commanding Officer.

(2) Man the Emergency Operations Center.

(3) Update the Emergency Management Line.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Contact local radio and TV stations to make announcements concerning cancellation of shifts and other public notices, as directed by the Commanding Officer.

(1) Update the Emergency Management Line.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). Make local radio and TV announcements concerning cancellation of shifts and other public notices as directed by the Commanding Officer.

g. POST-HURRICANE PERIOD. Provide a photographic damage assessment of facilities onboard CBC Gulfport. Make local radio and TV announcements concerning cancellation of shifts and other public notices, as directed by the Commanding Officer.

25. During designated TCCs, the Supervisory Safety and Occupational Health Specialist shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements noted in paragraph 1a of this check sheet.

b. TCC FOUR (hurricane force winds possible within 72 hours). Perform a Center inspection, and report problems to area custodians and Emergency Manager.

(1) Complete requirements listed in 1b of this Check sheet.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Re-inspect problem areas identified during TCC FOUR to ensure their correction.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(3) Complete requirements listed in 1c of this Check sheet.

d. TCC TWO (hurricane force winds possible within 24 hours). Provide assistance as required.

(1) Complete requirements listed in 1d of this Check sheet.

e. TCC ONE (hurricane force winds expected 12 hours or less). None

(1) Complete requirements listed in 1e of this Check sheet.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None

g. POST-HURRICANE PERIOD. Resume normal operations consistent with recovery requirements and TROPCON in effect. Report to XO immediately after storm to monitor recovery efforts.

26. During designated TCCs, the Fire Chief shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements noted in paragraph 1a of this check sheet.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements noted in paragraph 1b of this check sheet.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements noted in paragraph 1c of this check sheet.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours). Complete requirements noted in paragraph 1d of this check sheet.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Station one fire truck, one pickup truck and a fire team inside designated warehouse.

(1) Complete requirements listed in 1f of this Check sheet.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None

g. POST-HURRICANE PERIOD. Provide assistance as required.

27. During designated TCCs, the Construction Equipment Department Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 1a of this check sheet.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this check sheet.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Start securing equipment in open storage areas.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(3) Complete requirements listed in 1c of this Check sheet.

d. TROPCON TWO (hurricane force winds possible within 24 hours)

(1) Assist in delivery portable generators to locations if requested.

(2) Assist the Public Works Department, test-operate all auxiliary power sources.

(3) Complete securing equipment in open storage areas.

(4) Complete requirements listed in 1d of this Check sheet.

e. TCC ONE (hurricane force winds expected 12 hours or less). None

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None

g. POST-HURRICANE PERIOD. Resume normal operations consistent with recovery requirements and TCC in effect.

(1) Assist Public Works with generator repair as required.

28. During designated TCCs, the Morale, Welfare, and Recreation Department Head (MWR) shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 1a of this check sheet.

(1) Inventory MWR Recreational kits and report readiness to the Emergency Manager.

(2) Ensure Recreational plan for shelters are reviewed and training is conducted and report readiness to the Emergency Manager.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this check sheet.

c. TCC THREE (hurricane force winds expected within 48 hours)

(1) Ensure backboards are removed from the tennis court and bleachers are secured.

(2) Secure MWR recreational gear.

(3) Assemble in the Emergency Operations Center as directed by the Emergency Manager.

(4) Complete requirements listed in 1c of this checklist.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Activate recreational teams and establish recreational functions in Warehouse 217.

(2) Provide televisions, VCRs, and movies for Use by personnel in Warehouse 217. Deliver movies to the Emergency Operations Center.

(3) Complete requirements listed in 1d of this Check sheet.

e. TCC ONE (hurricane force winds expected within 12 hours or less). None

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). None

g. POST-HURRICANE PERIOD. Resume normal operations consistent with recovery requirements and TROPCON in effect.

29. During designated TCCs, the Medical Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 1a of this Checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Analyze water in water trailers and report results to the Emergency Operations Center.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(3) Complete requirements listed in 1C of this checklist.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Issue first-aid kits to medical personnel assigned to shelters and Marine AMTRACS.

(2) Set up Medical Aid Stations in Warehouses 217 and OELF and ensure personnel are screened prior to entry.

(3) Man the Emergency Operations Center.

(4) Complete requirements of 1d of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Dispatch teams to man Medical Aid Stations in designated shelters to provide First Aid and Medical Pre-screen.

(1) Complete requirements of 1e of this checklist.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). Provide medical assistance as required.

g. POST-HURRICANE PERIOD. Provide medical assistance as required.

30. During designated TCCS, the Public Safety Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in Paragraph 1a of this Checklist.

(1) Establish grinder-parking plan.

(2) Establish personnel shelter traffic flow plan. This plan will encompass the details of personnel dropping effects off at the loading docks and also dropping personnel off using the buses from the grinder at the same time.

(3) Complete requirements listed in 1A of this checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this Checklist.

(1) Review Grinder parking plan and ensure That all security personnel are briefed on parking procedures.

(2) Create Port and Starboard watch bill

(3) Coordinate with NEX General Manager on traffic control support for the NEX Gas Station.

(4) Complete requirements listed in 1b of this checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements listed in paragraph 1c of this Checklist.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Man the Emergency Operations Center.

(2) Alert department heads and tenants of designated parking areas

(a) No privately owned vehicles shall be parked around the warehouses.

(b) Private parking is provided on the Grinder.

(c) A shuttle bus will transport personnel between the Grinder and personnel shelters.

(d) Ensure all roads adjacent to the designated shelters are coned off and routes are established to allow personnel to drop personnel items off at the shelter prior to parking at the grinder. Ensure no vehicles are left unattended. Ensure adequate space is allowed for bus drop off zones.

(e) Prepare to reserve parking around Building 324 for tactical Vehicles upon declaration of TCC ONE.

(f) Set up traffic control and parking at the designated personnel shelters and at authorized parking areas.

(g) Complete requirements listed in 1d of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Implement reserved parking for tactical vehicles around Building 324.

(2) Secure vehicular traffic aboard CBC Gulfport, as directed by Emergency operations Center personnel.

(3) Direct designated Security Department personnel to patrol personnel shelters.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

g. POST-HURRICANE PERIOD

(1) Assist in damage assessment, as directed by the Public Works Officer.

(2) Prepare to provide sentries for damaged facilities.

(3) Reroute vehicular traffic, as required, to provide safe passage about the Seabee Center.

31. During designated TCCs, the Tactical Communications Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 1a of this Checklist. Conduct operational test of communication equipment

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements listed in paragraph 1c of this Checklist.

(2) Set up Communications equipment for Emergency Operations Center as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Man station at the Emergency Operations Center.

(2) Activate the Tactical Radio Room in the Emergency Operations Center.

(3) Appoint the Non Commissioned Officer in Charge of 20TH NCR (R6) as the communications Chief.

(4) Ensure external reports are routed to the Executive Officer via the Emergency Manager.

(5) Complete requirements listed in 1d of this checklist.

(6) Provide Emergency Manager 24-hour plan.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Provide communications a ssistance as required.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour). Provide communications assistance as required.

g. POST-HURRICANE PERIOD. Provide communications assistance as required.

32. During designated TCCs, the CO, NAVCONSTRACEN Gulfport, shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 1a of this Checklist.

(1) Provide list of teams to Emergency Manager

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements listed in paragraph 1c of this Checklist.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(3) Provide 5 students to the Public Works Housing Division to help secure items in the housing areas. Team members shall report to the Housing Manager for specific direction.

(4) Coordinate fans for shelters with Shelter Manager.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Man the Emergency Operations Center.

(2) Take measures to ensure safety of equipment.

(3) Bring an up to date equipment status listing (two copies) to the Emergency Operations Center.

(4) Ensure Team members listed in Chapter 2 report to appropriate shelters.

(5) Complete requirements listed in 1d of this checklist.

(6) Provide Emergency Manager with 24-hour plan.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Ensure members of the Medical Team report to appropriate shelters.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour) Provide assistance as required.

g. POST-HURRICANE PERIOD.

(1) Assist as required to expedite recovery operations.

(2) Ensure members of the Post Damage Survey Team report to designated areas.

33. During designated TCCs, the Senior Chaplain shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 1a of this checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements listed in paragraph 1c of this Checklist.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Direct all available chaplains and assistants to their perspective stations.

(2) Man the Emergency Operations Center.

e. TCC ONE (hurricane force winds expected within 12 hours or less) None

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour) Provide assistance as required.

g. POST-HURRICANE PERIOD: Provide assistance as required.

34. During designated TCCS, the Shelter Management Teams shall:

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Complete requirements listed in paragraph 1a of this Checklist.

(2) Assure shelters have current copies of NAVFAC P-436/NAVFAC 3440.17, station directory, and emergency communications procedures.

(3) Ensure that shelter kits have been inventoried.

(4) Conduct shelter management training with the Emergency Manager, Ensure that shelter procedures, shelter layout, shelter staging area and shelter traffic flow procedures are topics of discussion. Ensure shelter layout includes changing areas, designated smoking area, Police, Fire and NCTC layout areas. Ensure Air Conditioned spaces are reserved for Medical for Heat Stress patients.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete the requirements listed in paragraph 1b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 1c of this Checklist.

(2) Open shelters to ventilate.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Pickup shelter kit from Building 324.

(2) Prepare to operate designated personnel shelter in accordance with Chapter 2.

(3) Set up the personnel shelter accommodations per the approved floor plan.

(4) Ensure shelter registration forms are readily available.

(5) Attend EOC meetings as scheduled.

(6) Designate smoking area.

e. TCC ONE (hurricane force winds expected within 12 hours or less).

(1) Open personnel shelter when directed by Emergency Operations Center personnel.

(2) Register and medical screen each person entering the personnel shelter in accordance with the hurricane shelter registration form.

(3) Determine shelter population, and transmit reports to the Emergency Operations Center.

(4) Maintain good order inside the personnel shelters.

(5) Advise Emergency Operations Center personnel when the maximum berthing capacity is obtained.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour)

(1) In the designated personnel shelter logbook, log shelter activities.

(2) Make an hourly telephone and radio report to Emergency Operations Center personnel via direct call telephone and radio set.

(3) Immediately report damage, casualties and/or requests for assistance to Emergency Operations Center personnel.

g. POST-HURRICANE PERIOD

(1) Secure shelter when directed by Emergency Operations Center personnel.

(2) Do not secure personnel shelters during hours of darkness.

(3) Prepare shelter for next requirement.

(4) Prepare a list of lessons learned and submit to the Emergency Manager within 48 hours.

35. During designated TCCS, the Staff Judge Advocate shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete the requirements listed in paragraph 1a of this Checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete the requirements listed in paragraph 1b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 1c of this Checklist.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours). Complete requirements listed in paragraph 1d of this Checklist.

e. TCC ONE (hurricane force winds possible within 12 hours or less). Report to Emergency Operations Center.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour) Maintain liaison between CBC Gulfport and Harrison County Civil Defense.

g. POST-HURRICANE PERIOD

(1) Convey civil authorities' requests for assistance to CBC Gulfport.

(2) Secure station as directed by Emergency Operations center personnel.

(3) Ensure user agreements are made prior to occupancy of installation.

36. During designated TCCS, the Admin Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in Paragraph 1a of this Checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this Checklist.

(1) Ensure all tenant commands deliver muster roster.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 1c of this Checklist.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Man the Emergency Operations Center.

(2) Complete requirements listed in 1d of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) Provide five copies of the command's current personnel recall list to the Emergency Operations Center.

f. HURRICANE PERIOD. Provide administrative assistance as directed by Emergency Operations Center personnel.

g. POST-HURRICANE PERIOD.

(1) Provide administrative assistance as requested By Emergency Operations Center personnel.

(2) Facilitate the muster of all personnel assigned to NCBC Gulfport.

37. During designated TCCS, the Operations Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete the requirements listed in paragraph 1a of this checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 1b of this checklist.

c. TCC THREE (hurricane force possible within 48 hours).

(1) Complete requirements listed in paragraph 1c of this Checklist.

(2) Establish a job order number for hurricane response costs.

(3) Assemble at the Emergency Operations Center as directed by the Emergency manager.

d. TCC TWO (hurricane force winds possible within 24 hours). Direct the Information Systems Manager to set up and test/operate the Gate Guard system with the assistance of the Admin Officer.

(1) Complete requirements listed in 1D of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Provide assistance as requested by Emergency Operations Center personnel.

f. HURRICANE PERIOD (sustained wind in excess of 74 miles per hour). Provide assistance as required by Emergency Operations Center personnel.

g. POST-HURRICANE PERIOD. Provide assistance as required to repair damaged facilities and structures.

38. During designated TCCs, the Navy Exchange Gulfport shall:

a. TCC FIVE (normal condition, 1 June-30 November). No action is required.

(1) Complete requirements listed in 1a of this checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Maintain liaison with the CBC Gulfport Emergency Manager.

(1) Liaison with Public Works Officer to ensure a generator is placed at the NEX gas station to ensure fuel is available.

(2) Coordinate with CBC Security for traffic control support for the NEX Gas station.

(3) Ensure portable gas pump is delivered from distribution center to ensure that back refueling procedures are in place for the recovery period.

(4) Complete requirements listed in 1b of this checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Assemble at the Emergency operations Center.

(2) Post store operating hours.

(3) Coordinate with security for traffic control support for NEX Gas Station.

(4) Complete requirements listed in 1c of this checklist.

d. TCC TWO (hurricane force winds possible within 24 hours). Ensure the Emergency Operations Center has current recall information.

(1) Ensure Generator is on station at the NEX Gas station.

(2) Designate gas station operator and provide contact information to the Emergency Manager.

(3) Discuss reopening procedures with command staff.

(4) Complete requirements listed in 1d of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Provide assistance as requested by Emergency Operations Center.

(1) Ensure Emergency Operations Center is provided location and contact information of gas station operator.

f. HURRICANE PERIOD (sustained wind in excess of 74 miles per hour).

(1) Provide assistance as required by Emergency Operations Center.

g. POST-HURRICANE PERIOD.

(1) Ensure Gas Station is opened as soon as possible. Inform Emergency Operations Center on gasoline status.

(2) Provide assistance as required by Emergency Operations Center.

(3) Inform Emergency Operations Center prior to any gasoline distributed to any off base agencies.

(4) Coordinate with security to ensure gas station has security presence before distributing gasoline.

(5) Provide NCBC Admin Officer Alpha roster by UICs on board the center, and those UICs in the geographical area of subject.

39. OIC PERSUPP DET

a. TCC FIVE Appoint evacuation and shelter team members

b. TCC FOUR

(1) Ensure evacuation team member's are available to depart in 24 hrs.

(2) Complete requirements list in 1b.

c. TCC THREE

(1) Assemble at the EOC.

(2) Define safe haven, per diem and allowances for milpers/civpers.

(3) Complete requirements listed in 1c.

(4) Coordinate with CBC Admin Officer to ensure data bases are available to assist in mustering personnel.

d. TCC TWO

(1) Complete requirements listed in 1d of this checklist.

e. TCC ONE

(1) Provide assistance as requested by EOC staff.

f. HURRICANE PERIOD

(1) Provide administrative assistance as required.

40. Flooding. Can come from rains, dam/levee failure and melting snow. Some floods develop slowly over days while others can develop within minutes without any visible signs of rain.

a. Floods can affect a neighborhoods or communities to extremely large areas covering entire river basins and multiple states.

b. Flash floods are often more dangerous as they develop very quickly and can be in the form of a wall of roaring water that contains rocks, mud and debris that can sweep most things in its path. Refer to section VI for CDO Checksheet and Flood Data Sheet.

c. Other potential dangerous weather conditions.

41. Extreme Heat. NCBC, Gulfport is located where individuals and pets can be affected by heat. The high humidity and high temperatures can cause heat stress and if proper treatment is not applied can cause death. The U.S. Navy has a safety standard for hot humid conditions called flag conditions that pertain how long individuals can work out of doors. The flag conditions are displayed in colors in Blue, Green, Yellow, Red and Black and range from Blue Flag can work normally all day to Black Flag where exposure is measured in minutes. Flag conditions are normally set by NCBC Safety Department.

42. Winter Storms. Although NCBC can experience cold weather it normally doesn't last too long. Most serious is in frost or snow turning into ice forming on grated bridges. Snow fall isn't measured in feet, but in inches whose affects can be devastating. There is little or no snow clearing equipment available.

APPENDIX 2 TO SECTION IV

SEISMIC/GEOLOGICAL HAZARDS

1. Scope. Naval Construction Battalion Center, Gulfport is susceptible to a seismic and/or geological event.

2. Reference:

Interactive Hazard Map Service:
http://earthquake.usgs.gov/research/hazmaps/interactive/index.php
Earthquake Probability Mapping: Maps of probability of earthquake larger than given magnitude within selected distance.
http://earthquake.usgs.gov/research/hazmaps/interactive/index.php
State Geologic Offices:
http://www.stategeologists.org/
Tsunami Events in the United States and Puerto Rico:
http://www.usgs.gov/hazards/images/maps/tsunami_hires.jpg
Potential for Tsunamis Traveling to the East Coast of the United States:
http://www.icao.int/icao/en/ro/nacc/meetings/2005/CARSAR/CARSARip01.pdf
http://www.es.ucsc.edu/~ward/papers/La_Palma_grl.pdf
http://chuma.cas.usf.edu/~juster/Tsunamis/pararas.pdf
Search State Evacuation Zones:
http://www.csc.noaa.gov/hez_tool/mapper.html

3. Overview. Those events/locations are as follows:

a. EARTHQUAKE. A severe earthquake is one of the destructive phenomena of nature. It is caused by a slippage of the boundary between two of the earth's tectonic plates. Fault lines in our area are, New Madrid, Charleston, and the Gulf Coast. The effects could be unnoticed or mild to totally devastating. The event is immediate, may be violent, and occur at any time without warning.

b. TSUNAMI:

(1) Tsunamis, also known as seismic sea waves, are a series of waves created by an underwater disturbance such as an earthquake, landslide, volcanic eruption or meteorite. A tsunami can move hundreds of miles per hour and generate waves as high as 100 feet. The area where a tsunami originates causes

waves in all directions. Once the waves approach the shore, it builds in height. The topography of the coastline and the ocean floor will influence the size of the wave.

(2) Tsunamis are caused by an underwater earthquake with a magnitude of seven or greater (on the Richter Scale). The size of the wave(s) generated can be ripples on the surface to tremendous in size destroying all obstacles in its path. But earthquakes of that size don't always cause tsunamis. Just recently, the National Ocean and Atmospheric Administration (NOAA) has begun installing warning buoys in the Atlantic and Gulf of Mexico. When NOAA completes their buoys system, we will be able to receive Tsunami advisory warnings prior to their impacting the Southeast Region's coastal areas. The East Coast of Florida and Southeast Coast of Georgia are currently the only areas determined as being susceptible to Tsunami effects. A Tab has been developed receive and pass a NOAA Tsunami warnings, it is located in Section VI, pages VI-2-31 through VI-2-38.

(3) There are three known geological fault areas that are capable of causing a tsunami. The closest is the Puerto Rican Trench and there are two distant the Azores Gibraltar Zone and Canary Islands Cumbrevle Vieja Volcano. However, in order to generate a Tsunami, the event must be 7.4 or greater on the Richter Scale. Events of the magnitude occurring in the Atlantic Ocean or Caribbean Sea are extremely rare.

(4) An unforeseen Tsunami would be caused a sizeable meteorite impacting the Atlantic Ocean, Caribbean Sea or the Gulf of Mexico.

c. VOLCANO. No area within the NCBC, Gulfport is susceptible to volcanic activity.

d. Effects. The expected results of either an earthquake or Tsunami have the potential to cause the following devastation:

- Multiple injuries and deaths
- Collapsed structures
- Trapped individuals
- Loss of normal and/or emergency utility services
- Fires

- Blocked or impassible roads
- Loss of support to/from Local municipalities

Note: It is imperative that data concerning the extent of the casualty be collected as rapidly as possible and provided to emergency responders and support personnel.

In either event, rapid dissemination of information is critical. The following actions have been designed to accomplish the widest possible notification to installation populace in the shortest time possible. The initial notification procedures are in the CDO checklist (VI-2-33).

e. All Commands will develop checklists for securing activities and evacuation procedures in case an earthquake/ tsunami warning is received.

4. General Guidance:

a. Authority - CNRSEINST 3440.2D

b. Assumptions - There will be no advance warning of an earthquake and at least minimal advance warning for the arrival of a tsunami.

c. Roles and Responsibilities - Are assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications - Warnings/notifications will be issued/made via messages, e-mails, telephone networking, marquees, announcements, etc.

e. Activation Levels - The activation level will go from the pre-existing condition directly into a full activation of the EOC to meet the requirements of Section I, Chapter 7, paragraph 4 on pages I-7-5.

f. Hazard-Specific Procedures - Deploy units, securing/ relocating equipment/materials, limiting installation population to Category 1A and 5 personnel and conducting evacuations/ relocations as necessary.

5. COOP and Business Continuity Guidance. Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/Commanding Officer.

6. Training Requirements. No specific training required.

7. Equipment Requirements. No special equipment is required.

8. Exercise & Evaluation Requirements. None, awareness only.

9. Additional. Below is a listing of Tsunami specific terminology:

Advisory: An earthquake has occurred which may generate a tsunami.

Warning: A tsunami was/or may have been generated, which could cause damage; therefore, persons in the warned area are strongly advised to evacuate.

Watch: A tsunami was or may have been generated, but is at least two hours travel time to the area in Watch status.

APPENDIX 3 TO SECTION IV

FIRE HAZARDS

1. **Scope.** Naval Construction Battalion Center, Gulfport is susceptible to fire hazards.

2. **References:** (a) OPNAVINST 11320.23 (Shore Activities Fire Protection Program)
(b) NEPA 1500 (Standard on Fire Department Occupational Safety and Health Program
(c) NAVAIR 00-80R-14 (U.S. Navy Fire Fighting and Rescue Manual)
(d) NAVSEA OP-4 (Ammunition Afloat)
(e) NAVSEA OP-5 (Ammunition and Explosives Ashore)

3. **Overview**

a. Fire can involve chemicals, structures, explosives, aircraft, vehicles/trains, vessels and wood/ grass lands and some or all can affect Naval Construction Battalion Center (NCBC), Gulfport. A fire's cause can be accidental, intentional or an act of nature. No matter the cause, the effects can be extremely dangerous to the personnel, possessions, material/ equipment and structures. Fires can have a devastating effect of the Navy Mission.

b. Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear the linings of the lungs. Asphyxiation is the leading cause of fire related deaths, exceeding burns by a three-to-one ratio. Fire produce poisonous gases that make people disoriented, drowsy and/or unable to wake from a sleep to seek safety.

4. **General Guidance**

a. Authority - CNRSEINST 3440.2D

b. Assumptions - There will be some sort of alerting of the fire (sensors, alarms, person's report, etc.).

c. Roles and Responsibilities - Are assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications - May not be required; but where appropriate, it will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels - Dependent upon the incident it could range from none, partial of full activation.

f. Hazard-Specific Procedures - Ensure all personnel:

(1) Are aware of fire reporting procedures

(2) Know the escape routes

(3) Know the location of mustering/assembly point(s)

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/NCBC Gulfport Commanding Officer.

6. **Training Requirements.** The references stated for this appendix contain detailed information.

7. **Equipment Requirements.** The normal fire fighting gear, equipment and special equipment needed for Installation assets.

8. **Exercise & Evaluation Requirements**

a. Fire Fighters have scheduled fire exercise activity. Filming all exercises can be a valuable training tool.

b. No-notice fire drills for all populated structures with the results provided to the organizational command.

9. **Additional.** None

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APPENDIX 4 TO SECTION IV

PANDEMIC INFLUENZA

1. **Scope.** Naval Construction Battalion Center, Gulfport is susceptible to pandemic influenza.

2. **References** (a) World Health Organization www.who.int/csr/disease/avian influenza/country/en
(b) CNIC Hazard-Specific Appendix - Pandemic Influenza

3. **Overview**

a. Pandemic Influenza requires specific preparedness and response to this hazard. This is a human disease that attacks the respiratory tract and is spread by coughing and sneezing. Seasonal influenza is a yearly occurrence that causes minor economic impact and has a lethal impact in certain immune-compromised individuals and elderly.

b. Pandemic of influenza occur when a new or different virus (or virus strain) emerges to which the population has little immunity. Public health experts are currently concerned about the risk of a pandemic arising from a novel virus that is capable of human-to-human transmission. The impact of a pandemic cannot be predicted precisely; however, a pandemic disease outbreak (in the absence of an available vaccine and/or effective antiviral medications) is likely to disrupt/severely affect the US Navy's ability to meet mission requirements.

4. **General Guidance**

a. Authority. CNRSEINST 3440.2D

b. Assumptions

(1) The full extent, nature and course of a pandemic influenza proportions will be governed by factors unknown in advance.

(2) Successful containment of an influenza outbreak requires effective syndromic surveillance, rapid identification, rapid treatment and Prophylaxis to targeted groups.

(3) Non-medical containment measures will be the principal means of disease control until adequate supplies of vaccine/antiviral medications are made available.

(4) Disseminating timely, consistent and accurate information is one of the most important facets of pandemic influenza preparedness, mitigation and response.

(5) Fear, fatigue and psychological stress may prevent individuals from going to work and threaten the ability to sustain critical operations, maintain essential operations and maintain essential services.

(6) The emotional impact of a pandemic may strain personnel coping skills and may result in the need for stress management support.

c. Roles and Responsibilities - Are assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications - Will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels - The ROC and affected EOCs will be placed in a Level 2 condition.

f. Hazard-Specific Procedures - Response personnel and Care Givers are to use Universal and Droplet Precautions.

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/NCBC Gulfport Commanding Officer.

6. **Training Requirements.** EM personnel should familiarize themselves with and maintain situational awareness of current and future epidemic/pandemic influenza/disease information, training materials and other resources available for use as educational and planning tools for personnel.

7. **Equipment Requirements.** None specified

8. **Exercise & Evaluation Requirements.**

a. The Commander shall incorporate pandemic influenza scenarios into applicable exercises.

b. There are three pre-developed exercises available.

(1) FluAid - Developed by Centers for Disease Control and Prevention

(2) FluSurge - Developed by Centers for Disease Control and Prevention

(3) Pandemic Influenza (Tabletop Exercise) - Developed by the National Vaccine Program Office

9. **Additional**. Attached is a possible informational handout containing 38 of the most frequent question asked and the answers to them.

QUESTIONS CONCERNING PANDEMIC INFLUENZA AND THEIR ANSWERS

1. What is pandemic influenza?

Pandemic influenza is a global outbreak caused by a new influenza virus.

- The virus may spread easily, possibly causing serious illness and death.
- Because so many people are at risk, serious consequences are possible.
- Historically, pandemic influenza has caused widespread harm and death.

Pandemic influenza is different from seasonal influenza (or "the flu").

- Seasonal outbreaks of the flu are caused by viruses that are already among people.
- Pandemic influenza is caused by an influenza virus that is new to people.
- Pandemic influenza is likely to affect many more people than seasonal influenza.

Timing and consequences of pandemic influenza are difficult to predict.

- Pandemic influenza has occurred three times in the last century.
- Flu viruses are constantly changing.
- The most serious was the 1918 pandemic, which killed tens of millions of people worldwide.

Preparing now can limit the effects of pandemic influenza.

- WHO, DHHS, and countries throughout the world have developed emergency plans for a pandemic influenza.
- Informed public participation and cooperation will be needed for effective public health efforts.
- Individuals should stay informed about pandemic influenza and prepare as they would for any emergency.

2. How is pandemic influenza different from seasonal flu?

Pandemic influenza is caused by an influenza virus that is new to people.

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• Seasonal flu is caused by viruses that are already among people.

• Pandemic influenza may begin with an existing influenza virus that has changed.
• Fewer people would be immune to a new influenza virus.

The timing of an influenza pandemic is difficult to predict.
• Seasonal flu occurs every year, usually during winter.
• Pandemic influenza has happened about 30 times in recorded history.
• An influenza pandemic could last longer than the typical flu season.

An influenza pandemic is likely to be more severe than seasonal flu.
• Pandemic influenza is likely to affect more people than seasonal flu.
• Pandemic influenza could severely affect a broader set of the population, including young adults.
• A severe pandemic could change daily life for a time, including limitations on travel and public gatherings.

3. Have there been influenza pandemics before?

Influenza pandemics have occurred throughout recorded history.
• About 30 influenza pandemics have been recorded.
• There were three influenza pandemics in the last century.
• The most recent influenza pandemic was Hong Kong Influenza in 1968-69.

The severity of influenza pandemics has varied.
• The 1918 pandemic killed tens of millions of people worldwide.
• Deaths from the 1968-69 pandemic were about the same as for seasonal influenza.
• Severe pandemics can have severe adverse effects on the economy and daily life.

It is difficult to predict how the next influenza pandemic will compare to the past.
• The severity of a pandemic influenza will depend on the virus that causes it.
• Increased travel and greater populations could speed the spread of pandemic influenza.
• Better detection and medical treatments could lessen the effects of an influenza pandemic.

4. What are the chances there will be pandemic influenza again?

Pandemic influenza will occur again.
- It is difficult to predict when the next pandemic will occur and how severe it will be.
- Influenza viruses are always changing.
- Occasionally a new virus emerges that can spread easily among humans.

Scientists are concerned that "bird flu" (H5N1 Avian Influenza) in Asia could change, causing pandemic influenza.
- The virus is spreading to birds and other animals in new regions.
- The virus has infected some people, causing severe illness and death.
- In rare cases the virus has spread from one person to another.

The United States and other countries are preparing to respond to pandemic influenza.
- DHHS and others are developing supplies of vaccines and medicines.
- The United States has been working with WHO and other countries to strengthen detection and response to outbreaks.
- Preparedness efforts are ongoing at the national, state, and local level.

5. How much warning will we have in the United States if a pandemic starts?

Warning time will depend on where the new virus starts.
- New influenza viruses often originate in Asia.
- Many experts believe that the worst recorded outbreak of pandemic influenza—the 1918 pandemic—started in the United States.
- The United States is working with WHO and other countries to strengthen detection and tracking of new influenza viruses.

Warning time will depend on how soon the virus is identified.
- Pandemic influenza is caused by an influenza virus that is new to people.
- Many viruses circulate in animals but don't cause disease in most humans.
- The virus must spread easily among people to become pandemic influenza.

The effectiveness of control measures will depend on where the new virus starts.

- If the new virus starts in Asia, limitations on travel may delay entry into the United States.
- It is unlikely that control measures will prevent pandemic influenza from entering the United States.
- Preparing now can limit the spread and effects of pandemic influenza.

6. How fast would pandemic influenza spread?

When pandemic influenza begins, it is likely to spread very rapidly.

- Influenza is a contagious disease of the lungs.
- Influenza usually spreads by infected people coughing and sneezing.
- Most people will have little or no immunity to pandemic influenza.

Efforts to prepare for pandemic influenza are continuing.

- Public health officials are building on existing disease outbreak plans.
- Researchers are working to produce additional vaccine more quickly.
- Countries are working together to improve detection and tracking of influenza viruses.

Public participation and cooperation will be important to the response effort.

- Severe pandemic influenza could produce changes in daily life, including limits on travel and public gatherings.
- Informed public participation and cooperation will help public health efforts.
- People should stay informed about pandemic influenza and be prepared as they would for any emergency.

7. How many people are likely to get sick in a pandemic? How many will die?

The consequences of pandemic influenza are difficult to predict.

- Pandemic influenza has occurred three times in the last century.
- The most recent, in 1967, was the mildest.
- The most serious was the 1918 pandemic, which killed tens of millions of people worldwide.

During a pandemic many people will be infected.

- One-third of the people in the United States got sick during the 1918 pandemic.
- Historically, most people who get sick will recover.
- Having many people ill can be highly disruptive to daily life.

In general, some people are at greater risk for illness and death.

- People who already have a health problem are often at higher risk.
- People with weakened immune systems (for example transplant patients) are likely to be at higher risk.
- Older people tend to be at higher risk from certain diseases.

8. Will this be like Swine Flu in 1976, when many people were vaccinated, and then the disease didn't appear?

Scientists are confident that an outbreak of pandemic influenza will occur again.

- Influenza pandemics have occurred over 30 times in recorded history.
- There were three influenza pandemics in the last century.
- The 1918 pandemic, the worst, killed tens of millions of people worldwide.

The timing and consequences of pandemic influenza are difficult to predict.

- Scientists are uncertain when pandemic influenza will occur and how severe it will be.
- Influenza viruses are always changing.
- Occasionally, a new influenza virus emerges, or an old one reemerges that can spread easily.

Preparing now can limit the effects of pandemic influenza.

- WHO, DHHS, and countries throughout the world have developed emergency plans for a pandemic influenza.
- Informed public participation and cooperation will be needed for public health efforts.
- Individuals should stay informed about pandemic influenza and prepare as they would for any emergency.

9. How worried should people be about pandemic influenza?

Preparing and staying informed are the best responses now.

- Right now, there is no pandemic influenza in the United States or the world.

- Preparing now can limit the effects of pandemic influenza.
- You can stay informed through http://www.pandemicflu.gov.

The United States and other countries are preparing to respond to pandemic influenza.

- DHHS and others are developing supplies of vaccines and medicines.
- The Unites States is working with WHO and other countries to strengthen monitoring and response to outbreaks.
- Preparedness efforts are ongoing at the national, state and local level.

Individuals, communities and businesses can prepare.

- Individuals should stay informed about pandemic influenza and prepare as they would for any emergency.
- Businesses should prepare or review their emergency plans.
- Communities should prepare as for other public health emergencies.

10. Could terrorists make and spread an influenza virus for a pandemic?

Experts believe it highly unlikely that pandemic influenza could result from terrorism.

- Experts believe that other types of terrorist activities, such as bombings, are more likely.
- Developing a pandemic influenza virus would require extraordinary scientific skill.
- Developing a pandemic influenza virus would require sophisticated scientific equipment and other resources.

Preparing now can limit the effects of pandemic influenza, regardless of the source.

- Individuals should stay informed about pandemic influenza and prepare as they would for any emergency.
- Businesses should prepare or review their emergency response plans.
- Communities should prepare as for other public health emergencies.

Public health agencies throughout the world are preparing for pandemic influenza, regardless of the source.

- WHO, DHHS, and countries throughout the world are building on existing plans.
- Researchers are working to produce more vaccine more quickly.

• A coordinated international effort is under way to improve detection and tracking of influenza viruses.

11. If pandemic influenza comes into the United States, who is likely to get it first?

When pandemic influenza begins, it is likely to spread very rapidly.
• Influenza is a contagious disease of the lungs.
• Influenza usually spreads by infected people coughing and sneezing.
• Most people will have little or no immunity to pandemic influenza.

Federal, state, and local governments are preparing for pandemic influenza.
• Systems for early detection and containment have been improved.
• Researchers are working to produce additional vaccine more quickly.
• Pandemic influenza could still have serious effects on society.

Individuals should stay informed and prepare as they would for any emergency.
• Right now, there is no pandemic influenza in the United States or the world.
• Because of bird flu in Asia, travelers to this area should be careful.
• People can stay informed about pandemic influenza at http://www.pandemicflu.gov.

12. What should the public know about pandemic influenza now?
Pandemic influenza is a global outbreak caused by a new influenza virus.
• The virus may spread easily, possibly causing serious illness and death.
• Because so many people are at risk, serious consequences are possible.
• Historically, pandemic influenza has caused widespread harm.

Scientists are confident that an outbreak of pandemic influenza will occur again.
• There have been three influenza pandemics in the last century, including an outbreak in 1918 that killed tens of millions of people worldwide.

• Scientists are uncertain when a new pandemic will occur and how severe it may be.
• Influenza viruses are always changing; new influenza viruses emerge or old ones reemerge that can spread easily.

Preparing now can limit the effects of pandemic influenza.
• WHO, DHHS, and countries throughout the world are building on existing disease outbreak plans.
• A coordinated international effort is under way to develop vaccines and improve the detection and tracking of influenza viruses.
• Individuals should stay informed about pandemic influenza and prepare as they would for any emergency.

13. What should people to do if there is an outbreak of pandemic influenza?

People should stay informed about prevention and control actions.
• Public health officials will share information about prevention and control actions.
• Information about prevention and control actions will be shared in a variety of ways, including through the CDC Hotline and http://www.pandemicflu.gov.
• Informed public participation and cooperation will be needed for public health efforts.

People should use information about prevention and control actions to care for themselves and their loved ones.
• Public health officials will provide information on the signs and symptoms of the specific disease.
• People should practice good health habits, including eating a balanced diet and getting sufficient rest.
• People should discuss individual health concerns with their health care provider, health department, or other trusted sources.

People should take common-sense actions to keep from spreading germs.
• People should cover their coughs and sneezes and wash their hands frequently.
• People should stay away from sick people as much as possible.
• If you are sick, you should stay away from others as much as possible.

14. How do new influenza viruses come about?

Influenza viruses are always changing.
- Changes can occur whenever the virus reproduces.
- The virus reproduces in those who have influenza.
- The changes can affect how the disease works in the body.

The most common changes are small changes called "drift."
- Drift is why influenza vaccine is changed every year.
- Scientists are always tracking these changes in influenza viruses.
- Drift usually results in an influenza to which some people have immunity.

Occasionally, large changes occur that produce a pandemic influenza.
- Major changes are called "shift" and can result in a new type of influenza virus.
- Shift can result in the reemergence of an old type of influenza virus.
- Shift is the type of change most likely to cause pandemic influenza.

15. Will people with strong immune systems be immune to pandemic influenza?

Almost no one will be immune to a pandemic influenza virus.
- Pandemic influenza comes from a virus that is new to people.
- Immunity to a virus can come from vaccination.
- People who recover from the disease will be immune to it.

During a pandemic many people will be infected.
- One-third of the people in the United States got sick during the 1918 pandemic.
- Historically, most people who get sick recover.
- Having many people ill can greatly disrupt daily life.

Preparing and staying informed are the best responses now.
- Right now, there is no pandemic influenza in the United States or the world.
- Preparing now can limit the effects of pandemic influenza.
- You can stay informed through http://www.pandemicflu.gov.

16. Is everyone at the same risk of illness or death from pandemic influenza?

The severity of pandemic influenza will depend on the virus that causes it.

- The United States is working with WHO and other countries to strengthen detection and tracking of new influenza viruses.
- Antiviral medicines can be used to treat influenza.
- A vaccine for a specific virus can make people immune to that virus.

In general, some people are at greater risk for illness and death.

- People who already have a health problem are often at higher risk.
- People with weakened immune systems (for example, transplant patients) are likely to be at higher risk.
- Older people, young children and pregnant women tend to be at higher risk of certain diseases.

Preparing and staying informed are the best responses now.

- Right now, there is no pandemic influenza in the United States or the world.
- Preparing now can limit the effects of pandemic influenza.
- You can stay informed through www.pandemicflu.gov.

17. What is bird flu (H5N1 Avian Influenza)?

Bird flu is a disease of wild and domesticated birds.

- This type of influenza can also infect other animals and people.
- Since the 1990s, bird flu outbreaks have occurred in eastern Asia.
- The virus is spreading to birds and other animals in new regions.

This virus has infected some people.

- Although rare, human cases have been reported in Southeast Asia.
- Most human cases probably came from direct contact with infected birds or their droppings.
- More than 200 people have gotten bird flu, and about half of them have died.

We are watching closely for any person-to-person spread of bird flu.

- So far there has been limited person-to-person spread.
- We are watching for changes in the virus that could lead to easier spread.
- DHHS, WHO, and many others are working together.

18. How many people have gotten bird flu (H5N1 Avian Influenza)? How many have died?

More than 100 people, in Asia and Eastern Europe have died from bird flu.

- About half of the people who got bird flu died.
- Most cases come from contact with infected birds.
- New cases are expected as bird flu occurs in new regions.

There may be more human cases than have been reported.

- Disease tracking methods sometimes miss cases.
- To date, most outbreaks of bird flu (H5N1) have occurred in developing countries.
- Mild cases may not be recognized or reported.

WHO and many nations are working to improve disease tracking.

- Resources are being devoted to monitoring and detection.
- Health care workers in Asia are being trained to use test kits.
- Disease experts from many nations are working on this effort.

19. Why are public health officials preparing for pandemic influenza?

Pandemic influenza can be a serious and prolonged outbreak affecting all aspects of society.

- Some pandemics caused widespread illness and death, changing day-to-day life.
- The timing and consequences of pandemic influenza can be difficult to predict.
- The 1918 pandemic caused more deaths than World War II.

Scientists are watching "bird flu" (H5N1 Avian Influenza) because of its potential to change into pandemic influenza in people.

- The virus is spreading to animals in new regions.
- The virus has infected some people, causing severe illness and death.
- In rare cases the virus has spread from one person to another.

Preparing now can limit the effects of pandemic influenza.
- WHO and many countries are working together to plan.
- DHHS is working with states and communities to prepare.
- Individuals can stay informed and prepare as for any emergency.

20. If bird flu (H5N1 Avian Influenza) becomes pandemic, what will happen?

Pandemic influenza can be a serious worldwide event.
- Most pandemics cause widespread illness and death.
- The timing and consequences of pandemic influenza can be difficult to predict.
- Because one-third of the population can be sick, there are severe social consequences.

Public participation and cooperation will be important to the response effort.
- In a pandemic, travel and public gatherings could be limited.
- Other emergency measures might be needed.
- People should stay informed about pandemic influenza and prepare as they would for any emergency.

The United States and other countries are preparing to respond to pandemic influenza.
- DHHS and others are developing supplies of potential vaccines and medicines against influenza.
- The United States has been working with WHO and other countries to strengthen detection and response to outbreaks of influenza.
- Preparedness efforts are ongoing at the national, state, and local level.

21. What is being done to keep bird flu (H5N1 Avian Influenza) from becoming a pandemic disease?

We are watching closely for any person-to-person spread of bird flu.
- So far there has been limited person-to-person spread of bird flu worldwide.
- We are watching for changes in the virus that could lead to easier spread between people.
- DHHS, WHO, and many others are working together.

Public health officials already have some systems to help be ready for pandemic influenza.

- There is a program for fast distribution of vaccines and medicines.
- There are several systems for rapidly sharing emergency health information.
- A worldwide network of laboratories detects and tracks influenza viruses.

The United States and other countries are preparing to respond to pandemic influenza.
- DHHS and others are developing supplies of potential vaccines and medicines.
- The United States has been working with WHO and other countries to strengthen monitoring and response to outbreaks.
- Preparedness efforts are ongoing at the national, state, and local level.

22. How does bird flu (H5N1 Avian Influenza) get from birds to humans?

Bird flu is a disease of wild and farm birds.
- This type of influenza can also infect other animals and people.
- Since the 1990s, bird flu outbreaks have occurred in Asia and Europe.
- We are watching for changes in the bird flu virus that could lead to easier spread between people.

Although rare, human cases of bird flu have been reported.
- All human cases of bird flu have been in Asia and Eastern Europe.
- A few reports are linked to drinking uncooked poultry blood.
- Most human cases probably came from direct contact with infected birds or their droppings.

There is worldwide coordination to control the spread of bird flu.
- Flocks are monitored for bird flu.
- Possibly infected birds are kept separate.
- Sick and possibly infected birds are killed.

23. How easily does bird flu (H5N1 Avian Influenza) spread from human-to-human?

So far bird flu has rarely passed from human-to-human.
- Bird flu is a disease of wild and farm birds.
- Most human cases in Asia probably came from direct contact with infected birds or their droppings.
- The few people who got bird flu from other people did not pass it on.

Scientists are watching bird flu because of its potential to change into pandemic influenza in people.
- The virus is spreading to animals in new regions.
- The virus has infected some people, causing severe illness and death.
- In rare cases the virus has spread from one person to another.

We are watching closely for any person-to-person spread of bird flu.
- So far there has been limited person-to-person spread.
- We are watching for changes in the virus that could lead to easier spread between people.
- DHHS, who, and many others are working together.

24. Given concerns about bird flu, is it safe to buy and eat chicken and duck?

It is safe to eat properly cooked poultry in the United States.
- H5N1 (the bird flu from Asia) has not been found in the United States.
- Cooking destroys germs, including the bird flu virus.
- The United States bans imports of poultry from areas with bird flu.

Note: Overseas, it is important to emphasize and advise personnel of safe purchasing, handling, and cooking of poultry.

There is worldwide coordination to control the spread of bird flu.
- Flocks are monitored for illness.
- Possibly infected birds are kept separate.
- Sick and possibly infected birds are killed.

As usual, you should take steps to control the spread of germs from poultry.
- Keeps hands, utensils, and surfaces clean.
- Because of bird flu in Asia, travelers to this area should be careful.
- Fully cook poultry.

25. What advice would you give someone traveling to Southeast Asia or other countries where bird flu has been identified?

During travel you should take steps to minimize risk.
- Avoid contact with chickens and ducks (including droppings and blood).

• Follow good health habits, such as frequent hand washing.
• Avoid "live markets," birds farms, and partially cooked bird.

Before travel, take other steps.

• Check travel advisories for DoD personnel or contractors and the CDC's Web site http://www.cdc.gov for travel advisories.
• Be sure your shots are up-to-date and your health insurance covers you overseas.
• Contact the U.S. Consulate there to learn of available health care.

There are things to do after your travel to Southeast Asia, or other countries where bird flu has been identified.

• If you have any illness within 10 days, see your health care provider.
• Tell your health care provider about your travel.
• To date no travelers to Southeast Asia, or other counties where bird flu has been identified have gotten bird flu.

26. What are the symptoms of bird flu (H5N1 Avian Influenza) in people?

Symptoms of bird flu are like those for other influenza viruses.

• A high fever that lasts for several days.
• Muscle aches occur and feel worse if they are touched.
• Coughing and shortness of breath are common

.

We are watching closely for any person-to-person spread of bird flu.

• So far there has been limited person-to-person spread worldwide.
• We are watching for changes in the virus that could lead to easier spread between people.
• DHHS, WHO, and many others are working together.

So far, all human cases of bird flu have been in Asia and Eastern Europe.

• Human cases are rare.
• Spread from person-to-person is very rare.
• Most human cases probably came from direct contact with infected birds or their droppings.

27. Why is bird flu (H5N1 Avian Influenza) so deadly?

The bird flu virus is new to people and mostly in developing countries.

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- Few people are immune to a new virus.
- All human cases of bird flu in people have occurred in Southeast Asia and Eastern Europe.
- Where bird flu is occurring, people may have less access to health care.

We are watching closely for any person-to-person spread of bird flu.

- So far there has been limited person-to-person spread worldwide.
- We are watching for changes in the virus that could lead to easier spread between people.
- DHHS, WHO, and many others are working together.

WHO and many nations are working to improve detection and tracking of influenza viruses.

- Funding for detection and tracking has been increased.
- Health care workers in Asia are being trained to use kits to test for bird flu.
- Disease experts from many nations are working on this effort.

28. How can infection with bird flu (H5N1 Avian Influenza) be prevented?

So far, all human cases of bird flu have been in Asia and Eastern Europe.

- Most human cases of bird flu probably came from direct contact with infected birds or their droppings.
- Passing of bird flu from one person to another is very rare.
- Travelers to Southeast Asia should take steps before, during, and after travel.

We are watching closely for any person-to-person spread of bird flu.

- So far there has been limited person-to-person spread of bird flu worldwide.
- We are watching for changes in the virus that could lead to easier spread between people.
- DHHS, WHO, and many others are working together.

WHO and many nations are working to improve detection and tracking of bird flu.

- Resources are being devoted to detection and tracking of influenza viruses.

• Health care workers in Asia are being trained to use kits to test for bird flu.
• Disease experts from many nations are working on this effort.

29. How are patients with bird flu (H5N1 Avian Influenza) treated?

Antiviral medicines can help lessen the severity of influenza.
• Antiviral medicines work against a number of types of viruses.
• Each type of influenza virus must be tested to learn if antiviral medicines work against it.
• So far, research shows that some antiviral medicine works against bird flu.

Antiviral medicines could be important if bird flu becomes widespread in people.
• The United States has a supply of antiviral medicines.
• The United States has ordered more to increase its supplies as part of planning for pandemic influenza.
• There is a system to distribute these medicines quickly to where they are needed.

Bird flu is also treated by supportive care.
• Supportive care is treatment of the symptoms of a disease (for example, reducing fever).
• Supportive care includes treating other germs if they infect someone sick with bird flu.
• Supportive care includes treating other medical conditions the patient has, such as heart disease.

30. Is there a test that can tell if someone has bird flu (H5N1 Avian Influenza)?

There is a test for bird flu.
• Health care workers in Asia are being trained to use kits to test for bird flu.
• Most often diagnosis of bird flu is made by symptoms a patient has.
• Laboratories worldwide work to detect and track bird flu.

For now, only selected people with symptoms are tested for bird flu.
• Usually they are from areas where there is bird flu (Asia).
• Usually they are people with direct contact with birds.

• Some other people and animals are tested to see if bird flu is spreading.

WHO and many nations are working to improve the detection and tracking of bird flu.
• Funding for detection and tracking bird flu has been increased.
• Health care workers in Asia are being trained to use kits to test for bird flu.
• Disease experts from many nations are working on this effort.

31. How will you know if a pandemic has started?

The first sign of pandemic influenza will be the appearance of a new or rarely seen influenza virus.
• Laboratories in many countries are watching for new influenza viruses.
• Bird and animal populations are being constantly tested.
• Doctors and scientists are on alert worldwide.

This new influenza virus will spread quickly among people.
• The new influenza virus will spread as easily as normal seasonal flu.
• International travel may speed up the spread of pandemic influenza.
• Because the virus will be new, people will not be immune to it.

Outbreaks of pandemic influenza may occur in different places at different times.
• Outbreaks may occur in waves of 6-8 week time periods.
• These waves of influenza may occur over several months or years.
• Different people may be affected during each wave.

32. What is quarantine?

Quarantine is a method used to stop or limit the spread of disease.
• Quarantine is one of the first actions taken by health officials in response to an outbreak of infectious disease.
• Quarantine during pandemic influenza may last for as long as 10 days.
• Quarantine has been successfully used in the past to prevent the spread of infectious disease.

Quarantine separates and restricts the movement of people.
- Quick action by health officials is needed to stop person-to-person spread of a contagious disease.
- Quarantine may be voluntary or involuntary.
- People exposed to the disease but not quarantined may accidentally spread disease to others.

Quarantine applies to people who have or might have been exposed to an infectious disease.
- People who have been exposed to an infectious disease might not know it.
- People may have an infectious disease without showing symptoms.
- People with influenza can spread the disease even if they have no symptoms.

33. What is isolation?

Isolation is a way to limit the spread of disease.
- Isolation is a standard public health practice for disease control.
- Hospitals have plans that describe how to isolate patients.
- Isolation is a medical decision that can be legally enforced.

Isolation applies to people infected with a disease.
- Isolation allows for the delivery of specialized care to infected persons.
- People infected with a disease can spread it to others even if they have no symptoms.
- Isolation helps keep infected people from spreading a disease to others.

Isolation separates infected people from others.
- Isolation protects healthy people and caregivers from disease.
- Isolation protects infected people from getting other diseases.
- Isolation protects family and friends of infected people from getting sick.

34. Where are people quarantined and isolated?

Quarantine and isolation are often done in hospitals and in homes.
- Quarantine and isolation sites are determined in part by the number of cases.
- Many hospitals have facilities equipped for quarantine and isolation.

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• In some circumstances, quarantine and isolation may be done at home.

Specialized facilities may be needed if large numbers of people are involved.

• Facilities may be needed to quarantine and isolate many people in many locations.
• Local and state emergency plans identify facilities that can be used for quarantine and isolation.
• The federal government is working with states and cities to identify additional facilities for quarantine and isolation.

Most communities and hospitals have plans for operating quarantine and isolation facilities during a disease outbreak.

• Disease control plans describe the equipment needed to do quarantine and isolation.
• These plans describe the supplies needed for quarantine and isolation.
• These plans describe the medicines needed for quarantine and isolation.

35. Will quarantine and isolation be effective in limiting the spread of pandemic influenza?

Quarantine and isolation have been used for hundreds of years to control the spread of disease.

• Quarantine is one of the first steps taken by health officials in response to a disease outbreak.
• Quick action by health officials is needed to limit person-to-person spread of a contagious disease.
• Quarantine and isolation have helped limit the spread of diseases such as plague and smallpox.

In the early stages of pandemic influenza, quarantine and isolation may slow the spread of the disease.

• Slowing the spread of pandemic influenza can reduce demands on hospitals.
• Slowing the spread of pandemic influenza can provide more time for preparation.
• Slowing the spread of pandemic influenza can provide more time for vaccine development.

Quarantine and isolation will help protect people from pandemic influenza while vaccines are being developed.

• People who have been infected with pandemic influenza may not know it.

• People infected with pandemic influenza can spread the disease even if they have no symptoms.
• People exposed to the disease but not quarantined may spread disease to others without knowing it.

36. What is expected from the media regarding pandemic influenza?

The media will be a vital partner in pandemic influenza planning and response.
• The media can quickly provide urgent information during an influenza pandemic.
• The public will turn to the media before and during an influenza pandemic.
• The media may provide key information to those leading planning and response efforts.

Health officials count on the media to be informed about pandemic influenza.
• Universities are sharing research with the media about pandemic influenza.
• The federal government is making a media guide for pandemic influenza.
• State and local officials are updating local reporters on pandemic influenza.

Health officials count on the media to provide accurate and timely reports about pandemicinfluenza.
• The media can inform the public on current events and what can be expected in regards to pandemic influenza.
• The media can bring attention to pandemic influenza issues.
• The media can inform the public of available services and actions that should be taken.

37. What is different between 1918 and now that suggests pandemic influenza might go differently?

There have been many advances in the detection and tracking of influenza.
• Diagnosis and patient care have improved since then.
• Antiviral medicines did not exist in 1918 and could help in an influenza pandemic today.
• Influenza vaccines have been developed since 1918 and could help in an influenza pandemic.

The world's population is denser and global travel is much greater than in 1918.

- Faster movement of more people could speed the spread of a new influenza virus.
- Economic effects would be felt around the world more quickly than in 1918.
- Population density, especially in major cities, is greater now that it was in 1918, and even remote areas of the globe are more accessible.

It is difficult to predict how the next influenza pandemic might differ from the past.

- The severity of pandemic influenza would depend on the virus that causes it.
- Increased travel and greater population could speed the spread of pandemic influenza.
- Better detection and medical treatment could lessen the effects of an influenza pandemic.

38. During an influenza pandemic, what will you recommend that people do if they show symptoms of influenza?

In a pandemic, health officials would advise the public about what they should do.

- The best actions to take will depend on the specific situation.
- Advice would also change as the pandemic progresses.
- Right now, there is no pandemic influenza in the United States or the world.

During an influenza pandemic, people could take steps to prevent its spread and to care for themselves and their loved ones.

- Health officials would describe the signs and symptoms of the specific disease.
- Some steps are as simple as practicing good health habits, including proper hygiene, eating a balanced diet, and getting enough rest.
- People should discuss their own health concerns with their doctor, health department, or other trusted sources.

Preparing and staying informed are the best responses now.

- Right now, there is no pandemic influenza in the United States or the world.
- Preparing now can limit the effects of pandemic influenza.
- You can stay informed through http://www.pandemicflu.gov/.

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APPENDIX 5 TO SECTION IV

HAZARDOUS MATERIALS SPILL/RELEASE

1. **Scope.** Naval Construction Battalion Center (NCBC), Gulfport is susceptible to a hazardous materials spill/release.

2. **References:**
   (a) Hazardous Materials Incident Data, Office of Hazardous Materials Safety, U.S. Department of Transportation http://hazmat.dot.gov/pubs/inc/hmisframe.htm
   (b) OPA 90 (Oil Pollution Act 1990)
   (c) Emergency Response Guide

3. **Overview.** Chemicals are found everywhere and the US Navy Installations have their share ranging from exotic fuels, special cleaning agents to protective paints. Hazards can occur during production, storage, transportation, use or disposal. An Installation, its populace and locals are at risk if a hazardous material is used unsafely or released in harmful amounts into the environment.

4. **General Guidance**

a. Authority. CNRSEINST 3440.2D

b. Assumptions. May become an incident of national attention.

c. Roles and Responsibilities. Roles and responsibilities are assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications. Mass notifications are normally not required but limited local requirements maybe. When appropriate/needed, notifications will be made by any means available to get the word out: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels - As a minimum, a partial activation or the affected Installation EOC. The Regional Operations

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Center will be staffed according to the severity/complexity of the incident.

f. Hazard-Specific Procedures - Response personnel are to use proper Individual Personnel Protection (IPP) it response, control and clean-up activity.

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/NCBC Gulfport Commanding Officer.

6. **Training Requirements.** Naval Construction Battalion Center, Gulfport should be proficient in containment/diking (both on land and water), clean-up and proper storage procedures.

7. **Equipment Requirements**. Hazard dependent and can vary from skin covering to requiring a fully encapsulated suit.

8. **Exercise & Evaluation Requirements.** The only requirement for exercises rest within OPA 90 for oil spills/releases their frequency and evaluations.

9. **Additional**

a. The U.S. Coast Guard may be involved if the contamination enters in major water ways, coastal water and the oceans.

b. The Environmental Protection Agency (EPA) as well as State Natural Resource Agencies may become involved.

APPENDIX 6 TO SECTION IV

TRANSPORTATION ACCIDENTS

1. **Scope.** All areas within the Gulf Coast Region experiences hundreds of traffic accidents yearly resulting in many of deaths and thousands of injuries. Major interstates and through ways within this area have the possibility to be closed due to incidents.

2. **References**: (a) Title 14 - Code of Federal Regulations (CFR) (Aircraft)
(b) Title 49 - CFR (Transportation)
(c) Railway Act 2005

3. **Overview.** Naval Construction Battalion Center (NCBC), Gulfport is subject to various traffic accidents, including mass transportation. Mass transportation is defined as the means, or system that transfers large groups of individuals from one place to another. This appendix addresses only transportation accidents involving people, not materials. Thus, mass transportation accidents include public airlines, railroad passenger cars, metro rail travel, tour buses, city bus lines, school buses, vessels and any other means of public transportation.

4. **General Guidance**

a. Authority. CNRSEINST 3440.2D

b. Assumptions. Transportation incidents occur at any time, even though safety precautions are in place. Based on the latest date, the probability of a mass transportation accident is rated as moderate. These and severity of a normally are as the result of an unplanned/accidental cause and frequently require immediate response for:

(1) Life saving.

(2) Physical injuries.

(3) Mitigation of additional damage (fires, pollution and clean-up).

c. Roles and Responsibilities - Will depend on the location of the incident. Most major transportation accidents occur off

base; however, this does not mean that NCBC Gulfport should not be prepared for such an incident.

d. Mass Warning & Notifications - When appropriate, will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels

(1) If occurring off base, additional security or base posture measures are not normally required.

(2) If occurring onboard NCBC Gulfport, the location of the incident, severity and assets at risk will determine what increase of activation levels are required.

f. Hazard-Specific Procedures: Can vary dynamically with the type of incident, what is involved and number of individuals affected.

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/NCBC Gulfport Commanding Officer.

6. **Training Requirements.** Installations should practice various types to transportation accident responses

7. **Equipment Requirements.** Specialized equipment and personnel needed to operate it will be provided by the vendor or have to be contracted through private agencies.

8. **Exercise & Evaluation Requirements.** Conduct annual exercises, evaluate checklists, verify contact numbers and category of personnel, coordinate with EMs for local expected activity and develop a Lessons Learned After Action Report with corrective actions.

9. **Additional Resources.** No additional resources needed.

APPENDIX 7 TO SECTION IV

STRUCTURAL FAILURE/COLLAPSE

1. **Scope.** Naval Construction Battalion Center (NCBC), Gulfport is susceptible to a structural/building failure.

2. **Reference:** (a) Dependent on local, state and federal codes.

3. **Overview.** Structural Failure/Collapse is defined as any building or structure, natural or manmade, that has potential to collapse or has collapsed that involves life hazards or presents significant hazards to the mitigation process.

4. **General Guidance:**

a. Authority. CNRSEINST 3440.2D

b. Assumptions. A partial or complete collapse of a single or multistory building may create an array of physical, chemical and biological hazards. The specific hazards present depend on the cause of the collapse, (i.e., structural failure, earthquake, explosion), the magnitude of the failure, building materials and contents, the use/on-site storage of chemicals, presence/ duration of fire(s) and weather conditions during and immediately following the collapse.

c. Roles and Responsibilities. Safety of operating personnel shall, at all times, be the primary factor in decisions made in the course of operations.

d. Mass Warning & Notifications - Not normally needed, but where and when appropriate, will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels - The activation level would be based on magnitude of incident.

f. Hazard-Specific Procedures - The command must consider the fact that if strong control of an incident is not gained quickly, the incident may easily escalate to an out-of-control situation. Typical structural collapse incidents have unorganized, well-intentioned efforts by civilians, and at times,

fire service personnel to aid the trapped or injured, often placing themselves at great risk. Command must focus attention early on to building a strong Command presence and structure that will support an extended operation.

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/NCBC Gulfport Commanding Officer.

6. **Training Requirements.** Effective rescue operations at a structural collapse will only be possible if rescuers are fully aware of the hazards involved and the methods necessary to mitigate those hazards. Rescuers must be trained in the categories of hazards, types of collapse voids and likely areas of survivability, safety equipment, safety procedures and safety considerations. Understanding and properly applying these factors is essential if rescuers are to perform rescue operations safely in a structural collapse.

7. **Equipment Requirements.** A number of specialized equipment and personnel will be needed for operations during a structural collapse.

8. **Exercise & Evaluation Requirements.** Exercises and evaluations should be conducted with local and state departments that mutual agreements are established with.

9. **Additional**. The most significant uncertainties are the composition and magnitude of the hazards present in the post collapse environment. Although this uncertainty is deducible through hazard monitoring, this type of monitoring will not be available during the first few hours after a building collapse. Two areas that require further examination are the logistical and practical demands of putting these protective guidelines into practice and the uncertainties associated with the effects of infrequent, short-duration, multiple-chemical, high-magnitude exposures. These issues can only be addressed with investments in research and training to build a stronger understanding of the response community.

APPENDIX 8 TO SECTION IV

INFRASTRUCTURE OR UTILITY LOSS OR INTERRUPTION

1. **Scope.** Naval Construction Battalion Center (NCBC), Gulfport is susceptible to Infrastructure or Utility Loss or Interruptions.

2. **Reference.** None

3. **Overview.** Infrastructure is a set of interconnected structure elements that provide the framework supporting an entire structure. The term has diverse meanings in different fields, but is most widely understood to refer to roads, airports, and utilities, or simply public works. In other applications infrastructure may refer to information technology, which deals with the use of electronic computers to convert, store, protect, transmit and retrieve information securely.

4. **General Guidance.**

a. Authority. CNICINST 3440.17

b. Assumptions. A series of combined random events, manmade or natural could lead to an emergency shutdown of an electrical grid serving a major metropolitan area. This outage could remain disrupted for any given amount of time causing major failures of many communications, electronic and water and sewer, and even transportation systems. Such an event is expected to cause wide spread impact. Generally these types of events are not life-threatening and cause little permanent wide-spread damage but are very costly for their short durations

c. Roles and Responsibilities. Roles and responsibilities are assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications. Will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc. However, under extreme circumstances could be reduced to runners and word of mouth.

e. Activation Levels - Will be dependent upon the location and the type of loss/interruption is occurring.

f. Hazard-Specific Procedures - Dependent upon the loss/ interruption and how it affects the current mission.

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/NCBC Gulfport Commanding Officer.

6. **Training Requirements.** None

7. **Equipment Requirements.** Unknown

8. **Exercise & Evaluation Requirements.** Conduct "What if" scenarios during Table top exercises or round table discussions, possibly with local entities, to determine what policies/ procedures would be needed and what actions could be taken to reduce effects of infrastructure/utility loss/interruption.

9. Additional - None

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ENVIRONMENTAL POLLUTION/CONTAMINATION

1. **Scope.** Naval Construction Battalion Center (NCBC), Gulfport is susceptible to environmental pollution/contamination hazards.

2. **Reference:** (a) U.S. EPA Superfund Information Systems: **http://cfpub.epa.gov/supercpad/cursites/srchsites.cfm**.
CERCLIS Database:
http://cfpub.epa.gov/supercpad/cursites/srchsites.cfm
http://www.epa.gov/superfund/sites/npl/npl.htm

3. **Overview.** Pollutants such as chemical or hazardous substances, are a concern within the Gulf Coast region. Naval Construction Battalion Center, Gulfport has multiple major ports in the area of responsibility and a number of concentrated industrial areas where hazardous chemicals are produced and or stored. Storage sites of these chemicals or transportation routes are considered to be a high risk if a spill or fire would harm large numbers of people or threaten a sensitive natural area.

4. **General Guidance**

a. Authority. CNRSEINST 3440.2D

b. Assumptions. Two causes are expected

(1) The sudden release of pollutants/contaminants (accidental, natural or intentional).

(2) The accumulation of pollutants/contaminants over time until restrictive levels are met or recently detected.

c. Roles and Responsibilities. Roles and responsibilities are assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications - Will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels - The activation of the NCBC Gulfport Emergency Operation Center (and possibly Region Operation Center) is dependent upon initial notification and following reports on the incident. Continued EOC staffing will be dependent upon the magnitude and/or duration of the incident.

f. Hazard-Specific Procedures - Specific procedures will be dictated by the pollutant/contaminate involved in the incident.

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/NCBC Gulfport Commanding Officer.

6. **Training Requirements.** Naval Construction Battalion Center, Gulfport should practice various types of training to pollution/ contamination incidents likely to occur at the installation or within the immediate local area.

7. **Equipment Requirements.** Any specialized equipment and/or personnel will be provided by the vendor or have to be contracted through private agencies.

8. **Exercise & Evaluation Requirements.** Conduct annual exercises, evaluate checklists, verify contact numbers and category of personnel, coordinate with local EMs for possible area expected activity and develop a Lessons Learned After Action Report with corrective actions.

9. **Additional Resources.** No additional resources needed.

APPENDIX 10 TO SECTION IV

AGRICULTURAL INCIDENTS/FOOD QUARANTINE

1. **Scope.** Naval Construction Battalion Center, Gulfport is susceptible to agriculture hazards.

2. **References** (a) U.S. Forest Service Code 5 and applicable State regulations.
(b) Wildland Fire Statistics: http://www.nifc.gov/stats/index.html
(c) National Weather Service's National Fire Weather Map http://fire.boi.noaa.gov/

3. **Overview.** Agricultural hazards: These hazards can be categorized into two separate divisions - natural and manmade. Examples of natural: Storms, Water (too much/little), Temperature (too hot/cold), Infestation (insect/vermin), Disease and Fire. Examples of manmade: Spillage (addressed in Appendices 5 and 9), Construction, Land Usage and Fire. Either too much of any or combination will have a direct on crops or animal husbandry causing shortages and/or changes in styles of living for many individuals. The only agricultural hazard effecting an installation is Grassland and/or Forest Fires.

4. **General Guidance**

a. Authority. CNRSEINST 3440.2D

b. Assumptions. Will have no or minimal affect on NCBC Gulfport's overall mission. However, may have a short term effect do to smoke and firefighting activity.

c. Roles and Responsibilities. Are assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications. When appropriate, will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels - None anticipated.

f. Hazard-Specific Procedures - Guidance provided by State Forestry Service.

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/Installation (name) Commanding Officer.

6. **Training Requirements.** Training can be received by the local Forestry Department.

7. **Equipment Requirements.** No special equipment is required.

8. **Exercise & Evaluation Requirements.** Joint participation exercise with the local Forestry Service and Fire Departments (if deemed necessary by the Installation's Hazard Analysis).

9. **Additional Resources.** Mutual-aid

APPENDIX 11 TO SECTION IV

TERRORISM INCIDENTS

1. **Scope.** Naval Construction Battalion Center (NCBC), Gulfport could be the target of terrorism (foreign or domestic).

2. **Reference:** (a) Terrorism Knowledge Base: http://www.tkb.org

3. **Overview.** Terrorist attacks are calculated and planned over a period of time; they are not a haphazard spur of the moment occurrence. Examples: The explosion at the Federal Building in Oklahoma City took months to carry out while the destruction of the Twin Towers took several years. Terrorists use various means to accomplish their goals but they revolve around five basic types: Chemical, Biological, Radiological, Nuclear or High Explosive. The acronym for these types of events is CBRNE. All but the explosive event is concerned with their lasting effects of contamination. Some contamination's are short lived ineffective in hours (like some biological agents exposed to sunlight) while others have effects that can last for years or longer (radiological/nuclear).

4. **General Guidance**

a. Authority - CNRSEINST 3440.2D

b. Assumptions - That agencies (such as: FBI, CIA, NCIS, etc.) will be able to gain enough intelligence to raise the threat level allowing for preparedness and increased security measures prior to the incident occurring.

c. Roles and Responsibilities. Roles and responsibilities are assigned in the transmittal letter and the position emergency management action sets. The actions of NCBC Gulfport will be the same regardless of the type of incident (Chemical, Biological, etc.). Also, the actual control of NCBC Gulfport is limited by time. When the FBI arrives (within hours) on scene, they will assume command responsibility of any terrorist incident occurrence.

d. Mass Warning & Notifications. Will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels - The activation levels for the Installation involved is a Terrorist incident will be a full activation of the Emergency Operations Center (EOC) and the assumption of Force Protection Condition (FP-CON) Delta. Other Installations will assume the appropriate or directed EOC and FP-CON settings.

f. Hazard-Specific Procedures - Extreme caution shall be used for searching for secondary devices, containing/evacuating personnel (because of their possibility of being contaminated or their spreading it), the need for the establishment of decontamination procedures and treatment of injured/infected as quickly as possible.

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/NCBC Gulfport Commanding Officer.

6. **Training Requirements.** Training will be required by all Installation personnel. Category 1 through 5 personnel will have to know what symptoms to look for, what self protection is available to them and what protective measures they must employ. Category 5 personnel will also have to be trained in the use of PPE, DECON procedures and treating contaminated personnel.

7. **Equipment Requirements.** Equipment needs will be based on the Group and ROC Levels of Installations.

8. **Exercise & Evaluation Requirements.** Full Scale Exercises should be conducted annually for those Installations having received Installation Protection Program (IPP) Lite (a variation of Protection Management (PM) Guardian) equipment. Installations not yet receiving IPP Lite equipment should evaluate existing procedures during a table top exercise (TTX).

9. **Additional.** A Glossary has been attached to this Appendix addressing CBRNE terminology beginning on the next page.

TERRORIST RELATED GLOSSARY

Aero-medical Evacuation System. A system which provides: (1) control of patient movement by air transport; (2) specialized medical attendants and equipment for in-flight medical care; (3) facilities on or in the vicinity of air strips and air bases for the limited medical care of transit patients entering, en route, via or leaving the system and (4) communication with originating, destination and en route medical facilities concerning patient transportation.

Antiterrorism (AT). Defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces.

Bio-chemicals. The chemicals that make up or are produced by living things.

Biological Agent. A microorganism that causes disease in personnel, plants or animals or causes the deterioration of material.

Biological Warfare (BW). The intentional use of biological agents as weapons to kill or injure humans, animals, plants or to damage equipment.

Buddy Aid. The administration of a chemical agent antidote to a person exhibiting symptoms of severe chemical agent poisoning when that person is unable to administer self-aid.

Chemical, Biological, Radiological, Nuclear and High Explosive (CBRNE). Any weapon or device that is intended, or has the capability of causing death or serious bodily injury to a significant number of people through the release, dissemination or impact of: Toxic or poisonous chemicals or their precursors, a disease organism, radiation or radioactivity.

Chemical Agent. A chemical substance which is intended for use in military operations to kill, seriously injure or incapacitate personnel through its physiological effects. The term excludes riot control agents, herbicides, smoke and flame.

Chemical Monitoring. The continued or periodic process of determining whether or not a chemical agent is present.

Chemical Survey. The directed effort to determine the nature and degree of chemical hazard in an area and to delineate the perimeter of the hazard area.

Contamination Avoidance. Actions to prevent contamination from getting on mission-essential resources and personnel, whether directly from agent deposition or by transfer from contaminated surfaces.

Contamination Control Area (CCA). An area in which chemically contaminated PPE is removed; people, equipment and supplies are decontaminated to allow processing between a toxic environment and a toxic free area; and people exiting a toxic free area may safely don PPE.

Contamination Control. Procedures to avoid, reduce, remove, or render harmless, temporarily or permanently, nuclear, biological and chemical contamination for the purpose of maintaining or enhancing the efficient conduct of military operations.

Decontamination. The process of making any person, object or area safe by absorbing, destroying, neutralizing, making harmless, or removing chemical or biological agents or by removing radioactive material clinging to or around it. As a part of the contamination control process, decontamination operations are intended to help sustain or enhance conduct of military operations by preventing or minimizing performance degradation, casualties or loss of material.

Exclusion Area. The area immediately surrounding one or more receptacles in which chemical agents are contained. Normally, the boundaries of an exclusion area are the walls, floor, ceiling of a storage structure, secure container or a barrier that establishes the boundary of the exclusion area (such as an igloo or a fence).

Force Protection. Security program designed to protect service members, civilian employees, family members, facilities and equipment, in all locations and situations, accomplished through

planned and integrated application of combating terrorism, physical security, operations security, personal protective services and , law enforcement; and supported by intelligence, counterintelligence and other security programs to ensure combat capability.

G-Series Nerve Agents. Chemical agents of moderate to high toxicity developed in the 1930s. Examples are tabun (GA), sarin (GB), soman (GD) and GF.

Hazardous Material (HAZMAT). All hazardous substances, petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals including hazardous waste.

Incapacitating Agents. Produce temporary physiological and/or mental effects via action on the central nervous system.

Initial Response Element. The first responders that deploy immediately to the disaster scene to provide initial command and control, to save lives and to suppress and control hazards. (Also known as an Incident Response Team (IRT)).

Line-Source Delivery System. A delivery system in which the biological agent is dispersed from a moving ground or air vehicle in a line perpendicular to the direction of the prevailing wind.

National Command Authorities (NCA). The President and the Secretary of Defense or their duty deputized alternates or successors.

Non-Persistent Agent. A chemical agent that when released dissipates and/or loses its ability to cause casualties after 10 to 15 minutes.

On-Scene Commander (OSC). The OSC is designated by the installation commander to coordinate the actions at the incident site. All responders at an incident scene are under the operational command and control of the OSC. The senior fire official will serve as the OSC until a designated OSC arrives and is briefed on the situation.

Persistent Agent. A chemical agent that when released remains able to cause casualties for more than 24 hours to several days or weeks.

Personal Protective Equipment (PPE). In nuclear, biological and chemical warfare, the personal clothing and equipment required

to protect an individual from biological and chemical hazards and some nuclear effects.

Point-Source Delivery System. A delivery system in which the biological agent is dispersed from a stationary position.

Risk Management. The effective use of available resources (i.e., time, manpower, and funding) to prioritize and complete actions required to reduce risk, either through preventive actions or increased response capability.

Shelters. Structures that protect personnel from exposure to CB contamination. As a minimum, they provide a physical barrier that keeps a portion of the contamination away from the people inside.

Spore. A reproductive form some microorganisms become to resist environmental conditions, such as extreme heat or cold while in a "resting stage."

Toxin Agent. A poison formed as a specific secretion product in the metabolism of a vegetable or animal organism as distinguished from inorganic poisons. Synthetic processes can also manufacture such poisons.

Virus. An infectious microorganism that exists as a particle rather than as a complete cell. Viruses are not capable of reproducing outside of the host cell.

APPENDIX 12 TO SECTION IV

CHEMICAL TERRORISM

Refer to **Appendix 11** (page IV-11-1) because of the standard information.

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APPENDIX 13 TO SECTION IV

BIOLOGICAL TERRORISM

Refer to **Appendix 11** (page IV-11-1) because of the standard information.

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APPENDIX 14 TO SECTION IV

RADIOLOGICAL TERRORISM

Refer to **Appendix 11** (page IV-11-1) because of the standard information.

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APPENDIX 15 TO SECTION IV

NUCLEAR TERRORISM

Refer to **Appendix 11** (page IV-11-1) because of the standard information.

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APPENDIX 16 TO SECTION IV

EXPLOSIVE OR INCENDIARY TERRORISM

Refer to **Appendix 11** (page IV-11-1) because of the standard information.

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APPENDIX 17 TO SECTION IV

ELECTROMAGNETIC OR CYBER TERRORISM

Refer to **Appendix 11** (page IV-11-1) because of the standard information.

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APPENDIX 18 TO SECTION IV

CIVIL DISTURBANCE

(Riot, Strikes, Protests or Mass Panic)

1. Scope. Naval Construction Battalion Center (NCBC) Gulfport is susceptible to a civil disturbance.

2. References: (a) OPNAVINST 5530 - Security Operations Plan
(b) CNRSEINST 5530 - Security Operations Plan

3. Overview. Civil disturbances against the military have been sporadic in the years since WWII. They have been triggered by one of two reasons: Hate or Fear. Most recent incidents have been peaceful in nature and have been targeted toward "Ban the Bomb" or "Nuclear Propulsion" primarily against nuclear submarines. Protests of the 60's and 70's of a more violent nature against the war in Viet Nam; not so much against the military, but directed toward the U.S Government and the national policy at the time. The protests of today are again targeting the U.S. Government and national policies; however, the military is held in high esteem. That is why the probability occurrence for this type of incident is rated very low.

4. General Guidance

a. Authority. CNRESINST 3440.2D

b. Assumptions. Civil Disturbances or protests will take place outside of an Installation fence line.

c. Roles and Responsibilities. Roles and responsibilities are assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications. Will be made by all means available: Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels. The activation levels would be fairly low, minimal staffing in the EOC, FPCON Bravo for fence line security and showing military working dogs. (Just showing dogs adds security emphasis, even if not attack trained.)

f. Hazard-Specific Procedures. The most common hazards to be used against an Installation are thrown non-lethal objects (rocks, bottles, debris, etc.). Anything lethal would have to be dealt with on a case by case basis. Civil disturbances will be dealt with by local, state law enforcement officials and/or National Guard personnel. Military security forces will be demonstrating force preparedness inside the fence line.

5. COOP and Business Continuity Guidance. Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/NCBC Gulfport Commanding Officer.

6. Training Requirements. Navy Police/Security must have training in crowd control measures.

7. Equipment Requirements. Crowd control gear boots, helmet, face shield, body armor, body shields, batons, o.c. spray, etc.

8. Exercise & Evaluation Requirements. Exercises and evaluations should be conducted with local and where applicable state law enforcements agencies.

9. Additional. The NCBC Gulfport Fire Department (to spray water on anyone attempting to access) and EMS (to administer medical aid) may be placed in a standby status.

APPENDIX 19 TO SECTION IV

REFUGEE & MIGRANT OPERATIONS

1. **Scope.** All coastal states or states bordering a foreign county within the Southeast Region are susceptible to Refugee & Migrant Operations.

2. **References**: (a) Title 8 - Aliens & Nationality
(b) Title 8 - Code of Federal Regulations
(c) Immigration and Nationality Act

3. **Overview**. The possibility of a refugee/migrant threat due to changes in governments within with Cuba, Haiti, Mexico and several Central/South American counties has been deemed a Significant Possibility for the Southeast Region. The threat comes from a no notice massive influx of people rather than the destructive nature associated with terrorist activity. This influx would severely strain or cripple existing social structures and programs.

4. **General Guidance**.

a. Authority. CNRSEINST 3440.2D

b. Assumptions. A mass immigration could be expected from a neighboring country (Haiti, Cuba, Mexico, etc.) due to

(1) Political unrest or uncertainty

(2) Pandemic disease

(3) Financial

(4) Weather

c. Roles and Responsibilities. Roles and responsibilities are as assigned in the transmittal letter and the position emergency management action sets.

d. Mass Warning & Notifications. Will be mad by all means available: Messages, E-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels - The activation levels would be fairly low, minimal staffing in the EOC, FPCON Bravo for fence line security and showing military working dogs (just showing

dogs adds security emphasis - even if not attack trained) except for installations situated like NAS Key West and NS Guantanamo Bay.

f. Hazard-Specific Procedures - The most common hazards to be used against an Installation are thrown non-lethal objects (rocks, bottles, debris, etc.). Anything lethal would have to be dealt with on a case by case basis. Civil disturbances will be dealt with by local, state law enforcement officials and/or National Guard personnel. Military security forces will be demonstrating force preparedness inside the fence line.

5. **COOP and Business Continuity Guidance.** Shall be in accordance with the direction and policy developed by the Emergency Management Working Group (EMWG) and approved by the Region Commander/Installation (name) Commanding Officer.

6. **Training Requirements.** Navy Police/Security will have to have training in crowd control measures.

7. **Equipment Requirements.** Crowd control gear - boots, helmet, face shield, body armor, body shields, batons, etc.

8. **Exercise & Evaluation Requirements.** Exercises and evaluations should be conducted with local and where applicable state law enforcements agencies.

9. **Additional**. The Installation Fire Department (to spray water on anyone attempting to Installation access) and EMS (to administer medical aid) may be placed in a standby status.

APPENDIX 20 TO SECTION IV

This Functional Area Annex is not applicable to the Naval Construction Battalion Center, Gulfport's Emergency Management Plan.

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SECTION V

GENERAL APPENDICES

This appendix applies to the entire Naval Construction Battalion Center (NCBC), Gulfport EM Plan and is provided to establish terms of reference and assist in the identification of standard and applicable acronyms.

Tab 1 - Terms and Definitions
Tab 2 - Acronyms

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APPENDIX 1 TO SECTION V

DEFINITIONS

The principal terms used within this instruction are defined as follows:

Antiterrorism (AT). Defensive measures used to reduce the risk of individuals and property to terrorist acts, to include limited response and containment by local military and civilian forces. The AT program is one of the several security-related programs that fall under the overarching Force Protection and Combating Terrorism programs.

Base Support Installation (BSI). A military installation of any service or agency designated by the Department of Defense, in or near an actual or projected domestic operational area to support DoD forces conducting civil support operations.

Casualty. Any person who is lost to the organization by having been declared dead, duty status - whereabouts unknown, missing, ill, or injured.

Civil-military operations. Group of planned activities in support of military operations that enhance the relationship between the military forces and civilian authorities and population and which promote the development of favorable emotions, attitudes, or behavior in neutral, friendly, or hostile groups.

Combatant Commander. A Commander in Chief of one of the unified or specified combatant commands established by the President of the United States.

Combating Terrorism. Combating terrorism within DoD encompasses all actions, including AT (defensive measures taken to reduce risk to terrorist acts), counter-terrorism (offensive measures taken to prevent, deter, and respond to terrorism), terrorism consequence management (preparation for and response to the consequences of a terrorist incident/event), and intelligence support (collection and dissemination of terrorism-related information) taken to oppose terrorism throughout the entire threat spectrum, including terrorist use of chemical, biological, radiological, nuclear materials or high-yield explosive devices (CBRNE).

Command and Control. The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.

Consequence Management. Offensive and defensive measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism including support missions as described in other Federal operations plans, such as predictive modeling, protective action recommendations, and mass decontamination.

Continuity of Operations Plan (COOP). The plan adopted by the Region or Installation that outlines how the command will restore mission essential functions at an alternate site and performs the functions for up to 30 days before returning to normal operations.

Crisis Management (CrM). Offensive and defensive measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism including law enforcement, intelligence, surveillance, tactical operations, negotiations, forensics, and investigations, as well as technical support missions, such as agent identification, search, render safe procedures, transfer and disposal, and limited decontamination.

Critical Infrastructure. Those facilities, structures, systems, and equipment necessary to maintain the nation's national security, governance, public health and safety, economy and public confidence. In the context of this Plan, it also includes mission sustainability.

Decontamination. The process of making any person, object, or area safe by absorbing, destroying, neutralizing, making harmless, or removing chemical or biological agents, or by removing radioactive material clinging to or around it.

Disaster declaration. A declaration by the President under the Stafford Act, following a request by a State Governor, directing that the resources of the Federal government be sent to augment the state and local emergency response. Similar to an emergency

declaration with the difference being the amount of funding the federal government will provide to the affected state.

Emergency Declaration (under 501(b) of the Stafford Act). Any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. All requests for a declaration by the President that an emergency exists shall be made by the Governor of the affected State. The President may exercise any authority with respect to an emergency when he determines that an emergency exists for which the primary responsibility for response rests with the United States.

Emergency Operations Center (EOC). The site from which military or civil government officials (Federal, State, Local or other services) exercise direction and control in an emergency.

Emergency Support Function (ESF). A functional area of response activity established to facilitate coordinated Federal delivery of assistance required during the response phase to save lives, protect property and health, and maintain public safety. These functions represent those types of Federal assistance that the State likely will need most because of the overwhelming impact of a catastrophic event on local and State resources.

Emergency Responder. Military, Federal, and Host Nation emergency management and operations personnel, disaster preparedness officers, medical treatment providers at medical treatment facilities and clinics, preventive medicine, public health, industrial hygiene, safety, environmental, legal, public works, public affairs/information, mortuary affairs, and/or other designated personnel that actively support emergency operations either at or off the actual incident site.

Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA). The Federal agency tasked to establish federal policies for and coordinate all civil defense and civil emergency planning, management, mitigation and assistance functions of Executive Branch Agencies.

First Responder. Military, Federal, or Host Nation law enforcement, fire, rescue, emergency medical, EOD, public works, or HAZMAT response personnel who arrive on the scene of an incident and take action to save lives, protect property, and meet basic human needs.

Force Protection (FP). Actions taken to prevent or mitigate hostile actions against DoD personnel (to include family members), resources, facilities, and critical information. These actions conserve the force's fighting potential so it can be applied at the decisive time and place and incorporate the coordinated and synchronized offensive and defensive measures to enable the effective employment of the joint force while degrading opportunities for the enemy. Force protection does not include actions to defeat the enemy or protect against accidents, weather or disease.

Force Protection Condition (FPCON). A Chairman of the Joint Chiefs of Staff approved program standardizing the Military Services' identification of and recommended responses to terrorist threats against US personnel and facilities. This program facilitates inter-Service coordination and support for antiterrorism activities. There are four FPCONs above normal.

Host Nation. A nation that receives the forces and/or supplies of allied nations, coalition partners, and/or NATO organizations to be located on, to operate in, or to transit through its territory.

Immediate Response Rule. Under terms outlined in **DoDINST 3025.1/OPNAV 3440.16C** for Military Support to Civil Authorities (MSCA), when guidance cannot be obtained from higher headquarters on a timely basis because of emergency circumstances, a commander may apply resources to facilitate saving human life or mitigate human suffering and to protect, preserve, or restore essential services of state and local governments, subject to reimbursement. Any commander who is directed, or undertakes, to perform such functions shall facilitate the reestablishment of civil responsibility at the earliest time possible.

Immediate Response. Any form of action taken by the DoD component or military commander to assist civil authorities or the public in saving lives, preventing human suffering, mitigating property damage under imminently serious conditions, when there is insufficient time to obtain formal approval for assistance from the chain of command.

Incident Command System (ICS). A system established by NIMS as a standard management organization for management of all major incidents.

Joint Information Center (JIC). A center established to coordinate the Federal public information activities on-scene.

It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating Federal agencies should collocate at the JIC. Public information officials from participating Federal, State, Local, Other Service, and/or private agencies also may collocate at the JIC.

Local Government. Any county, city, village, town, district, or political subdivision of any State, and Indian tribe or authorized tribal organization, or Alaska Native village or organization including any rural community or unincorporated town or village or any other public entity.

Medical Treatment Facility. Refers to any medical facility, including a Base Medical Clinic or civilian or Host Nation hospital or clinic.

Mitigation. Lasting, often permanent, reduction of exposure to, probability of, or potential loss from emergencies.

Mutual Aid Agreement (MAA). Similar to Memorandums of Understanding/Agreement (MOU/MOA); Reciprocal assistance by Host Nation or other non-Military entity to an Installation for emergency services under a prearranged plan.

Memorandum of Understanding (MOU). Similar to MAA.

National Incident Management System (NIMS). The National Incident Management System, published on 1 March, 2004, established standardized incident management processes, protocols, and procedures for all responders on any level will use to prepare for, prevent, respond to, and recover from domestic incidents regardless of size, cause, or complexity.

National Response Plan (NRP). The Federal government's plan of action for assisting affected States and local jurisdictions in the event of a major disaster or emergency situation in which there is a need for Federal assistance under the authorities of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC 5 121 et seq. The Department of Homeland Security's Federal Emergency Management Agency is responsible for developing and maintaining the NRP.

Organic Assets. Personnel, equipment, or other resources which are inherent or owned by a particular organization.

Press Center. A location at or near the Joint Information Center from which media representatives can establish a working office.

Preparedness. Establishing authorities and responsibilities for emergency actions and garnering the resources to support them, conducting operations and establishing the knowledge base to prepare for emergency actions to be taken on a time critical basis.

Public Affairs Officer (PAO). Official at headquarters or in the field responsible for preparing and coordinating the dissemination of public information in cooperation with other responding agencies.

Recovery. The effort to restore infrastructure and the social and economic life of a community to pre-emergency conditions.

Response. Those activities designed to address the immediate and short-term effects of the onset of an emergency or disaster.

Risk Assessment. A DoD, command, or unit-level evaluation (assessment) to determine the risk of terrorist attack to a installation, unit, exercise, port, ship, residence, facility, or other site. Identifies areas of improvement to withstand, mitigate, or deter acts of violence or terrorism.

Risk Management. The process of identifying, evaluating, selecting, and implementing actions to reduce risk. Using Risk Management as a decision making tool allows commanders to take a disciplined approach to a complex, and often subjective decision, which balances the likelihood of an incident occurring and the impact of the incident if it occurs.

Stafford Act (Robert T. Stafford Disaster Relief and Emergency Assistance Act). Legislation enacted [42 U.S.C. 5121 - 5206] to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from disasters.

Terrorism. The calculated use of violence or threat of violence to induce fear; intended to coerce or to intimidate governments or societies, in the pursuit of goals that are generally political, religious, or ideological.

Unified Command (UC). A component of ICS that provides the organizational management tool to coordinate the effective involvement of the various agencies. The UC brings together the "incident commanders" of all major organizations involved in the response. The Unified Command is depicted as a triangle; the member placed at the top of the triangle has the final authority within ICS for the response.

Weapons of Mass Destruction (WMD). Any weapon or device that is intended, or has the capability of a high order of destruction and/or of being used in such a manner as to destroy large numbers of people. Can be nuclear, chemical, biological, radiological, or large explosive device weapons, but excludes the means of transporting or propelling the weapon where such means is a separable and divisible part of the weapon. Termed a CBRNE terrorism event within the context of the Navy Shore Installation EM Program.

THIS PAGE HAS BEEN
INSERTED IN ORDER TO
MAINTAIN NORMAL
PAGE SEQUENCING

APPENDIX 2 TO SECTION V

ACRONYMS

AAR	After Action Review
ADCON	Administrative Control
AFRAT	Air Force Radiological Assessment Team
AOR	Area of Responsibility
APOD	Aerial Port of Debarkation
ARC	American Red Cross
AT	Anti-terrorism
ATO	Anti-terrorism Officer
AVMA	Animal Veterinary Medical Association
BOL	BUPERS on Line
BGAN	Broadband Global Area Network
BSI	Base Support Installation
BUMED	Bureau of Medicine and Surgery
C2F	Second Fleet
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
CAMEO	Computer-Aided Management of Emergency Operations
CBB	Capabilities Based Budgeting
CBIRF	U.S. Marine Corps' Chemical Biological Incident Response Force
CBRNE	Chemical, Biological, Radiological, and Nuclear Explosive
CB-RRT	US Army Chemical, Biological Regional Response Team
CDO	Command Duty Officer
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act, (Also known as Superfund)
CERT	Community Emergency Response Team
CF	Critical Infrastructure
CFFC	Combined Fleet Forces Command (now USFFC)
CIP	Critical Infrastructure Protection
CMF	Critical Mission Facility
CNIC	Commander, Naval Installations Command'
CO	Commanding Officer
COLS	Common Output Level Standards
COG	Continuity of Government
CoM	Consequence Management
COOP	Continuity of Operations Plan
COP	Common Operational Picture

COR	Conditions of Readiness
COTS	Commercial Off the Shelf
CPX	Command Post Exercise
CrM	Crisis Management
CVAMP	Consolidated Vulnerability Assessment Management Plan
DAT	Damage Assessment Team
DCC	Donations Coordinating Center
DCO	Defense Coordinating Officer
DECON	Decontamination
DHS	Department of Homeland Security
DMIS	Disaster Management Interoperability Services
DOC	Department Operations Center
DoD	Department of Defense
DoDRDS	Department of Defense Resource Data Base
DOE	Department of Energy
DoN	Department of the Navy
DOS	Department of State
DCT	Donations Coordination Team
DSCA	Defense Support to Civil Authorities
EAS	Emergency Alert System
EAP	Emergency Action Plan
ECG	Exercise Control Group
EEI	Essential Element of Information
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMCA	Emergency Management Capability Assessment
EMO	Emergency Management Officer
EMS	Emergency Medical Services
EMTS	Emergency Management of the Transportation System
EMWG	Emergency Management Working Group
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operating Procedure
EP	Emergency Preparedness
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
EPLO	Emergency Preparedness Liaison Officer
EPR	Emergency Preparedness and Response
ERS	Emergency Relocation Site
ERT	Emergency Response Team
ESF	Emergency Support Function

FAC	Family Assistance Center
F&ES	Fire and Emergency Services
FD	Fire Department
FEMA	Federal Emergency Management Agency
FORCECOM	U.S. Army's Force Command
FOUO	For Official Use Only
FP	Force Protection
FRP	Federal Response Plan (Replaced by National Response Plan - NRP)
FTX	Field Training Exercise
GETS	Government Emergency Telecommunications Service
GIS	Geographical Information System
GOTS	Government Off the Shelf
GSO	General Service Organization
HAZMAT	Hazardous Materials
HEICS	Hospital Emergency Incident Management System
HHS	Department of Health and Human Services
HMS	Hazardous Materials Regulations
HSPD-5	Homeland Security Presidential Directive 5
HSPD-8	Homeland Security Presidential Directive 8
HSS	Health Service Support
HVAC	Heating Ventilation and Air Conditioning
IAB	Interagency Board for Equipment Standardization and Interoperability
IAIP	Information Analysis and Infrastructure Protection-
IAP	Incident Action Plan
IC	Incident Command
ICO	Installation Commanding Officer
ICP	Incident Command Post
ICS	Incident Command System
IH	Industrial Hygiene
IMS	Incident Management System
INS	Incident of National Significance
ISSA	Inter-Service Support Agreement
IT	Information Technology
IVA	Integrated Vulnerability Assessment
JAG	Judge Advocate General
JFMCC	Joint Forces Maritime Component Commander
JFO	Joint Field Office
JHOC	Joint Harbor Operations Center

JIC	Joint Information Center
JOC	Joint Operations Center
JRSOI	Joint Reception, Staging, Onward Movement and Integration
JSIVA	Joint Service Integrated Vulnerability Assessment
JTF	Joint Task Force
JTTF	Joint Terrorism Task Force
LEL	Lower Explosive Level
LEPC	Local Emergency Planning Committee
M&S	Modeling & Simulation
MAA	Mutual Aid Agreement
MBAC	Military Biological Advisory Committee
MCP	Mobile Command Post
MEF	Mission Essential Function
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOOTW	Military Operations other than War
MOU	Memorandum of Understanding
MTF	Medical Treatment Facility
NAVFAC	Naval Facilities Command
NAVOSH	Navy Occupational Safety and Health
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NCIS	Naval Criminal Investigation Services
NCH	Natural and Cultural Resources and Historic Properties
NCP	National Contingency Plan (or National Oil and Hazardous Substances Pollution Contingency Plan)
NCS	National Communications System
NEHC	Navy Environmental Health Center
NEMA	National Emergency Management Association
NEO	Non-Combatant Operations
NERMS	Navy Emergency Response Management System
NEPA	National Environmental Policy Act
NGO	Non-governmental Organization
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NMCC	National Military Command Center
NMS	National Military Strategy
NNPP	Naval Nuclear Propulsion Program
NPC	Navy Personnel Command
NRCC	National Response Command Center
NRP	National Response Plan
NS	National Security

NSF	National Security Force
NSF	Naval Security Force
NSSC	National Special Security Event9s)
NVOAD	National Voluntary Organization Active in Disaster
OIC	Officer-in-Charge
OPNAVINST	Office of the Chief of Naval Operations Instruction
OSA	Operational Staging Area
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
PAO	Public Affairs Office/Officer
PAS	Personal Accountability System
RFF	Request for Forces
RFI	Request for Information
PFO	Principal Federal Official
PID	Pre-Determined Response (basically)
PM	Program Manager
POA&M	Plan of Action and Milestones
POD	Port of Debarkation
PPE	Personal Protective Equipment
PHEO	Public Health Emergency Officer
PSWG	Public Safety Working Group
PST	Public Safety Technology
RCRA	Resource Conservation and Recovery Act
RDC	Region Dispatch Center
REPAT	Repatriation
RFA	Request for Assistance
ROC	Regional Operational Center
ROC	Required Operational Capability
ROICC	Regional Officer-In-Charge of Construction
ROM	Restriction of Movement
RPA	Regional Planning Agent
RTO	Recovery Timeframe Objective
RWO	Regional Watch Officer
SEL	Standardized Equipment List
SERC	State Emergency Response Commission
SITREP	Situation Report
SITSUM	Situation Summary
SMART	U.S. Army Special Medical Augmentation Response Team
SME	Subject Matter Expert
SOP	Standard Operating Procedures

SPOD	Sea Port of Debarkation
SWF	Strategic Weapons Facility
SWO	Senior Watch Officer
TEMO	Tenant Emergency Management Officer
TSP	Telecommunications Service Priority
TSWG	Technical Support Working Group
TTP	Tactics, Techniques, and Procedures
TTX	Table Top Exercise
UC	Unified Command
UCS	United Command System
USAR	Urban Search and Rescue
USATEU	US Army Technical Escort
USEPAERT	US Environmental Protection Agency Environmental Response Team
USFFC	United States Fleet Forces Command
USG	U.S. Government
USGC	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VMATS	Veterinary Medical Assistance Teams
VOAD	Voluntary Organization Active in Disaster
WSP	Wireless Priority Service
WMD	Weapons of Mass Destruction

SECTION VI

ICS FORMS AND CHECKLISTS

1. NCBC Gulfport will use the ICS Forms listed on http://archive.orr.noaa.gov/oilaids/ICS/ICS.html

2. The following checklists support the initial response activity to the Hazard-Specific Appendices in Section IV. They have been specifically designed to support NCBC Gulfport Command Duty Officer (CDO) ensure response forces have been deployed, that proper command(s) organization(s) are notified, initial incident support is provided and/or that NCBC Gulfport is prepared to meet an anticipated incident.

a. Since the proper responses/notifications begin with a report of an incident, a Data Sheet is provided separately prior to or included as part of each CDO Hazard Specific Checklist.

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CDO Nuclear Weapon Accident/Incident Data Sheet VI-96
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CDO SMALL CRAFT, GALE OR STORM WARNING CHECKLIST

Small Craft _____ Gale _____ Storm _____

Valid Times _____ local to _____ local

Wind Direction _____

Wind Speed _____ knots Gusting to _____ knots

1. This checklist is to be used when a small craft, gale or storm weather warning is received.

a. Verify the authenticity of the weather warning being issued. ____

b. Notify Command Staff:

(1) Executive Officer ____

(2) Emergency Management Officer ____

c. Continue with NCBC Gulfport notifications:

(1) Security/Fire/Dispatch ____

(2) Supply Department ____

(3) Morale Welfare and Recreation Department ____

d. Notify the following major tenant commands as necessary:

(1) 22nd Naval Construction Regiment ____

(2) 25th Naval Construction Regiment ____

(3) Naval Construction Training Center ____

(4) PWD Gulfcoast ____

(5) 20TH SRG ____

e. Take actions necessary to clarify, prepare for or mitigate any situation. ____

f. Collate all destructive weather data received. ____

2. Record all information on the modified Form 201 below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	**Action/Note**

VI-4
APPENDIX 1 TO SECTION VI

CDO FREEZE WARNING CHECKLIST

Valid Times _____ local to _____ local

Minimum Temperature _____° (Fahrenheit)

1. This checklist is to be used when a freeze warning is received.

a. Verify the authenticity of the weather warning being issued. ____

b. Notify Command Staff:

(1) Executive Officer ____

(2) Emergency Management Officer ____

c. Continue with NCBC Gulfport notifications:

(1) Security/Fire/Dispatch ____

(2) Supply Department ____

(3) Morale Welfare and Recreation Department ____

d. Notify the following major tenant commands as necessary:

(1) 25th Naval Construction Regiment Quarterdeck ____

(2) 22nd Naval Construction Regiment Quarterdeck ____

(3) PWD Gulfcoast ____

(4) NMOPDC ____

(5) ROICC Keesler/Gulfport ____

(6) Branch Medical Clinic Gulfport ____

(7) DECA ____

(8) NAVCONSTRACEN Gulfport ____

(9) Navy Exchange ____

(10) FISC Jax Det Gulfport ____

(11) Navy Marine Operational Support Center ____

(12) PERSUPPDET Gulfport ____

(13) Navy Family Housing ____

(14) 20TH SRG ____

e. Take actions necessary to clarify, prepare for or mitigate any NCBC Gulfport situation. ____

f. Collate all destructive weather data received. ____

g. Take actions necessary to clarify, prepare for or mitigate any situation. ____

h. Collate all destructive weather data received. ____

2. Contact Duty Yeoman and start preparation initial SITREP/UNIT SITREP/OPREP-3 when conditions warrant submission. ____

3. Record all information on the modified Form 201 below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	**Action/Note**

CDO THUNDERSTORM WARNING CHECKLIST

____ Thunderstorm II ____ Severe Thunderstorm II

____ Thunderstorm I ____ Severe Thunderstorm I

Valid Times _____ local to _____ local

Wind Speed _____ knots, Gusting to _____ knots

____ inch Hail or ____ Hail is not expected

1. This CDO Checklist will be used when a Thunderstorm COR is received.

a. Verify the authenticity of the weather warning being issued. ____

b. Notify command staff:

(1) Executive Officer ____

(2) Emergency Management Officer ____

NOTE: If a Severe Thunderstorm Condition I and special notification procedures are in place, go immediately to those procedures with commands approval.

c. Continue with NCBC Gulfport notifications:

(1) Security/Fire/Dispatch ____

(2) Supply Department ____

(3) Morale Welfare and Recreation Department ____

d. Notify the following major tenant commands as necessary:

(1) NMOPDC ____

(2) ROICC Keesler/Gulfport ____

(3) Branch Health Clinic Gulfport ____

(4) DECA ____

(5) NAVCONSTRACEN Gulfport ____

(6) Navy Exchange ____

(7) Navy Marine Operational Support Center ____

(8) Personnel Support Detachment Gulfport ____

(9) 25th Naval Construction Regiment ____

(10) 22nd Naval Construction Regiment ____

(11) PWD Gulfcoast ____

(12) CED ____

(13) 20TH SRG ____

e. Take actions necessary to clarify, prepare for or mitigate any situation. ____

f. Collate all destructive weather data received. ____

2. Recurring actions. Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. ____

3. Contact duty Yeoman in preparation of initial SITREP/UNIT SITREP/OPREP-3 when conditions warrant submission. ____

4. Record all information on the modified ICS Form 201 below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	**Action/Note**

CDO ELECTRICAL STORM WARNING CHECKLIST

Electrical Storm Condition Warning Received: I ____ or II ____

1. Notify the following staff prior to base notifications:

   a. Executive Officer ____

   b. Emergency Manager Officer ____

2. The CDO will select the appropriate Electrical Storm Warning Advisory to notify the organizations below:

   a. Electrical Storm Condition I Notifications. "This is the Quarterdeck. NCBC Gulfport is currently in an Electrical Storm Condition I. Lightning strikes are within 10 miles of the base. Advise all personnel to monitor the weather for possible worsening conditions and to be prepared to suspend all outside work."

   b. Electrical Storm Condition II Notifications. "This is the Quarterdeck. NCBC Gulfport is currently in an Electrical Storm Condition II. Lightning strikes are within 5 miles of the base. Advise all personnel outdoors to suspend outside work and seek shelter in the nearest building immediately."

      (1) Continue with NCBC Gulfport notifications:

         (a) Security/Fire/Dispatch ____

         (b) Supply Department ____

         (c) Morale Welfare and Recreation Department ____

      (2) Notify the following major tenant commands as necessary:

         (1) NMOPDC ____

         (2) ROICC Keesler/Gulfport ____

         (3) Branch Health Clinic Gulfport ____

         (4) Construction Equipment Department ____

         (5) NAVCONSTRACEN Gulfport ____

         (6) Navy Exchange ____

         (7) Navy Marine Operational Support Center ____

         (8) Personnel Support Detachment Gulfport ____

(9) 25th Naval Construction Regiment Quarterdeck ____

(10) 22nd Naval Construction Regiment Quarterdeck ____

(11) 20TH SRG ____

c. Take actions necessary to clarify, prepare for or mitigate any situation. ____

d. Collate all destructive weather data received. ____

3. Notify the Safety Manager of base damage. ____

4. Contact Duty Yeoman in preparation of initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. ____

5. Recurring actions. Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. ____

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6. Record all information on the modified Form 201 below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	**Action/Note**

CDO ELECTRICAL STORM ALL CLEAR CHECKLIST

1. Notify the following staff prior to base notifications:

   a. Executive Officer _____

   b. Emergency Management Officer _____

2. The CDO will use the following message to notify the organizations below as necessary:

"This is the Quarterdeck. NCBC Gulfport has received an Electrical Storm All Clear notification. The lightning strike threat has ended."

   a. Continue with NCBC Gulfport notifications:

      (1) Security/Fire/Dispatch _____

      (2) Supply Department _____

      (3) Morale Welfare and Recreation Department _____

   b. Notify the following major tenant commands as necessary:

      (1) NMOPDC _____

      (2) ROICC Keesler/Gulfport _____

      (3) Branch Health Clinic Gulfport _____

      (4) DECA _____

      (5) PWD Gulfcoast _____

      (6) NAVCONSTRACEN Gulfport _____

      (7) Navy Exchange _____

      (8) Navy Marine Operational Support Center _____

      (9) Personnel Support Detachment Gulfport _____

      (10) 25th Naval Construction Regiment Quarterdeck _____

      (11) 22nd Naval Construction Regiment Quarterdeck _____

      (12) Construction Equipment Department _____

      (13) 20TH SRG _____

c. Collate all destructive weather data received. ____

3. Contact Duty Yeoman in preparation of initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. ____

4. Record all damage information on the modified ICS Form 201 below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	**Action/Note**

CDO TORNADO WARNING CHECKLIST

_____ Tornado Condition II

_____ Tornado Condition I

Valid Times - _____ local to _____ local

Proceed with the notifications and related actions concerning tornado conditions contained in this Tab with item 1 below.

1. This CDO Checklist will be used when a tornado alert is received.

a. Verify the authenticity of the weather warning being issued. ____

b. Notify the following staff/department organizations:

(1) Executive Officer (actual sightings only) ____

(2) Emergency Management Officer ____

NOTE: If a Tornado Condition I has been issued and special notification procedures are in place, go immediately to those procedures with command's approval.

c. Continue with NCBC Gulfport notifications:

(1) Security/Fire/Dispatch ____

(2) Supply Department ____

(3) Morale Welfare and Recreation Department ____

d. Notify the following major tenant commands as necessary:

(1) NMOPDC ____

(2) ROICC Keesler/Gulfport ____

(3) Branch Health Clinic Gulfport ____

(4) DECA ____

(5) PWD Gulfcoast ____

(6) NAVCONSTRACEN Gulfport ____

(7) Navy Exchange ____

(8) Navy Marine Operational Support Center ____

(9) Personnel Support Detachment Gulfport ____

(10) 25th Naval Construction Regiment Quarterdeck ____

(11) 22nd Naval Construction Regiment Quarterdeck ____

(12) Construction Equipment Department ____

(13) 20TH SRG ____

e. Take actions necessary to clarify, prepare for or mitigate any situation. ____

f. Collate all destructive weather data received. ____

2. Notify the Safety Manager of base damage. ____

3. Contact Duty Yeoman in preparation of initial SITREP/UNIT SITREP/OPREP-3 (voice and message) when conditions warrant submission. ____

4. Recurring actions. Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. ____

NOTE: If a Tornado Condition I alert has been sounded, an all clear notification must be made once the condition has been verified as passed.

5. Record all information on the modified ICS Form 201 below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	**Action/Note**

CDO TROPICAL WIND WARNING CHECKLIST

1. This CDO Checklist will be used when a Tropical Wind Warning (TWW) is received.

"Tropical Wind Warning effective time _____"

a. Verify the authenticity of the weather warning being issued. ____

b. Notify the following staff/department organization

(1) Executive Officer ____

(2) Emergency Management Officer ____

c. Notify the following individuals to determine what time the notification should be made. (TWW set times may be advanced or delayed to coincide more closely with daylight hours for more efficient work activity, conditions permitting.)

c. Begin Tropical Wind Warning notifications using the procedures listed on page VI-2-16. ____

d. Take actions necessary to clarify, prepare for or mitigate any situation. ____

2. Review this checklist in its entirety. ____

3. Take actions necessary to clarify, prepare for or mitigate any situation. ____

4. Collate all tropical wind advisory data received. ____

5. Update base marquees to reflect Tropical Wind Warning is in effect. ____

6. Contact Duty Yeoman in preparation of initial SITREP/UNIT SITREP/OPREP-3 (voice and message), when conditions warrant submission. ____

7. Record all information on the modified ICS Form 201 below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	**Action/Note**

CDO TROPICAL WIND WARNING NOTIFICATIONS LIST

1. This portion of storm information dissemination is extremely important and has been designed to accomplish several procedures in a single action. It notifies organizations when a Tropical Wind Warning exists.

2. Tropical Wind Warning notifications will be made by the Quarterdeck using the (updated) phases and forms below:

CDO TROPICAL WIND WARNING NOTIFICATION PROCEDURES

1. "A Tropical Wind Warning has been set for _____. Your command is to take appropriate actions. Attainment reports are not required."

COMMAND	PHONE	CONTACT NAME	TIME	REMARKS
Major Tenant Commands				
NCTC	2132			
22nd NCR	2363			
25th NCR	4489			

2. "A Tropical Wind Warning has been set for _____. Your directorate is to take appropriate actions. Attainment reports are not required."

ORGANIZATION	PHONE	CONTACT NAVE	TIME	REMARKS
NMOPDC	2917			
NEX	2619			
FISC JAX DET GPT	2204			
BRMEDCL	3363			
PUBLIC WORKS	2241			
CED	2401			
SECURITY/FIRE/DISPATCH	2361			
COMMISARY	3378			
MWR	3538			
ROICC KEESLER/GULFPORT	2993			

3. "A Tropical Wind Warning has been set for _____. Your organization is to take appropriate actions. Attainment reports are not required."

SMALLER TENANT ORGANIZATION	PHONE	CONTACT NAME	TIME	REMARKS

(NOTE: All agencies will probably not be contactable due to number of assigned personnel or office closures.)

4. Notify the Commanding Officer/Executive Officer when notification attempts are completed, stating exceptions. ____

CDO TROPICAL CYCLONE CHECKLIST

1. This checklist will be used for setting or changing local Tropical Cyclone Conditions of Readiness (COR's).

2. As Installation Commander, the Commanding Officer sets the COR for the base.

a. Begin appropriate COR notifications using the Tropical Cyclone COR Notifications List on page VI-2-21 ____

b. Monitor Tropical Cyclone Condition preparation activity from reports received from directorates, staff and tenants (Tab B, Lists 1 and 2 only.) ____

c. Verify preparedness activity using the appropriate appropriate tropical cyclone checklist in the Tropical Cyclone COR Checklists (Tab E). ____

d. Take actions as necessary to acquire attainment reports. ____

e. Prepare and submit COR attainment to the Region's ROC. ____

f. Assist in COR preparation activity as necessary. ____

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2. Record all information on the modified ICS Form 201 on the below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	**Action/Note**

TROPICAL CYCLONE CONDITION NOTIFICATIONS LISTS

1. This portion of storm information dissemination is extremely important and has been designed to accomplish several procedures in a single action. It notifies organizations when a specific Tropical Cyclone Condition (TCC) exists, addresses expectations (through the use of specific checklists containing pre-developed actions) and states report requirements.

2. Checklist completion/attainment responses are required by all directorates/staff and designated tenant organizations. These inputs are compiled into a consolidated response and submitted to COMNAVREGSE.

3. Command has levied an additional requirement for its directorates and staff only. There are two separate forms to be used. A COR V setting is a normal condition set 1 June when Tropical Cyclone (Hurricane) Season begins and remains in effect through 30 November. COR VI through I settings are issued at the direction of the Commanding Officer and require attainment reports. Base directorates/organizations are required to submit an initial status report (normally two hours after a tropical cyclone Condition VI through I have been set) with two-hour call back reports by directorates/staff on any non-completed checklist items thereafter until all items are completed or determined not attainable. This provides Command with an effective tool to evaluate its ability to meet each condition by ensuring everyone got the word, bringing to light possible problems and eliminating calls from the Quarterdeck status reports.

4. Tropical Cyclone condition notifications will be made by the Quarterdeck using the appropriate notification lists.

PARTS:

1. Tropical Cyclone Condition V Notification Procedures
2. Tropical Cyclone Condition VI - I Notification Procedures

THIS PAGE HAS BEEN
INSERTED IN ORDER TO
MAINTAIN NORMAL
PAGE SEQUENCING

TROPICAL CYCLONE CONDITION V NOTIFICATION PROCEDURES

1. This Tropical Cyclone Condition (TCC) setting will be made annually June 1st or at the direction of the Commanding Officer (or designated representative).

2. Tropical Cyclone Condition V notification will be made by the Quarterdeck using the following phase and forms for the blocks below:

a. "Tropical Cyclone Condition V has been set. Your command is to take the appropriate actions for this condition. Attainment reports are not required."

MAJOR TENANT COMMANDS	PHONE	CONTACT NAME	TIME	REMARKS
NCTC	2132			
22nd NCR	2363			
25th NCR	4489			

b. "Tropical Cyclone Condition V has been set. Your command is to take the appropriate actions for this condition. Attainment reports are not required."

ORGANIZATION	PHONE	CONTACT NAVE	TIME	REMARKS
NAVPRDEVLPCEN	2917			
NEX	2619			
SUPPLY	2204			
BMCG	3363			
PUBLIC WORKS	2241			
CED	2401			
SECURITY	2361			
DECA	3378			
MWR	3538			
FIRE	2361			
ROICC KEESLER/GULFPORT	2993			

3. "Tropical Cyclone Condition V has been set. Your command is to take the appropriate actions for this condition. Attainment reports are not required."

SMALLER TENANT ORGANIZATIONS	PHONE	CONTACT NAME	TIME	REMARKS

(NOTE: All agencies will probably not be contactable due to number of assigned personnel, office hours or closures.)

4. Notify the Commanding Officer/Executive Officer all notifications are complete.

TROPICAL CYCLONE CONDITION VI - I NOTIFICATION PROCEDURES

1. This portion of storm information dissemination is extremely important and has been designed to accomplish several procedures in a single action. It notifies organizations when a Tropical Cyclone COR setting exists for Installation (name).

2. Each Tropical Cyclone Condition setting notification will be made by the Quarterdeck using the (updated) phases and forms for the blocks below:

a. "Tropical Cyclone Condition _____ has been set for _ _____. Your command is to take appropriate actions and report COR attainment to the Quarterdeck (Ext. _____)."

MAJOR TENANT COMMANDS	PHONE	CONTACT NAME	TIME	REMARKS
NCTC	2132			
22nd NCR	2363			
25th NCR	4489			

3. "Tropical Cyclone Condition _____ has been set for _____. Your directorate is to take appropriate actions. The first attainment reports is due at _____. Further reports are due to be made every two hours until COR attainment is met."

ORGANIZATION	PHONE	CONTACT NAVE	TIME	REMARKS
NAVPRDEVLPCEN	2917			
NEX	2619			
SUPPLY	2204			
BMCG	3363			
PUBLIC WORKS	2241			
CED	2401			
SECURITY	2361			
DECA	3378			
MWR	3538			
FIRE	2361			
ROICC KEESLER/GULFPORT	2993			
20TH SRG	3322			

4. "Tropical Cyclone Condition _____ has been set for _____. Your organization is to take appropriate actions. Attainment reports are not required."

SMALLER TENANT ORGANIZATIONS	PHONE	CONTACT NAME	TIME	REMARKS

(NOTE: All agencies will probably not be contactable due to number of assigned personnel, office hours or closures.)

5. Notify the Commanding Officer/Executive Officer all notifications are complete and again when TCC attainment reports are made (or stating exceptions).

TROPICAL CYCLONE CONDITIONS (TCC) OF READINESS CHECKLIST

1. Once NCBC Gulfport is notified that they have been placed in a Tropical Cyclone Condition, they will initiate the checklists located in Tab A of this Appendix.

2. Normally each installation within CNRSE should be placed in each TCC at the specified intervals (72 hours, 48 hours, etc.). However, there are times that these intervals may be reduced or skipped altogether due to late storm development or drastic changes in their tracks (course and/or speed). If a TCC is reduced in time or skipped, that does not negate the need to complete all prior normal sequenced checklist items.

Tab: A. CDO Tropical Cyclone Checklist

TIME-PHASED ASSIGNMENTS

ALL DEPARTMENTS

1. During designated TCCs, after normal working hours, the Command Duty Officer/Watch Officer shall:

a. TCC FIVE (normal condition, 1 June-30 November). Review preparatory requirements and familiarize the Watch Team with checklist directives.

b. TCC FOUR (hurricane force winds possible within 72 hours)

(1) Notify task organizations of latest TCC condition. _____

(2) In the absence of the Emergency Management Officer, implement preparatory actions listed in this Checklist. _____

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Notify task organization of latest TROPCON condition. _____

(2) Complete requirements listed in this Checklist for the Emergency Manager in the absence of. _____

d. TROPCON TWO (hurricane force winds possible within 24 hours).

(1) Notify task organization of latest TROPCON condition. _____

(2) Turnover Command Duty Officer (CDO) duties to the Staff Duty Officer/Executive Officer, in the Emergency Operations Center. _____

(3) Call-forward Quarterdeck telephones to the Emergency Operations Center, as directed by the Executive Officer. _____

(4) Secure Watch Section, as directed by the Executive Officer. _____

FLOOD DATA SHEET

Time _____ Reported by _____ Ext _____

Flooding Incident: Actual _____ Forecast _____

Incident Occurring/To Occur: On Base _____ Off Base _____

Location(s)/Area(s) affected: _____

_____

_____

_____.

Location(s) Evacuated: _____

_____

_____

_____.

Road(s) Blocked: _____

_____

_____

_____.

Remarks: _____

_____

_____

_____

_____

_____.

Record additional information on the modified ICS Form 201 found the next page.

MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO FLOOD CHECKLIST

1. This checklist is to be used when a report of a flood or flooding condition(s) is/are received:

a. Initiate site evacuation as needed (on base only). ____

b. Ensure barricades are positioned as needed (on base only). ____

c. Record report(s) on Flood Data Sheet. ____

d. Commence chronological log. ____

e. Notify the following:

(1) Executive Officer ____

(2) Emergency Management Officer ____

f. Activate EOC, if appropriate or directed. ____

g. Notify the following tenant commands as necessary:

(1) NAVMETOCPRODEVCEN ____

(2) ROICC Keesler/Gulfport ____

(3) Branch Health Clinic Gulfport ____

(4) DECA ____

(5) NAVCONSTRACEN Gulfport ____

(6) Navy Exchange ____

(7) Navy Marine Operational Support Center ____

(8) Personnel Support Detachment Gulfport ____

(9) 25th Naval Construction Regiment Quarterdeck ____

(10) 22nd Naval Construction Regiment Quarterdeck ____

h. Continue with NCBC Gulfport notifications:

(1) Emergency Management ____

(2) Public Works ____

(3) Navy Police ____

(4) Fire ____

(5) Construction Equipment Department ____

(6) Supply Department ____

(7) Morale Welfare and Recreation Department ____

i. Take actions necessary to clarify, prepare for or mitigate any situation. ____

j. Collate all destructive weather data received. ____

2. Notify the Safety Manager of base damage. ____

3. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other annexes. ____

4. Recurring actions - Monitor weather conditions for possible strengthening, damage incurred and base responses to actual or potential damage. ____

APPENDIX 2 TO SECTION VI

SEISMIC/GEOLOGICAL HAZARDS

NWS EARTHQUAKE/TSUNAMI WARNING ADVISORY

"A WARNING FROM WEST COAST/ALASKA TUSNAMI WARNING CENTER"

Bulletin Number ____ Issued _____ At _____ UTC

A Tsunami Warning Is/Is Not in effect for the coastal areas from

_____

Earthquake Data:

Preliminary Magnitude _____

Location _____ N _____ W _____

Time of Occurrence _____

Evaluation:

It is Known/Not Known that a Tsunami exists. Be alert for further instructions from command. Tsunamis may be a series of waves which could be dangerous for several hours after the initial wave arrival.

Estimated Time(s) of initial wave arrival:

_____ _____

_____ _____

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MAINTAIN NORMAL
PAGE SEQUENCING

CDO EARTHQUAKE/TSUNAMI CHECKLIST

1. Notify organizations of the earthquake/tsunami warning using the NWS advisory (Tab A to this appendix) as a briefing guide.

2. Command personnel

   a. Commanding Officer ____

   b. Executive Officer ____

   c. Emergency Manager ____

3. When appropriate or directed:

Activate any in place emergency notification systems. ____

4. Notify the following Major Tenant Commands tenant commands as necessary using the NWS advisory:

   a. 20th SRG - R30 & R75 ____

   b. NAVMETOCPRODEVCEN ____

   c. ROICC Keesler/Gulfport ____

   d. Branch Health Clinic Gulfport ____

   e. Commissary ____

   f. NAVCONSTRACEN Gulfport ____

   g. Navy Exchange ____

   h. Navy Marine Operational Support Center ____

   i. Personnel Support Detachment Gulfport ____

   j. 25th Naval Construction Regiment Quarterdeck ____

   k. 22nd Naval Construction Regiment Quarterdeck ____

5. If the EOC is not activated continue with NCBC Gulfport organizations using the NWS advisory:

   a. Emergency Management ____

      (2) Public Works ____

      (3) Navy Police ____

(4) Fire ____

(5) Construction Equipment Department ____

(6) Supply Department ____

6. During normal duty hours, have the PAO display the appropriate warning bulletin, if possible. ____

7. Take actions necessary to clarify, prepare for or mitigate the casualty. ____

8. Contact the Smaller Tenant Organization if time permitting.

a. ____

b. ____

c. ____

d. ____

e. Add or Delete as necessary

9. The following parts will be used when an earthquake/tsunami event actually impacts NCBC Gulfport.

Parts:

A - Earthquake/Tsunami Damage Data Sheet
B - CDO Earthquake/Tsunami Checklist

EARTHQUAKE/TSUNAMI DAMAGE DATA SHEET

Time _____ Reported by _____ Ext. _____

1. Incident type and location(s): _____

_____

_____

_____. (Bldg, #s, Grid #s, etc.)

2. Injuries by Type and Number:

Mechanical _____ Exposure _____ Burns _____

Shock _____ Undefined _____ Total _____

3. Number of Persons Trapped: Verified _____ Estimated _____

4. Number of Dead: Verified _____ Estimated _____

5. Triage Location(s): _____

_____

_____

6. Mutual Aid needed: Yes ___ No ___ Requested: Yes ___ No ___

7. Number of Structure(s) by Condition(s):

Collapsed _____ Severe _____ Minor _____ On Fire _____

8. Record additional information on the modified ICS Form 201 found on the next page.

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MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO EARTHQUAKE/TSUNAMI DAMAGE CHECKLIST

1. This checklist is to be used when a NWS report of an earthquake/tsunami incident is received:

a. Direct emergency response forces to the scene(s), if necessary. ____

b. Record all casualty information, report(s) and actions taken on the Earthquake/Tsunami Data Sheet. ____

2. Notify the following command personnel of situation:

a. Commanding Officer ____

b. Executive Officer ____

c. Emergency manager ____

3. Activate EOC, if appropriate or directed. ____

4. Notify the following tenant commands as necessary:

a. 20th SRG - R30 & R75 ____

b. NAVMETOCPRODEVCEN ____

c. ROICC Keesler/Gulfport ____

d. Branch Health Clinic Gulfport ____

e. DECA ____

f. NAVCONSTRACEN Gulfport ____

g. Navy Exchange ____

h. Navy Marine Operational Support Center ____

i. Personnel Support Detachment Gulfport ____

j. 25th Naval Construction Regiment Quarterdeck ____

k. 22nd Naval Construction Regiment Quarterdeck ____

5. If the EOC is not activated, continue with NCBC Gulfport notifications:

a. Emergency Management ____

b. Public Works ____

c. Navy Police ____

d. Fire ____

e. Construction Equipment Department ____

f. Supply Department ____

6. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other appendices. ____

7. Collate all incident data received. ____

8. Verify utilities have been secured to damaged areas/ facilities. ____

9. Ascertain if any previously unidentified building(s)/ facility(ies) have been damaged. ____

APPENDIX 3 TO SECTION VI

FIRE HAZARD DATA SHEET

Time: _____ Reported By: _____ Ext: _____
Name/Command

1. Incident Location: _____

_____

_____

_____.
(Bldg #, Vessel Name, Area, etc.)

2. Materials: Oil ____ Electrical _____ Chemical ____
Vehicle ____ Boat/Ship _____ Structure ____
Grass/Woods ____ Explosive _____ Unknown ____

3. Number of Injuries by Type: None _____ or by type below:
Mechanical ____ Burns ____ Smoke _____ Unknown _____

4. First Aid: None Req'd ____ Working ____ Need More ____

5. Persons Trapped: None _____ Actual _____ Estimated ____

6. Surrounding Area(s) in Immediate Danger, if any: _____

_____

_____

_____

_____

7. Record additional information on the modified ICS Form 201 found on the next page:

MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO FIRE HAZARD CHECKLIST

1. This checklist is to be used when a report of an incident involving a fire is reported.

   a. Dispatch emergency response forces to scene(s). ____

   b. Record all casualty information, report(s) and action taken on the Uncontrolled Fire Data Sheet. ____

2. Notify the following staff personnel of situation and actions taken:

   a. Commanding Officer ____

   b. Executive Officer ____

3. Activate EOC if required or directed. ____

4. If the EOC is not activated, notify the Emergency Management Director. ____

5. If the fire involves munitions - Go immediately to the appropriate developed Part listed below:

   a. Part A - Title - page VI-2-X

   b. Part B - Title - page VI-2-X

NOTE: Execute any additional annexes contained within this manual to mitigate an incident.

6. Notify the following Major Tenant Commands, as appropriate, of the situation by using the Fire Hazards Data Sheet as a briefing guide.

   a. 20th SRG-R30 & R75 ____

   b. NAVMETOCPRODEVCEN ____

   c. ROICC Keesler/Gulfport ____

   d. Branch Health Clinic Gulfport ____

   e. Commissary ____

   f. NAVCONSTRACEN Gulfport ____

   g. Navy Exchange ____

h. Navy Marine Operational Support Center ____

i. Personnel Support Detachment Gulfport ____

j. 25th Naval Construction Regiment Quarterdeck ____

k. 22nd Naval Construction Regiment Quarterdeck ____

7. Continue with NCBC Gulfport:

a. Emergency Management ____

b. Public Works ____

c. Navy Police ____

d. Fire ____

e. Construction Equipment Department ____

f. Supply Department ____

8. Following initial response, assist with any on-site personnel or material requests. ____

9. Verify utilities have been secured to damaged areas. ____

APPENDIX 4 TO SECTION VI

PANDEMIC INFLUENZA DATA SHEET

Time: _____ Reported By: _____ Ext: _____
Name/Command

1. Incident Location: _____

_____

_____

_____
(Locale, City, County, Area, etc.)

2. Type of Disease: _____

3. How many have contracted the Disease: _____

4. How may have died: _____ How many more will Die: _____

5. Describe Symptoms: _____

_____

_____

6. How long does the Disease Last: _____

7. Where is Treatment Available: _____

_____

8. What Precautions have been Taken: _____

_____

_____

_____

9. What Precautions need to be Taken: _____

_____

_____

_____

10. Record additional information on the modified ICS Form 201 found on the next page:

MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO PANDEMIC INFLUENZA CHECKLIST

1. This checklist is to be used when a report of an Epidemic/ Pandemic Disease Incident is reported.

2. Notify the following staff personnel of situation and actions taken:

   a. Commanding Officer ____

   b. Executive Officer ____

3. Activate EOC if required or directed. ____

4. If the EOC is not activated, notify the Emergency Management Director. ____

5. Notify the following Major Tenant Commands, as appropriate, of the situation by using the Pandemic Influenza Data Sheet as a briefing guide.

   a. 20th SRG - R30 & R75 ____

   b. NAVMETOCPRODEVCEN ____

   c. ROICC Keesler/Gulfport ____

   d. Branch Health Clinic Gulfport ____

   e. Commissary ____

   f. NAVCONSTRACEN Gulfport ____

   g. Navy Exchange ____

   h. Navy Marine Operational Support Center ____

   i. Personnel Support Detachment Gulfport ____

   j. 25th Naval Construction Regiment Quarterdeck ____

   k. 22nd Naval Construction Regiment Quarterdeck ____

6. Continue with NCBC Gulfport notifications:

   a. Emergency Management ____

   b. Public Works ____

   c. Navy Police ____

d. Fire ____

e. Construction Equipment Department ____

f. Supply Department ____

7. Following initial response, assist with any on-site personnel or material requests. ____

8. Verify utilities have been secured to damaged areas. ____

APPENDIX 5 TO SECTION VI

HAZARDOUS MATERIAL SPILL/RELEASE DATA SHEET

Time: _____ Reported By: _____ Ext: _____
Name/Command

1. Incident Location: _____

_____

_____. (Bldg #, Room/Deck #, etc.)

2. Number of Injuries by Type:

Casualties _____ Burns _____ Undefined _____

Mechanical _____ Smoke _____ None _____

(Total Number of Injuries _____)

3. Number of Dead: Actual ____ Estimated _____ Total _____

4. First Aid: None Req'd ____ Working ____ Need More _____

5. Spill/Release Specifics by Type and Name (if possible):

Oil _____ Chemical: _____ Unknown _____

Extent: [in gallons] Minor ____ (<1,000) Medium ____ (1,000-10,000) Major ____ (>10,000)

Estimated Amount: _____. (Gallons, Pounds, etc.)

Name of Carrier (if any): _____

Immediate Assistance Required: Yes _____ No _____

Immediate Evacuation Required: Yes _____ No _____

Inland Water Contamination: Yes _____ No _____

Open Water Contamination: Yes _____ No _____

6. Spill/Slick on Water Description: _____

_____

_____

7. Tidal Data: Rising/Ebbing _____ Next High _____ Low _____

8. Record additional information on the modified ICS Form 201 below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	**Action/Note**

CDO HAZARDOUS MATERIAL SPILL/RELEASE CHECKLIST

1. This checklist will be used when a report of an OHS spill/ release is received:

   a. Verify the dispatch emergency response teams to scene. ____

   b. Record all casualty information, report(s) and actions taken on the OHS Spill/Release Data Sheet. ____

   c. Make the 5 minute voice OPREP-3 report. ____

2. Notify the following of situation and the actions taken:

   a. Commanding Officer ____

   b. Executive Officer ____

3. Activate the EOC, if required or directed. ____

4. Notify Emergency Manager if not activated ____

5. Continue with the following notifications:

   a. Operations Officer ____

   b. Environmental Supervisor ____

   c. Environmental Technician ____

   d. Public Works ____

   e. NAVOSH Safety ____

* - If neither can make the required 30 minute notifications, report spill verbally to the following agencies, with their concurrence.

   (1) National Response Center (1-800-424-8802) ____

   (2) Southeast Region's ROC (70-542-3118 or DSN 80 942-2118) ____

6. Notify the following if the EOC is not activated:

   a. Navy Police ____

   b. Public Affairs Officer ____

   c. Safety ____

7. Notify the following Major Tenant Command, as necessary:

   a. 20th SRG - R30 & R75 ____

   b. NAVMETOCPRODEVCEN ____

   c. ROICC Keesler/Gulfport ____

   d. Branch Health Clinic Gulfport ____

   e. Commissary ____

   f. NAVCONSTRACEN Gulfport ____

   g. Navy Exchange ____

   h. Navy Marine Operational Support Center ____

   i. Personnel Support Detachment Gulfport ____

   j. 25th Naval Construction Regiment Quarterdeck ____

   k. 22nd Naval Construction Regiment Quarterdeck ____

   l. Construction Equipment Department ____

   m. Supply Department ____

8. Execute any additional annexes contained within this manual to mitigate an incident. ____

9. Assist Navy On-Scene Incident Commander with medium/major OHS spills/releases until properly relieved. ____

APPENDIX 6 TO SECTION VI

TRANSPORTATION ACCIDENT DATA SHEET

Time: _____ Reported By: _____ Ext: _____

1. Incident Location: _____

_____

_____

_____. (Bldg #, Grid #, Area, etc.)

2. Is there, or has there been, an evacuation: Yes ___ No ___

3. Number of Injuries by Type: Burns _____ Smoke _____

   Mechanical _____ Undefined _____ (Casualty Totals _____)*

4. Number of Dead: None _____ Actual _____ Estimated _____

5. Number of Persons Trapped: Actual _____ Estimated _____

6. Accident Type:

   Aircraft: Identification Number _____

   Military ____ Civilian ____ Private ____ Unknown _____

   Propeller ____ Jet ____ Glider ____ Unknown _____

   Passenger ____ Fighter ____ Cargo ____ Unknown _____

   Vehicular: License/Identification Number _____

   Military ____ Civilian ____ Company ____ Unknown _____

   Car ____ Van ____ Bus ____ Truck _____

   Motorcycle ____ Unknown ____

   Rail: Company _____

7. Are Hazardous Materials involved: No ____ Yes ____

(**If Yes, Type/Kind** _____

8. Maintain a chronological log using the modified ICS Form 201 on the next page.

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MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO TRANSPORTATION ACCIDENT CHECKLIST

1. This checklist is used when a report of a Transportation Accident is received:

a. Ensure emergency response forces have been deployed, as required. ____

b. Record all casualty information, report(s) and actions taken on the Transportation Accident Data Sheet. ____

c. Verify the need for an evacuation. ____

d. Notify the following staff personnel:

(1) Commanding Officer ____

(2) Executive Officer ____

(3) Naval Branch Health Clinic (NBHC) ____

e. Activate the EOC, if required or directed. ____

f. Prepare and submit voice and initial SITREP/UNIT SITREP/OPREP-3 if reporting command has not already done so. ____

g. Notify the Major Tenant Commands, as necessary:

(1) 20th SRG - R30 & R75 ____

(2) NAVMETOCPRODEVCEN ____

(3) ROICC Keesler/Gulfport ____

(4) NAVCONSTRACEN Gulfport ____

(5) Navy Marine Operational Support Center ____

(6) Personnel Support Detachment Gulfport ____

(7) 25th Naval Construction Regiment Quarterdeck ____

(8) 22nd Naval Construction Regiment Quarterdeck ____

2. If the EOC is activated, continue with incident activity until EOC is staffed. ____

3. If the EOC is not activated, continue with the following NCBC Gulfport notifications:

(2) Public Works ____

(3) Navy Police ____

(4) Fire ____

(5) Construction Equipment Department ____

(6) Supply Department ____

4. If the incident has occurred on NCBC Gulfport controlled property, notify the following outside agencies:

a. Regional Operations Center - 70 542-3118 ____

b. Federal Aeronautics Administration (FAA) Regional Command Center (COMM 76 (404) 305-5180), if aircraft is involved. ____

c. State Emergency Management Agency (EMA) ____

d. County EM Director(s) ____

e. Add or Delete others as necessary

5. Execute any additional annexes contained within this plan this manual to mitigate the incident. ____

6. Ascertain the need for EOD support. ____

7. After initial response and as directed by the demands of the casualty, continue with the following recurring activity as required:

a. Monitor casualty progress for additional needs to evacuate, relocate or recall personnel/equipment. ____

b. Continue with SITREP/UNIT SITREP/OPREP-3 reporting responsibility, as appropriate. ____

c. Alert and/or dispatch transportation assets via the Public Works dispatcher. ____

d. Alert Billeting for possible emergency berthing requirements. ____

e. Notify Food Service Officer for possible emergency messing requirements. ____

APPENDIX 7 TO SECTION VI

STRUCTURAL FAILURE/COLLAPSE DATA SHEET

Time: _____ Reported By: _____ Ext: _____

1. Incident Location: _____

_____

_____

_____. (Bldg #, Grid #, Area, etc.)

2. Type of Structure: Single Level _____ Multi Level _____

3. Is/was the structure occupied: Yes ___ No ___ Unknown ___

4. Is there/has there been, an evacuation: Yes _____ No _____

5. Was a muster conducted: Yes _____(# Missing _____) No _____

6. Personnel casualties:

   Number of Injuries: Ambulatory _____ Non-Ambulatory _____

   Are Individuals Trapped: No ____ Yes ____ (Estimated # ____)

   Number of Dead: None _____ Yes _____(Estimated # _____)

7. Maintain a chronological log using the modified ICS Form 201 on the next page.

MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO STRUCTURAL FAILURE/COLLAPSE CHECKLIST

1. This checklist is used when a report of a Structural/ Building Collapse is received:

a. Direct emergency response forces to the scene(s), if necessary. ____

b. Record all casualty information, report(s) and actions taken on the Earthquake/Tsunami Data Sheet. ____

2. Notify the following command personnel of situation:

a. Commanding Officer ____

b. Executive Officer ____

3. Activate EOC, if appropriate or directed. ____

4. Notify the following tenant commands as necessary:

a. 20th RSG - R30 & R75 ____

b. NAVMETOCPRODEVCEN ____

c. ROICC Keesler/Gulfport ____

d. NAVCONSTRACEN Gulfport ____

e. Navy Marine Operational Support Center ____

f. Personnel Support Detachment Gulfport ____

g. 25th Naval Construction Regiment Quarterdeck ____

h. 22nd Naval Construction Regiment Quarterdeck ____

5. If the EOC is not activated, continue with NCBC Gulfport notifications:

a. Emergency Management ____

b. Public Works ____

c. Navy Police ____

d. Fire ____

e. Construction Equipment Department ____

f. Supply Department ____

g. Naval Branch Health Clinic (NBHC) ____

6. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other appendices. ____

7. Ascertain the need for EOD support. ____

8. Verify utilities have been secured to damaged area(s)/ facility(ies). ____

9. Ascertain if any previously unidentified building(s)/ facility(ies) have been damaged. ____

10. Collate all incident data received. ____

APPENDIX 8 TO SECTION VI

INFRASTRUCTURE OR UTILITY LOSS OR INTERRUPTION DATA SHEET

Time: _____ Reported By: _____ Ext: _____

1. Incident Location: _____

_____

_____

_____. (Bldg #, Grid #, Area, etc.)

2. Type of Loss or Interruption:

   Network ____ Land Line ____ Cellular ____ Electrical ____

   Water ____ Sewer ____ Gas ____ Heat/Air ____

   Other _____

3. Cause (if known): _____

4. Are there any injuries: No ____ Yes ____ (If yes, how severe: Ambulatory # _____ Non-Ambulatory # _____)

5. Is Anyone Trapped: No ____ Yes ____ (Estimated # ____)

6. Is there a need for individuals to relocate/evacuate:
   No ____ Yes _____ (if yes, complete the following:)

   a. Is it being done or accomplished: Yes ____ No ____

   b. Is assistance needed to accomplish: Yes ____ No ____
      (**If Yes, what type:** _____

   c. Where have they assembled: _____

7. Was a muster conducted: Yes _____(# Missing _____) No _____

8. Maintain a chronological log using the modified ICS Form 201 on the next page.

MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO INFRASTRUCTURE OR UTILITY LOSS OR INTERRUPTION CHECKLIST

1. This checklist is used when a report of an Infrastructure or Utility Loss or Interruption Incident is received:

a. Direct emergency response forces to the scene(s), if necessary. ____

b. Record all casualty information, report(s) and actions taken on the Infrastructure or Utility Loss or Interruption Data Sheet. ____

2. Notify the following command personnel of situation:

a. Commanding Officer ____

b. Executive Officer ____

3. Activate EOC, if appropriate or directed. ____

4. Notify the following tenant commands as necessary:

a. 20th SRG R30 & R75 ____

b. NAVMETOCPRODEVCEN ____

c. ROICC Keesler/Gulfport ____

d. Branch Health Clinic Gulfport ____

e. DECA ____

f. NAVCONSTRACEN Gulfport ____

g. Navy Exchange ____

i. Navy Marine Operational Support Center ____

j. Personnel Support Detachment Gulfport ____

k. 25th Naval Construction Regiment Quarterdeck ____

l. 22nd Naval Construction Regiment Quarterdeck ____

5. If the EOC is not activated, continue with NCBC Gulfport notifications:

a. Emergency Management ____

b. Public Works ____

c. Navy Police ____

d. Fire ____

e. Construction Equipment Department ____

f. Supply Department ____

6. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other appendices. ____

7. Verify utilities have been secured to damaged area(s)/ facility(ies). ____

8. Ascertain if any unidentified building(s)/facility(ies) experienced similar losses or interruptions. ____

9. Collate all incident data received. ____

APPENDIX 9 TO SECTION VI

ENVIRONMENTAL POLLUTION/CONTAMINATION DATA SHEET

Time: _____ Reported By: _____ Ext: _____

1. Incident Location: _____

_____

_____

_____. (Bldg #, Grid #, Area, etc.)

2. Type of Pollution/Contamination:

   Aerosol _____ Liquid _____ Solid _____

3. Name (if known): _____

4. Describe Material Lost: _____

_____

_____

5. Cause of Incident (if known): _____

_____

6. Are there any injuries: No ____ Yes ____ (If yes, how many: Ambulatory # _____ Non-Ambulatory # _____)

7. Is there a need for individuals to be relocated/evacuated: No ____ Yes _____ (if yes, complete the following:)

   a. Is it being done or accomplished: Yes ____ No ____

   b. Is assistance needed to accomplish: Yes ____ No ____ (**If Yes, what type:** _____

   c. Where have they assembled: _____

8. Was a muster conducted: Yes _____(# Missing _____) No _____

9. Maintain a chronological log using the modified ICS Form 201 on the next page.

FEB 13 2009

MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO ENVIRONMENTAL POLLUTION/CONTAMINATION CHECKLIST

1. This checklist is used when a report of an Environmental Pollution/Contamination Incident is received:

a. Direct emergency response forces to the scene(s), if necessary. ____

b. Record all casualty information, report(s) and actions taken on the Environmental Pollution/ Contamination Data Sheet. ____

2. Notify the following command personnel of situation:

a. Commanding Officer ____

b. Executive Officer ____

3. Activate EOC, if appropriate or directed. ____

4. Notify the following tenant commands as necessary:

a. 20th SRG - R30 & R75 ____

b. NAVMETOCPRODEVCEN ____

c. ROICC Keesler/Gulfport ____

d. Branch Health Clinic Gulfport ____

e. Commissary ____

f. NAVCONSTRACEN Gulfport ____

g. Navy Exchange ____

h. Navy Marine Operational Support Center ____

i. Personnel Support Detachment Gulfport ____

j. 25th Naval Construction Regiment Quarterdeck ____

k. (11)22nd Naval Construction Regiment Quarterdeck ____

5. If the EOC is not activated, continue with NCBC Gulfport notifications:

a. Emergency Management ____

b. Public Works ____

c. Navy Police _____

d. Fire _____

e. Construction Equipment Department _____

f. Supply Department _____

6. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other appendices. _____

7. Ascertain if any building(s)/facility(ies) in the area need to have utilities secured. _____

8. Collate all incident data received. _____

FEB 13 2009

APPENDIX 10 TO SECTION VI

AGRICULTURAL INCIDENTS/FOOD QUARANTINE DATA SHEET

Time: _____ Reported By: _____ Ext: _____

1. Incident Location: _____

_____

_____

_____. (Bldg #, Grid #, Area, etc.)

2. Type of Incident:

Spillage: Aerosol _____ Liquid _____ Solid _____

Fire _____ Flood _____ Insect _____ Animal _____

3. Was the Cause of Incident Intentional:

Yes _____ No _____ Unknown _____

4. Describe Incident: _____

_____

_____

5. Are there any injuries: No ____ Yes ____ (If yes, how many: Ambulatory # _____ Non-Ambulatory # _____)

6. Is there a need for individuals to be relocated/evacuated:

No ____ Yes _____ (if yes, complete the following:)

a. Is it being done or accomplished: Yes ____ No ____

b. Is assistance needed to accomplish: Yes ____ No ____

(**If Yes, what type:** _____

c. Where have they assembled: _____

7. Was a Muster Conducted: Yes _____(# Missing _____) No _____

8. Maintain a chronological log using the modified ICS Form 201 on the next page.

MODIFIED ICS FORM 201

Summary of Current Actions

Time	**Action/Note**

CDO AGRICULTURAL INCIDENTS/FOOD QUARANTINE CHECKLIST

1. This checklist is used when a report of an Agricultural Incident is received:

a. Direct emergency response forces to the scene(s), if necessary. ____

b. Record all casualty information, report(s) and actions taken on the Environmental Pollution/ Contamination Data Sheet. ____

2. Notify the following command personnel of situation:

a. Commanding Officer ____

b. Executive Officer ____

3. Activate EOC, if appropriate or directed. ____

4. Notify the following tenant commands as necessary:

a. 20th SRG - R30 & R75 ____

b. NAVMETOCPRODEVCEN ____

c. ROICC Keesler/Gulfport ____

d. Branch Health Clinic Gulfport ____

e. Commissary ____

f. NAVCONSTRACEN Gulfport ____

g. Navy Exchange ____

h. Navy Marine Operational Support Center ____

i. Personnel Support Detachment Gulfport ____

j. 25th Naval Construction Regiment Quarterdeck ____

k. 22nd Naval Construction Regiment Quarterdeck ____

5. If the EOC is not activated, continue with NCBC Gulfport notifications:

a. Emergency Management ____

b. Public Works ____

c. Navy Police ____

d. ____

e. Construction Equipment Department ____

f. Supply Department ____

6. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other appendices. ____

7. Ascertain if any building(s)/facility(ies) in the area need to have utilities secured. ____

8. Collate all incident data received. ____

APPENDIX 11 TO SECTION VI

TERRORIST INCIDENTS DATA SHEET

(FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSIVE/INCENDIARY, OR ELECTROMAGNETIC/CYBER EVENTS)

Date/Time _____ From _____ Contact # _____

Time: _____ Reported By: _____ Ext: _____

1. Incident Location: _____

_____

_____

_____. (Bldg #, Grid #, Area, etc.)

2. Type of Incident:

Chemical _____ Biological _____ Radiological _____

Nuclear _____ Explosive _____ Hostage _____

Electromagnetic or Cyber _____ Shooting _____

3. Describe Incident: _____

_____

_____

4. Agent/Signs/Symptoms: _____

5. Number of Casualties:

Contaminated _____ ***Injured*** _____ ***Fatalities*** _____

6. Is there a need for individuals to be relocated/evacuated:

No ____ Yes _____ (if yes, complete the following:)

a. Is it being done or accomplished: Yes ____ No ____

b. Is assistance needed to accomplish: Yes ____ No ____

(**If Yes, what type:** _____

c. Where are they assembling: _____

7. Was a Muster Conducted: Yes _____(# Missing _____) No _____

8. Record additional information on the modified ICS Form 201 below:

MODIFIED ICS FORM 201	
Summary of Current Actions	
Time	***Action/Note***

CDO TERRORIST INCIDENT CHECKLIST

(FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, EXPLOSIVE/INCENDIARY, OR ELECTROMAGNETIC/CYBER EVENTS)

1. This checklist is to be used when a report of a terrorist incident.

a. Ensure dispatch of emergency response teams to scene(s) and that they are aware they are responding to a terrorist incident. ____

b. Record all casualty information, report(s) and actions taken on the Terror Incident Data Sheet. ____

c. Notify the following command staff of situation and the actions taken:

(1) Commanding Officer ____

(2) Executive Officer ____

(3) Security Officer ____

(4) Major Tenant Command(s) as necessary ____

(5) Hospital/Naval Branch Health Center (NBHC) ____

d. Activate the EOC, if required or directed. ____

e. Prepare and submit voice and initial SITREP/UNIT SITREP/OPREP-3 if reporting command has not already done so. ____

f. Notify the following base/installation commands as necessary:

(1) 20th SRG - R30 & R75 ____

(2) NAVMETOCPRODEVCEN ____

(3) ROICC Keesler/Gulfport ____

(4) Branch Health Clinic Gulfport ____

(5) Commissary ____

(6) NAVCONSTRACEN Gulfport ____

(7) Navy Exchange ____

(8) Navy Marine Operational Support Center ____

(9) Personnel Support Detachment Gulfport ____

(10) 25th Naval Construction Regiment Quarterdeck ____

(11) 22nd Naval Construction Regiment Quarterdeck ____

2. If the EOC is activated, continue with incident activity until EOC is staffed. ____

3. If the EOC is non activated, continue with the following:

a. NCBC Gulfport notifications:

(1) Emergency Management ____

(2) Public Works ____

(3) Navy Police ____

(4) Fire ____

(5) Construction Equipment Department ____

(6) Supply Department ____

b. Notify the Regional Operation Center (904)942-3118 ____

c. Execute any additional annexes contained within this manual to mitigate the incident. ____

d. After initial response and as directed by the demands of the casualty, continue with the following recurring activity as required:

(1) Monitor casualty progress for additional needs to evacuate, relocate or recall personnel/equipment. ____

(2) Continue with SITREP/UNIT SITREP/OPREP-3 reporting responsibility, as appropriate. ____

(3) Alert and/or dispatch transportation assets via the Public Works dispatcher. ____

(4) Alert Transient Visitors Quarters for possible emergency berthing requirements. ____

(5) Notify Food Services for possible emergency messing requirements. ____

THIS PAGE HAS BEEN
INSERTED IN ORDER TO
MAINTAIN NORMAL
PAGE SEQUENCING

FEB 1 9 2009

APPENDIX 12 TO SECTION VI

CIVIL DISTURBANCE
(RIOT, STRIKE, PROTEST OR MASS PANIC) DATA SHEET

Time: _____ Reported By: _____ Ext: _____

1. Type of Incident:
   Riot _____ Strike _____ Protest _____ Mass Panic _____

2. Incident Location: _____
_____
_____
_____. (Bldg #, Grid #, Area, etc.)

3. Number of Participants: _____

4. Any Injured: No _____ Yes _____ (Number _____)

5. Signage/Banner Statements: _____
_____
_____

6. Incident Description: _____
_____
_____

7. Number of Bystanders: _____

8. Mood of Bystanders:
   Hostile _____ Heckling _____ Agreeing _____ Peaceful _____

9. Future Actions Anticipated: _____
_____
_____

10. Record additional information on the modified ICS Form 201 on the next page.

FEB 1 8 2009

MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

FEB 1 9 2010

CDO CIVIL DISTURBANCE (RIOT, STRIKE, PROTEST OR MASS PANIC) CHECKLIST

1. This checklist is used when a report of a Civil Disturbance is received:

a. Direct emergency response forces to the scene(s), if necessary. ____

b. Record all casualty information, report(s) and actions taken on the Civil Disturbance Data Sheet. ____

2. Notify the following command personnel of situation:

a. Commanding Officer ____

b. Executive Officer ____

3. Activate EOC, if appropriate or directed. ____

4. Notify the following tenant commands as necessary:

a. 20th SRG - R30 & R75 ____

b. NAVMETOCPRODEVCEN ____

c. ROICC Keesler/Gulfport ____

d. Branch Health Clinic Gulfport ____

e. DECA ____

f. NAVCONSTRACEN Gulfport ____

g. Navy Exchange ____

h. Navy Marine Operational Support Center ____

i. Personnel Support Detachment Gulfport ____

j. 25th Naval Construction Regiment Quarterdeck ____

k. 22nd Naval Construction Regiment Quarterdeck ____

l. PWD Gulf Coast ____

m. CED Det Gulfport ____

n. FISC Jax Det Gulfport ____

o. Navy Family Housing, Gulfport ____

5. If the EOC is not activated, continue with NCBC Gulfport notifications:

a. Emergency Management ____

b. Navy Police ____

c. Fire ____

6. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other appendices. ____

7. Ascertain if any building(s)/facility(ies) in the area need to have utilities secured. ____

8. Collate all incident data received. ____

APPENDIX 13 TO SECTION VI

REFUGEE & MIGRANT OPERATIONS DATA SHEET

Time: _____ Reported By: _____ Ext: _____

1. Location(s) of entry: _____

_____

_____

_____.

2. Location(s) of Processing/Holding Area(s): _____

_____

_____

_____.

3. Known Number of Evacuees: _____

4. Status of:

   a. Law Enforcement: _____

_____.

   b. Transportation: _____

_____.

   c. Logistics (Food, Water, Lodging, etc.): _____

_____

_____

5. Where are Injured being taken: _____

_____

_____.

6. Number of Bystanders: _____
   Mood of Bystanders:

   Hostile _____ Heckling _____ Agreeing _____ Peaceful _____

7. Comments: _____

_____

_____.

8. Record additional information on the modified ICS Form 201 below:

MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO REFUGEE & MIGRANT OPERATIONS CHECKLIST

1. This checklist is used when a report of a Civil Disturbance is received:

a. Direct emergency response forces to the scene(s), if necessary. ____

b. Record all casualty information, report(s) and actions taken on the Refugee & Migrant Operations Data Sheet. ____

2. Notify the following command personnel of situation:

a. Commanding Officer ____

b. Executive Officer ____

3. Activate EOC, if appropriate or directed. ____

4. Close gates as directed/required. ____

5. Notify the following tenant commands as necessary:

a. 20th SRG - R30 & R75 ____

b. NAVMETOCPRODEVCEN ____

c. ROICC Keesler/Gulfport ____

d. Branch Health Clinic Gulfport ____

e. Commissary ____

f. NAVCONSTRACEN Gulfport ____

g. Navy Exchange ____

h. Navy Marine Operational Support Center ____

i. Personnel Support Detachment Gulfport ____

j. 25th Naval Construction Regiment Quarterdeck ____

k 22nd Naval Construction Regiment Quarterdeck ____

6. If the EOC is not activated, continue with NCBC Gulfport notifications:

a. Emergency Management ____

b. Navy Police ____

c. Fire ____

7. Take actions necessary to clarify, prepare for or mitigate incident, including executing other appendices. ____

8. Ascertain if any building(s)/facility(ies) in the area need to have utilities secured. ____

9. Collate all incident data received. ____

APPENDIX 14 TO SECTION VI

NUCLEAR REACTOR ACCIDENT/INCIDENT DATA SHEET

Date/Time _____ From _____ Contact # _____

1. Incident Location: _____

_____

_____

_____

2. Number of Casualties: None ____ or

Contaminated: Injured ____ **Dead** ____ **Unknown** ____

Not Contaminated: Injured ____ Dead ____ Unknown ____

3. Is there a need for individuals to be relocated/evacuated?

No ____ Yes _____ (if yes, complete the following:)

a. Is it being done or accomplished: Yes ____ No ____

b. Is assistance needed to accomplish: Yes ____ No ____

(**If Yes, what type:** _____

c. Where are they assembling: _____

4. Record additional information on the modified ICS Form 201 on the next page.

MODIFIED ICS FORM 201

Summary of Current Actions

Time	Action/Note

CDO NUCLEAR REACTOR ACCIDENT/INCIDENT CHECKLIST

1. This checklist is used when a report of a Nuclear Reactor Accident/Incident is received:

a. Direct and ensure Emergency Response Forces are aware it is a nuclear incident they are responding to, if required. ____

b. Record all casualty information, report(s) and actions taken on the Nuclear Reactor Accident/Incident Data Sheet. ____

2. Notify the following command personnel of situation:

a. Commanding Officer ____

b. Executive Officer ____

3. Activate EOC, if appropriate or directed. ____

4. Notify the following tenant commands as necessary:

a. 20th SRG - R30 & R75 ____

b. NAVMETOCPRODEVCEN ____

c. ROICC Keesler/Gulfport ____

d. Branch Health Clinic Gulfport ____

e. NAVCONSTRACEN Gulfport ____

f. Navy Exchange ____

g. Navy Marine Operational Support Center ____

h. Personnel Support Detachment Gulfport ____

i. 25th Naval Construction Regiment Quarterdeck ____

j. 22nd Naval Construction Regiment Quarterdeck ____

5. If the EOC is not activated, continue with NCBC Gulfport notifications:

a. Emergency Management ____

b. Navy Police ____

c. Fire ____

6. Close gates as directed/required. ____

7. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other appendices. ____

8. Collate all incident data received. ____

NUCLEAR WEAPON ACCIDENT/INCIDENT DATA SHEET

Date/Time _____ From _____ Contact # _____

1. Incident Location: _____

_____

_____

_____. (Bldg #, Grid #, Area, etc.)

2. Number of Casualties: None ____ or

Contaminated: **Injured** ____ **Dead** ____ Unknown ____

Not Contaminated: Injured ____ Dead ____ Unknown ____

3. Is there a need for individuals to be relocated/evacuated:

No ____ Yes _____ (if yes, complete the following:)

a. Is it being done or accomplished: Yes ____ No ____

b. Is assistance needed to accomplish: Yes ____ No ____

(**If Yes, what type:** _____

c. Where are they assembling: _____

4. Record additional information on the modified ICS Form 201 on the next page.

MODIFIED ICS FORM 201

Summary of Current Actions

Time	*Action/Note*

CDO NUCLEAR WEAPON ACCIDENT/INCIDENT CHECKLIST

1. This checklist is used when a report of a Nuclear Weapon Accident/Incident is received:

a. Direct and ensure Emergency Response Forces are aware it is a nuclear incident they are responding to, if required. ____

b. Record all casualty information, report(s) and actions taken on the Nuclear Reactor Accident/Incident Data Sheet. ____

2. Notify the following command personnel of situation:

a. Commanding Officer ____

b. Executive Officer ____

3. Activate EOC, if appropriate or directed. ____

4. Notify the following tenant commands as necessary:

a. 20th SRG - R30 & R75 ____

b. NAVMETOCPRODEVCEN ____

c. ROICC Keesler/Gulfport ____

d. Branch Health Clinic Gulfport ____

e. Commissary ____

f. NAVCONSTRACEN Gulfport ____

g. Navy Exchange ____

h. Navy Marine Operational Support Center ____

i. Personnel Support Detachment Gulfport ____

j. 25th Naval Construction Regiment Quarterdeck ____

k. 22nd Naval Construction Regiment Quarterdeck ____

5. If the EOC is not activated, continue with NCBC Gulfport notifications:

a. Emergency Management ____

b. Navy Police ____

c. Fire ____

6. Close gates as directed/required. ____

7. Take actions necessary to clarify, prepare for or mitigate casualty, including executing other appendices. ____

8. Collate all incident data received. ____

APPENDIX 15 TO SECTION VI

AUXILIARY POWER

1. Mission. To provide backup emergency power for those facilities essential to recovery operation; protection of personnel; and food, water and small arm weapons.

2. Execution. This Appendix establishes a plan to provide emergency power to those facilities deemed essential to emergency and recovery operations. The electrical connector at each facility will be a double-throw switch (DT SW), a double-lug connection (DB LUG) or a transformer (XFMR). A list of generator assets onboard CBC Gulfport is as follows:

LOCATION	CONNECT FACILITY	GENERATOR SPECS/POWER REQUIREMENTS: (kW/VOLTS)	PEAK FUEL USAGE RATE (GPH)	FUEL CAPACITY (GAL)	OPERATING HOURS (*) AT PEAK LOADING (HR)	REMARKS
Bldg. #18 Warehouse	AUTO-XFR	150 kW/480 V	6	100	16.5	In Place
Bldg. #19 Warehouse	AUTO-XFR	150 kW/208 V	6	100	16.5	In Place
Bldg. #20 Warehouse	AUTO-XFR	150 kW/208 V	6	100	16.5	In Place
Bldg. #32 Commissary	AUTO-XFR	Replace with 350 kW	20	200	10	In Place
Bldg. #40 Cold Storage	DT SW	100 kW/400 V	6	100	16.5	In Place
Bldg. #449 Gate House	DT SW	35 kW	4	100	25	In Place
Bldg #114 NOSC	AUTO-XFR	350/480	20	200	10	In Place
Bldg 452	AUTO-XFR	150kw/208v	6	100	16.5	In Place

LOCATION	CONNECT FACILITY	GENERATOR SPECS/POWER REQUIREMENTS: (kW/VOLTS)	PEAK FUEL USAGE RATE (GPH)	FUEL CAPACITY (GAL)	OPERATING HOURS (*) AT PEAK LOADING (HR)	REMARKS
Bldg. #185 Sewage Pumping Station	DT SW	100 kW/208 V	6	100	16.5	In Place
Bldg. #188 Sewage Pumping Station	DT SW	60 kW/208 V	4	100	25	In Place
Bldg. #219 C.H. Container Warehouse	AUTO-XFR	150 kW/480 V	8	300	37.5	In Place
Bldg. #222 C.H. Container Warehouse	AUTO-XFR	150 kW/480 V	8	300	37.5	Removed replacement will be installed at 216
Bldg. #291 Armory	AUTO-XFR	100 kW/208 V	6	100	16.5	In Place
Bldg. #295 Medical	AUTO-XFR	150 kW/208 V	6	100	16.5	In Place
Bldg. #319 C.H. Container Warehouse	DT SW	200 kW/ 480 V	10	200	20	In Place
Bldg. #321 Fire Station	DT SW	100 kW/208 V	6	100	16.5	In Place
Bldg 217	Auto TXFR	200kw/208v	6	150	16.5	In place

LOCATION	CONNECT FACILITY	GENERATOR SPECS/POWER REQUIREMENTS: (kW/VOLTS)	PEAK FUEL USAGE RATE (GPH)	FUEL CAPACITY (GAL)	OPERATING HOURS (*) AT PEAK LOADING (HR)	REMARKS
Bldg. #324 Round House	AUTO-XFR	100 kW/208 V	6	100	16.5	In Place
Bldg. #370 PW Shops	DT SW	100 kW/208 V	6	100	16.5	In Place
Bldg. #398 Military Gas Station	DT SW	30 kW/208 V	3	30	10	In Place
Bldg. #416 Well#4	DB LUG	150 kW/480 V	8	200	25	In Place
Bldg. #417 Well#5	DT SW	100 kW/208 V	6	100	16.5	In Place
Bldg. #1025 Sewage Pumping Station	DT SW	30 kW/208 V	3	23	7.5	In Place

POST PRIORITY

LOCATION	CONNECT FACILITY	GENERATOR SPECS/POWER REQUIREMENTS: (kW/VOLTS)	PEAK FUEL USAGE RATE (GPH)	FUEL CAPACITY (GAL)	OPERATING HOURS(*) AT PEAK LOADING (HR)	REMARKS
*Bldg # 203 NMC 1 center	DT SW	100 kw/400 V	6	100	16.5	To be placed pre storm
*Bldg 340 NEX Gas Station		200kw 208/460V				3 phase ID# M-01096
*Bldg 329 Info Systems		100kw 208/460V				3 phase ID# USN 51-20048
*Bldg 118 PSD		200kw/ 208/460V				3 phase ID# M-17197
*Bldg 30 FFSC		60K/ 208v				3 phase ID# M-15533
*Bldg 10 East Gate		20 KW	.5	18	8	To be placed post storm no # assigned

* The above generators will be placed post storm.

The following generators will be placed post storm as needs necessitate.

			[illegible]	FUEL CAPACITY (GAL)	OPERATING HOURS (*) AT PEAK LOADING (HRS)	REMARKS
Bldg 367 Galley	DT SW	700 kW				On order
Bldg 386 NMCI Server NCTC	DT SW	150 kW				
Bldg 243 VMF Marines	DT SW	200 kW				
Bldg 1 HQ	DT SW	200 kW				
Bldg 343 NCTC	DT SW	150 kW				
Bldg 215 Army WH	DT SW	150 kW			If not used here will replace WH 219/222 assets	
Bldg 216 Army WH	DT SW	150 kW			" " "	