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NAVSUPPACT NAPLES INST 3440.1
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NAVSUPPACT NAPLES INSTRUCTION 3440.1

From: Commanding Officer, Naval Support Activity Naples, Italy

Subj: EMERGENCY MANAGEMENT WORKING GROUP

Ref: (a) OPNAV INST 3440.17, Navy Installation Emergency Management Program
(b) National Fire Protection Association (NFPA) Standard 1600 "National Preparedness Standard on Disaster/Emergency Management and Business Continuity Programs"
(c) CNIC INST 3440.17, Navy Installation Emergency Management Program Manual
(d) COMNAVREGEUR INST 3440.1A, Regional All Hazard Critical Incident Management System
(e) COMNAVREGEUR INST 3440.2, Emergency Management Working Groups

1. Purpose. In accordance with references (a), (b), (c) and (e), the Commanding Officer is required to establish and maintain an Installation Emergency Management Working Group (EMWG) to assist the Installation Emergency Management Officer (EMO) in the development, execution, exercising, and assessment of the installation's EM program. The principle goal of the EMWG is the coordination of plans and concepts of operations between multiple functional areas and between organic response organizations and their mutual aid partners. EMWG should encourage participation by appropriate Federal, State, Local, other service, and/or Host Nation EM-related agencies and departments.

2. Scope and Applicability. This instruction applies to NSA Naples and all tenant commands.

3. Introduction.

a. Based on the current CBRNE threat against Navy Installations, it is imperative that Navy Shore Installations develop the capability to save lives, prevent suffering, maintain critical missions within a contaminated environment, mitigate the crisis, and restore essential functions.

b. References (a), and (c) provides policy, guidance, operational structure, and assignment of responsibilities for a comprehensive All-Hazards (including CBRNE) Emergency Management Program at Navy installations. Reference (d) promulgates an All-Hazard Command & Control Incident Management System consistent with the National Incident Management System for all CBRNE shore commands and installations.

4. Assumptions.

a. The use of CBRNE weapons against Navy shore installations is likely.

b. Response to a large-scale CBRNE attack at a shore installation will require the use of all existing First Responder assets and capabilities ((i.e. Fire and Emergency Medical Services, Hazardous Material Teams (HAZMAT), Security & Law Enforcement, Explosive Ordnance Disposal (EOD), and Medical Providers)) and will likely exceed the crisis response and consequence management capability of an installation's organic resources.

c. Extensive DoD, Federal and Host Nation support will be required to manage a large-scale CRBNE incident.

d. Any CBRNE incident will require one or more of the following:

(1) A command and control response.

(2) A fire suppression response.

(3) A hazardous materials response.

(4) A law enforcement/security response.

(5) A mass casualty response.

5. Commander's Intent. To ensure we provide an internal management control process to sustain an organized, staffed, equipped, trained, exercised and evaluated all-hazard CBRNE response and recovery capability to:

a. Save lives & prevent suffering.

b. Mitigate a crisis.

c. Protect critical assets and infrastructure.

d. Sustain critical missions.

e. Restore essential functions.

To achieve this effect, installation emergency management plans shall be developed and regularly exercised. Unit specific functional response plans shall be coordinated with installation Emergency Management Plans and applicable safety and environmental standards.

6. Concept of Operations.

a. We will ensure a continuous integration and synchronization of tactics, techniques, procedures (TTP), material, and people to develop and sustain an all-hazards emergency management response and recovery program to achieve the commanders' intent.

b. In order to achieve these operational objectives Naval Support Activity Naples will charter an Emergency Management Working Group to assist in the development, execution, exercising, and continuous assessment of the EM Program.

7. Policy.

a. EMWG shall be the principle strategy for ensuring we develop and sustain an effective all-hazard response and recovery capability. The principal goal of the EMWG is the coordination of plans and operational procedures between multiple functional areas and between organic response organizations and their mutual aid partners. EMWG should encourage participation by appropriate other service, agencies, Host Nation, and/or private EM-related agencies and departments.

b. EMWG shall meet at least quarterly and a copy of the minutes of each meeting shall be retained for file by the Emergency Management Officer for two years. Action items shall be tracked through completion and reflected in minutes of each meeting.

8. Emergency Management Working Group (EMWG) Organization.

a. EMWG shall be chaired by the Commanding Officer. The EMO shall serve as the principal action officer for the EMWG, though others may also need to serve as action officers for specific tasks. At a minimum, the EMWG will include the following:

(1) Commanding Officer

(2) Executive Officer

(3) Emergency Management Officer

(4) Security Officer

(5) Fire Chief

(6) Emergency Operations Center Manager

(7) Operations Officer

(8) Public Works Officer

(9) Public Health Emergency Officer or Senior Medical Officer.

(10) Environmental Coordinator

(11) Information Technology Representative

(12) Public Affairs Officer

(13) Fleet and Family Support Center Representative

(14) Occupational Safety and Health Manager

(15) Financial Management Officer

(16) Major Tenant Command EMO's (i.e. CNREURAFSWA, CNE-CAF-C6F, NTCS)

(17) Others, as deemed relevant, to promote the desired commanders' intent such as representatives from major tenant commands

b. EMWG shall:

(1) Provide a forum for the Commanding Officer to provide direction and execute decisions on issues related to all-hazards emergency response.

(2) Collect and prioritize installation EM resource requirements for the appropriate budget submissions.

(3) Ensure that installation EM Plans are integrated with HN EM Plans, as necessary.

(4) Ensure that installation EM Training programs are developed and executed to support Category 1-5 personnel.

(5) Conduct and/or support all required assessments.

9. Responsibilities. Commanding Officer shall Chair EMWG meetings and the EMO shall serve as the principal action officer to ensure the readinesses of Command capabilities are consistent with this instruction.

10. Action. Tenant Commands shall take this instruction for action and ensure they are in compliance (as applicable).

11. Releasability. This is an unclassified document.

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