



DEPARTMENT OF THE NAVY
NAVAL CONSTRUCTION BATTALION CENTER
4902 MARVIN SHIELDS BLVD
GULFPORT MS 39501-5001

IN REPLY REFER TO:
NCBCGPTINST 3440.1C CH-4
N37
19 Jun 12

From: Commanding Officer, Naval Construction Battalion Center,
Gulfport

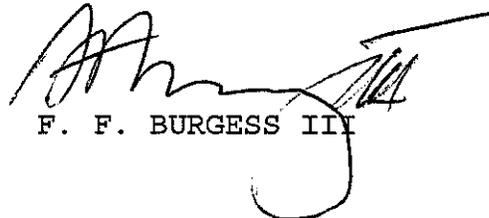
Subj: NAVAL CONSTRUCTION BATTALION CENTER, GULFPORT, EMERGENCY
MANAGEMENT (EM) PLAN

Encl: (1) Section I
(2) Section II, ANNEX B, BB, CC, F
(3) Revised Annex 17 to Section III
(4) Revised Appendix 1, 4, 5
(5) Revised Appendix to Section IV
(6) Revised Appendix 15 to Section VI

1. Purpose. To update critical information pertaining to Naval
Construction Battalion Center, Gulfport, Emergency Management
(EM) Plan.

2. Action

- a. Remove Section I and replace with enclosure (1).
- b. Remove Section II and replace with enclosure (2).
- c. Remove Annex 17 to Section III and replace with
enclosure (3).
- d. Remove Appendix 1 and replace with enclosure (4).
- e. Remove Appendix 4 and 5 to Section IV and replace with
enclosure (5).
- f. Remove Appendix 15 to Section VI and replace with
enclosure (6).


F. F. BURGESS III

**NAVAL CONSTRUCTION BATTALION CENTER
GULFPORT**



**EMERGENCY MANAGEMENT (EM)
PLAN**

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MAINTAIN NORMAL
PAGE SEQUENCING

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Promulgation Letter	
Record of Changes	i
Table of Contents	iii
Section I Basic Plan	I-1
Chapters	
1. Organization	I-1-1
2. Personnel Categorization	I-2-1
3. Regional Resource Inventory	I-3-1
4. Duties and Responsibilities	I-4-1
5. Assessment Program	I-5-1
6. Regional Hazard Summary	I-6-1
7. Command and Control	I-7-1
8. Mitigation Program	I-8-1
9. Response Concept of Operations	I-9-1
10. Recovery Concept of Operations	I-10-1
11. Defense Support of Civil Authorities (DSCA)	I-11-1
12. Continuity of Operations (COOP)	I-12-1
13. Business Continuity Program	I-13-1
14. Supporting Plans	I-14-1
15. Training Program	I-15-1
16. Equipment Program	I-16-1
17. Exercise and Evaluation Program	I-17-1
Section II. Functional Area Annexes	
A - Southeast Region Operations Center	II-A-1
B - Installation Emergency Operations Center	II-B-1
C - Incident Management Teams (IMT) & CNIC Quick Response Team (QRT)	II-C-1
D - Civil-Military Operations Center (CMOC)	II-D-1
E - Southeast Region Dispatch Center (RDC)	II-E-1
F - Communication Systems	II-F-1
G - Category 1 Personnel	II-G-1
H - Emergency Management	II-H-1
I - Fire & Emergency Services (F&ES)	II-I-1
J - Emergency Medical Services (EMS)	II-J-1
K - Naval Security Forces (NSF)	II-K-1
L - Explosive Ordnance Disposal (EOD)	II-L-1
M - Health Service Support	II-M-1

N - Industrial Hygiene Support	II-N-1
O - Occupational Safety and Health	II-O-1
P - Public Works/Debris Management	II-P-1
Q - Finance/Emergency Cost Accounting	II-Q-1
R - Public Affairs	II-R-1
S - Mass Care	II-S-1
T - Environmental	II-T-1
U - Meteorology and Oceanographic Support	II-U-1
V - Fatality Management	II-V-1
W - Supply and Logistics	II-W-1
X - Search and Rescue (SAR)	II-X-1
Y - Evacuation Management	II-Y-1
Z - Local Safe Haven Management Team	II-Z-1
AA - Remote Safe Haven Management Team	II-AA-1
BB - Shelter-in-Place Management Teams	II-BB-1
CC - Emergency Response Team (ERT)	II-CC-1
DD - Regional Planning Agent (RPA)	II-DD-1
EE - Navy Emergency Preparedness Liaison Officers (NEPLOs)	II-EE-1
FF - Continuity of Government (BDW/NRMA)	II-FF-1
GG - EKMS Support	II-GG-1
 Section III. Support Annexes	
1. Annex 1 - Mutual Aid Agreements	III-1-1
2. Annex 2 - Memoranda of Understanding/Agreement	III-2-1
3. Annex 3 - Inter-Service Support Agreements	III-3-1
4. Annex 4 - Support Contracts	III-4-1
5. Annex 5 - Contract Development, Execution and Management	III-5-1
6. Annex 6 - Evacuation	III-6-1
7. Annex 7 - Personnel Accountability	III-7-1
8. Annex 8 - Safe Haven Operations	III-8-1
9. Annex 9 - Shelter-in-Place Procedures	III-9-1
10. Annex 10 - Special Needs Management	III-10-1

11.	Annex 11 - Animal Care Management	III-11-1
12.	Annex 12 - Volunteer and Donations Management	III-12-1
13.	Annex 13 - Sampling and Evidence Collection	III-13-1
14.	Annex 14 - Personnel Decontamination	III-14-1
15.	Annex 15 - Inventory Management	III-15-1
16.	Annex 16 - Special Event Management	III-16-1
17.	Annex 17 - Base Support Installation (BSI) Management	III-17-1
18.	Annex 18 - Repatriation Operations	III-18-1
19.	Annex 19 - Emergency Management Folding Card	III-19-1
Section IV. Hazard-Specific Appendices		IV-1
1.	Appendix 1 - Destructive Weather	IV-1-1
2.	Appendix 2 - Seismic/Geological Hazards	IV-2-1
3.	Appendix 3 - Fire Hazards	IV-3-1
4.	Appendix 4 - Pandemic Influenza	IV-4-1
5.	Appendix 5 - Hazardous Materials Spill/Release	IV-5-1
6.	Appendix 6 - Transportation Accidents	IV-6-1
7.	Appendix 7 - Structural Failure/Collapse	IV-7-1
8.	Appendix 8 - Infrastructure or Utility Loss or Interruption	IV-8-1
9.	Appendix 9 - Environmental Pollution/ Contamination	IV-9-1
10.	Appendix 10 - Agricultural Incidents/Food Quarantine	IV-10-1
11.	Appendix 11 - Terrorism Incidents	IV-11-1
12.	Appendix 12 - Chemical Terrorism	IV-12-1
13.	Appendix 13 - Biological Terrorism	IV-13-1
14.	Appendix 14 - Radiological Terrorism	IV-14-1
15.	Appendix 15 - Nuclear Terrorism	IV-15-1
16.	Appendix 16 - Explosive or Incendiary Terrorism	IV-16-1
17.	Appendix 17 - Electromagnetic or Cyber Terrorism	IV-17-1
18.	Appendix 18 - Civil Disturbance (Riot, Strikes, Protests or Mass Panic)	IV-18-1
19.	Appendix 19 - Refugee & Migrant Operations	IV-19-1

20. Appendix 20 - Nuclear Reactor Accident/ Incidents (NOTAL)	IV-20-1
21. Appendix 21 - Nuclear Weapon Accident/Incidents (NOTAL)	IV-21-1
Section V. General Appendices	V-1
1. Definitions	V-1-1
2. Acronyms	V-2-1
Section VI. Forms & Checklists Appendices	VI-1
1. CDO Small Craft, Gale or Storm Warning	VI-3
a. CDO Freeze Warning	VI-5
b. CDO Thunderstorm Warning	VI-8
c. CDO Electrical Storm Warning	VI-11
d. CDO Electrical Storm All Clear Checklist	VI-14
e. CDO Tornado Warning	VI-17
f. CDO Tropical Wind Warning	VI-20
g. CDO Tropical Wind Warning Notifications list	VI-22
h. CDO Tropical Cyclone Warning	VI-26
i. Tropical Cyclone Condition Notification Procedures	VI-28
j. Tropical Cyclone Condition of Readiness Checklist	VI-32
k. CDO Flood Data Sheet	VI-76
l. CDO Flood Checklist	VI-78
2. Seismic/Geological Hazards	VI-80
a. CDO Earthquake/Tsunami Checklist	VI-82
b. CDO Earthquake/Tsunami Damage Data Sheet	VI-84
c. CDO Earthquake/Tsunami Damage Checklist	VI-86
3. Fire Hazard Checklist	VI-90
4. Pandemic Influenza Data Sheet	VI-92
Pandemic Influenza Checklist	VI-94
5. Hazardous Material Spill/Release Data Sheet	VI-97
Hazardous Material Spill/Release Checklist	VI-97
6. CDO Transportation Accident Data Sheet	VI-101
7. Structural Failure/Collapse Checklist	VI-105

8.	CDO Infrastructure or Utility Loss or Interruption Data Sheet	VI-109
	CDO Infrastructure or Utility Loss or Interruption Checklist	VI-111
9.	CDO Environmental Pollution/Contamination Data Sheet	VI-113
	CDO Environmental Pollution/Contamination Checklist	VI-115
10.	CDO Agricultural Incidents/Food Quarantine Data Sheet	VI-117
	CDO Agricultural Incidents/Food Quarantine Checklist	VI-119
11.	CDO Terrorist Incident Data Sheet	VI-121
	CDO Terrorist Incident Checklist (Chemical, Biological, Radiological, Nuclear, Explosive/Incendiary, or Electromagnetic/Cyber events Checklist)	VI-123
12.	CDO Civil Disturbance Data Sheet	VI-126
	CDO Civil Disturbance Checklist	VI-128
	CDO Refugee & Migrant Operations Data Sheet	VI-130
	CDO Refugee & Migrant Operations Checklist	VI-132
13.	Generator Location/Status checklist	VI-139

List of Figures

Number	Title	Page
1-1	NCBC Gulfport's Organization	I-1-1
1-2	NCBC Gulfport's Geographic Area of Responsibility	I-1-2

List of Tables

Number	Title	Page
1-1	NCBC Gulfport's Echelon Organizational Structure	I-1-3
1-2	Required Operational Capability (ROC Levels)	I-1-3
1-3	Installation Group Designations	I-1-4

1-4	Installation Group Required Response Capabilities	I-1-5
5-1	Type of Assessments	I-5-3
5-2	EM Capability Assessment Schedule	I-5-4
6-1	NCBC Gulfport's Hazard Summary	I-6-1
10-1	Prioritized Recovery Tasks	I-10-2
17-1	NCBC Gulfport's Exercise Schedule	I-17-2

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MAINTAIN NORMAL
PAGE SEQUENCING

SECTION I

BASIC PLAN

1. Situation and Assumptions. The missions and assigned personnel on board the Naval Construction Battalion (NCBC), Gulfport may be negatively impacted by a wide range of natural, man-made (technological) and intentional (terrorism) hazards. The impact of these hazards upon the base or the community will vary from a local emergency to a catastrophic emergency depending on many factors, the ability to mitigate the potential effects of, responding to and recovering from an emergency. This plan along with supporting procedures was developed using the Regional Emergency Management (EM) Plan as guidance and reflects the possibility of any, or all of the conditions below:

- a. Disruption or loss of critical missions
- b. Significant personal injury or loss of life
- c. Significant and prolonged human suffering
- d. Disruption or loss of essential operations or services
- e. Damage to or destruction of critical or supporting infrastructure a.
- f. Disruption or loss of required resources
- g. Disruption or loss of transportation and communication networks
- h. Substantial and/or extensive property damage or loss
- i. Damage to the environment
- j. Civil disturbance or disobedience

2. Mitigation and Response. Mitigation activities conducted prior to the occurrence of an emergency result in a potential reduction in the above events. Response to an emergency is best coordinated and executed at the lowest level of command involved in the emergency. The NCBC Gulfport Incident Commander will maintain tactical control and responsibility for tactical-level emergency response actions within the immediate area of the hazard or damage. The NCBC Gulfport Commanding Officer will maintain operational control of NCBC Gulfport and its forces to

support the Incident Commander through the coordinated efforts of the NCBC Gulfport Emergency Operations Center (EOC).

a. The NCBC Gulfport Commanding Officer (CO) will maintain the capability to respond to mission assignments, tasking from higher headquarters, immediate response in support of civil authorities (when warranted) and response to emergencies on board the base, which are not immediately impacted by a current emergency.

b. Response to such emergencies may require all existing first responder and emergency responder assets and must exceed the Consequence Management capabilities of organic resources. The incident may require extensive federal, state, local, other service and/or private support in order to effectively respond to and recover from an emergency. Mutual aid and assistance is requested when needed and provided as available.

c. Emergency response is typically based upon mutual assistance between the respective agencies and departments and is not guaranteed solely due to physical proximity. Close liaison with these agencies and departments is essential prior to and during an emergency in order to ensure civil authorities are responsive in protecting Navy resources, and that the NCBC Gulfport CO supports civil authorities to the extent permitted and governed by law and policy.

d. Supporting plans and procedures are updated and maintained by higher headquarters, Region and NCBC Gulfport levels.

3. Policy. The primary responsibility of NCBC Gulfport is to accomplish the command's assigned Mission Essential Functions (MEFs) and supporting tasks. This plan supports the priority of such Continuity of Operations (COOP) efforts in relation to the response to an emergency and provides validated and approved methods for protecting assigned personnel, equipment/facilities within the scope of federal law, DoD and Navy policies.

a. Any emergency requires time-critical response in order to sustain critical operations, save lives, protect property, and restore essential operations and services.

4. Plan Organization. This plan is divided into six parts: Basic Plan, Functional Area Annexes, Support Annexes, Hazard Specific Appendices, General Appendices, and Forms and Checklists.

b. It is the policy of the Federal Government to support civil authorities in coping with civil emergencies/disasters that overwhelm the capability of state and local governments to adequately respond to and recover from such events in order to protect the civilian population's safety, health and property.

a. Section I. Basic Plan describes the overall structure and requirements to establish and implement the overarching concept of operations for responding to and recovering from an emergency impacting NCBC Gulfport and/or the civil community. It includes incident notification, reporting and management procedures common to the effective management of all emergencies, regardless of cause or extent.

b. Section II. Functional Area Annexes describe the roles and responsibilities of each identified functional area in order to successfully execute the concept of operations in the basic plan.

c. Section III. Support Annexes provide consistent and accurate execution of those tasks which are considered technically rigorous, that have significant management challenges, or are based on detailed legal processes/procedures.

d. Section IV. Hazard-Specific Appendices NCBC Gulfport addresses hazards, assessments, documenting incident notification, and management procedures.

e. Section V. General Appendices standardizes language and use of acronyms throughout the plan.

f. Section VI. Forms and Checklists standardizes information and procedures.

5. Plan Maintenance. The NCBC Gulfport CO will be the final approving authority for this plan. The EM is responsible for the routine maintenance and annual review of this plan. All changes in policy, procedures or assignments will be briefed to the base EMWG prior to submission to the CO for approval and signature.

8. Plan Submission. Each year, NLT 31 May, the EM is required to submit a copy of the current NCBC Gulfport Emergency Management Plan to the Regional Emergency Manager.

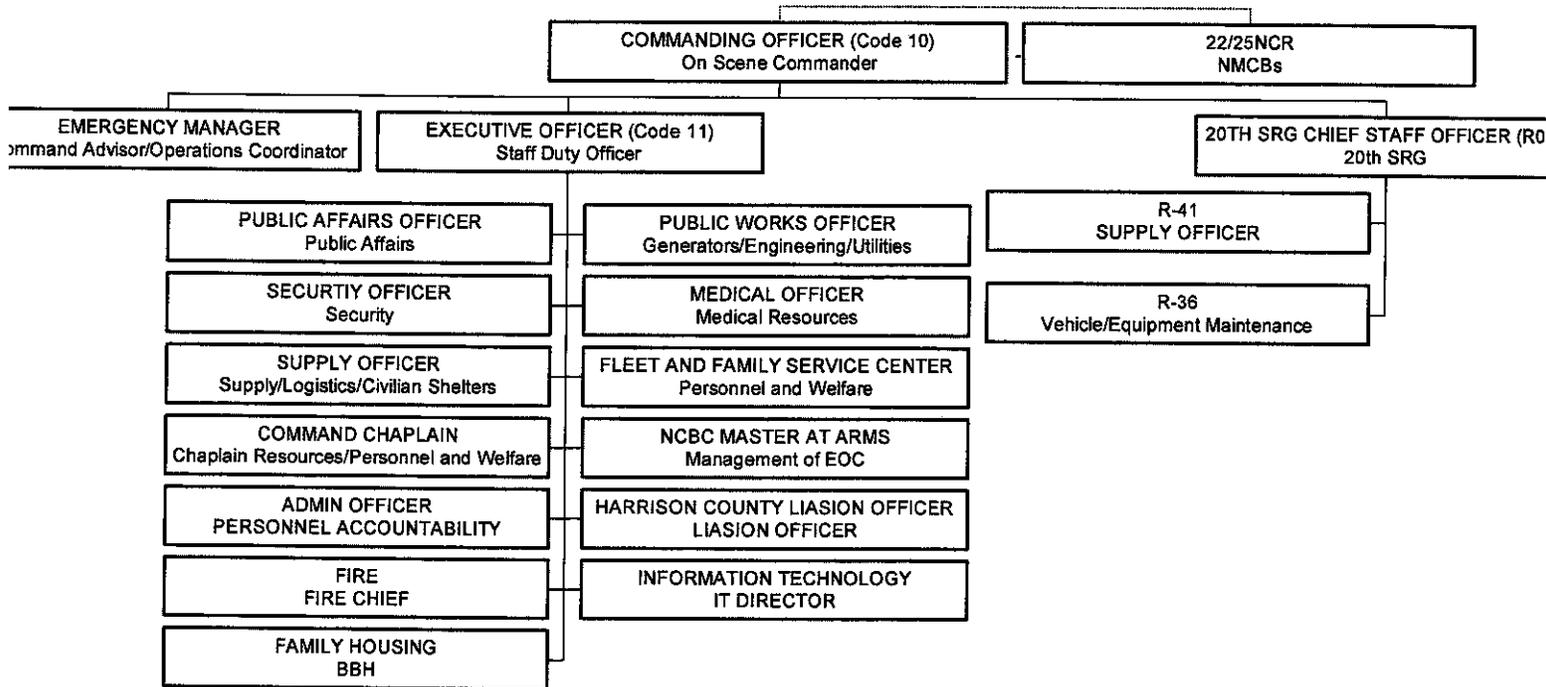
NOTE: Throughout this plan, references to specific Standards i.e., Standard 1, 2, etc.) are located in CNICINST 3440.17.

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CHAPTER 1 TO SECTION I

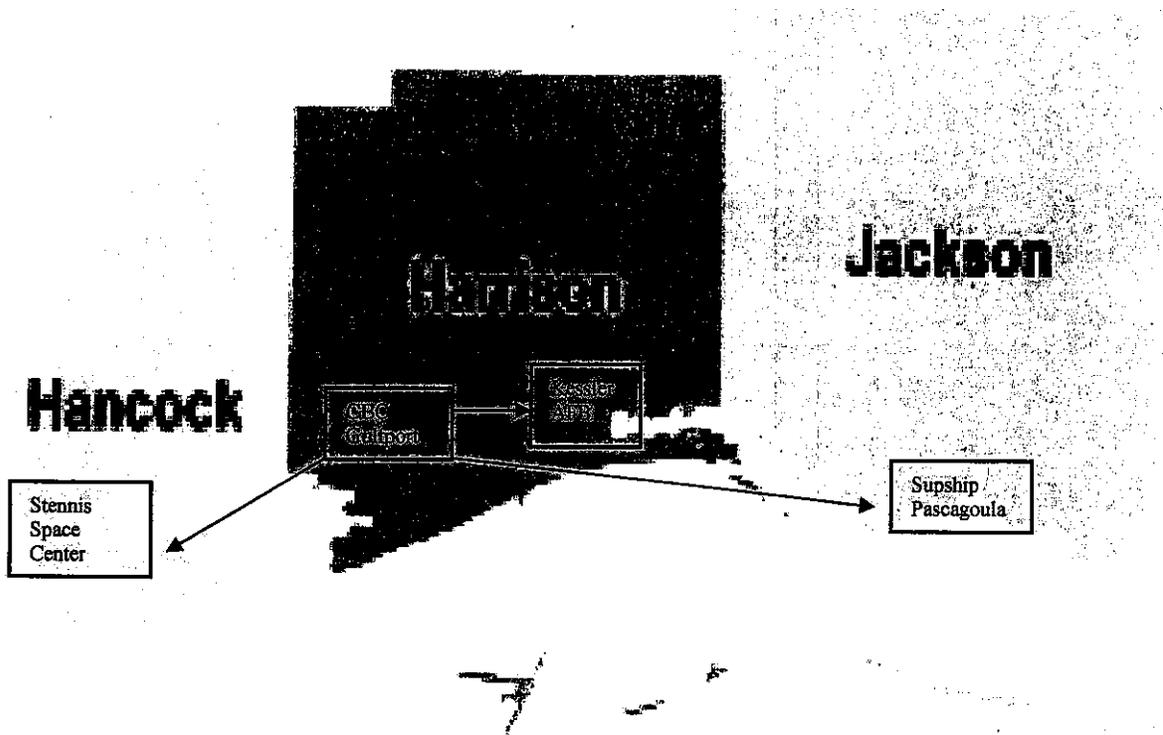
ORGANIZATION

1. NCBC Gulfport Organization. It is important to ensure a consistent understanding of NCBC Gulfport's organization during normal operations in order to: (1) understand the scope of Region operations, (2) identify the jurisdictional boundaries of NCBC Gulfport and (3) identify lines of authority during an emergency. Below is NCBC Gulfport's Organizational Line of Authority. (Figure 1-1). Areas NCBC Gulfport supports are designated on the map (Figure 1-2).



(Figure 1-1)

GEOGRAPHICAL AREA OF INTEREST MAP FOR CBC GULFPORT MS



(Figure 1-2)

NCBC Gulfport's Echelon Organizational Structure

Echelon I (Operational)	Chief of Naval Operations
Echelon I (Administrative)	OPNAV N46
Echelon II (Operational)	U.S. Fleet Forces Command
Echelon II (Administrative)	Commander, Navy Installations Command (CNIC)
Echelon III (Regional)	Commander, Navy Region Southeast CNRSE
Echelon IV (Installation)	NCBC Gulfport

(Table 1-1)

2. Installation Group Designations

a. The installation prioritization process permits the Regional Commander to implement a risk-rationalized approach to investing in overall installation protection. This process allows the Commander to prioritize resource allocation for the development and implementation of the Regional and Installation EM Programs, and ensures that each Installation is assigned a specific EM preparedness goal. Gulfport's echelon structure is shown in **Table 1-1**.

b. There are two levels of installation prioritization with the Navy's shore enterprise: Required Operational Capability (ROC) Levels and Installation Group Designations. The ROC Levels for installations is shown in **Table 1-2** below. Navy Region Southeast has assigned NCBC Gulfport its ROC Level designation via separate correspondence.

Required Operational Capability (ROC) Levels

1	Strategic	Strategic Asset or High Threat Bases
2	High	Operational Bases & Critical C4ISR Nodes
3	Medium	Sustainment & Support Activities
4	Low	Administrative & Training Activities
5	Low	Commercially Owned - Government Leased

(Table 1-2)

c. The second step in the installation prioritization process is the assignment of Installation Group Designations by the Regional Commander. Installation EM response capabilities will be grouped into one of three tiers based upon a risk-based strategy that considers threat, vulnerability, criticality, operational requirements and potential consequences. NCBC Gulfport is a Group 2; Medium Priority Installation requiring Operations-level Response Capability or Group 3; Low Priority Installation requiring Awareness Level Response Capability. Group designations are shown in Table 1-3 below:

Installation Group Designations

Group	Priority	Designation	Description
2	Medium	Operations	Operations level response capability. Ability to effectively respond to and contain the effects of a natural or man-made emergency, including a CBRNE event. Ability to restore essential operations and services post event. Ability to conduct defensive operations outside of the contaminated environment during a CBRNE event.
3	Low	Awareness	Awareness level response capability. Ability to recognize a natural or man-made emergency and conduct protective measures, including evacuation, movement to safe haven or shelter, and shelter-in-place. Requires external resources to restore services post event.

(Table 1-3)

Table 1-4, located on the next page, identifies key response resources necessary to execute the concept of operations applicable to Installation.

Installation Group Required Response Capabilities

Category	Priority	Personnel	Description
1	High	Technician	<ul style="list-style-type: none"> • Response by Fire & Emergency Services, Naval Security Forces (NFS), Emergency Medical Services (EMS), HAZMAT Response Teams and EOD. • Access to 24/7/365 definitive medical care through established emergency department on board Medical Treatment Facility (MTF), Civilian Hospital or Clinic. • Access to State, Local, Other Service, and/or private response capabilities. • Support by other Category five personnel per Installation EM Plan(s).
2	Medium	Operations	<ul style="list-style-type: none"> • Response by Fire and Emergency Services, NSF, EMS and State and Local EM agencies and departments. • Access to definitive medical care through Medical Treatment Facility (MTF)/Branch Medical Clinic (BMC), Civilian Hospital, or Clinic. • Access to State, Local, Other Service, and/or private response capabilities. • Support by other Category five personnel per Southeast Region and/or Installation EM Plans.
3	Low	Awareness	<ul style="list-style-type: none"> • Response primarily by State, Local EM agencies and departments. • Access to State, Local, or Other Service and/or private response capabilities.

(Table 1-4)

3. NCBC Gulfport Emergency Management (EM) Organization

a. Organizational Structure. Standard one provides the organizational structure and assignment of responsibilities for the administration, operations and management of an EM program. The NCBC Gulfport CO assigns in writing the base Emergency Manager(EM) who is responsible for the NCBC Gulfport Emergency Management Working Group.

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CHAPTER 2 TO SECTION I

PERSONNEL CATEGORIZATION

1. Scope: Categorization of assigned personnel is necessary to prioritize resource allocation and identify the training, equipment, exercise and evaluation requirements for the Region Southeast EM Program. Categorization is critical to the development of the protection strategy for NCBC personnel. Category one personnel are required to sustain critical operations or maintain essential operations and services, Categories 2-4 personnel are required to gain and maintain awareness and an understanding of mass warning procedures, Category five personnel are required to conduct safe and effective emergency response operations at their appropriate level of training and Category six personnel are the Overseas and Fleet Operations Warfighters. Additional information is available within reference (a). Detailed, by-name information may alternatively be detailed in designation letters or watch bills, but designation of Category one and five personnel must be assigned by the NCBC Gulfport CO. Personnel are categorized based upon their employment during an emergency and their applicable protective strategy.

2. Exemption: None

3. The personnel categories are as follows:

a. Category One

(1) Critical Operations - Military, DoD Civilians and DoD Contractors supporting a Mission Essential Function (MEF) within a Critical Mission Facility (CMF) with a Collective Protection System (CPS) (MEF directly tied to supporting the National Military Strategy).

(2) Essential Operations - Military, DoD Civilians and DoD Contractors supporting a MEF within a CMF without a CPS MEF are directly tied to supporting the National Military Strategy.

(3) Essential Services - Military, DoD Civilians and DoD Contractors providing Essential Services to MEFs or applicable response capabilities.

(4) Continuity of Government - Military, DoD Civilians and DoD Contractors supporting a MEF, which directly supports the continuity of the U.S. Government or Continuity of designated DoD Components by Presidential or DoD designation (Naval District Washington only).

NOTE: Category one personnel shall be identified by individual position/billet and name. Appropriate changes are required for Position Descriptions (PDs) or contracts.

b. Category Two. Other U.S. Personnel, including: (1) Family members living on and off-base, (2) Non-essential Military, DoD civilians, DoD Contractors and U.S. Government (USG) personnel.

(1) 2TR - Assisted Evacuation Population, including all Category 2-4 personnel with transportation needs i.e. - no access to personal vehicles for evacuation.

(2) 2SN - Special Needs Population, including all Category Two-Four personnel with: (1) Medical special needs and (2) Disability special needs.

(3) 2AN - Animal Needs Population, including all Category Two-Four personnel with: (1) Animals as personal/family pets, (2) Animals on board Installations as livestock and (3) Military Working Animals, to include dogs, horses and marine mammals.

NOTE: Category Two populations require overall personnel numbers only and need not be identified by individual position and/or name.

c. Category Three. Other personnel supporting U.S. Military Operations, including: (1) Non-U.S. Citizens employed by Navy or Navy Contractor (if not in another Category) and (2) Foreign Military personnel employed by Host Nation.

NOTE: Category Three personnel require overall personnel numbers only and need not be identified by individual position and/or name.

d. Category Four. Allied/Coalition Personnel, including Host Nation and Third Country Nationals assisting U.S. operations per International Agreement.

NOTE: Category Four personnel require overall personnel numbers only and need not be identified by individual position and/or name.

e. Category Five

(1) First Responders - Fire and Emergency Services, Hazardous Material (HAZMAT) Response Teams, Naval Security Forces (NSF), Emergency Medical Services (EMS), Explosive Ordnance Disposal (EOD) Shore-Based Detachments (SBDs), Emergency Response Teams (ERTs), Oil and Hazardous Substance (OHS) Spill Response Teams, Public Works and Fire Brigades.

(2) First Receivers Medical Treatment Facility (MTF) Healthcare Providers or Emergency Personnel.

(3) Emergency Responders - Emergency Manager (EM), NCBC Gulfport's Emergency Operations Center (EOC) staff, Public Health Emergency Officer (PHEO), Mass Care, Mortuary Affairs, Navy Emergency Preparedness Liaison Officers (NEPLOs) and supporting Public Affairs, Safety, Industrial Hygiene and Supply/Logistics personnel, Fire and Rescue, and Security Detachment.

(4) Responder Services Personnel (U.S. or Non-U.S. Citizens) providing services to Category Five personnel during emergency conditions and requiring Installation access during an emergency, to include, Information Technology (IT) providers, Power/Utility providers, Emergency Generator operators and Transportation operators.

NOTE: Category Five personnel shall be identified by individual position/billet and name. Appropriate changes are required for Position Descriptions (PDs) or contracts.

f. Category Six

(1) 6A Overseas Warfighters Personnel assigned to U.S. Installations overseas directly supporting U.S. Military Operations, including military (Active & Reserve Components), DoD Civilian Personnel (GS employees), U.S. & Non-U.S. Citizens employed by DoD or Navy Contractor

(2) 6B Fleet Operations Military, DoD Civilians, and DoD Contractors supporting the Fleet Response Plan (FRP), active/current Homeland Defense (HLD) missions and active/current Geographic or Theater Combatant Commander tasking.

NOTE: Category Six personnel require overall personnel numbers only and need not be identified by individual position and/or name.

3. Mustering points will be designated as required for essential workers when directed to report for duty/work in order to reduce site traffic or to maintain control of personnel entering/exiting an area.

4. NCBC Gulfport Support Command responsibilities:

a. All tenant commands shall:

(1) Categorize all assigned personnel to the appropriate group number (i.e., 1, 2, 3, 4, 5, 6, 7, 8 and ensure personnel are aware of their classification).

(2) Promulgate Critical Worker (all Category 1, 5 and 6 personnel) numbers. These numbers will be reviewed at a minimum annually.

(3) Where applicable, ensure personnel have an appropriate identifier on to allow base right-of-entry access/admittance during times of restricted base access.

(4) Provide assigned Category One and Five personnel with necessary billeting support (i.e., cots, blankets, and pillows, etc.).

b. NCBC Gulfport Commanding Officer shall:

(1) Review the Category Five rosters to ensure mission requirements can be met.

(2) Develop and assign mustering points/areas during incidents when Essential Workers are required.

(3) Provide required transportation support.

CHAPTER 3 TO SECTION I

RESOURCE INVENTORY

1. Overview. The Naval Construction Battalion Center (NCBC), Gulfport resource inventory identifies those assets and which the NCBC Gulfport EM Program functions and tasks can be accomplished. It includes a complete and accurate listing of those response and recovery assets which already exist or are under development. A significant portion of this effort is coordinated with the Personnel Categorization process.

a. This inventory should also include those Local, Other Service and/or private response/recovery assets which may be available to assist the base prior to, during or after an emergency. External resources should be identified during the resource inventory process and the employment concept of each asset (or multiple assets) must be agreed upon through the development of a Mutual Aid Agreement (MAA), Memorandum of Understanding or Agreement (MOU/MOA), Inter-Service Support Agreement (ISSA) or similar support agreement or contract. See Support Annexes 1 through 5 for additional documentation.

CHAPTER 4 TO SECTION I
DUTIES AND RESPONSIBILITIES

1. Naval Construction Battalion Center (NCBC), Gulfport Commanding Officer. The Commanding Officer has the following responsibilities under the Navy Region Southeast Regional EM Program:
 - a. Coordinates with Region to determine/verify NCBC Gulfport's Group designation (Standard 3).
 - b. Conducts categorization of NCBC Gulfport personnel.
 - c. Designates in writing the NCBC Gulfport Emergency Management Officer (NCBC Gulfport EMO) appropriate for the NCBC Gulfport's Group designation (Standard 1).
 - d. Ensures EM Program Standards are properly addressed on board NCBC Gulfport (Standard 1).
 - e. Designates Category 1 personnel in writing (Standard 2).
 - f. Charters an NCBC Gulfport Emergency Management Working Group (NCBC Gulfport EMWG) (Standard 6).
 - g. Participate within the NCBC Gulfport EMWG (Standard 6).
 - h. Ensures all required threat, hazard, vulnerability and consequence assessments are conducted prior to approval of the NCBC Gulfport's Emergency Management Plan (EM Plan) (Standard 4).
 - i. Reviews and approves the NCBC Gulfport EM Plan (Standard 7).
 - j. Supports tenant operational commands in the identification of Mission Essential Functions (MEFs) and associated Critical Mission Facilities (CMFs) on board NCBC Gulfport.
 - k. Ensures essential operations supporting these MEFs are identified in appropriate NCBC Gulfport programs and that procedures are identified within the NCBC Gulfport EM Plan for prioritized restoration of these essential operations.

1. Designates appropriate NCBC Gulfport EM staff (Standard 1).
- m. Establishes operable and, when possible, interoperable communications with the local response community.
- n. Establishes the NCBC Gulfport Emergency Operations Center (EOC), staffing permitting (Standard 6).
- o. Designates an NCBC Gulfport EOC Manager in writing to support the NCBC Gulfport EMO (Standards 1 & 6).
- p. Identifies and designate in writing appropriate personnel to support NCBC Gulfport EOC manning during times of emergency (Standards 1 & 6).
- q. Participates in NCBC Gulfport EOC training and exercises (Standards 6, 7 & 12).
- r. Assists the Regional Commander in the consolidation of individual Dispatch Center's at the Region when directed (Standard 6).
- s. Designates a Joint Information Center in coordination with Local representatives (Standard 6).
- t. Ensures all EM efforts are coordinated with Region, state, local, other service and/or private agencies and departments, where applicable (Standard 6).
- u. Reviews and approve all NCBC Gulfport EM support agreements/contracts (Standard 6).
- v. Reviews all NCBC Gulfport Exercise After Action Reports (AARs).
- w. Reviews results of Annual NCBC Gulfport EM Capability Assessments (EMCA) (Standard 4).
- x. Ensures needed/proper NCBC Gulfport resources are programmed for during the budget process (Standard 14).
- y. Ensures participation in the NCBC Gulfport EM Program by Tenant Commands (Standard 7).

2. NCBC Gulfport Emergency Management Officer (EMO). The NCBC Gulfport EMO operationally reports to the NCBC Gulfport Commanding Officer and administratively reports to the NCBC Executive Officer.

a. The NCBC Gulfport EMO is responsible for developing, coordinating and executing the base EM program within its assigned geographical area. The EMO serves as the Program Coordinator at the base level and provides management oversight, technical assistance and specialized guidance for all matters pertaining to establishment, implementation and sustainment of a comprehensive EM Program which saves lives, protects property and sustains mission readiness.

b. The NCBC Gulfport EMO ensures the development and execution of NCBC Gulfport EM and Continuity of Operations (COOP) Programs and associated preparedness activities, including planning; individual, unit and team training; sustainable equipment procurement and exercises to promote NCBC Gulfport readiness. The EMO participates in the development and approval of support agreements, including Mutual Aid Agreements (MAA), with appropriate local, other service and/or private responders, agencies and departments as detailed in Support Annexes 1 through 5. This includes coordination with appropriate local, other service and/or private EM related agencies and departments to identify and update responsible points of contact, emergency plans and expectations in the event of an emergency on board, or impacting NCBC Gulfport (updates must be performed and documented, at a minimum annually).

c. The EMO is responsible for the management, administration and operation of the NCBC Gulfport Emergency Operations Center and serves as the base representative for all EM-related working groups.

d. The EMO serves as the principal advisor to the NCBC Gulfport Commanding Officer in the role as the NCBC Gulfport Planning Agent (IPA), and is also responsible for ensuring NCBC Gulfport's execution and support of the Navy Defense Support of Civilian Authorities (NDSCA) Program.

3. Naval Construction Battalion Center, Gulfport Emergency Management Working Group (EMWG). NCBC Gulfport has established and maintains an EMWG to assist the EMO in the development, execution, exercising and assessment of the NCBC Gulfport EM Program. NCBC Gulfport will work jointly with Antiterrorism Force Protection (ATFP) Work Group to form the Public Safety Work Group. The principal 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. The EMWG will encourage participation by appropriate federal, state, local, other service and private EM-related agencies and departments.

a. The EMWG is chaired by the NCBC Gulfport Commanding Officer. The NCBC Gulfport EM serves as the principal action officer for the NCBC Gulfport EMWG. The EMWG includes the following representatives as a minimum:

1. NCBC Gulfport Commanding Officer
2. NCBC Gulfport Executive Officer
3. NCBC Gulfport Emergency Management Officer
4. NCBC Gulfport Security Officer
5. NCBC Gulfport Fire Chief
6. NCBC Gulfport Engineer/Public Works Officer
7. NCBC Gulfport Environmental Coordinator
8. NCBC Gulfport Public Affairs Officer
9. NCBC Gulfport Operations Officer
10. NCBC Gulfport Fleet & Family Services Representative
11. NCBC Gulfport Information Technology/Information Systems (IT/IS) Manager
12. NCBC Gulfport Occupational Safety and Health Manager
13. NCBC Gulfport Tennant EMOs (as required)
14. NCBC Gulfport Naval Construction Training Center

15. NCBC Gulfport

b. The NCBC Gulfport EMWG will:

- (1) Convene on a quarterly basis.
- (2) Provides a forum for the NCBC Gulfport Commanding Officer to execute directions and decisions on issues related to all-hazards emergency preparedness and mitigation.
- (3) Includes representatives of all relevant functions and offices that would be affected by, or be involved in EM at the base level.
- (4) Invites and include liaison personnel from appropriate governmental, other service and/or private responder communities and tenant organizations, as necessary. Existing support agreements should be evaluated and modified, when and where appropriate.
- (5) Integrates NCBC Gulfport EM and local initiatives into base resource planning.
- (6) Collects and prioritize NCBC Gulfport EM resource requirements for appropriate budget submissions.
- (7) Ensures that the NCBC Gulfport EM Plan is integrated with state, local, other service and/or private emergency plans, as necessary.
- (8) Ensures Base EM training program is developed and executed to support assigned Category 1-5 personnel.
- (9) Conducts and/or support all required assessments.

d. The NCBC Gulfport EMWG has been consolidated with the AT Working Group to form a single working group at the discretion of the base Commanding Officer.

are required to complete all identified training requirements for their assigned position within ninety (90) days of their designation.

5. Naval Construction Battalion Center Gulfport Emergency Management (EM) Team. NCBC Gulfport has established and maintains a NCBC Gulfport EM Team to support the base's response and recovery operations prior to, during and following an emergency at the local, regional or national level. The NCBC Gulfport EM Team consists of a minimum of two (2) watch sections of personnel to fill the identified positions within the NCBC Gulfport Emergency Operations Center. All designated personnel

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CHAPTER 5 TO SECTION I

ASSESSMENT PROGRAM

1. Background. Emergency Management planning must be predicated on a complete and accurate assessment of the hazards faced at NCBC Gulfport. Assessment areas include hazards, threats, vulnerabilities, risks to critical operations and critical assets, consequence of identified hazards or threats to operational capability and the ability of a Region and/or NCBC Gulfport to respond to identified hazards or threats. These assessments are used to evaluate NCBC Gulfport's capability to respond successfully to identified hazards/threats in order to sustain critical operations and protect personnel. These assessments also help to identify the NCBC Gulfport's "needs" in order to mitigate future and current risks. Standard 4 establishes assessment criteria and provides specific guidance to the NCBC Gulfport EMO on how to conduct critical infrastructure, threat/hazard, vulnerability, consequence and response capability assessments.

2. Responsibility. The Naval Construction Battalion Center, Gulfport EMO will coordinate/complete the following actions in the order listed below:

a. Identify MEFs and associated CMFs and Infrastructure.

b. Ensure that assessments and analysis are completed prior to the preparation of NCBC Gulfport EM Plan, standard operating procedures and checklists.

c. Use Standard 4 to:

(1) Perform risk assessments.

(2) Perform Relative Risk Evaluation of MEFs and CMFs.

(3) Perform a Needs Analysis to determine mitigation strategies (procedures, training, activities, countermeasures and equipment) and submit to the Regional EM.

d. Ensure that the NCBC Gulfport EM Plan contains required Hazard-Specific Appendices for identified hazards and threats (see Step 2 on page I-5-4 and 5).

e. Perform a base Capability Assessment using the methodology and schedules contained in Standard 4.

3. Risk Management Strategy. Risk is a function of identified hazards/threats, vulnerability to these identified hazards/threats and resulting consequences if these hazards/threats were to impact critical operations, critical assets or critical infrastructure. Risk Management is a continuous process of assessing critical operations/assets/infrastructure against evolving hazards, threats, vulnerabilities, consequences and existing response capabilities to determine what additional actions are needed to achieve and maintain the desired level of readiness.

a. In addition to the hazards listed in Step 2, assessments incorporate information and recommendations from a variety of sources including, but not limited to:

- (1) Joint Service Integrated Vulnerability Assessments (JSIVA).
- (2) Chief of Naval Operations Integrated Vulnerability Assessments (CNO IVA).
- (3) Continuity of Operations (COOP) planning.
- (4) Critical Infrastructure Protection (CIP) planning and assessments.
- (5) Exercise After Action Reports (AARs) and Lessons Learned.
- (6) Federal, State and/or Local hazard, threat, vulnerability and/or risk assessments.
- (7) Federal, State and/or Local natural and technological hazard identifications.

b. U.S. States are required to submit annual capability assessments to the Department of Homeland Security (DHS) for out-year funding considerations. It is recommended that NCBC Gulfport join with the state and local agencies on these assessments whenever possible.

c. Table 5-1 provides guidance on what organizations should be involved in preparing the various assessments. Fire & Emergency Services, Regional EOD Shore-Based Detachment(s), Navy Emergency Medical Services (EMS) and Public Works subject matter experts should assist these organizations in the preparation of the assessments.

Type of Assessments

Responsible Organizations	Assessments
AT	Critical Infrastructure Assessment: Identification of Regional and NCBC Gulfport critical assets/infrastructure and personnel necessary to carry on Mission Essential Functions (MEFs).
NCIS	Threat Assessment: Determination of specific terrorist or criminal threats to a Region, NCBC Gulfport or geographic area.
EM	Hazard Assessment: Identification of hazards specific to a Region, NCBC Gulfport or geographic area.
AT	Vulnerability Assessment: Determination of the extent of vulnerability of critical assets and personnel on board NCBC Gulfport to threats and hazards.
EM	Consequence Assessment: Determination of consequences of attacks and hazards that strike NCBC Gulfport at its current level of preparedness.
EM	Response Capability Assessment: Determination of existing manpower and equipment capabilities and established procedures to mitigate consequences of identified hazards/threats.

(Table 5-1)

d. Risk factors resulting from assessments for the various hazards and/or threats to each identified critical operation, asset or infrastructure must be compared against each other to determine relative risks. This Relative Risk Evaluation will culminate in the Needs Assessment (also known as a Risk Mitigation Assessment) that will assist in future resource allocation, prioritization and acquisition planning. Costs and benefits need to be considered when deciding to acquire new resources.

4. Risk Management: Risk Assessments and Hazard Specific Appendices will be based upon the applicable hazards to the NCBC Gulfport which are:

- a. Destructive Weather
- b. Seismic/Geological Hazards
- c. Fire Hazards
- d. Pandemic Influenza
- e. Hazardous Materials Spill/Release
- f. Transportation Accidents
- g. Structural Failure/Collapse
- h. Infrastructure or Utility Loss or Interruption
- i. Environmental Pollution/Contamination
- j. Agricultural Incidents
- k. Terrorism Incidents
- l. Chemical Terrorism
- m. Biological Terrorism
- n. Radiological Terrorism
- o. Nuclear Terrorism
- p. Explosive or Incendiary Terrorism
- q. Electromagnetic or Cyber Terrorism

- r. Civil Disturbance (Riot, Strikes, Protests or Mass Panic)
- s. Refugee & Migrant Operations
- t. Nuclear Reactor Accident/Incidents (NOTAL)
- u. Nuclear Weapon Accident/Incidents (NOTAL)

NOTE: Some cases, appendices may refer to separate plans that address these threats and hazards (e.g. Information Technology, Environmental and Antiterrorism, etc.).

5. CNIC will provide tiered, Emergency Management Capability Assessment (EMCA) checklists to the NCBC Gulfport's EM Program during the implementation phase. **Table 5-2** provides the three-year assessment cycle for the EM Program.

EM Capability Assessment Schedule

Order	Priority	Year 1	Year 2	Year 3
1	High	Self-Assessment & Regional Assessment	Self-Assessment & Regional Assessment	Self-Assessment & Regional Assessment
2	Medium	Self-Assessment	Self-Assessment	Self-Assessment & Regional Assessment
3	Low	Self-Assessment	Self-Assessment	Self-Assessment

(Table 5-2)

CHAPTER 6 TO SECTION I

HAZARD SUMMARY

1. Table 6-1 below lists hazards which have been identified by NCBC Gulfport hazards assessments.

NCBC Gulfport's Hazard Summary

<ul style="list-style-type: none"> • Destructive Weather (Tropical Cyclone, Tidal Surge, Storms Tornado, Lightning, Flood, Winter Storm (Snow, Ice, Hail, Sleet))
<ul style="list-style-type: none"> • Seismic/Geological (Earthquake, Tsunami, Mud/Landslide)
<ul style="list-style-type: none"> • Fire Hazards (Structural/Industrial, Shipboard/Shipyard, Aircraft, Wildland)
<ul style="list-style-type: none"> • Pandemic Influenza
<ul style="list-style-type: none"> • Hazardous Materials Spill/Release
<ul style="list-style-type: none"> • Transportation Accidents
<ul style="list-style-type: none"> • Structural Failure/Collapse
<ul style="list-style-type: none"> • Infrastructure or Utility Loss or Interruption
<ul style="list-style-type: none"> • Environmental Pollution/Contamination
<ul style="list-style-type: none"> • Agricultural Incidents
<ul style="list-style-type: none"> • Refugee & Migrant Operations
<ul style="list-style-type: none"> • Nuclear Weapon Accident/Incidents
<ul style="list-style-type: none"> • Terrorism Incidents (CBRNE, Electromagnetic, Cyber, Sabotage)
<ul style="list-style-type: none"> • Civil Disturbance (Riot, Strikes, Protests, or Mass Panic)

(Table 6-1)

2. Based upon the Southeast Region's hazard analysis, the NCBC Gulfport EM Plan include the following Hazard-Specific Appendices:

- a. Appendix 1 Destructive Weather
- b. Appendix 2 Seismic/Geological Hazards
- c. Appendix 3 Fire Hazards
- d. Appendix 4 Pandemic Influenza
- e. Appendix 5 Hazardous Materials Spill/Release
- f. Appendix 6 Transportation Accidents

- g. Appendix 8 Infrastructure or Utility Loss or Interruption
- h. Appendix 7 Structural Failure/Collapse
- i. Appendix 9 Environmental Pollution/Contamination
- j. Appendix 10 Agricultural Incidents
- k. Appendix 11 Terrorism Incidents
- l. Appendix 12 Chemical Terrorism
- m. Appendix 13 Biological Terrorism
- n. Appendix 14 Radiological Terrorism
- o. Appendix 15 Nuclear Terrorism
- p. Appendix 16 Explosive or Incendiary Terrorism
- q. Appendix 17 Electromagnetic or Cyber Terrorism
- r. Appendix 18 Civil Disturbance (Riot, Strikes, Protests or Mass Panic)
- s. Appendix 19 Refugee & Migrant Operations
- t. Appendix 20 Nuclear Reactor Accident/Incidents (NOTAL)
- u. Appendix 21 Nuclear Weapon Accident/Incidents (NOTAL)

CHAPTER 7 TO SECTION I

COMMAND AND CONTROL

Note: Nothing within this section is intended to override existing event-specific command and control procedures or requirements, especially in the areas of health service support and radiological/nuclear accident/incident response.

1. There are two types of command systems used by NCBC Gulfport - Incident Command and Unified Command. Both systems are briefly discussed below as well as the Multi-Agency Coordination system (used by the Region to aid an NCBC Gulfport).

a. INCIDENT COMMAND SYSTEM (ICS).

(1) ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and (accidental/intentional) man-made. ICS is used by all levels of federal, state, local government as well as by many private-sector and nongovernmental organizations.

(2) ICS is usually organized around five major functional areas: Command, Operations, Planning, Logistics and Finance/Administration. A sixth functional area, Intelligence, may be established if deemed necessary by the Incident Commander, depending on the requirements of the situation at hand. The Incident Commander retains responsibility for these functions unless delegated to another individual. ICS may be expanded to include a Unified Command for complex responses that require multi-agency and/or multi-jurisdictional resources.

b. UNIFIED COMMAND SYSTEM (UCS)

(1) UCS is a structure that brings together "Commanders" of all major organizations involved in the incident in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities. UCS links the organizations responding to the incident and provides a forum for these entities to make consensus decisions. Under UCS, the various jurisdictions and/or agencies and non-government responders may blend together throughout the operation to develop common strategy without relinquishing any agency's authority.

(2) The Unified Commanders are responsible for overall management of the incident. They direct incident activities, including development and implementation of overall objectives and strategies and approve the ordering and releasing of resources. Members of the Unified Command System work together to develop a common set of incident objectives and strategies, share information, maximize the use of available resources and enhance the efficiency of the individual response organizations. UCS provides an integrated span of control for single or multiple terrorist incidents involving the same senior representatives from federal, state, local, other service and/or private agencies.

c. MULTI-AGENCY COORDINATION SYSTEM (MACS). Is used by the Region having the primary function to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions using incident management priorities, coordinate incident related information and coordinate interagency and intergovernmental issues regarding incident management policies, priorities and strategies. The direct tactical and operational responsibility for conducting incident management activities rests with the Incident Command.

2. Naval Construction Battalion Center, Gulfport's EMERGENCY OPERATIONS CENTER (EOC)

a. Concept. The NCBC Gulfport EOC is a NIMS-compliant multi-agency coordination system utilizing the Incident/Unified Command System's organizational structure. The EOC will provide a collaboration point and operations center for NCBC Gulfport staff to support execution of the NCBC Gulfport's EM Plan, other supporting plans, Defense Support to Civil Authorities (DSCA) missions, the Operational/Contingency Plans of assigned Combatant/Component/Fleet Commanders and the National Response Plan.

(1) The mission of the EOC is to support the Incident Commander or Unified Commander during emergencies with resource management support and establishing strategic/operational-level objectives, as necessary and is responsible for coordination and liaison with local, other service and/or private response and recovery assets. From the NCBC Gulfport EOC, the Commanding Officer (or his designated representative) exercises operational control of NCBC Gulfport forces and allocates resources.

A communication capability exists allowing notification of both higher headquarters and tenant commands during times of emergencies.

(2) The EOC has no requirement to operate daily on a 24/7 basis or to be staffed during working hours every day. But, has the ability to support 24/7 operations for a limited duration during an emergency.

(3) Naval Construction Battalion Center, Gulfport has an alternate EOC, with the minimum required equipment and supplies that are specifically designated and maintained for the alternate EOC its Group designation. Both the primary and alternate EOCs have a well-defined communications plan that may include the capability to communicate with civil authorities and standard operating procedures for monitoring incident development. supporting Dispatch Center, if one exists.

b. Operation. The EOC is responsible for coordination and liaison with local and/or private response and recovery assets adjoining or near NCBC Gulfport.

(1) The EOC's mission is to support the Incident Commander during emergencies by setting strategic and operational level objectives. It shall:

(a) Establish priorities between Incidents and/or Area Commands in concert with the Incident Commanders involved.

(b) Acquire & allocate resources in concert with the priorities established by the Incident Commanders.

(c) Anticipate & identify future resource requirements.

(d) Coordinate & resolve policy issues arising from the incident.

(e) Coordinate with higher authorities.

(f) Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information.

(2) Naval Construction Battalion Center Gulfport EOC executes operational control over all assigned base assets and may reallocate those assets on its own volition to support effected areas during an emergency.

c. Administration

(1) NCBC Gulfport EOC Manager will be designated in writing and will be responsible for the administration, maintenance and routine operations and use of the NCBC Gulfport EOC. Whenever possible, the NCBC Gulfport EMO and the EOC Manager should not be the same individual, whenever possible.

(2) The EOC will have an NCBC Gulfport EM Team designated in writing and trained to complete the command and control tasks.

d. Basic Functions of the NCBC Gulfport EOC is to:

- (1) Receive, monitor and assess emergency information.
- (2) Receive, assess, track and manage available resources.
- (3) Operate a message center to log and post all key emergency information.
- (4) Conduct preliminary damage assessment and maintain documentation on extent of damage.
- (5) Make policy decisions and proclaim local emergencies as needed.
- (6) Provide direction and control for center operations, set priorities and establish strategies.
- (7) Provide direction for recovery assistance missions in response to the situations and available resources.
- (8) Keep senior, subordinate and tenant commands informed.
- (9) Keep local jurisdictions (Tenants, NCBC Gulfport, City/County, Region and State) informed.
- (10) Develop and disseminate public information warnings and instructions.

(11) Provide information to the news media via the Public Affairs Officer (PAO).

(12) Execute tactical operations to implement policy, strategies and missions, and monitor and adjust tactical operations as necessary.

(13) Assess needs and coordinate evacuation and shelter operations.

(14) Monitor, assess and track response units and resource requests.

(15) Coordinate operations of all responding units, including all functional areas listed in Section 3.

(16) Organize staging area and assignments for volunteer personnel.

(17) Maintain security and access control of the Operation Center.

(18) Provide for relief and necessities of response for Operation Center personnel.

3. Naval Construction Battalion Center, Gulfport DISPATCH CENTER

a. Overview. The Dispatch Center (DC) provides emergency call-taking, alarm monitoring, sensor monitoring, video monitoring/control, communications support, channel/frequency assignments/ allocation, emergency notification to Category 1 personnel, mass warning to Category 2-4 personnel, Category 5 personnel dispatching, responder reach-back capability during emergencies and notification of an emergency to the receiving MTFs/ Hospitals. The DC is a 24/7 operation that will exist to receive notification of an emergency and then direct the correct responders (Category 5 personnel including Fire & Emergency Services, EMS, NSF, EOD, ERTs, Public Works, etc.) to the right place, with the right capability, as quickly as possible. The DC is a tactical level operation that directs the day-to-day movement of responders to all types of emergency and non-emergency incidents.

b. Administration. The NCBC Gulfport EM Program is responsible for providing funding for the Dispatch Center.

4. MASS WARNING AND NOTIFICATION

a. Overview. NCBC Gulfport has developed capabilities to rapidly warn and notify personnel in the event of an emergency. Category 2 through 4 personnel must receive warning within 15 minutes of an event and Category 1 and 5 personnel must receive notification within 5 minutes of an event (all time constraints based on time from initial notification of event).

b. Fielding Considerations. Multiple systems are required to maximize the potential for reaching all required personnel. Further, cooperation with local authorities is of vital importance for NCBC Gulfport with a significant on-base or nearby off-base family housing; as these civilian jurisdictions may have access to radio and television emergency communication systems. The mass warning and notification consists of:

c. Naval Construction Battalion Center, Gulfport wide voice announcing system, including exterior and interior speakers (commonly termed "Giant Voice").

(2) Interactive, community notification systems capable of providing voice and/or data messages to multiple receivers (telephone, cellular phones, pagers, e-mail, web, etc.).

(3) An administrative broadcast across the computer system network consisting of a notice from a central location that would over-ride current computer applications, thus reaching all computer users nearly instantaneously.

Recognition and proper response to mass warnings and notifications is a crucial component of Public Awareness training for all categories of personnel. This capability shall be routinely exercised as a part of all EM exercises.

d. Warning Terminology. Effective warnings shall use standard terminology that clearly communicates the immediacy, reliability, severity and scope of the hazard and the appropriate basic response. There are many different types of hazardous events with different time scales, which have been studied by different organizations. The result is a variety of warning terminologies. The principal agencies issuing warnings of natural hazards in the United States are the National Weather Service (NWS) and the U.S. Geological Survey (USGS). The NWS has developed the following terminology for specific natural hazards:

(1) **Warning:** The hazardous event is occurring or is imminent. The public should take immediate protective action.

(2) **Advisory:** An event, which is occurring or is imminent, is less severe than for a warning. It may cause inconvenience, but is not expected to be life or property threatening, if normal precautions are taken.

(3) **Watch:** Conditions are favorable for occurrence (development or movement) of the hazard. The public should stay alert.

(4) **Outlook:** The potential for a hazard exists, though the exact timing and severity is uncertain.

(5) **Statement:** Detailed follow-up information to warnings, advisories, watches and outlooks is provided.

(6) **Forecast:** This is a prediction of what events are expected to occur. The range of predictability for hydrometeorological hazards extends from the short-term forecasts for one to two hours out to climatological forecasts for trends up to a year in advance.

(a) The terms "Watch" and "Warning" have gained wide acceptance within the federal, state and local EM community and the media and may used to set specific response actions in motion.

(b) The USGS provides similar public notices on escalating risk for seismic events, such as volcanoes earthquakes, landslides and tsunamis. Terms used to describe level of risk include:

(7) **Factual statement:** Report on current conditions of the volcano; does not anticipate future events. Such statements are revised when warranted by new developments.

(8) **Forecast:** Comparatively nonspecific statement about volcanic activity to occur, weeks to decades in advance. A forecast is based on projections of past eruptive activity or is used when monitoring data are not well understood.

(9) **Prediction:** Comparatively specific statement giving place, time, nature and (ideally) size of an impending event.

(3) An effective warning also needs to include appropriate action based on prior public awareness training or specify appropriate action(s) for the affected Category 2-4 personnel and family members.

5. Emergency Alert System (EAS). EAS, having replaced the 1963 Emergency Broadcast System (EBS), is a joint government-industry response (to a Presidential requirement to have the capability to address the entire nation on very short notice in case of a national emergency). At the national level, EAS can only be activated through FEMA by the President or his constitutional successor. After the President has used the system, it may be used by Federal agencies to provide official information. In addition to national-level emergencies, EAS is used at the state and local levels to provide emergency messages. Broadcast stations and cable systems are not required to rebroadcast state and local activations.

6. Coverage Requirements. The NCBC Gulfport EM program is responsible for on-base public notification of all emergencies, including detailed information on the shelter, shelter-in-place, safe haven and evacuation recommendations or emergency declarations/ orders.

7. New Construction Requirements. Mass notification is required in all new inhabited buildings beginning with the FY 2004 construction program. Mass notification is required in existing primary gathering buildings and existing billeting when implementing a project exceeding the replacement cost threshold. Facilities include leased, temporary, expeditionary and permanent structures on or outside of DOD NCBC Gulfport.

8. Emergency Public Information (EPI). Public Affairs is responsible for notification and risk communication to the potentially effected public outside of the NCBC Gulfport through the mandated use of a Joint Information Center (JIC) with the cognizance of CHINFO and OASD (PA). See the Emergency Public Information (EPI) overview in the Functional Area, Annex N (Public Affairs Section II).

CHAPTER 8 TO SECTION I**MITIGATION PROGRAM****A. MITIGATION PLANS**

1. Overview. Mitigation efforts are aimed at reducing the impact of identified hazards or threats on critical operations/assets/infrastructure, personnel, essential operations/services and both government and personal property. Mitigation efforts start before an emergency or are incorporated in recovery efforts in order to reduce further loss or injury from a similar event.

a. Multiple functional areas execute mitigation tasks as a normal part of their operations. The task presented to NCBC Gulfport Emergency Management is the coordination of these efforts under an integrated strategy to ensure effective coordination of effort and resources. Examples of mitigation efforts include measures such as:

(1) Responder, community and individual preparedness, evacuation and sheltering procedures.

(2) Medical Treatment Facility (or Clinic) - facility design and construction, vaccinations, immunizations, syndromic surveillance, vector control and preventive health procedures.

(3) Fire & Emergency Services - pre-incident fire planning, fire protection inspections and burn bans.

(4) Naval Security Forces (NSF) - crime prevention, terrorism prevention, surveillance and community policing.

(5) Public Works - transportation network maintenance, facility design/construction, dam/levee maintenance, flood control, roof repair/strengthening, structural anchoring, and signage.

2. Assignments. NCBC Gulfport EMO and EMWG shall review the Regional Mitigation Strategy and develop the NCBC Gulfport's Mitigation Plan as a supporting plan to the base EM Plan. The NCBC Gulfport Mitigation Plan will be used as a guide for all functional areas mitigation efforts.

B. EVACUATION AND SHELTERING

1. Overview. The NCBC Gulfport EMO has developed procedures to direct evacuation, safe haven, move to shelter, or shelter-in-place Category 2 through 4 personnel. Evacuation, rather than procurement and employment of protective equipment, is the primary means of addressing hazards faced by Regional Category 2 through 4 personnel. Applicable procedures are contained with Section III **Support Annexes 6 through 12**.

a. During an EVACUATION, an endangered population will be directed to use specified evacuation routes and transportation methods to depart a threatened area/location. Evacuation planning must include provisions for all assigned personnel, including assisting people without transportation or with special needs. See **Support Annex 6 - Evacuation**. **Support Annexes 11 and 12** provide additional information on managing special needs populations during evacuations and managing evacuees with animal care issues, respectively.

b. A SAFE HAVEN is a pre-designated facility that is not publicly identified for use as temporary protection. This location is usually not certified, insured, supplied or regularly staffed. A Safe Haven may be local - on board or in the immediate vicinity of NCBC Gulfport or remote - on board another geographically distinct Installation or even another Navy Region. When significant geographic separation exists between the safe haven and NCBC Gulfport, the remote Safe Haven may assume additional legal and regulatory requirements. Safe Haven operations are discussed in **Support Annex 8**.

c. A SHELTER is a publicly identified, certified, supplied, staffed and insured facility where the endangered population may seek temporary protection for a limited duration. The requirement to designate and maintain shelters on board NCBC Gulfport is listed in the EM Plan. Establishment of shelters may have significant costs in terms of funding and manpower and should only be established when adequate shelter options are not available through federal, state, local, other service and/or private agencies. Shelter operations are discussed in **Support Annex 9**.

d. SHELTER-IN-PLACE consists of a temporary, protective position within a structure or vehicle during an emergency. This location is neither certified nor insured and is staffed only by those personnel present. When shelter-in-place procedures are utilized, the goal shall be to protect at least 90% of personnel within 15 minutes. Shelter-in-Place operations are discussed in **Support Annex 10**.

2. Assignments. NCBC Gulfport EMO shall implement the procedures contained within Support Annexes 6 through 12 in the NCBC Gulfport EM Plan.

CHAPTER 9 TO SECTION I

RESPONSE CONCEPT OF OPERATIONS

1. Overview. Response to an emergency is best coordinated and executed at the lowest level of command involved in the emergency. Incident Commanders will maintain tactical control and responsibility for tactical-level emergency response actions within the immediate area of the hazard or damage. The NCBC Gulfport Commanding Officer will maintain operational control of NCBC Gulfport and its forces to support the Incident Commander through the coordinated efforts of the NCBC Gulfport Emergency Operations Center (EOC). The Region Commander will support the NCBC Gulfport Commanding Officer through the coordinated efforts of the Region Operations Center (ROC). Supporting Navy Medicine facilities and/or clinics will support with all necessary organic assets and coordinate provision of medical care from civilian providers, when required.

a. **Operational Priorities.** The operational priorities of the NCBC Gulfport EM Program are:

- (1) Sustain critical operations
- (2) Save lives & prevent human suffering
- (3) Restore essential operations and services post-event

b. **Special consideration** is given to the following priorities when conducting emergency response operations:

- (1) Meeting the immediate emergency needs of our personnel, to include rescue, medical care, food, shelter, clothing and essential items.
- (2) Temporarily restoring facilities essential to the health, safety and welfare of our personnel, to include medical treatment facilities, utilities (power, water and sewer), communications connectivity and transportation networks.
- (3) Meeting the rehabilitation needs of our personnel, including provision of temporary housing, pay/benefits, psychological counseling/care and return to normalcy.
- (4) Mitigating hazards that pose a threat to life, property and the environment.

2. Commander's Critical Information Requirements (CCIRs)/Essential Elements of Information (EEIs):

a. CCIRs/EEIs are a compilation of generic information goals that have been established as a baseline information gathering reference. The Commander for Navy Region Southeast has identified the following CCIRs/EEIs:

- (1) Status of Category 1 personnel and supported Critical Mission Facilities (CMFs)
- (2) Status/Accountability of Category 2-4 personnel
- (3) Boundaries of the emergency area
- (4) Social, economic and political impacts
- (5) Jurisdictional boundaries
- (6) Status of transportation systems and critical transportation facilities
- (7) Status of communications systems
- (8) Access points to the emergency area
- (9) Status of operating facilities
- (10) Hazard-specific information
- (11) Weather data affecting operations
- (12) Seismic or other geophysical information
- (13) Status of surveillance and reconnaissance activities
- (14) Status of functional area activations & response
- (15) Status of disaster or emergency declarations
- (16) Major issues and activities of activated functional areas
- (17) Resource shortfalls and status of critical resources
- (18) Overall strategic priorities for response

- (19) Volunteer & Donations Management
- (20) Historical and demographic information
- (21) Status of energy systems
- (22) Estimates of potential impacts based on predictive modeling (as applicable)
- (23) Status (statistics) on recovery programs (human services, infrastructure)
- (24) Status and analysis of initial assessments (needs assessments and damage assessments, including Preliminary Damage Assessments)

3. Emergency Orders (Emergency Declaration). Within Navy Region Southeast, there are three types of emergency orders: Local Emergency, Regional Emergency and National Emergency. The following depict how such orders would effect NCBC Gulfport.

a. Local Emergency. A local emergency order may be issued by the NCBC Gulfport Commanding Officer or their designated representative. A local emergency means that one or more hazards of any type or cause will imminently impact or has impacted a portion or the entirety of NCBC Gulfport's jurisdiction and requires the immediate and coordinated response of the assigned response assets with the possible support of NCBC Gulfport's civilian or other Service response partners. A local emergency order results in the appropriate activation of the NCBC Gulfport's EM Team and required Category 5 personnel. A local emergency order may require appropriate activation of the NCBC Gulfport COOP and Business Continuity Plans. The Region Commander will be notified of a local emergency by the impacted NCBC Gulfport's Commanding Officer, or designated representative, in accordance with the Incident Reporting procedures detailed below. The Region Commander may choose to order an appropriate activation of the Region EM Team to support incident impacted NCBC Gulfport in managing the response to and recovery from such a local emergency.

b. Regional Emergency. A Regional emergency order may be issued by the Region Commander, or designated representative. A Region emergency means that one or more hazards of any type or cause will imminently impact or has impacted a portion or the entirety of the Region's jurisdiction and may require the immediate and coordinated response of the Region and NCBC Gulfport response assets with the possible support of the Region's civilian or other service response partners. A Region

emergency order results in activation of their EM Team, NCBC Gulfport EM Team and the required Region and NCBC Gulfport Category 5 personnel. A Region emergency order may also require appropriate activation of the Region's and NCBC Gulfport's COOP and Business Continuity Plans. A Region emergency order may require the provision of forces and/or material to support mission assignments with regards to DSCA tasking or the immediate response of such forces should conditions require such a response.

c. National Emergency. A National emergency order may be issued by the Federal Government. A National emergency order or similar theater or global warning order may also be issued by the appropriate Department of Defense (DoD), Joint Chiefs of Staff (JCS) or Navy authorities.

INCIDENT REPORTING

1. Overview. Incident reporting is a key element of the response and recovery operations as incident reports serve to ensure complete, accurate and timely information is provided to Southeast Region.

2. Operational Reports (OPREP). NCBC Gulfport will submit an OPREP-3 report when Navy or National level interest has been determined. In the event of a terrorist incident, NCBC Gulfport will send an OPREP-3 (flag word PINNACLE) report directly to the National Military Command Center (NMCC) and the Southeast Region. The goal is to make initial voice reports within 5 minutes of an incident and with a message report submitted within 60 minutes of the incident. The initial report must not be delayed to gain additional information. Follow-up reports can be submitted as additional information becomes available. Situational Reports (SITREP) may be used as follow-on reports depending on the severity and scope of the emergency.

CHAPTER 10 TO SECTION 1

RECOVERY CONCEPT OF OPERATIONS

1. Overview. Recovery is the effort to restore mission capabilities and infrastructure and return the base to normal operations and support. For the short term, recovery may mean bringing necessary lifeline systems (e.g., power, communication, water and sewage, and transportation) up to an acceptable standard while providing for basic human needs (e.g., food, clothing and shelter) and ensuring that the societal needs of individuals and the community are met (e.g., maintain the rule of law, provide crisis counseling, demonstrate that people do care and that help is becoming available). Once some stability is achieved, NCBC Gulfport can begin recovery efforts for the long term.

a. Recovery efforts from an incident may quickly exhaust NCBC Gulfport EM capabilities and require the capabilities of federal, state, local, other service and/or private EM, Public Works (PW), Environmental and Mass Care-related agencies and departments. Special attention and planning must be focused on the fiscal and logistical impact of recovery efforts, especially those events requiring long-term displacement of the population, decontamination, restoration and/or environmental remediation of effected areas.

2. Concept of Operations. The focus of Recovery is on restoring mission capability and essential public and government services interrupted by the event. It is anticipated that federal, state, local, other service and/or private agencies will provide assistance during this stage as NCBC Gulfport does not have all the inherent capabilities required to successfully recover from a moderate to large scale event.

a. The role of the NCBC Gulfport EM Program within the recovery phase is resource management. The EMO will concentrate on the coordination between different recovery specialties, to include PW, Environmental, Safety, Medical and Mass Care, vice attempting to develop expertise in these specialty areas. **Table 10-1** on the next page provides a generic prioritized list of principal recovery tasks associated with a moderate to large scale event.

Prioritized Recovery Tasks

1	Transportation (Short-Term)	Days 1-4 to 1 month+
	Communications	Days 1-2 to 2 months+
	Casualty Management	Days 1-15
	Search and Rescue (SAR)	Days 1-15
2	Shelter Management	Days 1-15+
	Survival - Food/Water/Medicines	Days 1-15+
	Special Needs Population Care	Days 1-15+
	Fatality Management	Day 4 to 1 month
	Animal Rescue/Care	Day 5 to 1 month
3	Damage Assessment	Days 1-2 (Rapid) to 2 weeks
	Public Health	Ongoing to 6 months+
	Temporary Facilities	Ongoing to 6 months+
	Resources/Funding	Ongoing to 6 months+
4	Debris Management	1-6 months+
	Utility Reconstruction	1-6 months+
	Building Code Review & Permits	1-6 months+
	Transportation (Long- Term)	1-6 months+
5	Community Reconstruction	1-5 years
	Business Reconstruction	1-5 years
	Mental Health	Ongoing
	Recovery Plan Review	-

(Table 10-1)

b. Depending upon NCBC Gulfport available resources, the NCBC Gulfport EMO should identify needed NCBC Gulfport resource requirements to the Region EMO who will forward the request to the Federal Resource Coordinator or through the appropriate conduit to the PFO for resource assistance, especially within ESFs #3 (Public Works and Engineering), #6 (Mass Care, Housing, and Human Services), #8 (Public Health and Medical Services), #10 (Oil and Hazardous Materials Response) and #14 (Long-term Community Recovery and Mitigation).

c. For the short term, the Incident Commander shall review the event and the situation report for actions that responders can take to mitigate the consequences of the event. The area will have been sealed off and access control points established by the Security personnel. Public Works should institute measures to mitigate physical structure damages in the short term if the threat exists. If circumstances warrant, medical personnel should issue health advisories in accordance with the circumstances surrounding the event. Public Affairs should be prepared to advise the general public to communicate risk and provide information on measures being taken by the NCBC Gulfport Commanding Officer to remediate the situation (see Support Annexes 1 through 5). Public Works should also ensure continued and/or increased access to debris and trash removal services as well as restoration of sewage treatment & removal, water treatment & provision of water services to both recovery efforts and the community and power generation/distribution to both recovery efforts and the community.

d. A key component of recovery operations is the provision of Mass Care (see Annex O - Mass Care Functional Area) to the displaced or affected populace, especially Category 2-4 personnel. The establishment and integration of a Fleet and Family Service Center (FFSC), with appropriate satellite locations depending upon the dispersion/concentration of personnel, is critical to short-term and long-term recovery of the community. The FAC should first concentrate on the provision of basic mass care - shelter, food, water, personal medications and reuniting family members and unit members. The FAC's long-term tasks are to provide legal assistance, medical assistance, counselors, childcare options, Chaplain support and ombudsman support. The FAC should also have capabilities to assist family members in communicating with deployed personnel advising them on their health and safety. The FAC should be in a central location for the collection and distribution of relief supplies. It should also provide current community recovery information, such as the locations of food, water, gasoline, etc.

The FFSC should establish a 24-hour information hotline and distribute the number(s) via local media and to other commands to ensure personnel receive accurate and timely reports concerning recovery efforts.

e. NAVFAC has technical responsibility for all long term remediation operations. The Navy Environmental Health Center (see appendices for contact information) may assist in short term remediation to assure personnel are not exposed to hazards. Long term remediation requires negotiations with environmental regulatory agencies with NAVFAC as the technical agent and contracting agent for the work. The NCBC Gulfport Environmental Program Manager serves as the local coordinator for all environmental remediation activities.

3. Support Organizations. During recovery operations and the subsequent remediation of an event, assistance will be needed by various support organizations. These include tenant supporting commands and local and national authorities. Some of the issues that will need to be addressed are continuing risk communication concerns and psychological support for responders, NCBC Gulfport, tenant supporting command employees, people who live on base and the local community.

a. In addition to Fleet and Family Support, the organizations that are integral to planning for and participating in recovery operations include the American Red Cross (ARC), Chaplain, Occupational Safety and Health and Industrial Health communities and the BHC Clinic. These organizations are critical in carrying out a successful recovery for individuals and families.

4. Psychological Considerations. To mitigate the psychological affects of a terrorist event or a significant accident or incident, the NCBC Gulfport EMO should institute a good public awareness campaign for assigned personnel. Public awareness & risk communication efforts should be standardized at the Region level, if possible. Communicating risk is a positive approach to minimizing psychological affects of such events. Following an event, early intervention and statements by command leadership and technical experts can instill confidence in the command's response to the incident.

a. Emergencies also have emotional and psychological impact on responders and recovery personnel. Recovery planning must include participation of mental health services. As with the general population, these services need to be available and provided early in the course of the disaster. Many who seek medical care during emergencies suffer from psychosomatic ailments.

5. Emergency Public Information. The need for emergency public information does not end immediately after the response phase of an emergency has been terminated by the NCBC Gulfport EOC. There is a continued need to exchange information with the full range of affected public during the recovery phase. NCBC Gulfport shall continue communication during recovery operations by providing pertinent information such as conveying impacts and analyses of the incident. NCBC Gulfport and the Southeast Region commands shall provide opportunities for stakeholders to provide information on community impacts, lessons learned and other relevant information from the community, supporting local, state, federal agencies, media and members of the general public.

6. Damage Assessment. Public Works may conduct physical damage assessments, if such a capability exists within the supporting Facilities Engineering Command (FEC). NCBC Gulfport's FEC will develop an organic damage assessment capability and limited debris clearance capabilities, whenever possible. These capabilities should support short-term (less than 2 weeks in duration) recovery efforts and initial damage assessments, resource projections and recovery planning requirements.

a. Critical Mission Facilities (CMFs) and essential operations are assessed early in the assessment process to determine if the systems can be returned on line rapidly. The damage assessment should not only include critical and essential facilities for mission requirements, but include other office, industrial and residential structures for Navy personnel, contractors and supported family members.

b. Post disaster damage assessments serve several purposes including determination of which facilities and structures are safe for the occupants to re-enter and the requirements for extended displacement of some or all of the population, which will drive temporary and long-term housing requirements.

7. Personal Safety. Safety during the recovery process is crucial to successful operations. Recovery personnel will be equipped with appropriate personal protective equipment (PPE) as determined by the Incident Commander with the advice of the NCBC Gulfport Safety and/or Environmental personnel. Because of the difficulty in performing recovery operations in PPE, the Incident Commander must plan for work-rest rotation of recovery personnel and the need to request for additional resources required for maintaining recovery operations. See Standard 12 for specific PPE selection guidance and Standard 9 for detailed equipment information.

8. Personnel. A moderate to large scale emergency will be labor intensive, so commanders must ascertain the quantities and capabilities of healthcare and response/recovery personnel and resources. The Incident Command staff must ensure that personnel who provide part-time support to different agencies are not counted twice in the inventory of resources. Some emergencies (especially a biological incident) may last for weeks resulting in an exhausted workforce. Plan for rest and recuperation within the recovery plan. Responders and recovery personnel must have adequate personal protective equipment, medical, psychological support and training.

a. In preparing for an event, vaccination/immunization of key healthcare and response/recovery personnel should be conducted in accordance with Navy policy and shall be closely monitored by the NCBC Gulfport Commanding Officer through the supporting MTF or BMC. Ensure that critical personnel listings, such as those required for specific force protection conditions, identify and permit access to those personnel required for post event actions.

b. Sustainment planning includes maintaining food, water, power, heat, security and shelter, as well as efforts to maintain general public health and safety. Coordinate with local authorities to advise the community on actions to take to assure its protection, such as restriction of movement (ROM) orders, closures of businesses and schools, cancellation of public gatherings and establishment of no-entry zones or evacuation routes.

9. Health/Environmental Considerations. Long term environmental remediation measures are much more complex and require coordination and cooperation with jurisdictional regulatory agencies and may include Federal and State Health and Environmental Officials.

a. The Incident Commander shall conduct a health/environmental assessment involving medical, environmental and industrial hygiene personnel which includes the following:

- (1) The nature of release.
- (2) The pathways of human exposure.
- (3) Long and short-term health effects associated with hazardous substances identified at the incident site.
- (4) Comparison of existing morbidity and mortality data on diseases suspected to be associated with the observed levels of potential human exposure.
- (5) Medical, industrial hygiene, environment and safety personnel shall be involved in the selection and establishment of acceptable re-occupancy standards, providing assessment and documentation of such prior to Navy personnel returning to work or residences in previously contaminated work areas.

b. MTF commanders may be able to consult and request assistance from Navy Medicine activities, including the Navy Medical Research Center and Navy Environmental Health Center (NEHC).

10. Decontamination. Decontamination during the recovery phase is a long term, complex operation and must address resource management, safety, long-term health issues, environmental concerns and effect on mission accomplishment. The NCBC Gulfport Environmental Program Manager is responsible for coordinating decontamination activities carried out by the designated functional area (PW, Environmental, etc).

a. There are many methods for handling contaminated soil, water and sediment. Short-term recovery planning should concentrate on temporary containment of contamination (including used decontamination equipment and solutions) and isolation of contaminated items and areas.

b. Decontamination of equipment, terrain or facilities contaminated due to terrorism events shall not be carried out by Navy personnel. Refer to Support Annex 15 for details on response decontamination operations. The NCBC Gulfport Environmental Program Manager through the Regional Environmental Program Manager shall coordinate with the appropriate Federal agencies, including, but not limited to the Environmental Protection Agency, to effect decontamination and remediation of equipment or a site contaminated by a terrorist event.

11. Remediation & Retrograde Operations. Naval Construction Battalion Center, Gulfport restoration begins upon completion of the survey for contamination and continues until all contamination has been removed or remediated. The scope and duration of the remediation depends on the agent or material. The post-event assessment will include medical, environmental and public works.

a. Retrograde movement consists of the redeployment of personnel and equipment and begins as soon as objectives are accomplished or the need for response forces diminishes. Goals for contaminated material retrograde are mission support, protection of forces and resources from CBRN hazards and the control of contamination.

b. NCBC Gulfport will establish the relative priority among these goals in view of the circumstances at hand, in particular, mission requirements and the nature and extent of contamination. Emergency conditions may warrant increased risks and require a robust protective posture to limit contamination hazards and mitigate their effects.

c. The safety of personnel is a significant concern during the retrograde of equipment with potential, residual or low-level CBRN contamination. Any equipment present in the attack or downwind hazard areas should be assumed to possess residual contamination consistent with the nature of the agent or material used. Given the limitations of decontamination technology, some equipment may require extensive weathering, or even destruction, to be safe. Residual contamination risks include potential vapor and contact hazards, which increases as contaminated equipment is consolidated, maintained or prepared for shipment, if required.

d. The safe retrograde and long-term disposition of equipment with residual contamination requires a thorough understanding of the associated risks and the minimum time necessary to mitigate those risks. The significant time requirements for agent weathering must be addressed within retrograde planning.

e. Remediation operations follow neutralization and removal of CBRN contamination. Imminent threats to personnel or the environment should be alleviated during neutralization and/or removal operations so remediation operations will normally take place in a non-emergency setting.

f. Remediation is normally performed by civilian environmental consultant firms under contract to the Service and/or under the supervision of the EPA, depending on the nature of the event. Funding for contract support would be provided through NCBC Gulfport (O&M) accounts, unless special appropriations are received.

CHAPTER 11 TO SECTION I

DEFENSE SUPPORT OF CIVIL AUTHORITIES (DSCA)

1. Overview. The response to an emergency in the local community is the responsibility of local and state governments. 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.

2. Immediate Response Rule. The NCBC Gulfport Commanding Officer 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. This response will be reported 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 the command 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.

3. Priority of DSCA. Unless directed by the Secretary of Defense (SECDEF), continuity of military operations has priority over DSCA Disaster Relief Operations.

4. Reimbursement. An activation of the National Response Plan does not necessarily mean that the Stafford Disaster Relief Act (see Standard 12: Federal Response) has also been authorized. Requirement for reimbursement to the DoD for the incremental costs of providing support and permits Federal agencies to provide goods and services to other Federal agencies on a reimbursable basis.

A. EMERGENCY SUPPORT FUNCTIONS (ESFs)

1. Overview. The ESF Annexes detail the missions, policies, structures and responsibilities of Federal agencies for coordinating resource and programmatic support during Incidents of National Significance. There are 15 ESFs:

- a. ESF #1 - Transportation
- b. ESF #2 - Communications
- c. ESF #3 - Public Works and Engineering
- d. ESF #4 - Firefighting
- e. ESF #5 - Emergency Management
- f. ESF #6 - Mass Care, Housing, and Human Services
- g. ESF #7 - Resource Support
- h. ESF #8 - Public Health and Medical Services
- i. ESF #9 - Urban Search and Rescue
- j. ESF #10 - Oil and Hazardous Materials Response
- k. ESF #11 - Agriculture and Natural Resources
- l. ESF #12 - Energy
- m. ESF #13 - Public Safety and Security
- n. ESF #14 - Long-term Community Recovery and Mitigation
- o. ESF #15 - External Affairs

B. BASE SUPPORT INSTALLATION (BSI)

1. Overview. A Base Support Installation (BSI) is an integral portion of the DSCA concept of operations. A BSI is provided by the Region or NCBC Gulfport EM Programs, when directed by the Fleet Commander and Region Planning Agent (RPA), to support the deployment and operations of military forces and material prior to, during or after an emergency.

2. Concept of Support. In an effort to provide support with only critical specialized capabilities, the Navy will maximize usage of existing capabilities, NCBC Gulfports and infrastructure in the vicinity of the domestic operational area.

a. 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 Port of Debarkation (POD) is made up of two functions; preparations to receive forces and conduct POD operations.

(1) 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.

(2) Reception operations include receiving personnel and cargo plus the preparing personnel and cargo for further movement, movement to a Base Support Installation and control of movement operations.

b. 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 Base Support Installation (BSI). 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.

3. 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 Commanding Officer should be prepared to request personnel, material and equipment augmentation from the Regional Commander.

4. BSI Selection. Installations will 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.

5. BSI Support Considerations. BSI operations and support for DoD response and 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 NCBC Gulfport for potential BSI operations:

- a. Transportation (personnel and supply) to/from and in/around the operational areas (buses and trucks).
- b. Communications support, to include access to networks, computers, printers, and broadband internet access.
- c. Large open areas to serve as bivouac sites, messing, laundry and basic subsistence services (heads and showers).
- d. Supply and logistics support (food, water, ammunition, fuel, oil, repair parts, etc.).
- e. Medical Treatment Facility (MTF) support
- f. Emergency Medical Services (EMS) support
- g. Public Works/Civil Engineering support

- h. Airfield operations to receive and service military aircraft (helicopters and transport).
- i. Contracting and purchasing of supplies and services.
- j. Support maintenance of common type equipment.
- k. Administrative, logistical, and transportation support for DoD units
- l. Forward assembly areas in/near the area of operations.

C. OPERATIONAL STAGING AREA (OSA)

1. Overview. An Operational Staging Area (OSA) is an integral portion of the DSCA concept of operations. It will be provided by the Installation EM Programs, when directed by the Fleet Commander and Region Planning Agent (RPA), to support federal or supported state, local and/or private response and recovery assets and assigned personnel.

2. 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.

a. An OSA 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 civil response efforts. A support relationship is established by a Joint Staff Execute Order to enable the supported agency to receive necessary support from the OSA. The OSA serves in general support of the Combatant Commander conducting response operations.

b. Support provided by a designated OSA 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.

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CHAPTER 12 TO SECTION I

CONTINUITY OF OPERATIONS (COOP) PROGRAM

1. Background. In the past, Navy Continuity of Operations (COOP) efforts were an individual agency responsibility primarily in response to nuclear emergencies or other such catastrophic events within the confines of the organization. The content and structure of COOP plans, operational standards and interagency coordination, if any, were left to the discretion of the organization. But, the changing threat environment and recent emergencies, including localized acts of nature, accidents, technological emergencies and terrorist events, have shifted awareness to the need for COOP capabilities that enable Navy organizations to continue their Mission Essential Functions (MEFs) across a broad spectrum of emergencies. Since the end of the Cold War, there has been an increased potential for terrorist use of CBRNE agents/materials and an increased emphasis on the impact of natural and technological hazards. These hazards emphasize the need to provide a capability to ensure the continuity of MEFs within the Navy and the Department of Defense (DoD).

2. Overview. The purpose of the COOP Program is to provide for the continual operation of the NCBC Gulfport MEFs and associated Critical Mission Facilities (CMFs) throughout an emergency. The focus of the COOP Program is the ability of the Region or it's supporting Installations to maintain or restore MEFs at the MEF's primary or alternate site and the ability of the identified Category 1 personnel to perform these functions for up to 30 days before returning to normal operations.

a. These MEFs may be performed in one or more Critical Mission Facilities (CMFs) located primarily on board DoD installations. Most of these MEFs may be relocated to either a complimentary CMF at another location or relocated to a designated Emergency Relocation Site (ERS). MEFs should plan on the use of subordinate headquarters as the designated ERS, if available.

b. The MEFs and associated CMFs must be able to sustain operations for up to 12 hours or less at the primary site, depending on the speed and efficacy of MEF relocation to the ERS. A limited number of MEFs, which require specialized facilities and equipment, may not be able to relocate to an ERS either due to the unique nature of their MEF or due to the lack of warning and relocation time during an emergency.

These MEFs and their supporting CMFs may receive specialized collective and individual protection capabilities from supporting DoD or Joint Staff programs in order to sustain critical operations at the primary CMF despite the presence of contamination from an accidental or terrorist release of CBRN agents or materials.

c. The COOP Plan provides pre-planned processes, assets, and concept of operations that the organization is required to have in place to manage the response, recovery and reconstitution of the MEFs after the event. While the COOP Plan will not address every conceivable event, the COOP Plan serves as a commonly understood point of departure from which hazard-specific modification may be made to meet the actual circumstances of the event as it develops.

d. The COOP Plan is established by the MEF personnel and supporting essential service providers (termed the "COOP Team"). COOP Plans will address both the relocation and the reconstitution of MEFs during a crisis.

e. Within the Navy, the COOP Plan is developed with oversight and cross-functional support provided by the Regional EM Program and the NCBC Gulfport EMWGs.

f. The overall coordination and execution of the COOP Program is the responsibility of the Region EMO with the assistance of the NCBC Gulfport EMO. Southeast Region and NCBC Gulfport EM Programs are only responsible for coordinating this function and shall not resource COOP planning, assessment, mitigation, training, equipment or relocation site procurement efforts unless specifically tasked to do so in writing by the CNIC Emergency Management (EM) Functional Manager.

3. Program Elements. Standard elements of a COOP Program include: ERS, MEFs, CMFs, Category 1 (Critical Operations, Essential Operations, Continuity of Government, Fleet Operations and Essential Services) Personnel, Delegation of Authority, Order of Succession, Vital Records and Databases, Interoperable Communications, Critical Systems, Training and Exercises, Equipment Selection, Fielding, Sustainment and Plan Maintenance. The COOP Program involves:

- a. Protecting infrastructures deemed critical to force and materiel readiness and operations in peace, crisis and war.
- b. Mitigating the loss or disruption of MEFs and/or planning for timely restoration or recovery of MEFs.
- c. Determining the Recovery Timeframe Objective (RTO) for each identified MEF.
- d. Planning for the dependence on non-Navy assets (infrastructures, utilities, facilities, services of the private sector and other government departments and agencies) to help accomplish the Navy mission.
- e. Coordinating with private and non-military asset owners on the security and protection of critical non-Navy infrastructures and assets.
- f. Maintaining information sharing, cooperative agreements and outreach with the private sector, to include partnerships with State and local governments and host nations.
- g. Determining the risk to mission-critical systems and processes supporting logistics and acquisition, to include non-organic infrastructures and services that serve as sole source producers.

(1) A good indicator of a MEFs status as either essential or critical is their Recovery Time Objective (RTO), which is the permissible timeframe that the identified MEF may be out of commission before causing significant and documentable degradation to ongoing combat operations and/or related command and control operations. The RTO is identified by the COOP Team based upon the MEFs specific functions in support of the National Military Strategy.

(2) COOP planning involves identifying and documenting Mission Essential Functions (MEFs) and supporting Critical Mission Facilities (CMFs). The COOP Plan is built on the results of a thorough vulnerability assessment as described in Standard 6 (COOP) and Appendix P. The four principal components of a COOP Plan are:

- a. Continuity of Operations: Maintaining operation of MEFs without degrading service; relocation of MEFs to Emergency Relocation Sites (ERS), protecting personnel and critical infrastructure; controlling response and recovery teams access to controlled spaces or facilities.

b. Response: Notification, activation and mobilization of response teams; response expertise from all working levels of the installation. (Considered within the Navy EM Program as addressed in full by the Regional/Installation EM Plans.)

c. Recovery: Recovery and restoration of operational capabilities of MEFs.

d. Reconstitution: Restoration of MEFs and associated CMFs to its pre-event design and function.

4. COOP Planning Factors. While COOP Plans cannot provide for all possible events or execution variables, it is necessary to develop as comprehensive a plan as possible.

a. COOP plans should address the following planning factors and phases:

(1) COOP plans will account for both notice and no-notice events during both duty and non-duty-hour scenarios.

(2) In the event of an event with prior notice, use COOP planning elements to maintain continuity of operations, to include relocating MEFs to an ERS.

(3) In the event of a no-notice event, initial efforts will concentrate on maintaining the identified MEFs and reconstituting operational capabilities.

b. MEFs and associated CMFs must be able to sustain operations for up to 12 hours or less at the primary site, depending on the speed and efficiency of MEF relocation to the ERS. MEFs should plan on the use of subordinate headquarters as the designated ERS, if available.

c. Planning considerations for the ERS includes:

(1) Must be operational no later than 12 hours after activation.

(2) Must be able to maintain sustained operations for up to 30 days.

(3) Should take maximum advantage of existing organizational field infrastructures.

d. The NCBC Gulfport COOP Plan will address both the relocation and the reconstitution of MEFs during a crisis. Consider the following areas during COOP initial planning, development and subsequent revision:

(1) Specify COOP timing criteria (execution standards) for resuming essential functions after interruptions using the compatibility of Emergency Action Procedures (EAP) and COOP plans.

(2) The COOP Plan will direct MEFs/CMFs, Installation (name) EOC to consider COOP implementation.

(3) Maintaining all necessary files, documents, computer software, and databases required to carryout COOP plans for immediate use by emergency staffs.

(4) Identify critical requirements and procurement needs.

(5) Develop logistics plans to sustain operations at the ERS.

(6) Coordinate logistics requirements with supporting units. If necessary, use commercial transportation to meet mission criteria.

(7) Outline the decision-making procedures for implementing COOP plans. This should include outlining the procedures for organizational advisories, alerts and COOP plan activation.

(8) Describe organizational structure, succession to command and delegation of authority to appropriate staff.

(9) Establish personnel manning requirements and procedures to ensure sufficient qualified personnel are available throughout the duration of the emergency.

(10) List mission essential documents and equipment. Ensure documents and equipment are readily available at the alternate site or transported, as necessary, to the ERS. Identify any higher headquarters reporting requirements.

(11) Describe possible shortfalls and limiting factors. Establish training requirements and procedures to train or identify qualified personnel to fill COOP positions critical to maintaining command and control during emergencies, including personnel designated to staff the ERS.

e. Implementing COOP Plans. Take the following actions if an emergency requires the implementation of the COOP Plan.

(1) Bring each ERS to a degree of preparedness consistent with pre-planned actions to meet conditions.

(2) If the MEF's primary site becomes inoperative, the ERS should automatically assume their responsibilities.

(3) Report relocation of MEFs to the appropriate Operational and Administrative chain of command via OPREP-3

voice or message report as well as any other directed communications procedures.

(4) An activated ERS will monitor the status of the commands above them in their chain of command to ensure readiness to assume COOP responsibilities.

d. Classifying COOP Plans. Classify COOP plans according to content as required by applicable security guidance.

e. COOP Plan Review. All MEFs and associated CMFs are required to review their COOP plan annually and submit all changes to the Region EMO. Detailed planning guidance may be found in Standard 7 (Planning) and Appendix P (COOP Planning Guide).

f. Assignments. The NCBC Gulfport EMO shall identify applicable members of the NCBC Gulfport COOP Team and ensure quarterly meetings with progress reports to the Commanding Officer on the development, implementation and validation of COOP Plans. The NCBC Gulfport COOP Team shall be a standing subcommittee of the NCBC Gulfport EMWG.

CHAPTER 13 TO SECTION I

BUSINESS CONTINUITY PROGRAM

1. Overview. Just as a COOP Program is critical to the sustainment of Mission Essential Functions (MEFs) at Critical Mission Facilities (CMFs), a NCBC Gulfport Business Continuity Program is critical to ensuring the continuity of tasks not directly related to supporting the National Military Strategy. Such tasks include:

- a. Continuity of command authority through an established line of succession
- b. Ability to rapidly relocate command personnel and continue normal business operations without significant delay or loss of capability
- c. Ability to restore non-essential services and capabilities to support the return to normalcy during the recovery phase

(1) The NCBC Gulfport EMO is responsible for developing, maintaining and executing the NCBC Gulfport Business Continuity Plan prior to, during and following an emergency. The NCBC Gulfport Business Continuity Plan will include the same planning considerations and aspects of the NCBC Gulfport COOP Plans, but solely rely on low-cost, predominately non-material solutions to a reasonable Recovery Timeframe Objective (days versus the minutes/hours in COOP).

(2) The NCBC Gulfport EMO will identify the assignments for continuity of command authority (noted on the following page) and the movement of the NCBC Gulfport Operations Center, NCBC Gulfport Dispatch Center and other key NCBC Gulfport capabilities to a/the designated Emergency Relocation Site(s) (ERS) based upon the situation/incident. As will the selection of the appropriate ERS (or multiple ERSs) and/or remote safe haven assignments for NCBC Gulfport Category 2-4 personnel. See Support Annexes 6 through 8.

2. Continuity of Command Authority (Line of Succession). The NCBC Gulfport's Line of Succession follows the Navy Chain of Command.

- a. This line of succession may be executed during any type or level of emergency based upon the following principles (in order of priority):

(1) The written transfer of command authority from the NCBC Gulfport Commanding Officer to a designated individual.

(2) The verbal transfer of command authority from the NCBC Gulfport Commanding Officer to a designated individual.

(3) The absence of the NCBC Gulfport Commanding Officer and/or designated successors above the individual assuming command with the written or verbal transfer of command authority granted to that individual.

(4) The absence of the Installation Commanding Officer and/or designated successors above the individual assuming command with the written or verbal transfer of command authority granted to that individual.

(5) The death or incapacitation of the Commanding Officer and/or designated successors above the individual assuming command.

3. Regional Business Continuity Plan Review. All NCBC Gulfport offices and departments are required to review their supporting Business Continuity Plan annually and submit all changes to the Southeast Region EMO.

CHAPTER 14 TO SECTION I

SUPPORTING PLANS

1. Antiterrorism (AT) Plan. The NCBC Gulfport AT Plan describes site-specific AT measures. The NCBC Gulfport AT Program include tenets of counter-surveillance, counter-intelligence, situational awareness, physical security, law enforcement and identifies an appropriate organization as the focal point for the integration of local intelligence, counterintelligence and criminal intelligence information into NCBC Gulfport AT Operations. The AT Plan includes the roles, responsibilities and concept of operations for the employment of Naval Security Forces (NSF) in support of emergency response and recovery operations. The NCBC Gulfport AT Plan addresses the following key elements:

- a. Terrorism Threat Assessment
- b. Vulnerability Assessment
- c. Risk Assessment
- d. AT Physical Security measures
- e. NSF Incident Response measures
- f. NSF Crisis Management measures
- g. NSF Consequence Management measures

(1) The NCBC Gulfport's EM Plan and AT Plan shall be integrated and mutually supporting. Coordination will occur on a regular and recurring basis NCBC Gulfport ATWG by both the NCBC Gulfport EMO and the NCBC Gulfport AT Officer.

2. NCBC Gulfport Medical Emergency Management Plan. Navy Medicine facilities (including Medical Treatment Facilities (MTFs), Branch Medical Clinics (BMCs) and Naval Ambulatory Care Clinics (NACCs)) are required by Navy Medicine to develop an NCBC Gulfport Medical EM Plan. Like the NCBC Gulfport EM Plan, this medical EM Plan is based upon applicable Federal and DoD guidance. The NCBC Gulfport Medical EM Plan addresses the MTF/Clinic's preparedness, response and recovery capabilities, including:

- a. MTF/Clinic EM organization

- b. MTF/Clinic training requirements
- c. MTF/Clinic equipment requirements
- d. MTF/Clinic exercise & evaluation requirements
- f. MTF/Clinic EOC requirements & procedures
- g. Casualty decontamination procedures for those facilities designated to receive contaminated casualties
- h. Procedures for managing self-referred patients
- i. Capabilities & procedures for on-scene casualty triage, treatment, and/or transport (if provided)
- j. Syndromic surveillance procedures
- k. Activation procedures for the Strategic National Stockpile (SNS) and associated Regional, State, and Local pharmaceutical stockpiles/caches
- l. Pharmaceutical management procedures
- m. Role within Mortuary Affairs operations

3. Tenant Command Emergency Action Plan (Tenant EAP).

Supporting Commands on board NCBC Gulfport will coordinate with the NCBC Gulfport's EM Program as outlined in host-tenant agreements or applicable ISSA/MOU/MOAs. Coordination shall include active participation in EM preparedness, mitigation, response and recovery efforts, as required by the NCBC Gulfport EM Program.

a. The Tenant EAP focuses on the measures and actions that are vital for protecting assigned personnel with the tenant command, which includes coordination/support of the COOP Plan in order to sustain/restore MEFs. Critical tasks to be addressed at the Tenant Command level include: Integration with NCBC Gulfport mass warning and notification, completion/participation in public awareness training, evacuation/shelter-in-place planning, coordination with NCBC Gulfport evacuation/safe haven/shelter/shelter-in-place procedures and integration with NCBC Gulfport's EM Plan.

b. Federal agencies are required to implement certain facility management procedures at each Federal facility, to include training employees in emergency procedures and determining a Designated Official, usually the highest ranking official of the primary occupant agency or a designee selected by mutual agreement of occupant agency officials. Designated Officials are responsible for the development of Tenant Emergency Action Plan (EAP) and the staffing and training of the occupant emergency organization.

c. Certain worksites are required to have an emergency action plan that covers the designated actions employers and employees must take to ensure employee safety from all expected/likely hazards, including CBRNE terrorism events. Those designated actions should include procedures for sheltering-in-place (remaining in the building) as well as for evacuating buildings. A properly developed and executed Tenant EAP meets this requirement.

d. For most supporting commands, the requirements for emergency planning can be satisfied with a simple Tenant EAP, which should contain, as a minimum, the following elements:

(1) Assignment of responsibilities in the event of an emergency (e.g., emergency coordinator, Fire Marshal or Warden, etc.).

(2) Procedures and telephone numbers for reporting fires and other emergencies.

(3) A communication plan that includes details regarding: How each facility will be notified of emergency that occurs in its area; who in the facility will make the decision to evacuate vs. implement shelter-in-place procedures; how employees in the facility will be notified; how employees away from the facility will be notified and for shelter-in-place scenarios, who will give the "all clear" signal to return to work or make the decision to subsequently evacuate.

(4) A facility emergency evacuation plan that specifies an assembly point away from the building.

(5) A shelter-in-place plan, which includes designated areas for sheltering-in-place and guidelines for employees to prepare their own emergency supply kits.

(6) Instructions for the preservation or removal of valuable or classified property and materials, if applicable, and whether this can be accomplished without undue risk to personnel.

(7) Procedures for personnel who must remain at their posts after an initial evacuation in order to secure or operate critical equipment or perform essential duties.

(8) Procedures to account for personnel after an emergency evacuation has been completed or after shelter-in-place has occurred.

(9) Points of contact that can provide additional information or explanation of emergency plan duties.

(10) Resources for employees to obtain additional emergency preparedness information, to include the family emergency preparedness guides including within Appendix N of this manual.

e. Commanding Officers (COs) and Officers-in-Charge (OIC) of tenant supporting commands shall identify a "Designated Official" for each overall facility, which may include one or more buildings or structures. COs/OICs shall cooperate in the development, implementation and maintenance of the Tenant EAP and the establishment, staffing and training of an occupant emergency organization. COs, OICs, and/or Designated Officials shall:

(1) Develop and maintain a Tenant EAP containing the applicable elements listed above. For tenant supporting commands that already have emergency plans in place, those plans shall be updated as needed to incorporate these elements.

(2) Large facilities or those with special considerations (e.g., child development centers or significant quantities of hazardous materials) will require more detailed EAPs. Tenant supporting Commands that routinely host afloat or deployable units/commands shall ensure that plans for shore and afloat units are mutually supporting. Planning support is available from the NCBC Gulfport EM Program.

(3) Provide appropriate occupant emergency plan training to all employees.

(4) Maintain an occupant emergency organization.

(a) At small facilities, the Officer of the Day (OOD) and duty section may satisfy this requirement.

(b) Large facilities or facilities with multiple agencies located in large buildings may require a sizable occupant emergency organization to support their EAP during normal working hours. This organization may be independent of or integrated with the normal duty section requirements and may members from other agencies/tenants.

(5) Conduct drills in accordance with the level of risk to the facility.

CHAPTER 15 TO SECTION I

TRAINING PROGRAM

Overview. The NCBC Gulfport EMO, in coordination with the NCBC Gulfport EMWG, is responsible for developing, implementing, tracking and reporting on the training of personnel assigned to support emergency response and recovery operations. The NCBC Gulfport EMO shall be supported by the NCBC Gulfport COOP Team for the training of all Category 1 personnel and the relevant members of the NCBC Gulfport EMWG (i.e. - Fire Chief, AT Officer, MTF/Clinic OIC, etc.) for the training of Category 5 personnel. Training will be conducted in accordance with Standard 8.

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CHAPTER 16 SECTION I

EQUIPMENT PROGRAM

1. Overview. NCBC Gulfport EMO is responsible for identifying, fulfilling, maintaining and sustaining equipment requirements for assigned NCBC Gulfport EM personnel per Standard 9. The EMO, in coordination with the NCBC Gulfport EMWG, is also responsible for identifying the consolidated equipment requirements for all organic NCBC Gulfport units or teams incorporated into this NCBC Gulfport EM Plan. The EMO shall be supported by the NCBC Gulfport COOP Team for the equipping of Category 1 (Critical Operations) personnel and the relevant members of the NCBC Gulfport EMWG (i.e. - Fire Chief, AT Officer, MTF/Clinic Commander/OIC, etc.) for the equipping of Category 5 First Responder Personnel.

a. This NCBC Gulfport EM Plan provides a consolidated matrix of NCBC Gulfport equipment requirements to support the Response and Recovery Concepts of Operations above.

b. See Support Annex 16 for details on the employment of an NCBC Gulfport Inventory Management System.

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CHAPTER 17 TO SECTION I

EXERCISE AND EVALUATION PROGRAM

1. Overview. NCBC Gulfport EMO shall develop an exercise and evaluation program applicable to the NCBC Gulfport Group designation, in accordance with Standard 10. The exercise and evaluation program shall address the full range of potential natural and manmade hazards/emergencies to their installation. Standard operating procedures shall be developed to provide guidance for exercise and evaluation programs.
2. Exercises. NCBC Gulfport EM exercises may be combined with multiple existing exercise requirements provided that the resulting event exercises all applicable functional areas simultaneously. Exercises should include appropriate representatives from federal, state, local, other service and/or private agencies/departments, whenever possible. When authorized post event by higher echelon, actual management of a real-life emergency may meet some or all of NCBC Gulfport EM exercise requirements.
3. Requirements. The Southeast Region's EM Exercise Matrix (Form 17-1) on the following page provides a summary of an NCBC Gulfport EM exercise requirement. The Southeast Region's Emergency Manager shall maintain a combined schedule of all exercises within the Region separate from this plan. NCBC Gulfport EMO shall develop a yearly exercise schedule and provide a copy of that schedule to the Southeast Region's Emergency Manager by 15 January.

SOUTHEAST REGION'S EM EXERCISE MATRIX

Exercise Type	Frequency	Year 1	Year 2	Year 3
Orientation Seminar	Prior to Drill or Exercise			
Drill	Variable based upon needs of functional areas	*	*	*
Table Top Exercise (TTX)	Annual			
Command Post Exercise (CPX)	When Required	* **	*	*
Field Training Exercise (FTX)	When Required	* **	* **	
Navy-wide Exercise	When Required			
Federal Exercise	When Required			
State Exercise	When Required			
Local Exercise(s)	When Required			
Other Service Exercise(s)	When Required			

(Form 17-1)

- * - Not required for Group 3 Installations
- ** - Not required for Group 1 and 2 Installations

NOTE: This form will be used by the Region and Installations as a planning document to meet their exercise requirements.

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ANNEX B TO SECTION II

NCBC GULFPORT EMERGENCY OPERATIONS CENTER

1. Scope. The Naval Construction Battalion Center (NCBC), Gulfport Emergency Operations Center (EOC) provides designated command personnel the ability for operational command and control responses to an incident occurring on and/or off-base. From this facility, manpower, equipment and supplies can be directed, coordinated or support any Federal, state and local (including commercial) agencies. The NCBC EOC (Bldg 324) will be activated/staffed in response to any significant disaster or threat that has occurred, is occurring, deemed imminent or probable.

2. Exemption. None

3. Assumptions:

a. Maintenance, operability and control of the EOC is the responsibility of the NCBC Gulfport Emergency Manager. The activation is restricted to Commanding Officer or their designated representatives.

b. A majority of Category 5 Emergency Responder Personnel will be able to respond to the incident.

c. Sustainment of Emergency Management operations will continue during the incident.

4. Limitations. Recall of EOC personnel can be accomplished through the use of a telephone alerting system if available, but it is time consuming if a manual dial up procedures must be utilized. Casualty specific recall lists and procedures established for notifications should be developed for most major incidents requiring numerous calls.

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

6. Roles and Responsibilities

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

b. **All Commands will:**

(1) Ensure assigned individuals filling EOC positions have the ability and authority to direct their organizations personnel, material and equipment and have completed ICS courses 100, 200, 700 and 800 per reference (a).

(2) Provide EMO a list of personnel assigned EOC positions and how they can be contacted (Form (B-1) is provided for this requirement). Each designated EOC position should have a sufficient number of personnel assigned to it to ensure a 24-hour operation for an unspecified period of time. Command Emergency Management Director should be notified of personnel changes as soon as they are known; however, the list is to be reviewed quarterly to ensure its accuracy.

(3) Ensure the currency of organizational source data/material kept at their EOC position. Maintenance of that information/equipment is the responsibility of that organization not Emergency Management Office staff.

(4) Equip, staff and operate an organizational operation center(s) needed to support any incident activity.

(5) CDO watch standers must maintain a written recall list for incident responding members in case their automated telephone system fails or (if the installation does not have such a system) to notify needed responding members.

c. **Naval Construction Battalion Center, Gulfport will:**

(1) Provide personnel for the following ICS positions per reference (d):

(a) Command Staff

1. Watch Officer
2. Legal Officer
3. Public Affairs Officer
4. Liaison Officer (as required)
5. Emergency Manager

(b) Operations Section

1. Section Chief - Fire Department
2. Security
3. NCTC
4. 20th SRG R-3
5. Public Works
6. Administration (Scribe)

(c) Planning Section

1. Section Chief (EMO) - dependent upon the casualty.
2. Environmental Division (As required)
3. Administration (Documentation Unit and Scribe)
4. Others Number and qualifications dependent upon casualty.

(d) Logistics Section

1. CBC Supply - Section Chief
2. Communications/IT
3. Health Services (NBHC)
4. Administration (Scribe)
5. Mass Care (FFSC/Chaplin)
6. Others - number and qualifications dependent upon casualty.

(e) Finance/Administration Section

1. Admin Officer - Section Chief
2. Finance (As required)
3. Others - to be requested from CNRSE as required.

(2) Maintain operational control over the EOC (EMO).

(3) Designate, locate and equip an Alternate Emergency Command Center (AEOC) to provide similar basic functions should the Installation EOC become non-operational (EMO).

(4) Equip and maintain a Mobile Command Post (MCP) for direct support for an incident's On-Scene Commander, if applicable (EMO).

(5) Prepare an appropriate Watchbill when conditions warrant using Forms (2) or (3) or appropriate ICS Forms 207 - Organizational Chart. Applicable ICS Forms can be found at www.fema.gov.

d. Naval Branch Health Clinic (NBHC) will:

(1) Staff the Operations Section medical position.

e. Tenant Commands will fill the following ICS positions for incidents outside the purview of the Installations capability (if applicable):

(1) Incident Commander

(2) Operation, Planning and Logistics Section (*Chief, Divisions/Branch Supervisors and Group Members).

(3) A waterfront Security representative.

ALTERNATE EMERGENCY OPERATIONS CENTER

1. The Alternate Emergency Operations Center (AEOC), will be located on NCBC Gulfport Bldg 432, room number 144 will serve as the backup facility should the EOC (Bldg 324) become unusable. While the AEOC will not be equal to the capabilities of the Installation EOC, it should be structured to address the most critical command and control capabilities with minimum activation time/ requirements.

2. Emergency Manager shall:

a. Develop procedures and assign/train personnel needed to ensure the AEOC can be operationally functional as quickly as possible.

b. Maintain pre-staged administrative supplies and equipment.

c. Develop and implement procedures to authorize EOC staff representatives access to the AEOC, when required.

INSTALLATION EOC PERSONNEL NOTIFICATION/RECALL INFORMATION

1. This form will be completed whenever changes occur to existing EOC personnel or manning requirements. Completed forms will be submitted to NCBC EMO for updating the incident notification roster. Each organization or EOC position is limited to three individual assignments to allow for a manageable alerting program. (NOTE: This form is the responsibility of the organization's Emergency Management Representative).

EOC Position _____ Date _____

Primary Contact:

Name: _____
Command and Code: _____ & _____
Phone Number Work: _____ Pager: _____
Home: () - _____
Cell: () - _____

Secondary Contact:

Name: _____
Command and Code: _____ & _____
Phone Number Work: _____ Pager: _____
Home: () - _____
Cell: () - _____

Tertiary Contact:

Name: _____
Command and Code: _____ & _____
Phone Number Work: _____ Pager: _____
Home: () - _____
Cell: () - _____

Form submitted by: _____ Ext. _____

(Form B-1)

EMERGENCY OPERATIONS CENTER 2 SHIFT WATCHBILL

The following tasked Directorates/Staff will complete this form for their organization and submit it to EMO upon request.

Directorate/Staff	Port Duty	Starboard Duty
COMMAND STAFF		
Watch Officer		
Asst Watch Officer		
Public Affairs Office		
Liaison Officer		
EMO		
Safety (as required)		
OPERATIONS TEAM		
Fire Dept.		
Security		
NCTC		
20 th R-3		
Public Works		
20 th R-436		
Scribe		
PLANNING TEAM		
EMO		
As required		
As required		
As required		
Scribe		
LOGISTICS TEAM		
Supply		
Comms (IT/ELMR)		
Medical		
Mass Care (FFSC/Chapel)		
As required		
Scribe		
ADMIN/FINANCE TEAM		
Personnel Accountability		
Finance		
As required		
Scribe		

(Form B-2)

1 Table will change each Hurricane season and the master list with
act phone numbers will be kept by the Emergency Manager.

Muster at building 324 at TROPCON 3 for briefing, stand up EOC at TROPCON 2

FUNCTION	STAFF MEMBER	NAME
Commanding Officer	CO	
Staff Duty Officer	XO	
Staff Duty Officer	CSO	
Watch Officer	R-7	
Watch Officer	R-7A	
Staff Judge Advocate	SJA	
Liaison Officer	CBC CMDCM	
Emergency Manager	EMO	
Public Affairs	PAO	
Safety	Safety Officer	
Battalion Resources	20 th SRG/R-3	
Communication's	CBC ELMR	
Information Technology	CBC IT DEPT	
Security	CBC Security	
Public Works	Public Works	
NP4C	Medical OIC/EMO	
ly	CBC Code 500/501	
N Resources	CO, NCTC	
FFSC	FFSC Director	
Personnel and Welfare	Chaplin	
Military Personnel Issues	OIC, PERSUPPDET GPT	
Admin Officer	20 th SRG R-1	
Telecommunications	NCTAMS LANT DET	
Funding/Procurement	CBC Code N-5	
Bachelor and Family Housing	CBC Code 20/GMH	
Asst Watch Officer		
Asst Watch Officer		
NCIS	NCIS	

ANNEX BB TO SECTION II

SHELTER MANAGEMENT TEAMS

1. Scope. To provide directions to Naval Construction Battalion 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
 - (c) COMNAVREGSEINST 3440.2B
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
 - (1) 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 supply personnel check shelter safety/secure materials in place.

(g) Open placement of shelter instructions

(h) Have shelter managers designated.

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

(2) MITIGATION:

(a) Periodic training of personnel on shelter procedures.

(b) Practice sheltering procedures during exercises.

(c) Correct shelter discrepancies noted during exercises.

(3) 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.

(4) RECOVERY:

(a) Place shelter back to an operational condition.

(b) Replace any needed shelter items.

(c) Observe/report any abnormal personnel conduct.

7. Exercise & Evaluation Requirements. Exercises should be expanded to include testing and evaluating Sheltering-In-Place, when and where possible.

II-BB-2

a. Personnel Shelters:

Enclosure (2)

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 building 437 and 217 and shall:

1 Provide food rations to Building and shelter.

2 Provide ice (suitable for consumption) to Warehouse 217 and 437.

3 Appoint personnel shelter managers and alternates.

4 Designate the Assistant Supply Officer as Shelter Function Commander.

5 Oversee the standardized shelter manager training conducted annually by Emergency Management.

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

4 Submit written results of the shelter inspection and recommendations to correct the deficiencies to the Commanding Officer annually.

(c) The Housing Officer shall provide bed linens to building 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), CNICINST 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 allowed to be parked in the vicinity of Shelters. Private vehicles will be 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.

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:

<u>BUILDING NUMBER</u>	<u>CAPACITY (# OF PERSONS)</u>
217	2,500
437	1,200
324	50
321	40

(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 CBC Gulfport 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.

(3) Designated Personnel Shelters

(a) Personnel shelters are designated as follows:

437	Personnel Shelter	Military personnel and assigned team members to NCTC	2296/ 2249/ 2380	Category 4
217	Military w/dependents	Unaccompanied dependents, civilian personnel not assigned to recovery teams		Category 4
241	Equipment Mobilization	R36 Personnel	2260	Category 3
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
436	Security	Security Forces	2104	Category 3
435	Armory	Armory	2260	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. Security Personnel will report to designated shelter.

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

- 1 Building 241 - 20TH SRG (R36)
- 2 Building 432 - 20TH SRG (R76)
- 3 Building 321 - Fire Department N92
- 4 Building 324 - Code N37
- 5 Building 436 - NCBC Security
- 6 Building 435 - 20TH SRG

(2) NCBC Gulfport has adopted the following position on animals in shelters.

(a) 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 217 MANAGEMENT TEAM

M. 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	
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	

a. Shelter Management Team: 20THSRG and NCBC

(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 437 MANAGEMENT TEAM

Member 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	
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 CHECKLIST

1. PREPARATIONS:

(a) Appoint a building Shelter Manager and sufficient number of alternates to ensure room securing/safing _____

(b) Designate specific check in procedures for Sheltering-in-Place _____

(c) Procure needed shelter securing/safety items _____

(d) Store the securing/safing items in the shelter _____

(e) Establish procedure(s) to communicate with EOC or designated point of contact _____

2. ANNUAL MITIGATION:

(a) Re-evaluate existing securing/safing procedures _____

(b) Inventory securing/safing items, replace as necessary _____

(c) Brief building occupants of the shelter items _____

3. RESPONSE:

(a) ADVANCED NOTICE (Mitigative) _____

(b) Re-inventory sheltering items _____

(c) Pre-position sheltering items to reduce response activity _____

(d) Upon shelter activation ensure medical is in place to conduct medical screen _____

(e) Establish communications with designated point of contact stating building number, room number, contact number and person in charge _____

(f) Secure when all personnel are accounted for or when ordered to do so _____

- (g) Pass mustering information _____
- 4. DURING THE STORM:
 - (a) Maintain good order and discipline _____
 - (b) Report any discrepancies to the EOC _____
 - (c) Ensure all personnel are accounted for _____
- 5. RECOVERY:
 - (a) Re-establish contact with designated point of contact _____
 - (b) Report number and status of shelterees, being as specific as possible for any injuries _____
 - (c) Do not violate security/safety until ordered to or told it is safe to do so _____
 - (d) Shelter manager to develop and submit Lessons Learned After Action Report _____
 - (e) Replace or repair shelter items as necessary _____

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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), technical team decontamination, and mass decontamination of ambulatory and non-ambulatory patients.

2. Exemption. None.

3. Assumptions. None.

4. Limitations. N/A.

5. References: (a) CNIC Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Manual (27 October 2005).

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.

(1) 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.

(2) 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.

(3) RESPONSE:

- (a) Determine the incident hazards.
- (b) Approach scene using established incident procedure.
- (c) Initiate proper personnel protective measures.
- (d) Establish entry and exit zones.
- (e) Direct evacuation(s)/sheltering requirements.
- (f) Manage and control the incident site
- (g) Contain the incident and 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.

(4) RECOVERY:

- (a) Repair/replace equipment/material.
- (b) Update procedures/instructions as needed.
- (c) Maintain a copy of all records.

c. 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	20 th SRG R-36	
Asst Equip Officer	20 th SRG R-36	
Maintenance Chief	20 th SRG R-36	
Operations Chief	20 th SRG R-36	
Yard Boss	20 th SRG R-36	
Yard Boss	20 th SRG R-36	
Dispatcher	20 th SRG R-36	
Dispatcher	20 th SRG R-36	
Collateral Equip	20 th SRG R-36	
Collateral Equip	20 th SRG R-36	
Bus Driver	20 th SRG R-36	
Bus Driver	20 th SRG R-36	
Bus Driver	20 th SRG R-36	
Bus Driver	20 th SRG R-36	
Bus Driver	20 th SRG R-36	
Bus Driver	20 th SRG R-36	
Bus Driver	20 th SRG R-36	
Driver	20 th SRG R-36	
Yard Crew	20 th SRG R-36	
Yard Crew	20 th SRG R-36	
Yard Crew	20 th SRG R-36	
Field Crew/Wrecker	20 th SRG R-36	
Field Crew/Wrecker	20 th SRG R-36	
Mechanic	20 th SRG R-36	
Mechanic	20 th SRG R-36	
Mechanic	20 th SRG R-36	
Mechanic	20 th SRG R-36	
Mechanic	20 th SRG R-36	
Mechanic	20 th SRG R-36	

d. 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.

(a) 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	

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

(1) Function

(a) Muster with COC when All clear is announced 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. Public Works 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	Public Works	
Survey Member	GSH HOUSING	
Survey Member	20 TH SRG R73	
Survey Member	20 TH SRG R73	
Survey Member	20 TH SRG R73	
Survey Member	20 TH SRG R73	
Survey Member	NCTC	

f. General Messing Team. CBC (Code 500)

(1) Function.

(a) 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	
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	
Food handler	CBC Code 500	
Food Handler	CBC Code 500	
Food Handler	CBC Code 500	

g. Supply Service Team NCBC Supply

(1) Function.

(a) 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	FISC Jax	
Supply Member	FISC Jax	

h. Fuel Team. CBC (FISC Jax)

(1) Function.

(a) 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)	FISC Jax	
Fuel Truck Driver	FISC Jax	
Fuel Truck Driver	FISC Jax	

i. Medical Aid Station Team. CBC NBHC, 20THSRG;

(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	NBHC
Field Station Member Command Post	NBHC
Field Station Member Command Post	NBHC
Field Station Member Command Post	NBHC
Field Station Member Command Post	NBHC
Ambulance Driver	20TH SRG
Ambulance Driver	20TH SRG

j. Fire Fighting/Pollution Response Team. CBC Fire/Environmental

(1) Function.

(a) 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
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

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

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ANNEX F TO SECTION II

COMMUNICATION SYSTEMS

1. Scope. To provide the Naval Construction Battalion Center (NCBC), Gulfport with the capability to communicate with agencies (outside and inside the Navy) during normal day to day activity as well as during emergencies.

2. Exemption. None

3. Assumptions. Naval Construction Battalion Center may be required to provide support to other agencies. In order to do that effectively, communication networks/systems must exist.

4. Limitations. The compatibility existing communication networks/systems to those existing outside the Navy.

5. References: (a) OPNAVINST 2300.45
 (b) OPNAVINST 3440.16
 (c) NAVTELCOMINST 2093.1
 (d) National Response Plan
 (e) NTP 8
 (f) CNICINST 3440.17

6. Roles & Responsibilities:

(a) Concept of Operations. It is imperative that good communication is maintained throughout the Gulf Coast during each phase of a man made or natural emergency to ensure effective command and control. Radio Communications will be conducted utilizing the ELMR radio system. NMCI Computers will be the primary computer system, laptops with air cards will used as the secondary computer system. 20th SRG R-76 will be on stand by to use VHF/UHF and satcom's (if required) and the Base Communication Office (BCO) will handle all telephone issues.

7. Positions - Tasks, Activities and Processes

a. PREPAREDNESS:

(1) Train individuals on the proper use of the equipment that they operate Develop Standard Operating Procedures (SOPs) for each piece of equipment and listing for repair/maintenance

contacts Sufficient support equipment is available, or can be quickly acquired, if needed (batteries, cables, antennas, etc.). Equipment test procedures and frequency established (normal daily usage requirements will satisfy this requirement) Development of needed support agreements.

b. MITIGATION:

- (1) Reviewing and updating SOPs as required.
- (2) Network/system usage during exercises simulating emergency conditions, validation of supplier/repair contacts, performance of scheduled maintenance
- (3) Replacement/upgrading of dated or outmoded items working with outside Navy agencies to ascertain existing equipment/system compatibility changes.

c. RESPONSE:

- (1) Establish a 24/7 work capability, as required.
- (2) Immediately test all equipment, networks and systems to ensure they are operational Document all communications (telephonic and electronic).
- (3) Muster as required.

d. RECOVERY:

(1) Restore all communicative equipment to an operational capability. Develop an After Action/Lessons Learned Report. Submit a copy of all documentation to Administration.

(2) Update SOPs, agreements and of contacts as required

8. Exercise & Evaluation Requirements. No singular or specific communicative exercise is required. However, every exercise/incident demands a communications capability and specific contacts to be established.

SUPPORT ANNEX 17 TO SECTION III

Base Support Installation (BSI) 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.

a. 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.

(1) 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.

(2) 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.

b. 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.

c. 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.

d. 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:

(1) Outside the immediate disaster area, but within reasonable road or rail movement of the disaster site.

(2) Airfield capable of supporting C-5, C-17, C-130 and/or C-141 fixed wing aircraft or helicopter operations.

(3) Available areas for staging of equipment and supplies.

(4) Office space or other shelters from which operational or logistics center can operate.

(5) 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.

e. 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:

(1) Transportation (personnel and supply) to/from and in/around the operational areas (buses and trucks).

(2) Communications support, to include access to networks, computers, printers, and broadband internet access.

(3) Large open areas to serve as bivouac sites, messing, laundry and basic subsistence services (heads and showers).

(4) Supply and logistics support (food, water, ammunition, fuel, oil, repair parts, etc.).

(5) Medical Treatment Facility (MTF) support

(6) Emergency Medical Services (EMS) support

(7) Public Works/Civil Engineering support

(8) Airfield operations to receive and service military aircraft (helicopters and transport).

- (9) Contracting and purchasing of supplies and services.
- (10) Support maintenance of common type equipment.
- (11) Administrative, logistical, and transportation support to FEMA's Urban Search and Rescue (USAR) teams
- (12) Forward assembly areas in/near the area of operations.

f. 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.

g. Installation Requirements. All Installations in Region SE that may be used as a BSI are required to submit the information outlined in Tab 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 Management 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:

<p>Medical Treatment Facility or Logistic OIC or Representative:</p>		<p>Voice (Commercial): Voice (DSN): Mobile/Cellular:</p>	<p>NIPRNET: SIPRNET:</p>
<p>NCIS Representative (or Intelligence Representative):</p>		<p>Voice (Commercial): Voice (DSN): Mobile/Cellular: STU III/STE:</p>	<p>NIPRNET: SIPRNET:</p>
<p>Communications Officer (or IT/Comms Representative):</p>		<p>Voice (Commercial): Voice (DSN): Mobile/Cellular: STU III/STE:</p>	<p>NIPRNET: SIPRNET:</p>

Tab B. BSI Checklist

GENERAL LOG 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
	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:	
	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:	
	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	Remarks
<p>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:</p>	
<p>Can Access Gates Manage an Increase in Military and Commercial Traffic (yes/no):</p>	
<p>Installation Transportation Office on Site to Manage military and commercial Movements (yes/no):</p>	
<p>Number of Loading Docks/Ramps:</p>	
<p>MHE On-site: Warehouse Forklifts <u>6k</u> <u>10k</u> <u>25k</u> <u>40k</u></p>	
<p>Container Handling Equipment</p>	
<p>Installation POC Name and Phone Number:</p>	
<p>Tactical Satellite Capability (yes/no):</p>	
<p>Phone Line Expansion Capability (yes/no):</p>	
<p>Internet Access (yes/no):</p>	
<p>Excess IP Addresses (yes/no):</p>	
<p>Installation POC Name and Phone Number:</p>	
<p>Ground Equipment Maintenance Installation Support Personnel (yes/no):</p>	
<p>Aviation Maintenance Installation Support Personnel for fixed wing and rotary wing (yes/no):</p>	
<p>Food Service Installation Support Personnel:</p>	
<p>Installation Transportation Support (buses; cars) yes/no:</p>	
<p>AAFES On site (yes/no):</p>	
<p>Contracting Support Capability (number of warranted contracting officers assigned):</p>	
<p>Office Space to accommodate JTF Headquarters (200 person HQs planning factor):</p>	
<p>Can the Installation Receive and Process HAZMAT (used</p>	
COMMS	
INSTALLATION SUPPORT	

<p>ING FACTO</p>	<p>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: oil/battery acid etc.): On-hand emergency power generation capability/availability: All generators are mobile/mounted: Installation POC Name and Phone Number: 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: 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: The installation assessment should be based on the following initial force: Headquarters: Responding Forces:</p>	<p>Remarks</p>
<p>FORCE PROTECTION</p>	<p>oil/battery acid etc.): On-hand emergency power generation capability/availability: All generators are mobile/mounted: Installation POC Name and Phone Number: 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: 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: The installation assessment should be based on the following initial force: Headquarters: Responding Forces:</p>	<p>Remarks</p>
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<p>Limit Capability</p>	<p>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:</p>	<p>Remarks</p>
<p>Equipment: Rotary Aircraft:</p>	<p>Equipment: Rotary Aircraft:</p>	<p>Equipment: Rotary Aircraft:</p>
<p>Size (sq. ft.) (42,000 sq. ft.) Acres</p>	<p>Sparking Space (Capacity, Gallons)</p>	<p>Sparking Space (Capacity, Gallons)</p>

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 aircraft	<table border="1"> <thead> <tr> <th data-bbox="786 1646 1040 1717">TYPE</th> <th data-bbox="1045 1646 1170 1717">Number</th> <th data-bbox="1175 1646 1446 1717">Operators</th> </tr> </thead> <tbody> <tr> <td data-bbox="786 1724 1040 1787">10K Forklifts</td> <td data-bbox="1045 1724 1170 1787"></td> <td data-bbox="1175 1724 1446 1787"></td> </tr> <tr> <td data-bbox="786 1793 1040 1856">25K Forklifts</td> <td data-bbox="1045 1793 1170 1856"></td> <td data-bbox="1175 1793 1446 1856"></td> </tr> <tr> <td data-bbox="786 1862 1040 1923">40K Forklifts</td> <td data-bbox="1045 1862 1170 1923"></td> <td data-bbox="1175 1862 1446 1923"></td> </tr> </tbody> </table>	TYPE	Number	Operators	10K Forklifts			25K Forklifts			40K Forklifts	
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Capability Area	Support Capability	Remarks																															
	<p>to flatbed equipment over a 24 hour operation for a sustained period of approximately 30 days?</p> <p>Are warehouses available for temporary storage or to provide living space if necessary?</p> <p>Which warehouses can be converted to living space if necessary?</p> <p>Ground fuel availability and types?</p> <p>Is there a fuel distribution capability?</p> <p>Bulk fuel (JP-8) storage and handling capacity - Location and amount?</p>	60K-loaders																															
Wide Body Loaders																																	
Tractors																																	
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Location		Dimension/Sq Ft	Useable Office Space	Height/Width of Doors																													
<ul style="list-style-type: none"> 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): 																																	
<p>Maintenance: Does the site have adequate maintenance capability in place to sustain the units operating in the JOA?</p> <p>What type of direct support maintenance capability is available for tactical wheeled vehicle and communication equipment?</p> <p>Hydraulic fluid availability:</p>																																	

Capability Area	Support Capability	Remarks
	Compressed air availability:	
	Calibration 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																																															
		<p>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?)</p>	<table border="1"> <thead> <tr> <th>Types</th> <th>Number</th> <th>Passenger Capacity</th> <th>Drivers Available?</th> </tr> </thead> <tbody> <tr><td>Sedans</td><td></td><td></td><td></td></tr> <tr><td>Vans</td><td></td><td></td><td></td></tr> <tr><td>Military Passenger Vans</td><td></td><td></td><td></td></tr> <tr><td>Buses</td><td></td><td></td><td></td></tr> <tr><td>Cargo Trucks</td><td></td><td></td><td></td></tr> <tr><td>Tractor Trailer Trucks</td><td></td><td></td><td></td></tr> <tr><td>Cranes</td><td></td><td></td><td></td></tr> <tr><td>Low Boy</td><td></td><td></td><td></td></tr> <tr><td>Flat Beds</td><td></td><td></td><td></td></tr> <tr><td>Local Contract Vehicles</td><td></td><td></td><td></td></tr> </tbody> </table>	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					
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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	<ul style="list-style-type: none"> o Type of current: o Conversion capability: o c. Connectors required: 																																															
	Water availability	<ul style="list-style-type: none"> 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?	<ul style="list-style-type: none"> o Ground ambulance availability: o Type / carrying capacity: o Air ambulance availability: o Type / carrying capacity: 																																															
	Primary Hospital /Dispensary	<ul style="list-style-type: none"> o Name and location: o Number of beds: 																																															

Capability Area	Support Capability	Remarks
		<ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> o Number of beds: o Can area be secured: o Medical specialists available in hospital: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	

Capability Area	Support Capability	Remarks																																							
	contracting Officer 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?	<ul style="list-style-type: none"> 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	<p>Officer's Quarters</p> <table border="1" data-bbox="755 1339 1518 1591"> <thead> <tr> <th>BLDG #</th> <th>CAPACITY</th> <th>AVG OCCUPANCY</th> <th>EMERGENCY CAPACITY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Enlisted Quarters</p> <table border="1" data-bbox="755 1661 1485 1906"> <thead> <tr> <th>BLDG #</th> <th>CAPACITY</th> <th>AVG OCCUPANCY</th> <th>EMERGENCY CAPACITY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	BLDG #	CAPACITY	AVG OCCUPANCY	EMERGENCY CAPACITY																	BLDG #	CAPACITY	AVG OCCUPANCY	EMERGENCY CAPACITY															
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	Are there any gymnasiums/drill halls that can be converted into a billeting area?																													
	Tents available?																													
	Cots available?																													
	Laundry?	<ul style="list-style-type: none"> o Self Serve o Full Serve 																												
	Portable Showers available?	<ul style="list-style-type: none"> o How many? o Who is it provided by? 																												
	Portable Latrines available?	<ul style="list-style-type: none"> o How many? o Who is it provided by? 																												
	Dining facilities?	<ul style="list-style-type: none"> 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?	<ul style="list-style-type: none"> o Location: o Hours: 																												

Capability Area	Support Capability	Remarks
	Is clothing sales store available?	<ul style="list-style-type: none"> o Location: o Hours
	What are the procedures for receiving mail?	
Material/Physical Security	Classified storage capability	<ul style="list-style-type: none"> o CS/TS: o SI/TK/G: o SAP Material:
	Is force protection and security available for JTF-CS forces? Will this require augmentation from JTF-CS?	<ul style="list-style-type: none"> 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)	
	<p>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)</p>	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> o Are there other buildings in immediate area? o Are there power lines, trees, towers in immediate area?
	<p>Is there open space for antenna farm? (Roughly football size field/parking lot). Can access to antenna</p>	

Capability Area	Support Capability	Remarks
	farm be blocked? Is there a clear view of the southern skies from the antenna farm?	
	Power Supply	<ul style="list-style-type: none"> o Voltage (110 v/220 v/other) o Frequency (50 Hz/60 Hz/400 Hz/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: <ul style="list-style-type: none"> o Standard U. S. (2 prong/3 prong): o Circuit breaker: <ul style="list-style-type: none"> o All outlets on same circuit breaker? o Minimum power requirements: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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)

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.dllwwevent~storms>.

Tropical Cyclone:

<http://www.fema.gov/hazard/hurricane/index.shtm>

Flood Risk:

<http://www.floodsmart.gov/floodsmart/pages/riskassessment/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>

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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 of destructive weather approaching.

c. Roles and Responsibilities. Assigned in the transmittal letter.

d. Mass Warning and Notifications. Will be made by all means available: Messages, E-mails, ADHOC notification, Marquees and Public announcements.

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 one and five personnel. Conduct evacuations and 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. IMT course/ICS 100, 200, 700 and 800.

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 one and five personnel, coordinate with local EM's for local expected activity and develop a lessons learned after action report with corrective actions.

9. Additional Resources

a. Activation and deployment of the away team and Navy Emergency Preparedness Liaison Officer.

b. 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:

- (1) Small Craft, Gale or Storm Warning
- (2) Freeze Warning
- (3) Thunderstorm Warning

- (4) Electrical Storm Warning
- (5) Tornado Warning
- (6) Tropical Wind Warning
- (7) Tropical Cyclone Warning
- (8) Flood Warning

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.

a. 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.

(1) The Public Works Officer has the overall responsibility of implementing this Cold Weather Plan.

(2) The Facilities Management Engineering Division Manager shall:

1. Notify the designated commands, departments, and activities to implement their cold weather plans.

2. Annually, before 1 September, update this plan and submit the revision to the Emergency Manager.

(3) Notify the following commands/departments/activities to implement the Cold Weather Plan:

(4) NCBC 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 20 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 Watch

(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.

d. 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 when the threat from a tornado no longer exists.

e. Responsibility

(1) 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.

f. The Command Duty Officer (CDO) shall:

(1) Remain on the quarterdeck when a tornado watch is in effect.

(a) Employ the Emergency Notification List to inform the chain of command of probable destructive weather threat.

(b) Provide a communications guard on one of the local radio and television stations.

(c) Use broadcast warnings from the communications guard and local radio and television stations as official warnings.

(d) Disseminate Tornado Watch, All Clear and related tornado messages in accordance with the Emergency Notification List.

(e) When a Tornado Warning message is received indicating that Harrison and Hancock counties are in the warning area, will direct:

1. The NCBC Gulfport Emergency dispatcher to make the Tornado Announcement on the Big Voice repeating one or more times, as necessary, to alert Housing residents.

2. The Officer of the Deck (OOD) to open Warehouse 18 and stand-by to receive residents.

3. The NCBC Gulfport Emergency dispatcher to pass on All Clear to shelter personnel and residents of NCBC Gulfport.

g. The Emergency Dispatcher shall

(1) Inform the CDO at NCBC 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 NCBC Gulfport Quarterdeck as directed by the CDO.

h. 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.

i. The Fire Chief shall. Direct the recall of fire fighting teams for deployment on or off the Center.

j. 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.

k. 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.

1. 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 Watch requires the normal CDO notification procedures annotated in Section VI.

(10) Tornado Warning "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 WARNING which indicates a immediate threat.

(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 WARNING 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 five message placing all installations under their watch on 1 June and a TCC termination message on 1 December. NCBC, Gulfport transmit a TCC five attainment message back to the Region when they attain the conditions in their TCC 5 checklists.

b. Tropical Cyclone Conditions (TCCs):

(1) TCC 5-Due to the geographical location of NCBC, Gulfport, CNRSE requires the base to set and maintain COR five 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.

c. Once NCBC 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. 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: 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 five to ten 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 NCBC Shelters.

(6) Maintain an updated roster of all personnel for accountability purposes.

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 NCBC 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-436 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 NCBC 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 ONE 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:

<u>Building</u>	<u>Number of Trailers</u>	<u>Provided by</u>
217	3	20TH SRG
321	1	20TH SRG
435	1	20TH SRG
295	1	20TH SRG
324	1	20TH SRG
437	3	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) Evacuate the tactical bivouac area.

(3) Position three fueled cargo trucks at Warehouse 217 and one fueled cargo truck at Bldg 291.

(4) Provide an up to date equipment status listing (two copies) to the Emergency Operation Center.

(5) Direct 20TH SRG (R6) radio operators to man their watch stations.

(6) Dispatch shelter Emergency Management Teams to Warehouse 217.

(7) Complete requirements listed in 1D of this Check Sheet.

(8) Provide Emergency Manager with 48-hour plan.

(9) Direct NMCB(s) to muster Disaster Recovery Teams before reporting to the designated shelter.

(10) Provide One field ambulance to building 217.

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) 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 the requirements listed in paragraph 1c of this check sheet.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) 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 NCBC 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) Remind all CAT team members to ensure they have laptops checked to ensure they are compatible with the Emergency Operations Center settings.

(8) Report attainment of TCC FIVE to CNRSE ROC (DSN 942-3118)

(9) Ensure Security establishes grinder-parking plan.

(10) Review MOU's to ensure all agreements can be made during the Hurricane.

(11) 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.

(12) Ensure Emergency Management Information Line is updated.

(13) 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 is updated line.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Direct NCBC 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 50 bed linens, 50 blankets, and 50 pillows for the Emergency Operations Center (contact extension 871-2505/2540). 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) Coordinate with NCTC to borrow portable fans and cool units for the shelters.

(14) Ensure Emergency Management Information line is updated.

(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.

(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 the Security Officer to secure vehicular access into and onboard the Center.
- (5) Receive departmental TCC preparatory reports.
- (6) Receive hourly reports from shelter managers.
- (7) Report attainment of TCC ONE to CNRSE.
- (8) Update Emergency Management Information line.

f. HURRICANE PERIOD (sustained winds in excess of 74 miles per hour).

- (1) Direct the flow of information
- (2) Direct emergency rescues, evacuations and repairs.
- (3) Provide status report and updates to CNRSE ROC (DSN 922-4481).
- (4) Maintain 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 contractors working at the Center to comply with applicable provisions of this Plan, Update recall list 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.

(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 30, 31, 317, 321, 365, 448, 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) Ensure current base plans, including electrical, water, sewer and utilities, are available at 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 (if directed)

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.

(4) Restore station facilities, utilities and on-base personnel requirements, as directed by the Commanding Officer.

(5) Have dumpsters placed at Warehouse 217.

(6) Transport and connect the generator for the 54th Street Lift Station.

(7) 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 to negotiate delivery of 36 port-o-lets, 36 hand washing stations (maximum) and one pump truck at TCC THREE.

(2) Complete requirements listed in paragraph 16a 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 16b 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 16c of this check sheet.

(5) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Ensure Warehouse 217 is Accessible for shelter managers to operate shelters in accordance with Appendix 1c of this check sheet.

(2) Deliver rations to shelters, Emergency Operations Center (Building 324) and Fire Station (Building 321).

(3) Provide 12-hour (initial) fuel supply for all portable and fixed generators and all installed auxiliary internal combustion engines.

(4) The Contracting Officer will notify a vender to deliver port-o-lets, washing stations to Warehouse 217 and 437.

(5) Make space available 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 16d 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 and 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 **Bachelor 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 check sheet.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(3) Ensure all Flying Debris identified from TCC four 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 50 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, the **Housing Officer** shall:

a. TCC FIVE (normal condition, 1 June-30 November).

(1) Complete requirements listed in paragraph 16a of this Checklist.

(2) Ensure all Housing residents are aware of pet policy in shelters and housing during an evacuation.

(3) 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 16b of this check sheet.

(2) Inspect housing 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 16c of this check sheet.

(2) Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(3) Ensure all Flying Debris identified from TCC four report has been removed.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Family Housing residents to evacuate the Housing area when the shelters are activated.

(2) Complete requirements listed in 16d of this Checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less)

(1) If directed, Ensure family housing units onboard the Center has been evacuated. Direct any remaining occupants to personnel shelters.

(2) Complete requirements listed in 16e of this Check sheet.

(3) Ensure all housing unit keys are available 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 housing personnel are available to assist in post storm inspections.

(4) Ensure personnel are available for housing Damage assessment.

(5) Determine Housing availability based upon damage.

(6) Ensure Housing Report Form is up to date

24. 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.

(4) Secure Watch Section, as directed.

25. 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. Establish Liaison with local media outlets and Public Information Officer for Harrison County Emergency Management.

(1) Complete requirements noted in paragraph 16a of this check sheet.

b. TCC FOUR (hurricane force winds possible within 72 hours).

(1) Complete requirements noted in paragraph 16b of this check sheet.

c. TCC THREE (hurricane force winds possible within 48 hours). Assemble at the Emergency Operations Center as directed by the Emergency Manager.

(1) Complete requirements noted in paragraph 16c of this check sheet.

d. TCC TWO (hurricane force winds possible within 24 ours).

(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 (EOC).

(3) Complete requirements noted in paragraph 16a of this check sheet.

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.

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. If Shelter personnel are remaining in the shelters, ensure that they are advised of the current situation. Establish Town meetings if personnel are forced to remain in the shelter over 48 Hours.

26. 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 16a 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 16b 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 EOC as directed by the Emergency Manager.

(3) Complete requirements listed in 16c 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 the Emergency Operations Center immediately after storm to monitor recovery efforts.

27. During designated TCCs, the **Fire Chief** shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements noted in paragraph 16a of this check sheet.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements noted in paragraph 16b of this check sheet.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements noted in paragraph 16c 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 16d of this check sheet.

e. TCC ONE (hurricane force winds expected within 12 hours or less). If Directed, Station one fire truck, one pickup truck and a fire team inside designated warehouse.

(1) Complete requirements listed in 16f 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.

28. During designated TCCs, the Construction **Equipment Department Officer** shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this check sheet.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b 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 EOC as directed by the Emergency Manager.

(3) Complete requirements listed in 16c of this Check sheet.

d. TROPCON TWO (hurricane force winds possible within 24 hours)

(1) Assist the Public Works Department, test-operate all auxiliary power sources.

(2) Complete securing equipment in open storage areas.

(3) 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, if requested.

29. 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 16a 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 bleachers are secured.
- (2) Secure MWR recreational gear.
- (3) Assemble in the EOC as directed by the Emergency Manager.
- (4) Complete requirements listed in 16c of this checklist.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Activate recreational teams and establish recreational functions in Warehouse 217 and 437.

(2) Provide televisions, VCRs, and movies for Use by personnel in Warehouse 217 and 437.

(3) Complete requirements listed in 16d 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.

(1) Report to the EOC as soon as possible.

30. During designated TCCs, the **Medical Officer** shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this Checklist.

(1) Ensure shelter first aid kits are inventoried

(2) Ensure team rosters are updated

(3) Check computer connectivity in the EOC

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 Manager.

(2) Assemble at the EOC as directed by the Emergency Manager.

(3) Complete requirements listed in 16C 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 437 and ensure personnel are screened prior to entry.

(3) Man the EOC.

(4) Complete requirements of 16d of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less).

(1) Complete requirements of 16e 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.

31. During designated TCCS, the **Security** 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 16A of this checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b 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 16c of this Checklist.

(2) Assemble at the Emergency Operations Center.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Man the EOC.

(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 personnel shelters in Warehouses 217 and 437.

(g) Complete requirements listed in 16d 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 NCBC 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). Provide hourly status on personnel sheltered in Building 117 and 437.

g. POST-HURRICANE PERIOD

(1) Assist in damage assessment, as requested 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 Installation.

32. During designated TCCs, the **Tactical Communications Officer** shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this Checklist. Conduct operational test of communication equipment

b. TCC FOUR (hurricane force winds possible within 72 ours). Complete requirements listed in paragraph 16b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements listed in paragraph 16c of this Checklist.

d. TCC TWO (hurricane force winds possible within 24 hours).

(4) Ensure external reports are routed to the Executive Officer via the Emergency Manager.

(5) Complete requirements listed in 16d of this checklist.

(6) Provide Emergency Manager 24-hour plan.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Provide communications assistance 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.

33. During designated TCCs, the **Inspector-Instructor Staff, THIRD Platoon (Reinforce), Company A, FOURTH Assault Amphibian Vehicle Battalion, USMC (I-I, 3RD PLT(-), CO A 4TH AAVN)** shall:

a. TCC FIVE (normal condition, 1 June-30 November). Complete requirements listed in paragraph 16a of this Checklist.

(1) Provide list of teams and contact numbers to the Emergency Manager.

(2) Discuss communication plan with tactical Communications Officer.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements listed in paragraph 16c of this Checklist.

(2) Assemble at the EOC as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours).

(1) Man the Emergency Operations Center.

(2) Provide 5 communications between the Emergency Operations Center and the command Marine Amphibious Tractor (AMTRAC).

(3) Complete requirements listed in 16d of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less).

f. HURRICANE PERIOD (sustained winds in excess of 74 mile per hour). Provide assistance as required.

g. POST-HURRICANE PERIOD: Provide assistance as required.

34. 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 EOC as directed by the Emergency Manager.

(3) Provide five students to the Housing Department to help secure items in the housing areas. Team members shall report to the Housing Manager for specific direction.

(4) Coordinate fans for shelters warehouse with Emergency 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 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.

35. During designated TCCs, the **Senior Chaplain** shall:

a. TCC FIVE (normal condition, 1 June-30 November).
Complete requirements listed in paragraph 16a of this checklist.

(1) Provide team member names to the Emergency Manager.

b. TCC FOUR (hurricane force winds possible within 72 hours). Complete requirements listed in paragraph 16b of this Checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Complete requirements listed in paragraph 16c of this Checklist.

(2) Assemble at the EOC 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 EOC.

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.

36. During designated TCCS, the **Shelter Management Teams** shall:

a. TCC FIVE (normal condition, 1 June-30 November)

(1) Complete requirements listed in paragraph 16a of this Checklist.

(2) Assure shelters have current 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 staging area and review shelter rules and traffic flow procedures are topics of discussion.

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 16c 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 shelters with designated shelter personnel.

(3) Set up the personnel shelter accommodations per the approved floor plan.

(4) Ensure shelter registration forms are readily available and each person is medically screened and personal information is obtained.

(5) Complete requirements listed in 16d of this checklist.

(6) Designate smoking area and ensure porta-potties are staged.

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 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 report's to EOC personnel via direct call telephone and radio set.

(3) Immediately report damage, casualties and/or requests for assistance to the EOC.

g. POST-HURRICANE PERIOD

(1) Secure shelter when directed by EOC 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 memo to the Emergency Manager Coordinator within 48 hours.

37. 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 EOC as directed.

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 NCBC Gulfport and Harrison County Civil Defense.

g. POST-HURRICANE PERIOD.

(1) Convey civil authorities' requests for assistance to NCBC Gulfport.

(2) Secure station as directed by Emergency Operations center personnel.

(3) Ensure user agreements are made prior to occupancy of installation.

38. 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.

(1) Ensure all tenant commands provide rosters to properly muster all Installation Personnel.

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 updated muster roster.

c. TCC THREE (hurricane force winds possible within 48 hours)

(1) Complete requirements listed in paragraph 16c of this Checklist.

(2) Assemble at the EOC as directed by the Emergency Manager.

d. TCC TWO (hurricane force winds possible within 24 hours)

(1) Man the EOC.

(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 EOC.

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.

39. 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 EOC personnel.

f. HURRICANE PERIOD (sustained wind in excess of 74 miles per hour). Provide assistance as required by EOC personnel.

g. POST-HURRICANE PERIOD. Provide assistance as required to repair damaged facilities and structures.

40. 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 NCBC 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 EOC.

(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 EOC 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 EOC 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 EOC.

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 EOC.

(3) Inform EOC

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.

41. OIC PERSUPP DET.

a. TCC FIVE Appoint evacuation team members.

b. TCC FOUR

(1) Ensure evacuation team member's are available to depart in 24 hrs.

(2) Complete requirements listed 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 NCBC Admin Officer to ensure data bases are available to assist in mustering personnel.

d. TCC TWO

(1) Man EOC.

(2) 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.

41. During designated TCCs, the **Fleet and Family Service Center** shall:

(a) TCC FIVE (normal condition, 1 June-30 November).

(1) Complete requirements listed in 16a of this checklist.

(2) Ensure Team member names are submitted to the Emergency Operations Center

(3) Ensure EFAC training is conducted.

b. TCC FOUR (hurricane force winds possible within 72 hours). Maintain liaison with the CBC Gulfport Emergency Manager.

(1) Liaison with the Emergency Manager to discuss shortfalls and any concerns.

(2) Coordinate with Departments to ensure EFAC is properly manned for Donations, Check Cashing, Navy Marine Corps Relief, Blue Roofs, Red Cross, FEMA, Insurance Companies.

(3) Complete requirements listed in 16b of this checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Assemble at the Emergency operations Center.

(2) Post operating hours.

(3) Complete requirements listed in 16c of this checklist.

d. TCC TWO (hurricane force winds possible within 24 hours). Ensure the EOC has current recall information.

(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 EOC.

(1) Complete requirements listed in 16e of this checklist.

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) Coordinate with the Emergency Operations Center to determine if EFAC is required.

(2) Provide assistance as required by Emergency Operations Center.

42. During designated TCCs, the **Navy and Marine Corps Relief** shall:

a. TCC FIVE (normal condition, 1 June-30 November).

(1) Complete requirements listed in 16a of this checklist.

b. TCC FOUR (hurricane force winds possible within 72 hours). Maintain liaison with the NCBC Gulfport Emergency Manager.

(1) Liaison with the Emergency Manager to discuss shortfalls and any concerns.

(2) Provide Disaster assistance.

(3) Complete requirements listed in 16b of this checklist.

c. TCC THREE (hurricane force winds possible within 48 hours).

(1) Assemble at the EOC.

(2) Post operating hours.

(3) Complete requirements listed in 16c of this checklist.

d. TCC TWO (hurricane force winds possible within 24 hours). Ensure the EOC has current recall information.

(1) Complete requirements listed in 16d of this checklist.

e. TCC ONE (hurricane force winds expected within 12 hours or less). Provide assistance as requested by EOC.

(1) Complete requirements listed in 16e of this checklist.

f. HURRICANE PERIOD (sustained wind in excess of 74 miles per hour).

(1) Provide assistance as required by EOC.

g. POST-HURRICANE PERIOD.

(1) Coordinate with the EOC to provide necessary assistance.

(2) Provide assistance as required by Emergency Operations Center.

43. 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 Check sheet and Flood Data Sheet.

44. 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.

45. Winter Storms. Although NCBC Gulfport 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 4 TO SECTION IV

PANDEMIC INFLUENZA

1. Scope. NCBC Gulfport is susceptible to pandemic influenza.

2. Reference:
- (a) OPM Policy Guidance on Human Capital Management during Pandemic Influenza
 - (b) OPNAVINST 3500.41 Pandemic Influenza Policy
 - (c) COMNAVREG SOUTHEAST EXORD ONE For Influenza (H1N1) Outbreak
 - (d) OPNAVINST 3440.17 Navy Installation Emergency Management (EM) Program
 - (e) CNICINST 3440.17 Navy Installation Emergency Management (EM) Manual

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 Big Voice, Building voice (if available), Messages, e-mails, telephones, computer networks, marquees, public announcements, etc.

e. Activation Levels - The EOC will be activated by the NCBC Commanding Officer. Activation levels will be based on severity of pandemic.

f. Hazard-Specific Procedures - Response personnel and Care Givers 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 organization and approved by the 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. As specified None specified

Pandemic Influenza (PI) Personal Protective Equipment (PPE)
Table of Allowance (TOA)

Personnel	Required Equipment	Allowance Factor (per Individual)
First and Emergency Responders requiring direct contact (within three feet) with confirmed or suspected infected individuals	Nitrile Gloves	One pair per confirmed or suspected individual come into contact with
	N95 Respirator	One respirator changed out in accordance with manufacturer specifications
First and Emergency Responders requiring in-direct contact (not within three feet) with confirmed or suspected infected individuals	Nitrile Gloves	One pair per day/shift
	Cone Particulate Mask (non-respirator)	One mask per day/shift
Personnel not requiring direct or in-direct contact with confirmed or suspected infected individuals	No required equipment	No required equipment

8. Exercise & Evaluation Requirements.

a. The Installation Training Officer (N-7) shall incorporate pandemic influenza scenarios into applicable exercises.

b. There are three pre-developed exercises available.

(1) Flu Aid - Developed by Centers for Disease Control and Prevention

(2) Flu Surge - Developed by Centers for Disease Control and Prevention

(3) Pandemic Influenza (Tabletop Exercise) - Developed by the National Vaccine Program Office

9. Installation Essential Services.

a. In order to mitigate the spread of illness during a pandemic and ensure continuity of essential services, NCBC Gulfport must prioritize those mission essential functions and services that have to be maintained in order to support the Fleet, Fighter and Family. The following guidance defines mission essential functions and services that at a minimum must be continued, during high, medium, and low-impact pandemic environments.

b. Low Impact Pandemic Environment: NCBC Gulfport is experiencing low impact as a result of the pandemic; the absentee rate is below 10% and readiness remains fully mission capable. The following defines those Installation functions and services that are mission essential and non-mission essential in a low impact pandemic environment.

(1) Mission Essential Functions and Services.

(a) Mobilization

(b) Supply Services

(c) Emergency Management

(d) Fire & Emergency Services

(e) Force Protection

- (f) Utilities
- (g) Facility Services
- (h) Base Support Vehicle and Equipment services
- (i) Galley and Food Services
- (j) Child Development Centers
- (k) Housing, Dormitory, and Lodging Services
- (l) Fleet and Family Support Services
- (m) Command and Staff Functions
- (n) Public Works
- (2) Non-Mission Essential Functions and Services
 - (a) Safety Functions
 - (b) Environmental Programs
 - (c) Facility Investment and Collateral Equipment Programs
 - (d) MWR Programs
 - (e) Other Community Support Programs

c. Medium Impact Pandemic Environment: NCBC Gulfport is experiencing medium impact as a result of the pandemic; the absentee rate is between 10-30% and readiness is partially mission capable. The following defines those Installation functions and services that are mission essential and non-mission essential in a medium impact pandemic environment.

- (1) Mission Essential Functions and Services.
 - (a) Mobilization
 - (b) Emergency Management
 - (c) Fire & Emergency Services

- (d) Force Protection
- (e) Utilities
- (f) Facility Services
- (g) Galley and Food Services
- (h) Child Development Centers
- (i) Housing, Dormitory, and Lodging Services
- (j) Fleet and Family Support Services
- (k) Command and Staff Functions
- (l) Public Works
- (2) Non-Mission Essential Functions and Services
 - (a) Safety Functions
 - (b) Environmental Programs
 - (c) Facility Investment and Collateral Equipment Programs
 - (d) MWR Programs
 - (e) Other Community Support Programs
 - (f) Supply Services
 - (g) Base Support Vehicle and Equipment Services

d. High impact Pandemic Environment: NCBC Gulfport is experiencing high impact as a result of the pandemic; the absentee rate is above 30% and readiness is non-mission capable. The following defines those Installation functions and services that are mission essential and non-mission essential in a high impact pandemic environment.

- (1) Mission Essential Functions and Services.
 - (a) Mobilization

- (b) Emergency Management
- (c) Fire & Emergency Services
- (d) Force Protection
- (e) Utilities
- (f) Public Works
- (2) Non-Mission Essential Functions and Services
 - (a) Safety Functions
 - (b) Environmental Programs
 - (c) Facility Investment and Collateral Equipment Programs
 - (d) MWR Programs
 - (e) Other Community Support Programs
 - (f) Supply Services
 - (g) Base Support Vehicle & Equipment Services
 - (h) Facility Services
 - (i) Child Development Centers
 - (j) Housing, Dormitory, and Lodging Services
 - (k) Fleet and Family Support Services
 - (l) Command and Staff Functions
 - (m) Galley and Food Services

10. During a Pandemic outbreak all Departments/Tenant Commands shall:

- a. Identify preventive Measures that will minimize the affect of Installation mission accomplishment.
- b. Educate personnel on flu prevention.

c. Establish procedures to support and feed personnel that are Sick in Quarters onboard NCBC Gulfport.

d. Identify High risk personnel, ensure high risk personnel are briefed.

(1) High risk personnel are personnel less than 24 years of age, Personnel with pre-existing health risks (e.g. Diabetes, Smoking, etc) and pregnant females.

(2) Pregnant females have exhibited a mortality rate six times higher than any other segment of the population and should be considered extremely high risk.

e. Sick in Quarters. Careful consideration must be given for service members placed in SIQ status. Placing the member SIQ may not be enough to mitigate the risk to others and achieve the objective of social distancing. Typical sick call procedures increase the risk of spreading the highly infectious H1N1 virus from member to other patients and medical staff.

(1) Tenants/Departments should place military members that show signs of the virus on SIQ status without a SIQ chit from the local Medical Treatment facility.

(2) CDC guidelines recommend that personnel who have contracted H1N1 remain home until their fever has been cleared for 24 hours.

(3) Civilian personnel showing H1N1 symptoms are requested to remain at home until they are cleared by their Doctor. Written documentation must be provided if they are out more than three working days.

f. Quarantine procedures. Efforts should be made to limit exposure to personnel with suspected, probable or confirmed cases of H1N1. Personnel should be sent home if they begin to show flu like symptoms.

(1) Military personnel residing onboard the installation and show symptoms of H1N1 will be moved to Quarantine quarters which will be designated by the Housing Officer.

g. All Tenants and Department Heads are encourage to establish liaison with HHQ/regional counterpart and discuss

personnel support to ensure the installation mission accomplishment can be completed.

h. Ensure plenty of hand sanitizer is available.

i. Enforce social distancing whenever possible.

11. Emergency Management shall:

a. Liaison with Departments and Tenants to ensure installation accomplishment can be completed.

b. Liaison with outside EM agencies to ensure installation procedures meet the same guidelines as outside agencies.

c. Ensure all dispatch requirements can be met during a High Impact pandemic environment.

d. Follow guidelines in paragraph ten.

12. NMPS Mobilization shall:

a. Establish procedures to continue mobilization process during a High Impact pandemic environment.

b. Follow guidelines in paragraph ten.

13. Supply shall:

a. Establish procedures to operate galley and food services throughout a High Impact Pandemic Environment.

b. Establish procedures to prepare box lunches for infected personnel that are SIQ in the barracks onboard NCBC.

c. Coordinate With Installation Commanding Officer to identify Support requirements required from the Installation.

d. Follow guidelines in paragraph ten.

14. Fire & Emergency services shall:

a. Establish procedures to perform mission throughout a High Impact pandemic environment

b. Establish Liaison with regional Fire Chief to ensure assistance can be provided in case of a High Impact Pandemic Environment.

c. Establish procedures that will prevent minimal exposure to responding fire fighters.

d. Follow guidelines in paragraph ten.

15. Security shall:

a. Establish procedures to perform mission throughout a High Impact pandemic environment.

b. Establish gate closing priority

c. Establish departmental service priority list and list all services and what priority they will remain open to.

d. Establish Liaison with regional counterpart to ensure assistance can be provided in case of a High Impact Pandemic Environment.

e. Follow guidelines in paragraph ten.

16. Public Works shall:

a. Establish guide lines to ensure support personnel are available to maintain Critical utilities throughout the installation.

b. Follow guidelines in paragraph ten.

17. 20th Seabee readiness group shall:

a. Follow guidelines in paragraph ten.

b. Ensure all battalions report in accordance with paragraph 29 of this instruction.

18. Public Affairs Officer shall:

a. Establish a Influenza informational campaign using available resources through operation prepare to communicate pandemic influenza preparedness and response information to the NCBC Gulfport community.

b. Follow guidelines in paragraph ten.

19. Supervisory Safety and Occupational Health Specialist shall:

a. Ensure all first responder and emergency personnel are fitted with the authorized respiratory equipment.

b. Follow guidelines in paragraph 10.

20. Branch Health Clinic shall:

a. Identify a local Public Health Emergency Officer.

b. Establish a vaccine points of distribution policy for NCBC Gulfport.

c. Establish a vaccine distribution policy.

d. Identify Medical support requirement shortfalls during the pandemic.

e. Follow guidelines in paragraph 10.

21. MWR shall:

a. Establish procedures to provide Child Development services throughout a High Impact a High Impact Pandemic Environment. Ensure toys and classroom surfaces are disinfected daily. Ensure all children are conditioned to wash their hands frequently, cover coughs/sneezes, and hand-sanitizer has been made available (even for parents at check-in desk).

b. Establish procedures to ensure maximum effort is given to maintain minimum staffing. Recommend combining classrooms and maximize the part-timers for extra hours if full timers are lost.

c. Establish liaison with medical, report to medical if cases begin to rise at the CDC/YAP. Inform the Installation Executive Officer and your Regional level CYP Program Director for further direction as far as funding impacts.

d. Ensure all employees have access to gloves, shoe coverings, hand sanitizer, and antibacterial soap.

Disinfectant supplies are on hand and/or easily purchased as needed.

e. Follow guidelines in paragraph ten.

22. Housing officer shall:

a. Establish procedures to provide SIQ barracks for NCBC personnel that are infected with the pandemic influenza. Ensure that rooms are available for students and permanent party personnel

b. Identify procedures for SIQ personnel to obtain linen.

c. Follow guidelines in paragraph ten.

23. NEX Shall:

a. Establish procedures to perform mission throughout a High Impact pandemic environment

b. Follow guidelines in paragraph ten.

24. NAVCONSTRACEN shall:

a. Establish Sick in quarters plan to ensure infected personnel are isolated as much as possible

b. Ensure sufficient personnel are available to support feeding of SIQ personnel.

c. Follow guidelines in paragraph ten.

25. Administrative Officer shall:

e. Follow guidelines in paragraph ten.

26. The Installation Business Manager shall:

a. Establish leave guidelines and monitor civilian personnel on sick leave.

b. Follow guidelines in paragraph ten.

27. OIC PERSUPP DET shall:

a. Establish procedures to perform mission throughout a High Impact pandemic environment

b. Follow guidelines in paragraph ten.

28. Leave Policy.

a. Per reference (a), a wide-range of human resources (HR) policies and assistance are available to assist in meeting employees' and NCBC's needs during a PI outbreak. These HR policies and assistance are designed to help NCBC achieve two goals: 1) Protection of the Federal Workforce and, 2) Continuity of Operations.

(1) Leave Flexibilities

(a) Sick Leave

(b) Sick Leave for General Family Care and Bereavement

(c) Sick Leave to Care for a Family Member with a Serious Health Condition

(d) Annual Leave

(e) Advance Annual Leave/Sick leave

(f) Leave without Pay

(g) Family and Medical Leave

(h) Voluntary Leave Transfer Program

(i) Compensatory Time Off

(j) Credit Hours

(k) Excused Absence (administrative leave)

b. NCBC Gulfport does not anticipate the need for widespread use of excused absence (administrative leave), which is regarded as a last resort in dealing with a pandemic health crisis. Excused absence may be appropriate if the employee is prevented from working due to an agency's action and the employee cannot be ordered to work

from home or an alternative worksite because of work-related reasons.

c. Telework is not a substitute for dependent care. However, those workers who have met the tenants of reference (b), and subject to supervisor approval, may use this option to limit face-to-face contact and slow the spread of H1N1.

29. Reporting Procedures:

a. Departments that have members of the work force with suspected, probable, or confirmed cases of H1N1 shall be reported to CNRSE via the Installation Emergency Manager.

b. NCBC Gulfport will coordinate with the Branch Medical clinic to verify service members that meet the CDC criteria are reported. Not all members will be treated at NCBC medical so departments/Tenants report cases to the installation Emergency manager.

c. The following information is required for reports:

- (1) Date.
- (2) RATE/RANK.
- (3) AGE.
- (4) Plain language diagnosis. Indicate suspected, probable, or confirmed case.
- (5) Rapid flu test results.

d. Additionally, The following guidance was received from CNIC;

(1) All Echelon II Navy Commands (including the three academic institutions) will parallel report to CNO all PI SITREPs currently required by GCCs. Due to the unique roll of USFF in support of OPNAV Continuity of Operations, all reports will additionally be transmitted to USFF. All Navy forces will follow the reporting requirements of the GCC's AOR in which they are deployed/employed keeping their parent HQ informed.

d. As clarification to existing OPREP guidance, CNO desires to be informed for the following CCIRs:

(1) 10% or more of the crew/workforce is absent due to Influenza like Illness.

(2) Any operational impacts related to influenza like illness.

(3) Any operational impacts to MTFs due to staff illness.

30. Additional.

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 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) in 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 15 TO SECTION VI

UTILITY CONTINGENCY

1. Mission. To provide backup utilities 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 utilities to those facilities deemed essential to emergency and recovery operations.

3. Electricity. Electricity can be provided to the installation at three connections. Only one is used at any time. Public Works will coordinate with the local utility to maintain these power points for the installation.

a. In the event of Primary Power loss Public Works Department check connections and re-closure operation at the Primary point to the installation.

b. In the event of power non availability to the Primary Power Point Public works personnel coordinate with Mississippi Power to utilize the two Secondary Power Points.

c. In the event of at complete power loss where the local Utility provider cannot supply proper levels of electricity the Emergency Operations Center will maintain tracking of emergency Generators which are listed in TAB-A.

d. Supply Department will maintain fuel levels in the Emergency operations Center and will request fuel delivers as required.

4. Water. This section identifies Water supply contingency for Emergency Recovery Operations. A list of water supply facilities onboard NCBC Gulfport will be kept by the public works Department.

a. In the event of primary power loss public works department will ensure Emergency Generators activate.

b. Generator location, run time and fuel capacity will be listed in Tab A.

c. In the Event of inadequate water supplies due to inoperative well operations the Emergency Manager will liaison with the Harrison County EM to identify a water source and utilize water bull's that are located on the installation to obtain drinking water.

d. Water bull's will be placed in high occupancy areas.

Note: Water bull's will be tested by the NBHC prior to use.

5. Sewage. This section identifies Sewage contingencies in the event of power loss.

a. The following lift stations provide pumping off the installation. Bldg 163, 164, 165 and Seabee lake.

b. In the event of power loss Public Works Personnel will check all lift stations with installed Emergency Generators to ensure operations.

c. In the event of a prolonged power loss Public Works will install generators at the sewage lift stations that are required that are not so equipped.

d. In the event of generator non-availability Public Works coordinate with the Supply department to contract a pump truck to pump lift stations that are not equipped with Emergency Generators.

e. Public Works will coordinate with city of Gulfport Public Works to ensure lift stations that service NCBC are operational. Render assistance where possible.

6. Emergency Power. This section identifies Emergency Generators deemed essential for Emergency 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 NCBC Gulfport will be maintained by Public Works and will be updated as required from the Public Works Department and the NCBC EMO.