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NAVSUPPACT NAPLES INST 3440.17A
N37

1 APR 2011

NAVSUPPACT NAPLES INSTRUCTION 3440.17A

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: NAVAL SUPPORT ACTIVITY NAPLES EMERGENCY MANAGEMENT PLAN

Ref: (a) DODI 6055.17 (Series)
(b) OPNAVINST 3440.17, (Series)
(c) CNIC Instruction 3440.17 (Series)
(d) COMNAVEUR Instruction 3440.17 (Series)
(e) National Incident Management System (December 08)
(f) National Response Framework (Effective 22 March 08)
(g) DODI 2000.21 (Series)
(h) DODI 2205.02, (Series)
(i) NFPA 1600 National Fire Protection Association

1. Purpose. To provide policy, guidance, operational structure and assignment of responsibilities for developing a comprehensive, all-hazards Emergency Management (EM) Plan for Naval Support Activity (NAVSUPPACT), Naples, Italy and tenant commands in accordance with references (a) through (f) and to implement the EM Plan within the area of responsibility (AOR) assigned to Commanding Officer, NAVSUPPACT Naples per reference (d).

2. Cancellation. NAVSUPPACT NAPLES INST 3440.17

3. Scope. This instruction applies to all Navy commands and activities within NAVSUPPACT Naples AOR. It covers Navy emergency management activities, including all internal efforts of EM prevention, mitigation, preparedness, response, and recovery from natural or manmade disasters as defined within reference (b) and all aspects of Foreign Consequence Management/Foreign Disaster Relief/Foreign Humanitarian Assistance assigned to NAVSUPPACT Naples by references (d), (g) and (h).

4. Applicability. This instruction applies to NAVSUPPACT Naples and tenant commands within NAVSUPPACT Naples AOR in peacetime, Military Operations other than war (MOOTW) and wartime conditions. This instruction is applicable to Navy

personnel, to include active and reserve components, Navy civilians, Navy families, Navy and non-Navy tenants aboard NAVSUPPACT Naples, transient military or U.S. Government personnel, contractor personnel, visitors, guests and third country national personnel, as assigned. This instruction does not apply to mobile, expeditionary, afloat, or other deployable forces as delineated in applicable Forces Forward guidance.

c. Exemption. Per references (b) and (c) the scope of the Navy Installation EM Program excludes combat operations and combat operations support along with CBR/NBC events during major combat operations. Naval Nuclear weapon and Nuclear Propulsion Program incident/accidents are also excluded from this instruction.

5. Background.

a. The EM Program shall serve as the principle method within NAVSUPPACT Naples for implementing the shore installation chemical, biological, radiological, nuclear and high-yield explosive (CBRNE) preparedness and defense guidelines and standards directed by references (a) and (b).

b. The following information provides a guide to the most significant aspects of an Installation EM Program. Detailed program guidance is provided within references (c) and (g).

6. Policy.

a. EM Program Primary Objectives. Per reference (b), protect personnel onboard Navy Regions and Installations. Maintain critical missions(s) performed onboard Navy Regions and Installations (specifically, Mission Essential Functions (MEFs) and any Critical Mission Facilities (CMFs) associated with these MEFs). Restore mission essential functions performed onboard Navy Regions and Installations.

b. Authority and Responsibility. Per reference (b), NAVSUPPACT Naples Commanding Officer has the authority and responsibility to protect personnel, equipment and facilities subject to their control. Nothing in this instruction or the EM Program shall detract from, or conflict with, the inherent and specified authorities and responsibilities of the Commanding Officer.

c. EM Program Standards. References (a) and (b) promulgate EM Program guidance based on a list of standards. Reference (c) further delineates those standards and has been utilized as the basis for the NAVSUPPACT Naples Emergency Management Plan.

d. Hazard Risk Assessments. Commanding Officer, NAVSUPPACT Naples shall identify and prioritize potential hazards by completing Hazard Risk Assessments and then develop mitigating actions, policy guidance and capabilities. These Hazard Risk Assessments are a risk-based strategy that considers threat, vulnerability, consequence management, response capability, and criticality. Upon the completion of all regional and installation hazard risk and capability assessments, copies shall be provided to the Commander Navy Region Europe, Africa and South West Asia (CNREURAFSWA) Emergency Management Office (N37).

e. EMP Capabilities. Commanding Officer, NAVSUPPACT Naples shall establish and maintain required capabilities necessary to sense hazards, shape the situation, shield personnel and sustain critical operations in accordance with reference (c).

f. The required EM capabilities will not be deemed to exist until they are properly organized, manned, trained, equipped, exercised, evaluated, and sustained according to reference (b).

(1) EM capabilities may be organic, regionalized, or provided by Federal, Territory, local, Other Service, and/or private agencies and departments through Memorandums of Understanding or Agreement (MOU/MOA), Mutual Aid Agreements (MAA), contracting, or Inter-Service Support Agreements (ISSAs). All such agreements will be approved through proper authority and a copy maintained by the Navy organization that participates in the agreement. Copies will be filed with the CNREURAFSWA Emergency Management Office (N37) and Business Office.

g. Environmental and Natural Resource Program Requirements. Within NAVSUPPACT Naples, Navy civilian or military first responders and emergency responders shall comply with all applicable Navy Environmental and Natural Resources Program Requirements.

h. Tenant Commands. Commands located on or grouped with NAVSUPPACT Naples do not require separate programs, but shall be required to participate in designated prevention, mitigation, preparedness, response, and recovery efforts through the development of tenant command Emergency Action Plans according to CNREURAFSWA and NAVSUPPACT Naples EM Programs.

i. Antiterrorism Plans. This plan is consistent with CNREURAFSWA and NAVSUPPACT Naples antiterrorism (AT) plans as required by references (b) and (c). AT plan(s) are referenced accordingly within this plan, especially in the areas of vulnerability assessment and explosive event management.

j. Fire Disaster Plans. This plan is consistent with Federal Fire Department disaster plans as required by references (b) and (c).

k. CNIC Guidance. Reference (c) is a combination of EM related sources and shall be used as the overarching guidance for the EM Program. Extremely detailed in nature, reference (b) will be used as the governing document should conflicts occur with other sources.

7. Assumptions.

a. Response to an emergency onboard a shore installation may require all existing first and emergency responder assets. It may also exceed the emergency management capabilities of organic NAVSUPPACT Naples and or tenant command resources.

b. NAVSUPPACT Naples may require extensive Regional, Federal, Territory, local, Other Service, and/or private support in order to effectively respond to and recover from an emergency. Close liaison with these agencies and departments is essential prior to an emergency in order to ensure that civil authorities understand our requirements and are responsive in protecting Navy resources.

c. Higher headquarters may task NAVSUPPACT Naples with Foreign Consequence Management/Foreign Disaster Relief/Foreign Humanitarian Assistance missions. Per references (g) and (h), NASUPPACT Naples shall be prepared to aid civil authorities if requested. Requests for Navy assistance will normally come via

the Joint Task Force Homeland Defense (JTF-HD). Higher headquarters will also coordinate SECDEF approval for DOD assistance. Foreign Consequence Management/Foreign Disaster Relief/Foreign Humanitarian Assistance shall be provided strictly according to DOS and DOD directives.

d. Emergency Management and emergency response are typically based on mutual assistance between the respective agencies and departments. Per references (g) and (h), NAVSUPPACT Naples shall be prepared to request assistance, if needed, from Federal, Territory, local, or Other Services.

8. Responsibilities.

a. The Commanding Officer, NAVSUPPACT Naples shall:

(1) Designate a full-time Emergency Management Officer (EMO) in writing in accordance with reference (a). Due to the nature of the EMO responsibilities and the need for long-term continuity, these positions should be filled by civilians whenever possible.

(2) Designate an appropriate number of personnel to serve as a collateral duty or full-time staff to support the EM Program, including the administration and operation of the Emergency Operations Center.

(3) Provide direction and oversight of the NAVSUPPACT Naples EM Program. Assure the EM standards of references (a) through (c) are addressed in the EM Program.

(4) Establish the NAVSUPPACT Naples Emergency Management Working Group (EMWG) per references (b) and (c) to assist the EMO in developing, executing, exercising and assessing the NAVSUPPACT Naples EM Program. The EMWG should encourage participation by all tenant commands to the maximum extent possible.

b. The NAVSUPPACT Naples Emergency Management Officer (N37) the EMO shall:

(1) Report operationally to the Commanding Officer via the Naval Support Activity Naples Operations Officer (N3) and administratively to the CNREURAFSWA EM (N37).

(2) Serve as the EM Program Coordinator for NAVSUPPACT Naples preventing, preparing for, mitigating potential effects from, responding to, and recovering from all natural and man-made hazards, including CBRNE events that may effect the installation.

9. Action. The EMO shall:

a. Develop an EM Program based on references (a) through (h).

b. Utilize the NAVSUPPACT Naples Hazard Summary to develop Functional Area Annexes, Support Annexes, and Hazard Specific Appendices. Standard Operating Procedures shall also be developed as stand alone procedures, separate from the EM Plan.

R. B. RABUSE

Distribution:
CNREURAFSWA N37 (1 copy)
NAVSUPPACT NAPLES INST 5216.4Y
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Electronic via NAVSUPPACT Naples Web site:
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1 APR 2011

NAVSUPPACT NAPLES EMERGENCY MANAGEMENT (EM) PLAN

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SECTION 1 - BASIC PLAN

1001. Purpose.

1. This plan serves as the primary instrument by which the Commanding Officer, NAVSUPPACT, Naples, executes his responsibility and authority to develop, implement, and sustain a comprehensive EM program onboard NAVSUPPACT NAPLES. This plan establishes, implements, and sustains a comprehensive all-hazard EM Program in order to prepare for, mitigate the potential effects of, respond to, and recover from an emergency impacting NAVSUPPACT Naples, and/or the civil community in which the base resides.

2. This EM Plan provides the necessary policy, guidance, organizational structure, mitigation strategies, and responsibilities to establish an all-hazards approach to emergency management. It provides the framework for Navy interaction with Federal, Territory, Local, Other Service, and Host Nation and/or private organizations consistent with CNREURAFSWA policy.

1002. Scope. This EM Plan encompasses the five phases of emergency management - the prevention of, mitigation of potential effects of, preparedness for, the response to, and the recovery from natural, manmade (technological), and terrorism hazards within the jurisdiction of NAVSUPPACT Naples. This EM Plan:

a. Provides operational and response organization structures.

b. Identifies response resources and assets.

c. Establishes assessment requirements and criteria.

d. Establishes training standards for assigned personnel.

e. Provides policy for equipment procurement, issue, and maintenance.

f. Identifies operational procedures.

g. Establishes exercise and evaluation requirements.

1003. Applicability and Exemptions. See the cover letter of this instruction.

1004. Situation and Assumption.

1. Situation. NAVSUPPACT Naples has been affected in the past by various emergencies that caused significant damage and disruption to facilities. It is very common that such events will happen again, often without warning. Their impact will vary from a local incident to a catastrophic emergency, depending on many factors. The following events may occur as a result of hazards/threats that the installation may experience:

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.

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. Assumptions. Response to an emergency is best coordinated and executed at the lowest level of command involved in the emergency. NAVSUPPACT Naples Incident Commander will maintain tactical control and responsibility for tactical level emergency response actions, within the immediate area of the hazard or damage. Commanding Officer, NAVSUPPACT Naples will maintain operational control of NAVSUPPACT Naples and its forces to support the Incident Commander through the coordinated efforts of NAVSUPPACT Naples Emergency Operations Center (EOC). Commander, CNREURAFSWA maintains overall operational control over all supported installations and assigned Regional forces and supports the NAVSUPPACT Naples Commanding Officer through the coordinated efforts of the Regional Operations Center (ROC).

a. A significant catastrophic event, either natural or manmade, will cause damage to or destroy multiple assets and/or communities around NAVSUPPACT Naples. For instance, a major earthquake will cause extensive damage to Navy assets and disrupt electric power transmission and distribution, water supplies, transportation systems and communications. In the case of an event that disrupts normal electricity transmission and distribution, some emergency generators may also fail to operate as designed.

b. Mutual aid, normally available to support NAVSUPPACT Naples will be disrupted or rendered insufficient to provide support during response and recovery from the catastrophic event.

c. The event may occur outside of normal working hours; at night, on a weekend, or holiday when sufficient response personnel (beyond those limited numbers of on-shift first responders) are not immediately available.

d. Communication systems for recalling emergency personnel may be impaired or disrupted.

e. The EOC or alternate EOC will be operational and personnel available to staff it.

f. Logistics will be available to support operations of the EOC and emergency responders for a minimum of 72 hours.

g. Mitigation activities conducted prior to the occurrence of an emergency can reduce the impact of the above events.

h. Response to such emergencies onboard NAVSUPPACT Naples may require all existing first responder and emergency responder assets and may exceed the Consequence Management (CM) capabilities of organic resources. The Installation Commander may require extensive Other Federal or Other Service, and/or private or Host Nation support in order to effectively respond to and recover from an emergency.

i. 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. Installation Commanders support civil authorities to the extent permitted and governed by law and policy.

1005. Policy.

1. Authority. Commanding Officer, NAVSUPPACT Naples has the authority and responsibility to protect personnel, equipment, and facilities subject to his/her control. This EM Plan shall not detract from, or conflict with, the inherent and specified authorities and responsibilities of the Commanding Officer, NAVSUPPACT NAPLES. This plan shall not legally bind military or governmental services and capabilities to be substituted for individual responsibility during a threatened or actual disaster. Accordingly, military and civilian personnel are expected to be aware of a developing or occurring hazardous event and to respond in a safe, responsible manner. **Personnel are also encouraged to be prepared and to be self-sufficient for at least 72 hours during a disaster event (IAW CNO Family Gram 05-10 DTG 012014Z Jul 10).**

2. Incident Command System - All emergency related activities within NAVSUPPACT Naples will utilize the Incident Command System (ICS) and National Incident Management System (NIMS) and be conducted in accordance with references (a), (b), (d) and (e).

3. Phases of Emergency Management - NAVSUPPACT Naples shall accomplish its EM responsibilities in five interrelated phases; Prevention, Mitigation, Preparedness, Response, and Recovery. These phases are part of a comprehensive process; each phase building on the accomplishments of the preceding one with the overall goal of minimizing the impact of a natural or manmade disaster to NAVSUPPACT Naples.

4. Occupational Safety and Health Program Requirements - Military personnel, civilians, and emergency responders shall comply with all applicable Navy Occupational Safety and Health (NAVOSH) standards.

5. Foreign Consequence Management (FCM), Foreign Disaster Relief (FDR) and/or Foreign Humanitarian Assistance (FHA).

a. Overview. This section deals with response to disastrous events that impact a Nation in the Area of Responsibility of the supported Combatant Commander - EUCOM. Foreign Consequence Management, Foreign Disaster Relief, and/or Foreign Humanitarian Assistance programs support foreign policy and national security interests by assuring our allies and friendly nations and dissuading would-be aggressors by providing regional stability, promoting democracies and economic development. DOD humanitarian assistance programs provide the Combatant Commander with unobtrusive, low cost, but highly effective instruments to carry out his security cooperation missions. While the definition of each form of response is different, the CNIC EM program is an All Hazards concept that can and will be adapted to each of these separate actions.

The guidance and assignments provided below are intended to provide solidified planning/readiness direction to allow for the All Hazards approach to any disaster that impacts a nation of interest. None of the definitions below fall within the context of "Military Assistance to Civil Authorities" that specifically "Governs all DOD military assistance provided to civil authorities within the 50 States, District of Columbia, Commonwealth of Puerto Rico, U.S. possessions and territories, or any political subdivision; thereof, in all cases, the Department Head of State (DOS) or one of its Country Team departments is the lead agency and the Point of Contact for requests for assistance by foreign sovereignties. That notwithstanding, the DOD has independent statutory authority (under Title 10, US Code 404) to respond to overseas manmade or natural disasters - when necessary to prevent loss of life. This is elaborated upon in CJCSI 3214.01A and Joint Publication 3.07.6 as: **"When imminently serious conditions resulting from any emergency or attack require immediate action, local military commanders may take such actions as may be necessary to save lives."** For clarification, the following definitions are provided:

(1) Foreign Consequence Management - "Efforts comprising assistance overseas to respond to and mitigate damage occurring from a CBRNE situation."

(2) Foreign Disaster Relief - Prompt aid that can be used to alleviate the suffering of foreign disaster victims. Normally, it includes humanitarian services and transportation; the provision of food, clothing, medicines, beds and bedding, temporary shelter and housing; the furnishing of medical materiel, medical and technical personnel; and making repairs to essential services.

(3) Humanitarian Assistance - The purpose of foreign humanitarian assistance is to relieve or reduce the results of natural or manmade disasters or other endemic conditions such as human suffering, disease, or privation that might present a serious threat to life or loss of property.

b. Impact. EM Plan will consider the implications of DOS tasking of CNREURAFSWA resources to a foreign disaster when developing capabilities. Of most significance, the portion of the plan that specifically identifies capabilities will be kept current. This is specifically described under the section entitled Resource Inventory of this Plan and generally described in the Table BP-13 on Pg 1-96.

c. Assignments. Specific personnel and equipment resources may be inherent to specific installations, while basic geographical and mission characteristics lend themselves to logistical transportation capabilities. The Regional Commander may task a combination of capabilities from more than one installation. To facilitate the delivery/recovery of these tasks the following Navy Installations have been designated as potential Aerial Port of Debarkation (APOD)/Aerial Port of Embarkation (APOE).

(1) NAVAL STATION Rota.

(2) NAVAL SUPPORT ACTIVITY Naples.

(3) NAVAL AIR STATION Sigonella.

(4) NAVAL SUPPORT ACTIVITY Souda Bay.

(a) The following Navy Installations have been designated as potential Seaport of Debarkation (SPOD)/Seaport of Embarkation (SPOE).

1. NAVAL STATION Rota.

2. NAVAL SUPPORT ACTIVITY Souda Bay.

d. Activation. When the Installation Commander receives notification of an actual or imminent FCM/FDR/FHA order by Higher Headquarters, he will immediately assess installation capabilities and standby for Warning Orders to provide requested response. While EOC Activation Level 4 (fully manned) may not be initially required, all functional areas shall be notified of potential tasking. This notification may be by phone or naval message but will be recorded on the C4I portal.

e. Concept of Operations. While each DOS agency in an affected country will operate in accordance with Host Nation (HN) policies, there will be a defined and appointed Emergency Action Committee (EAC) to support the Chief of Mission (COM). This organization is similar in concept to the Navy's EM Working Group. The Committee's primary responsibilities include:

(1) Periodically convene the EAC to develop the embassy's crisis management strategy.

(2) EAC membership includes the COM, the Deputy Chief of Mission (DCM), the chiefs of the political, economic, consular, and administrative sections; the Regional Security Officer (RSO), the Defense Attaché Officer (DAO), the Legal Attache, the Regional Affairs

Section, the Community Liaison Officer, the Public Affairs Officer, and representatives from other USG agencies at post.

(3) Establish communication links to the DOS Task Force.

(4) Establish in-country communications and liaisons to best assist the COM and HN.

(5) Conduct an assessment of U.S. citizens' safety and status of U.S. facilities and interests.

(6) Conduct an assessment of organic HN response capabilities to manage the incident effectively.

(7) Establish a coordination link with USEUCOM.

(8) Assess the security conditions within the area to determine the force protection requirements.

(9) Identify immediate critical response shortfalls.

(10) Identify immediate critical support capabilities coming from other sources.

(11) Assess USG requirements of support.

(12) Identify the follow-on CM requirements.

f. Installation. The Installation should include representation from the DOS EAC on their EMWG and include them in Exercise Planning efforts to ensure that there is no conflict in guidance, and common recognition of Installation capabilities. EM Program Priorities and Key Elements of Response:

1. Priorities. The priorities of the NAVSUPPACT Naples EM Program are as follows:

a. Protect personnel onboard the Installation.

b. Maintain critical missions(s) performed onboard the Installation (specifically, Mission Essential Functions (MEFs) and any Critical Mission Facilities (CMFs) associated with these MEFs).

c. Restore mission essential functions performed onboard the Installation.

2. Key Elements of Response. There are 5 key elements of an effective emergency management program that if robustly implemented will save the most lives and mitigate damage to equipment and facilities.

(a) Public Awareness Program (e.g. to ensure the population of NAVSUPPACT NAPLES knows what to do when mass warning announcements are made).

(b) Mass Warning and Notification systems and procedures (to notify emergency responders and to direct non-essential personnel to shelter-in-place, evacuate, and seek safe haven).

(c) Mass Care facilities and procedures (to care for evacuated personnel) and Definitive Medical Care facilities and procedures.

(d) Trained and equipped, First and Emergency Responders.

(e) Command and Control systems and procedures.

1008. Plan Organization and Maintenance.

1. Plan Organization. This Installation EM Plan is divided into five parts: a Basic Plan, Functional Area Annexes, Support Annexes, Hazard-Specific Appendices, and General Appendices. SOPs and forms/checklists are maintained separately from this Plan.

a. Section I. The 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 NAVSUPPACT Naples and the civil community in which Geographically Separated Units (GSUs) reside. The basic plan 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 (FAAs) describe the roles, responsibilities, and capabilities of each identified functional area to successfully execute the concept of operations put forth in the basic plan;

c. Section III. Support Annexes (SAs) are provided to ensure consistent and accurate execution of those tasks which are considered technically rigorous, provide significant management challenges, or are based on detailed legal processes or procedures;

d. Section IV. Hazard-Specific Appendices (HSAs) are provided to ensure that the unique aspects of each possible hazard

identified in the Installation hazard assessments are documented and applied to the common incident notification, reporting, and management procedures and process provided by the basic plan. HSAs specify which resources and procedures contained in the FAAs and SAs are needed to respond to a hazard/threat during the response and recovery phases; and

e. Section V. General appendices are provided to ensure consistent language and use of acronyms throughout the plan.

2. Plan Maintenance. NAVSUPPACT Naples Commanding Officer will be the final approving authority for this plan. The NAVSUPPACT Naples Emergency Manager (N37) is responsible for the routine maintenance and annual review of this plan. All changes in policy, procedure or assignments will be briefed to the NAVSUPPACT Naples EMWG prior to submission to the Commanding Officer for approval and signature. Non-policy changes may be approved by NAVSUPPACT Naples N3.

a. Supporting plans and procedures shall be updated annually and maintained by responsible parties. Incorporation of applicable After Action Report (AAR) items and Lessons Learned (LL) are accomplished by the EMO after each exercise and after all emergencies above the level of a local emergency as defined by the "Emergency Orders (Emergency Declarations)" portion of the Response Concept of Operations in the Basic Plan.

1009. NAVSUPPACT Naples Operational Environment (Jursidictions). The NAVSUPPACT Naples geographic Area of Responsibility includes this type of jurisdiction.

a. Partial Jurisdiction. Both the Federal Government and the Host Nation exercise some authority. Generally, the Federal Government does not have authority to investigate and prosecute crimes unless that authority is in according with the SOFA.

1010. NAVSUPPACT Naples AOR.

1. NAVSUPPACT Naples, Capodichino.

2. NAVSUPPACT Naples, Gricignano, Support Site.

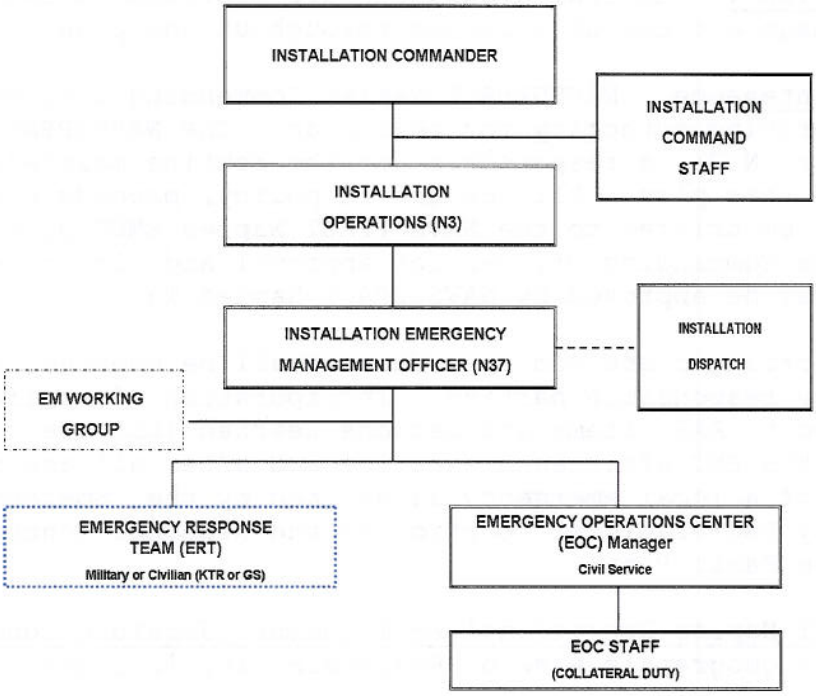
3. NCTS Lago Patria, Receiver Site.

4. NAVSUPPACT Naples, Carney Park.

5. NAVSUPPACT Naples, DET Gaeta.

1011. NAVSUPPACT Naples EM Program Organization. In accordance with references (a) and (b), the established emergency management organizational construct for NAVSUPPACT Naples is represented below in Figure BP-1.

Figure BP-1: NAVSUPPACT NAPLES Emergency Management Organizational Construct



1. Commanding Officer, NAVSUPPACT Naples. The Commanding Officer is the key link to supporting customer's onboard NAVSUPPACT Naples and provides integration of the various Regional program service outputs in a coherent process in support of Navy operational missions. NAVSUPPACT Naples Commanding Officer operationally and administratively reports to CNREURAFSWA. NAVSUPPACT Naples exercises OPCON over the NAVSUPPACT Naples Emergency Management Officer (EMO) via the NAVSUPPACT Naples Operations Officer. The EMO is designated in writing per reference (b). The Commanding Officer has designated an appropriate number of personnel to serve as a collateral duty or full-time staff to support the EM Program, including the administration and operations of the Installation EOC.

2. NAVSUPPACT NAPLES Emergency Management Officer. The EMO operationally reports to the Commanding Officer via the NAVSUPPACT Naples Operations Officer (N3) and administratively reports to the Regional EM. The EMO serves as the EM Program Coordinator for NAVSUPPACT Naples as identified in references (a) and (b).

The EMO is responsible for developing an emergency management program designed to prevent, prepare for, mitigate potential effects from, respond to, and recover from all natural and manmade hazards, including chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) events, which may affect NAVSUPPACT Naples. The EMO is responsible for the management, administration, and operation of the Installation EOC. NAVSUPPACT Naples EMO requests appropriate resources from the Regional Emergency Manager for developing and maintaining this organization.

1012. EM Program Duties and Responsibilities.

1. Commanding Officer.

a. Coordinate with CNREURAFSWA in determining the appropriate Installation group designation (OPNAVINST 3440.17, EM Standard 3).

b. Conduct categorization of personnel at the Installation level and provide results to Regional Commander for validation (OPNAVINST 3440.17, EM Standard 2).

c. Designate in writing an Installation EMO appropriate to the established Installation group designation (OPNAVINST 3440.17, EM Standard 1).

d. Ensure EM Program Standards are properly addressed onboard Installation (OPNAVINST 3440.17, EM Standard 1).

e. Designate Category 1 personnel in writing (OPNAVINST 3440.17, EM Standard 2).

f. Charter an Installation EMWG (OPNAVINST 3440.17, EM Standard 6).

g. Participate in the Installation EMWG (OPNAVINST 3440.17, EM Standard 6).

h. Ensure that all required threat, hazard, vulnerability, and consequence assessments are conducted prior to approval of the Installation EM Plan (OPNAVINST 3440.17, EM Standard 4).

i. Review and approve the Installation EM Plan (OPNAVINST 3440.17, EM Standard 7).

j. Support tenant operational commands in the identification of MEFs and associated Critical Mission Facilities (CMFs) onboard NAVSUPPACT Naples.

k. Ensure that essential operations supporting these MEFs are identified by appropriate Installation programs and that procedures are identified within the Installation EM Plan for prioritized restoration of these essential operations.

l. Designate appropriate Installation EM staff (OPNAVINST 3440.17, EM Standard 1).

m. Establish operable and, when possible, interoperable communications across assigned response community.

n. Establish an Installation EOC (OPNAVINST 3440.17, EM Standard 6).

o. Designate an EOC Manager in writing to support the Installation Emergency Manager (OPNAVINST 3440.17, EM Standards 1 and 6).

p. Identify and designate in writing appropriate personnel to support EOC manning during times of emergency (OPNAVINST 3440.17, EM Standards 1 and 6).

q. Participate in EOC training and exercises (OPNAVINST 3440.17, EM Standards 6, 7, and 12).

r. Ensure that all EM efforts are coordinated with Region, Territory, local, other Service, Host Nation and/or private agencies and departments (OPNAVINST 3440.17, EM Standard 6).

s. Review and approve all support agreements impacting Installation personnel and resources, to include Installation MAAs, MOUs, MOAs, ISSAs, and contracts (OPNAVINST 3440.17, EM Standard 6).

t. Review Installation Exercise AARs, apply lessons learned, and institute corrective action plans.

u. Review results of annual Installation EM Capability Assessments (EMCAs) as required by the Regional EM Program Implementation and Transition Plan (OPNAVINST 3440.17, EM Standard 4).

v. Ensure proper resources are programmed for during the budget process (OPNAVINST 3440.17, EM Standard 14).

w. Ensure participation in the Installation EM Program by tenant commands (OPNAVINST 3440.17, EM Standard 7).

x. Provide overall direction and control.

y. Proclaim an installation-wide "state of emergency" or "medical emergency" when necessary.

z. Make disaster declarations and request assistance.

aa. Issue emergency rules and proclamations that have the force of law during the proclaimed emergency period.

bb. Ensure that the installation continues to function and make necessary policy decisions. Pay special attention to the operations and identified Mission Essential Functions.

cc. Approve appropriate funds to meet disaster expenditure needs.

dd. Extend or terminate emergency/disaster declarations.

2. Operations Officer (N3).

a. Operationally reports to the Commanding Officer and provides supervision and oversight of the Installation EM Program and the EMO.

b. Responsible for the proper execution of CNIC, CNREURAFSWA, and NAVSUPPACT Naples EM policy, resourcing, and business processes.

c. Identify Installation Public Safety requirements to Commanding Officer and CNREURAFSWA Operations Officer (N3).

d. Coordinates Capabilities Based Budgeting (CBB) and POM input to the CNREURAFSWA N3 based on approved Region Program Business Plan.

e. Execute resources provided by CNIC based upon the service and performance standards established for the approved CNIC Common Output Level Standards (COLS).

3. Emergency Management Officer (N37).

a. Operationally reports to the Commanding Officer via the Operations Officer (N3) and administratively reports to the CNREURAFSWA Emergency Manager (N37).

b. Works with Tennant Commands Emergency Management representatives.

c. Develops, coordinates and executes the NAVSUPPACT Naples EM Program within assigned geographical area.

d. Serves as the EM Program Coordinator providing management oversight, technical assistance and specialized guidance for all matters pertaining to establishment, implementation and sustainment of a comprehensive EM Program capable of effective all-hazards preparedness, prevention/mitigation, response and recovery, in order to save lives, protect property and sustain mission readiness.

e. Ensures the development and execution of Installation EM and Continuity of Operations (COOP) Programs.

f. Coordinates associated preparedness activities, including planning; individual, unit and team training; sustainable equipment procurement and exercises to promote installation readiness.

g. Participates in the development and approval of support agreements, including MAA, with appropriate Host Nation, agencies and departments responders.

h. Responsible for the management, administration and operation of the Installation Emergency Operations Center.

i. Serves as the NAVSUPPACT Naples representative for all EM-related working groups.

j. Develop and maintain the installation emergency management program.

k. Develop and maintain the EM Plan (EMP).

l. Provide coordination among local, Federal, private, and volunteer organizations.

m. Maintain liaison with neighboring jurisdictions.

n. Coordinate the development and testing of warning and emergency communication systems.

o. Coordinate with the CO, CDO and PAO to disseminate emergency alerts and warnings to key officials, departments, agencies and the public.

p. Coordinate via the Command Staff and/or EOC to disseminate emergency information and instructions.

q. Develop, maintain, and disseminate emergency preparedness education materials to include hazard awareness programs.

r. Schedule and run integrated consequence management exercises.

s. Maintain listings of inventories of resources and equipment.

t. Develop mutual aid agreements.

u. Monitor situations for EOC activation.

v. Maintain a functional EOC. Designate an alternate. Provide the EOC Manager to lead this effort.

w. Coordinate requests for emergency assistance.

x. Serve as the primary action officer for the installation EMWG.

4. General Preparedness Responsibilities. All departments/tenants/agencies onboard NAVSUPPACT Naples are required by reference (a) to conform to the NAVSUPPACT Naples EM Plan. The following common responsibilities are assigned to each department/tenant/agency listed in this plan. Further, each department/tenant/agency shall conduct internal disaster planning, create an internal emergency management organization and should develop SOPs per reference (a). Preparation activities include:

a. Establishing departmental and individual responsibilities (as indicated in this plan); identify emergency tasks.

b. Working with other departments/agencies to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should complement each other.

c. Establishing education and training programs so that each division, section, and employee will know where, when, and how to respond.

d. Developing site specific plans for department facilities as necessary.

e. Ensuring that employee job descriptions reflect their emergency duties.

f. Training staff and volunteer augmenters to perform emergency duties and tasks.

g. Identifying, categorizing and inventorying all available departmental resources.

h. Developing procedures for mobilizing and employing additional resources.

i. Ensuring communication capabilities with the EOC.

j. Filling positions in the emergency organization as requested by the EM Officer acting in accordance with this plan.

k. Preparing to provide internal logistics support to department operations during the initial emergency response phase.

5. All Departments.

a. During an emergency or disaster stop routine work and focus personnel, supplies, equipment and other resources to responding and recovering from the emergency or disaster.

b. Coordinate efforts through the CDO and when activated the EOC via the applicable Section (Operations, Planning, Logistics, Finance or Command Staff-Public Affairs, Liaison or Safety).

c. Provide initial situation/damage reports as per field units' observations and reports from the general public to Dispatch, the CDO, available First Responders or the EOC.

d. Perform any required work via identified key and essential personnel.

f. Prepare Continuity of Business plans to conduct your most essential operations using a limited number of personnel and/or from an alternate location for up to 30 days.

g. Execute your role in the Navy Family Accountability and Assessment System (NFAAS), making reports to the Admin Department (Admin) at least twice daily or as requested.

h. Post event support efforts to conduct after action interviews and/or stress counseling for affected personnel.

6. Specific Departmental/Tenant Responsibilities

NOTE: Nothing in this section is intended to limit the creativity or contribution of any organization in time of emergency or disaster. Rather the intent is to outline core organizational responsibilities in order to best leverage understood resources and capabilities.

a. Chaplain (N01R)

(1) When requested provide a representative to perform functions in the EOC or on-scene as assigned. Coordinate activities via the Fleet and Family Support Center (FFSC), Mass Care Branch.

(2) Provide CDO and/or EOC initial situation/damage reports as per field units' observations and reports from the general public.

(3) Serve as a member of the Mass Care Committee.

(4) Participate in and coordinate activities with the Family Assistance Center when activated by the FFSC Director.

(5) Provide counseling and spiritual services as requested.

b. Defense Commissary Agency (DECA)

(1) When requested provide senior level representation to the EOC as part of the Fleet and Family Support Center (FFSC), Mass Care Branch, Logistics Section.

(2) Serve as a member of the Mass Care Committee.

(3) Provide timely inputs on resource availability, both on-hand and that available near-term.

(4) Provide resources, services and facility support as requested either via purchase using emergency funding or donation.

(5) Plan for the use of commissary facilities as an emergency food source for the NAVSUPPACT Naples community to include plans and recommendations on rationing and distribution strategies.

c. Department of Defense Dependent School (DODDS)

(1) Coordinate activities via the CDO or EOC when activated.

(2) Plan for the Evacuation or Sheltering-In-Place (SIP) of your student population during the initial stages of an emergency or disaster.

(3) Build an emergency notification plan to inform parents of schedule changes and student status early on in an emergency or disaster. Coordinate this plan with the Emergency Management Office.

(4) Plan for the rapid transportation of students during any window of opportunity so they may be re-united with their families during an emergency or disaster as early as possible.

(5) Provide school facilities for shelter and feeding.

(6) Serve as a member of Fleet and Family Support Center (FFSC), Mass Care Branch Committee.

d. Administrative Department (Admin) (N1)

(1) Provide personnel to support administrative functions in the EOC as part of the Planning Section.

(2) Provide personnel to operate the command Defense Messaging System (DMS) either remotely or in the event of a long-term EOC activation out of the EOC.

(3) Lead personnel accountability evolutions for all of NAVSUPPACT Naples in accordance with the Navy Family Accountability and Assessment System (NFAAS).

e. Explosive Ordnance Disposal (EOD). (Located at NS Rota).

(1) Request CNREURAFSWA ROC to provide EOD assets.

(2) Once EOD representative is on board provide senior level representation to the EOC as part of the Operations Section. Coordinate activities with the Security Officer.

(3) When requested provide a technician level EOD team on-scene to investigate unknown packages or suspected explosive devices, incorporating the response as part of a larger effort under the direction of the Incident Commander.

(4) Provide subject matter expertise and associated recommendations when requested.

f. Fire and Emergency Services (FES) Department (N30)

(1) Installation Fire Chief, perform functions in the EOC or on-scene as assigned.

(2) Provide CDO and/or EOC initial situation/damage reports as per field units' observations and reports from the general public.

(3) Provide supplies, equipment, and personnel as requested.

(4) Under most Emergency Services situations, following mobilization take charge of the scene, providing a senior and experienced fire chief to serve as the Incident Commander.

(5) Provide, lead and coordinate fire and rescue services.

(6) Provide initial emergency medical services and pre-hospital care.

(7) Contain and control hazardous materials.

(8) Provide limited responses to search and rescue off-road situations, and coordinate heavy rescue operations.

(9) Support other public safety operations.

(10) Order evacuation whenever necessary to protect lives and property.

g. Fleet and Family Support Center (FFSC) (N91)

(1) When requested provide a senior level representative to the EOC to serve as the Mass Care Director and lead the mass care effort.

(2) Perform functions in the EOC or on-scene as assigned.

(3) Lead the Fleet and Family Support Center (FFSC) Mass Care Committee consisting of senior representation from all major mass care providers.

(4) Establish and lead the Family Assistance Center (FAC).

(5) Establish and lead the Family Information Center (FIC).

(6) Provide counseling services as part of the FAC.

(7) Coordinate any required Reception Center for displaced personnel.

(8) As Mass Care Director coordinate in conjunction with Mass Care Committee resources, the designation, activation and operation of any required temporary shelters.

(9) As Mass Care Director coordinate in conjunction with Mass Care Committee resources the designation, activation and operation of any required temporary animal kennels.

(10) Provide supplies, equipment and personnel as requested.

(11) Provide services in support of a NEO reception/processing center.

(12) Provide various emergency services to include casework services, financial counseling and volunteer coordination.

h. Fleet and Industrial Supply Center DET Sigonella (FISC) (N33, Supply)

(1) Provide a Supply Officer to head the Logistics Section in the EOC and perform contracting and acquisition of off installation resources.

(2) Perform functions in the EOC or on-scene as assigned.

(3) Provide the CDO, Dispatch or when activated the EOC initial situation/damage reports as per field units' observations and reports from the general public.

(4) Lead and Coordinate the efforts of all Logistics organizations to include MWR, NEX, Commissary, DLA, FISC, NCTS, and Public Works. Major logistical functional areas include Food, Supplies, Communications, Facilities and Transportation. Items requiring contracting may also involve FISC, ROICC, MWR and the Comptroller Section (Business and Financial Office).

(5) Establish a system for the coordination and acquisition of supplies, equipment, and services in support of emergency response efforts.

(6) Provide for availability of motor fuels.

(7) Provide supplies, equipment, and personnel as requested.

(8) Provide other personnel and supply support as requested.

(9) Provide advice and recommendations on the availability and obtainment of DLA resources.

(10) Coordinate as requested the acquisition and shipment of required resources via the DLA system.

(11) Provide timely inputs on resource availability, both on-hand and that available near-term.

i. Housing Department (N93).

(1) When requested provide senior level representation or communication to the EOC as part of the Mass Care Branch.

(2) Assist with the operation of activated reception centers and Family Assistance Centers, coordinating efforts with FFSC.

(3) Provide and coordinate housing services utilizing available resources such as bachelor housing and empty Navy family housing units.

(4) If directed coordinate the usage of available local hotels (TLAs) to support required housing needs.

(5) Develop and maintain a database of all personnel placed in temporary housing.

(6) As requested provide temporary furniture bedding to support emergency housing needs.

(7) Provide phone resources to support an expanded Family Information Center (phone bank) as requested.

(8) Provide supplies, equipment and personnel as requested.

(9) Serve as a member of the Mass Care Committee.

j. Human Resources Office (HRO) (N13).

(1) When requested provide a senior representative to the EOC.

(2) Coordinate your activities with the EOC via the Finance/Admin Section Chief. Serve as the official Time Unit, tracking civilian and local national time/overtime.

(3) Provide supplies, equipment, and personnel as requested.

(4) Assist with the assessment of human needs during and after a disaster.

(5) Identify requirements for individuals and populations with "special needs."

(6) Work in close concert with FFSC and the ARC in the activation and operation of reception centers and shelters (Safe Havens).

(7) Ensure the payroll system setup to pay employees. Advise the Commanding Officer on emergency pay procedures such as admin leave and upon approval ensure execution of those procedures.

k. Information Systems (N6)

(1) Provide a senior level representative to the EOC when activated to serve as a member of the Logistics Section. This representative should be capable of coordinating repairs/troubleshooting of EOC communications/IT systems as well as advising the installation Commanding Officer on the status of communications/IT systems.

(2) Provide CDO and/or EOC initial situation/damage reports as per field units' observations.

(3) Provide supplies, equipment, and personnel as requested.

(4) Coordinate with all organizations providing emergency communications and information technology services including NCTS, the Base Communications Office (BCO), and the Information Technology Department (ITD).

(5) Coordinate with NCTS in maintaining the computer servers and related systems. Provide for the use of computer resources to record and maintain emergency information, data on the organization and operations.

(6) Coordinate with the Motorola contractor for the operation and maintenance of the NAVSUPPACT Naples radio system.

(7) Coordinate with NAVCOMTELSTA Napled (NCTS) in providing emergency troubleshooting as necessary to ensure Defense Messaging System(s) remain operational.

(8) Coordinate with NCTS in maintaining the installation SIPRNET system to critical customers.

l. Installation Business Manager (N5/N8)

(1) Perform functions in the EOC or as assigned. Provide a senior representative to the EOC to serve as the Finance/Admin Section Chief.

(2) Lead and coordinate financial activities to include emergency funding, contract procurement, personnel timekeeping and emergency payroll, claims processing and cost accounting and analysis.

(3) Provide supplies, equipment, and personnel as requested.

(4) Process emergency purchases/procurement.

(5) Establish and maintain a system whereby incident costs are identified and accumulated for reimbursement.

m. Morale Welfare and Recreation (MWR) (N92).

(1) When requested provide a senior representative to the EOC. Provide a senior representative to the EOC to serve in the Logistics Section and to provide information/advice to the Mass Care Branch.

(2) Provide Dispatch, local first responders and/or EOC initial situation/damage reports as per field units' observations and reports from the general public.

(3) Provide supplies, equipment, and personnel as requested.

(4) Provide facilities for reception center, emergency shelter, food and water distribution points, childcare facilities, and other Mass Care functions as needed.

(5) Assist with the operation as requested of the Family Assistance Center.

(6) Provide personnel, equipment and supplies to support emergency shelter (Safe Haven) operations.

(7) Assist as able with critical support functions such as food, supplies, facilities, transportation, contracting services, etc.

(8) Assist with the delivery of donated goods.

(9) Serve as a member of the Mass Care Committee.

n. U.S. Naval Hospital, Naples, Italy (USNH)

(1) Perform functions in the EOC or as assigned. Provide a representative to the EOC when activated.

(2) Provide medical care.

(3) Re-supply field units with consumable medical supplies.

(4) Make assessment of hospital capabilities and damages.

(5) Mobilize staff to provide teams to respond to mass casualty incidents.

(6) Coordinate blood procurement for community needs.

(7) Provide the installation Public Health Emergency Officer (PHEO).

(8) Update the Installation Commanding Officer on emergency medical issues (PHEO).

(9) Make recommendations for the medical well being of the community, including those that might require Emergency Health Powers such as Restriction of Movement, Quarantine and Isolation (PHEO).

(10) Provide emergency medical transportation and emergency medical services in the field Emergency Medical Services(EMS).

(11) Develop and coordinate field medical protocols (EMS).

(14) Provide trauma coordination through the Trauma Control Center (EMS).

(15) Take the lead in Mass Casualty situations, coordinating with the hospital for additional resources as required (EMS).

(16) Establish fatality collection areas to facilitate recovery operations (Mortuary Affairs).

(17) Protect the property and personal effects of the deceased (Mortuary Affairs).

(18) Provide for the notification of relatives via established procedure (Mortuary Affairs).

(19) Establish and maintain a comprehensive record-keeping system for continual updating and recording of fatality numbers (Mortuary Affairs).

(20) Assist in mass fatality incidents by providing recovery, evacuation, mortuary operations, identification and information for notifications (Mortuary Affairs).

(21) Lead and coordinate return transportation of deceased personnel to the U.S. (Mortuary Affairs).

(22) Perform disease control operations, to include epidemic intelligence, evaluation, prevention (including mass inoculations) and detection of communicable diseases (Preventative Medicine).

(23) Issue general health advisories, information, and instructions (Preventative Medicine).

(24) Conduct environmental health activities in regard to waste disposal, refuse, food, water control, and vector control (Preventative Medicine).

o. Navy Exchange (NEX)

(1) When requested provides senior level representation/communication to the EOC as part of the Mass Care Branch or Logistics Section.

(2) Serve as a member of the Mass Care Committee.

(3) Provide timely input on resource availability, both on-hand and that available near-term.

(4) Provide resources, services and facility support as requested either via purchase using emergency funding or donation.

(5) Provide and coordinate housing services utilizing available resources such as the Navy Lodge.

(6) Plan for the use of the DODDS school gym as an overflow ward to Naval Hospital NAVSUPPACT Naples if required during a medical emergency declared by the installation Commanding Officer.

p. Navy-Marine Corps Relief Society (NMCRS)

(1) Serve as a member of the Mass Care Committee.

(2) Provide services to military families within your charter during an emergency or disaster via your office, as part of a reception center or a Family Assistance Center (FAC).

q. American Red Cross (ARC)

(1) Perform functions in the EOC or on scene as assigned as part of the Mass Care organization and for the Mass Care Director.

(2) Provide Dispatch, local first responders and/or EOC initial situation/damage reports as per field units' observations and reports from the general public.

(3) Provide supplies, equipment, and personnel as requested.

(4) Assist with emergency information dissemination.

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(5) As part of the Mass Care effort, provide Shelter Managers and lead efforts to open and operate Shelters (Safe Havens) as directed.

(6) Assist with the registration of displaced personnel.

(7) Assist with recruitment, organization, training and use of situational volunteers.

(8) When requested assist with establishment and coordinate mass feeding.

(9) Provide mobile canteen service to victims and emergency service workers.

(10) Provide food, clothing, bedding and linens, occupational supplies, and other necessities to disaster victims.

(11) Serve as a member of the Mass Care Committee.

r. Personnel Support Detachment (PSD) (N14)

(1) Provide emergencies pay to individuals in need.

(2) Provide supplies and personnel as requested.

(3) Lead and coordinate the orders generating function in the event of a NEO for all military personnel and their dependants.

(4) Coordinate order processing (expedites / holds) as necessary during an emergency or disaster.

(5) Coordinate activities via the Finance/Admin Section in the EOC.

s. Public Affairs Office (PAO) (N01P)

(1) Provide senior level representation to the EOC, serving on the command staff as the Public Affairs Officer.

(2) Lead and Coordinate all efforts to provide information to the installation and general public via all available means.

(3) Produce timely press releases to inform the installation and general public.

(4) Liaison with higher headquarters on Public Affairs matters.

(5) Coordinate the installation message as necessary with other commands and Public Affairs specialists.

(6) Serve as the sole point of contact for exterior media relations.

(7) Plan for and if required activate and lead a Joint Information Center.

(8) Ensure Mass Communications Specialists are made available to cover and document all emergencies and disasters.

(9) Serve as a member of the Mass Care Committee.

(10) In general, disseminate warning messages provided by authorized sources to the general public as rapidly as possible in the event of an impending or actual disaster.

(11) During the course of an emergency or disaster and during recovery operations disseminate related information provided from authorized sources to the general public on a frequent, routine basis or as requested.

(12) As a preparation measure, pursue regular stories, features, commercials, etc dealing with community emergency or disaster preparedness activities.

t. NAVFAC (Public Works) (N4)

(1) Provide senior level representation to the EOC to serve in the Operations Section as the Public Works Branch Director.

(2) From the EOC oversee your own departmental operations center and public works efforts in Utilities, Building/Damage Inspection, Debris Clearance, Transportation, Facilities Support, etc.

(3) Provide CDO and/or EOC initial situation/damage reports as per field units' observations and reports from the general public.

(4) Provide supplies, equipment, and personnel as requested.

(5) Conduct initial infrastructure damage assessment of roads, bridges, sewers, etc.

(6) Conduct infrastructure damage assessment of utility "life lines" (water, power, natural gas, sewage). Coordinate emergency utility support requirements.

(7) Conduct building damage assessments and provide technical information on damaged structures.

(8) Develop and maintain an installation-wide damage assessment database.

(9) Provide support for Mission Essential Functions to include emergency generator support and maintenance as outlined in each MEFs COOP Plan.

(10) Lead and coordinate all debris clearance operations.

(11) Provide heavy equipment and personnel to conduct debris clearance.

(12) Provide heavy equipment to support rescue operations.

(13) Assist Security with traffic control barricades.

(14) Assist Security with the identification of evacuation routes and keep evacuation routes clear of stalled vehicles.

(15) Coordinate the disposal of solid waste from congregate care facilities (shelter/mass feeding).

(16) Operate fleet repair facility.

(17) Assist Supply with the provision of fuel for generators.

(18) Provide for storage of equipment and vehicles in a safe place.

(19) Provide buses for evacuations, temporary shelters or other needs.

(20) Provide bus transportation resources.

(21) Coordinate mobilization of emergency transportation services.

(22) Identify available/suitable facilities for emergency use as requested.

(23) Support activated Shelters (Safe Havens) with utility and maintenance services.

(24) Coordinate contracting efforts with the Logistics and Finance/Admin Sections.

(25) Lead recovery efforts involving debris clean up, facility restoration, contracted services.

(26) Serve as a member of the Mass Care Committee.

(27) Provide subject matter expertise in the area of environmental hazards, precautions, clean-up and regulatory requirements.

(28) Lead the installation effort to prepare for, train to and respond in the event of an oil spill.

u. Operations Department (N3)

(1) Provide senior level representation to the EOC to serve as the Air/Port Operations Branch director.

(2) Perform functions in the EOC or on-scene as assigned.

(3) In the EOC serve as the liaison officer to tenants with identified Mission Essential Functions keeping the command updated on their operational status and needs.

(4) Provide the CDO and/or EOC initial situation/damage reports as per field units' observations.

(5) Provide supplies, equipment, and personnel as requested.

(6) Coordinate air asset search and rescue missions as requested.

v. Safety Office (N35)

(1) Provide senior level representation to the EOC to serve as the safety officer on the command staff.

(2) Advise and recommend to the Commanding Officer on safe work practices, proper Personal Protective Equipment (PPE) and other safety related issues.

(3) Perform duties on-scene as requested such as for oversight and investigation.

w. Security (N3AT)

(1) Provide senior level representation to the EOC as the security officer on the operations section.

(2) Coordinate contracting efforts with the Logistics and Finance/Admin Sections.

(3) Provide the CDO, Dispatch and/or EOC initial situation/damage reports as per field units' observations and reports from the general public.

(4) Provide supplies, equipment, and personnel as requested.

(5) Augment warning system by providing siren-equipped and/or public address mobile units (particularly in housing areas), and/or manpower for door-to-door warning.

(6) Take the lead responsibility for defending against terrorist events.

(7) Take the lead responsibility for lost person search and rescue.

(8) Maintain law and order and provide public safety activities as required.

(9) Provide security for key facilities.

(10) Protect property in evacuated areas.

(11) Provide assistance in the capture and control of animals.

(12) Enforce orders of fire officers.

(13) Order/conduct evacuations when necessary to save lives and property.

(14) Assist with the identification of evacuation routes and keep evacuation routes clear of stalled vehicles. Coordinate clearance efforts with Public Works.

(15) Provide law enforcement and traffic control in support of fire department actions.

(16) Provide perimeter security as needed for incident sites. In a CBRNE environment this will include the use of Level C PPE.

(17) Provide scene security in order to safeguard evidence.

(18) Provide traffic control barricades.

x. Staff Judge Advocate / Office of General Counsel (N01J/N00L)

(1) Provide senior level representation to the EOC to serve as a member of the command staff.

(2) Provide legal counsel to the Commanding Officer.

(3) Lead and coordinate the Claims unit under the Finance/Admin Section. Manage all individual governmental property damage claims and coordinate claims against major insurance companies in the event of an emergency or disaster.

y. U.S. Army Veterinarian Office.

(1) Provide assistance in the prevention, detection and control of rabies.

(2) Provide animal control and services assistance.

(3) Lead the effort to develop procedures and personnel to designate, activate and operate a temporary kennel in the event of a major emergency or disaster.

(4) Seek assistance from available resources and situational volunteers via coordination with the FFSC or the ARC.

(5) Lead the Emergency Pet Care public information effort to include educating the public on required and recommended steps to ensure their pet's safety and well being during an emergency or disaster.

(6) Serve as a member of the Mass Care Committee.

1013. Emergency Management Working Group (EMWG).

1. Purpose. In accordance with references (a) and (d), the Commanding Officer has established and maintains an EMWG, to assist the EMO in the development, execution, exercising, and assessment of the NAVSUPPACT Naples EM Program. The principal goal of the EMWG is the coordination of plans and concepts of operations among multiple functional areas and among organic response organizations and their mutual aid partners. The EMWG encourages participation by appropriate federal, Territory, local, other Service, Host Nation, and/or private EM-related agencies and departments. The EMWG is not consolidated with the Antiterrorism (AT) Working Group.

a. EMWG Composition. The NAVSUPPACT Naples EMWG is chaired by the Installation Commander. The EMO serves as the principal action officer for the EMWG. The EMWG includes the following:

(1) Commanding Officer (N00)
(2) Executive Officer (N01)
(3) Emergency Management Officer (N37)
(4) Security Officer (N3AT)
(5) Fire Chief (N30)
(6) Emergency Operations Center Manager (N37A)
(7) Operations Officer (N3)
(8) Public Works Officer/Engineer (N4)
(9) Public Health Emergency Officer or Senior Medical Officer
(10) Environmental Coordinator
(11) Informational Technology Representative (N6)
(12) Public Affairs Officer (N01P)
(13) Fleet and Family Services Representative (N9)
(14) Occupational Safety and Health Manager (N35)
(15) Financial Management Officer (N33)
(16) NAVSUPPACT NAPLES Tenant Command EMOs
(17) Others, as deemed relevant, to promote the desired commanders' intent such as representatives from major tenant command.

b. Responsibilities

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

(2) Includes representatives of all relevant functions and offices that would be affected by or be involved in EM at the Installation level.

(3) Invites and includes liaison personnel from appropriate federal, Territory, local, Host Nation, other Service, and/or private responder communities and tenant organizations, as necessary. Existing support agreements should be evaluated and modified, when and where appropriate.

(4) Integrates Installation EM initiatives into Installation resource planning.

(5) Collects and prioritizes Installation EM resource requirements for the appropriate budget submissions.

(6) Ensures that the Installation EM Plans are developed, maintained and integrated with local/Territory/Host-Nation EM plans, as necessary.

(7) Ensures that Installation EM training programs are developed and executed to support Categories 1-5 personnel.

(8) Conducts and/or supports all required assessments.

1014. Tenant Commands, Departments, and Activities.

1. Tenant Command List. Table BP-1 lists Tenant Commands onboard NAVSUPPACT Naples.

Table BP-1: Tenant Command List

UIC	TENANT COMMAND	UIC	TENANT COMMAND
09550	COMFAIR MED	45574	AFIS STARS AND STRIPES EUROPE
20001	LCC 20 USS MT WHITNEY	46789	FOB EUCOM DET NAPLES IT
3049B	EURAFSWA	47125	COMUNDERSEASURV DET NAPLES
		48037	ONI SSO NAPLES
31270	NAVCRIMINVSERVRA EU FO NAPLES	49359	NCISRU ROME
31940	REGIONAL LEGAL SERVICE OFFICE (RLSO) EURSWA	49616	DMO-NAPLES (NON-DWCF)
31959	COMUSNAVEUR BAND	55782	COMSUBGRU 8
32043	ONI SPINTCOM NAPLES ITALY	57104	COMSUBSOUTH
32896	USNSE LATINA ITALY	62537	COMSCEUR NAPLES IT WCF
33191	NAVFAC EUROPE NAPLES ITALY	62709	USNSE NAPLES ITALY
3479B	COMDESRON 60	64250	NATO CIS SVC AGY SECTOR NAPLES (COMAIRSOUTH)
3492B	NCIS PROTECTIVE OPS GAETA	64767	COMSTRIKFORNATO
35314	COMUSNAVEUR COMP NAVSOUTH HQ	64771	HQ JOINT FORCE COMMAND NAPLES
40335	FISC SIGONELLA NAPLES (Contracting)	65862	NAVOCEANASW DET NAPLES
40341	FISC SIGONELLA GAETA	66030	MARITIME COMMAND COMPONENT
40365	COMMANDER TASK FORCE 63	66096	NAVHOSP NAPLES IT
40444 0090 3818A 57042 58744 40059	MSFSC SSU NAPLES CNE/CAN/C6F NRCD FISC SIGONELLA	66148 32688 45681 65236	COMMARAIRSOUTH NCTS SPAWARSYSCEN

41664	COMUSNAVEUR-COMSIXTHFLEET (HQ)	67562	MID ATLANTIC RMC DET NAPLES IT (MARMC)
41681	SATCOM	68171	FISC SIGONELLA DET NAPLES
42019	NAVMEDIACEN D BCSTD NAPLES	68374	NAVLEGSVCOFF EURSWA NAPLES IT
42040	MSC LIAISON OFF EUROPE TWCF	68741	SPIRITUAL FITNESS DIVISION EUROPE
42072	CIS SCHOOL LATINA	69037	NCISFO EUR (FCI) NAPLES
43319	NPDC TRNG SUP SITE NAPLES IT	70294	NCTS NAPLES IT
43496	PERSUPPDET NAPLES		AMERICAN RED CROSS
43742	COMSUBGRU 8 NCCS		DECA
43760	DLA SOUTHERN EUROPEDWCF		DEPT OF DEF DEPENDENT SCHOOLS ELEMENTARY
44085	COMSTRIKFORSOUTH SPPJ-NAPLES		DEPT OF DEF DEPENDENT SCHOOLS HIGH SCHOOL
44166	NAVY RECRUITING STATION NAPLES		HRO
44277	NAV SUPP ACT HQ NAVSOUTH NAPLE		NAVY COLLEGE
44308	PUBLIC WORKS DEPT NAPLES		NAVY-MARINE CORPS RELIEF
4456A	CNE FPAG		NEX
44929	NBRHLTHCLINIC NAVSUPPACT CAPO		SUPPLY FISC

2. Tenant Command, Department, and Activity Responsibilities. All tenant commands, departments, and activities aboard NAVSUPPACT Naples will:

a. Participate in prevention, preparedness, mitigation, response, and recovery efforts as specified in this plan.

b. Develop Emergency Action Plans (EAPs) IAW Appendix D of reference (b) and to include the following:

(1) Utilize the NAVSUPPACT Naples Hazard and Threat Summary (Section 20.b, Table BP-3) when developing Emergency Action Plans.

(2) Address critical tasks including integration with mass warning and notification systems, completion/participation in public awareness training, and coordination of evacuation/shelter-in-place/safe haven planning.

(3) Identify any Mission Essential Functions (MEFs) tied to the National Military Strategy, request approval from higher authority that these MEFs are appropriate and develop or maintain Continuity of Operations Plans (COOP) per reference (b).

(4) Develop and maintain Continuity of Business plans for other assigned missions.

c. For most tenant commands, a tenant EAP 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 occur 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 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, including the family emergency preparedness guides including within Support Annex 19 of this plan.

(11) Commanding Officers (COs) and OICs of tenant 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.

d. Large facilities or those with special considerations (e.g., child development centers or significant quantities of hazardous materials) will require more detailed EAPs. Tenant commands that routinely host afloat or deployable units/commands shall ensure that plans for shore and afloat units are mutually supporting.

e. Provide appropriate occupant emergency plan training to all employees.

f. Maintain an occupant emergency organization.

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

(2) 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.

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

g. Maintain an updated resource listing and provide this information to the NAVSUPPACT Naples EMO.

h. Develop, as applicable, specific Standard Operating Procedures (SOPs) to assist in accomplishing assigned emergency response duties.

1015. NAVSUPPACT Naples Required Operational Capability Level and Group Designation

1. Purpose. The purpose of assigning Group Designations and Required Operational Capability (ROC) levels is to allow CNREURAFSWA to prioritize resource allocation for the development and implementation of Regional and Installation EM Programs.

The NAVSUPPACT Naples EMO requests appropriate resources from the CNREURAFSWA EM for developing and maintaining NAVSUPPACT Naples capabilities through CNIC's capabilities-based budgeting (CBB) process based on the CNREURAFSWA EM Implementation Plan.

2. NAVSUPPACT Naples ROC Level. NAVSUPPACT Naples has been assigned and provided its ROC level designation via separate classified correspondence.

3. NAVSUPPACT NAPLES Group Designation. NAVSUPPACT Naples has been designated a Group 1 Installation. Group designations reflect EM response capabilities that are based upon a risk-based strategy that considers threat, vulnerability, criticality, operational requirements, and potential consequences. This group designation has been considered in the categorization of personnel, response capabilities training matrix, and MOU/MAA/ISSA support requests. Table BP-2 identifies key response capabilities required to meet the EM capability requirements of a Group 1 installation per reference (b).

Table BP-2: NAVSUPPACT NAPLES Group Designation

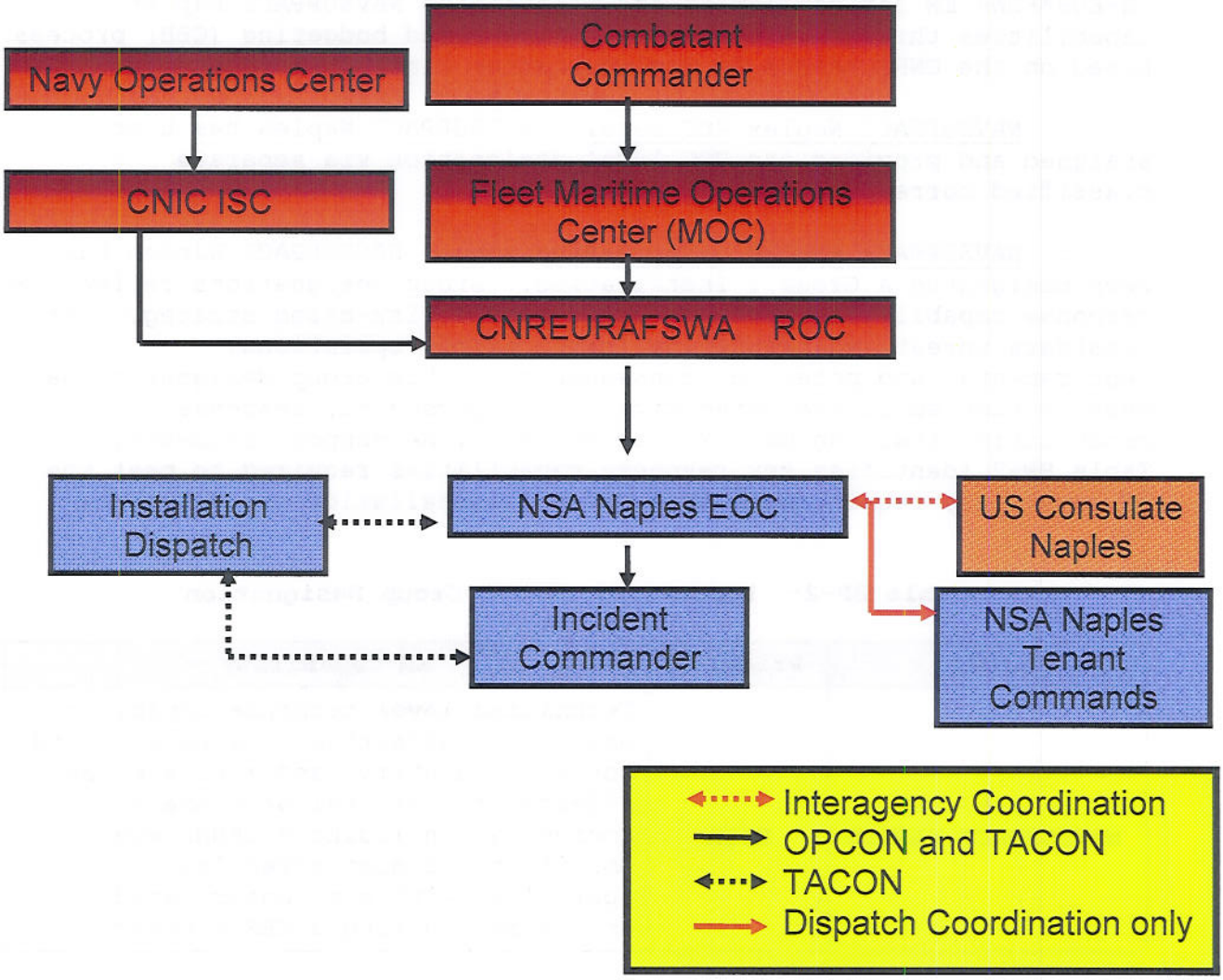
Group	Priority	EM Capability
1 NAVSUPPACT NAPLES	**High**	**Technician-level** response capability. Ability to effectively respond to and contain, identify, and mitigate the effects of a natural or manmade emergency, including a CBRNE event. Ability to conduct offensive operations within a contaminated environment during a CBRNE event.

1016. Command and Control Systems and Facilities.

1. Policy. Nothing in 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.

2. Overall Command and Control Construct. Figure BP-2 illustrates the overall command and control construct in which NAVSUPPACT Naples operates.

Figure BP-2: Overall Command and Control Construct

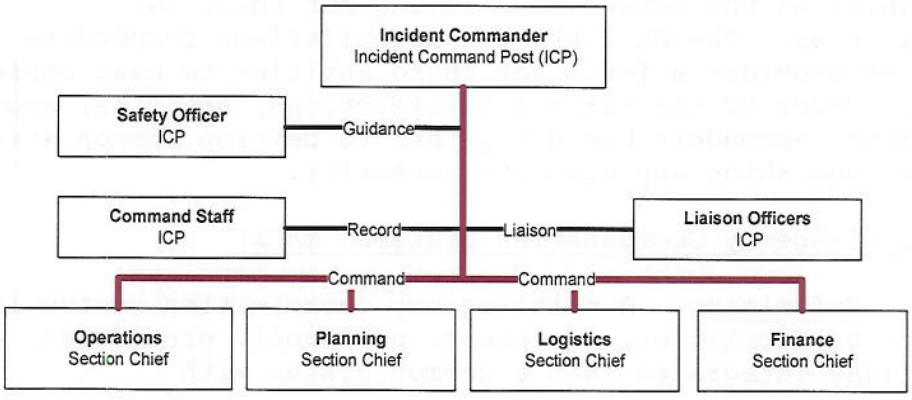


3. Incident Command System (ICS).

a. Overview. The use of ICS is mandated by references (a), (b), and (e). ICS is the primary tactical and operational tool for NAVSUPPACT Naples first responders. Direct tactical and operational responsibility for conducting on-scene incident management activities rests with the Incident Commander. The 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 manmade, including acts of catastrophic terrorism. ICS is used by all levels of federal, state, territorial, and local government as well as by many private-sector and nongovernmental organizations.

b. Organization. ICS is organized around five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration as seen in Figure BP-3 although for NAVSUPPACT Naples, the Finance/Admin function is typically performed by the EOC. A sixth functional area, Intelligence, may be established if deemed necessary by the Incident Commander (IC), depending on the requirements of the situation at hand. The IC retains responsibility for these functions unless delegated to another individual. The ICS may be expanded to include a Unified Command for complex responses that require multi-agency and/or multi-jurisdictional resources. Within the ICS, the Safety Officer is part of the command function, and this task is usually performed by Fire and Emergency Services (F&ES) personnel.

Figure BP-3: Incident Command System Command Structure



(1) The IC is in charge of the incident site and is responsible for all management decisions, including tactical planning and execution. The IC has authority to:

(a) Assume command.

(b) Assess the situation.

(c) Determine and implement response strategies.

(d) Determine need for outside assistance.

(e) Activate resources.

(f) Order evacuation of hazardous scene.

(g) Oversee all incident response activities.

c. Incident Action Plan (IAP). An IAP is an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It identifies operational resources and assignments and may include attachments that provide additional direction. IC and EOC Incident Action Plans shall be coordinated to effectively respond to an emergency.

d. Operational Period. Each Operational Period defines a complete planning cycle leading to the development of an approved IAP. The timing required for this cycle is usually not a standard industrial shift cycle. It is possible and common for one Operational Period to contain two or more shift changes, or for each shift to include more than one Operational Period. IC, EOC, and ROC operational periods shall be coordinated to effectively respond to an emergency.

e. Unified Command (UC). Although a single IC normally handles the command function, an ICS organization may be expanded into UC, a structure that brings together the IC's of all major organizations involved in the incident to coordinate an effective response while at the same time carrying out their own responsibilities. The UC links the organizations responding to the incident and provides a forum for these entities to make consensus decisions. Under UC the various jurisdictions, agencies, and nongovernment responders blend together to develop common strategy without relinquishing any agency's authority.

4. Multi-Agency Coordination Systems (MACS)

a. Definition. A multi-agency coordination system is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with

responsibility for coordinating and supporting domestic incident management activities.

b. Primary Functions. The CNREURAFSWA ROC and the NAVSUPPACT Naples EOC serve as MACS entities. The primary functions of MACS are listed below:

(1) Support incident management policies and priorities;

(2) Facilitate logistics support and resource tracking, especially if shortages are predicted or occurring;

(3) Make informed resource allocation decisions using incident management priorities;

(4) Coordinating and providing incident-related information; and

(5) Coordinating/implementing interagency and intergovernmental issues/decisions regarding incident management policies, priorities, and strategies.

c. Additional Functions during Multiple Incidents. The CNREURAFSWA Regional Operations Center and the NAVSUPPACT Naples EOC perform additional MACS functions when multiple incidents have occurred and an increased number of response agencies are involved. These additional functions typically include the following:

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

(2) Establishing priorities between incidents and/or area commands in concert with the IC(s) or Unified Command (UC) involved and supporting operations center(s).

(3) Acquiring and allocating resources required by incident management personnel in concert with the tactical priorities established by the IC or UC.

(4) Anticipating and identifying future resource requirements.

(5) Coordinating and resolving policy issues arising from the incident(s).

(6) Providing strategic coordination as required.

d. Concept of Employment. Operations centers, such as Regional Operations Centers and Installation EOCs, represent the physical location at which the coordination of information and resources to support incident management activities normally takes place. The incident command post (ICP) located at or in the immediate vicinity of an incident site, although primarily focused on the tactical on-scene response, may perform an operations center-like

function in smaller-scale incidents or during the initial phase of the response to larger, more complex events. ICPs are linked to the Installation EOC to ensure effective and efficient incident management.

(1) Standing operations centers, or those activated to support larger, more complex events, are typically established in a more central or permanently established facility at a higher level of organization within a jurisdiction. Operations centers within the Navy are organized by jurisdiction (COCOM, Fleet, Numbered Fleet, CNIC, Region, Installation, and tenant command). Departmental Operations Centers normally focus on internal department incident management and response and are linked to and, in most cases, are physically represented in, a higher-level operations center.

(2) When incidents cross disciplinary or jurisdictional boundaries or involve complex incident management scenarios, a multi-agency coordination entity such as a Regional Operations Center or Installation EOC may be used to facilitate incident management and policy coordination. The situation at hand and the needs of the jurisdictions involved will dictate how these multi-agency coordination entities conduct their business, as well as how they are structured. Multi-agency coordination entities typically consist of principals (or their designees) from organizations and agencies with direct incident management responsibility or with significant incident management support or resource responsibilities. Within the Navy, these principals include the Regional Commander, Installation Commander, and major tenant commanders. These entities are sometimes given titles such as crisis action team, policy committee, incident management group, or executive team.

5. Regional Operations Center (ROC). CNREURAFSWA maintains and operates a ROC which is manned 24/7 by a Battle Watch Team (BWT) and uses a Crisis Action Team (CAT) during a disaster. The alternate Regional Operations Center is at NSA Bahrain. FAA A of reference (b) contains additional information on the ROC.

a. Concept of Employment. The Regional Operations provides a collaboration point and operations center for the Regional staff to support execution of the Regional EM Plan, the Regional AT Plan, other supporting plans, FCM missions, the operational/contingency plans of assigned Combatant, Component, and Fleet Commanders, and the National Response Framework (NRF).

b. The Regional Operations Center. Serves as the command, control, communications, computers, intelligence, surveillance, and reconnaissance (C4ISR) point for a Regional Commander to gather information, gain situational awareness, and exercise control over

assigned forces across the entirety of the force protection (FP) and EM timelines from early warning and detection of suspicious events through Regional/Installation response and recovery.

c. Pre-incident activities. Include, but are not limited to, intelligence gathering; suspicious incident tracking; Common Operational Picture (COP) development and input; resource management; coordination with federal, state, territorial, local, other Service, and/or private agencies and departments; and implementation of precautionary/preventive measures to deter/detect events and/or mitigate potential effects. Post-event activities include, but are not limited to, resource management; strategic guidance/direction; and coordination and liaison with federal, state, territorial, local, other Service, and/or private response and recovery assets while supporting subordinate Installations during emergencies.

d. The function of the Regional Operations Center. Principally to establish strategic priorities for one or more incidents at the installation level and allocate limited Regional/Installation resources among incident locations. The Regional Operations Center executes operational control over all assigned Regional assets and may reallocate those assets on its own volition to support affected Installations during an emergency.

e. The Regional Operations Center also supports the Regional AT Program as agreed upon. Functions of the Regional Operations Center in support of the Regional AT Program include the following:

(1) Capturing of open-source suspicious activities in a common database.

(2) Assessment of common suspicious activity threads.

(3) Analysis of local incidents and events as they pertain to the security of or threat to an Installation and its critical assets.

(4) Development of potential enemy courses of action, as well as possible friendly courses of action.

(5) Development of a visual Common Operating Picture (COP).

(6) Issuance of alerts, warnings, and notifications of impending threats based on latest available intelligence and incidents reported.

(7) Issuance of orders to subordinate commands to implement:

(a) FPCON change.

(b) Implementation of random antiterrorism measures.

(c) Additional FPCON measures.

(d) Additional readiness or equipment support at designated locations.

(e) Gate closures.

(f) Installation closures.

(8) Collaboration with non-DOD agencies and organizations within the Regional AOR in order to assess potential threats and coordinate emergency responses.

g. Operation. The Regional Operations Center is responsible for coordination and liaison with federal, territorial, local, other Service, and/or private response and recovery assets within CNREURAFSWA's geographic AOR. The mission of the Regional Operations Center is to support NAVSUPPACT Naples EOC during emergencies by providing strategic coordination and resources. The Regional Operations Center shall accomplish the following:

(1) Establish priorities between multiple incident locations in concert with the Installation Commanders involved.

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

(3) Acquire and allocate resources in concert with the priorities established by the one or more Installation Commander.

(4) Anticipate and identify future resource requirements.

(5) Coordinate and resolve policy issues arising from the incident.

6. NAVSUPPACT Naples Emergency Operations Center (EOC). Full details of EOC responsibilities, mission, tasks, and operations are addressed in Functional Area Annex B of this plan and the EOC SOP.

a. NAVSUPPACT Naples EOC Location. The NAVSUPPACT Naples EOC is a dedicated use space in Building 403 at Capodichino, under the operational and administrative control of the NAVSUPPACT Naples Commanding Officer when activated. An alternate NAVSUPPACT Naples EOC is located in Building 2072B at Gricignano Support Site.

b. EOC Responsibilities and Mission. The NAVSUPPACT Naples EOC is responsible for coordination and liaison with local and/or private response and recovery assets adjoining or near the Installation.

The mission of the EOC is to support the IC during emergencies by setting strategic and operational-level objectives.

c. Basic Tasks of the NAVSUPPACT Naples EOC. The basic tasks of the EOC include the following:

(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, Installation, city/county, region, and Territory) informed.

(10) Develop and disseminate public information warnings and instructions.

(11) Provide information to the news media if the Joint Information Center (JIC) is not activated.

(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 safe haven and sheltering-in-place 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 II of this plan.

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

(17) Maintain security and access control of the operations center.

(18) Provide for relief and necessities of response for operations center personnel.

d. Operation. The EOC executes operational control over all assigned Installation assets and may reallocate those assets on its own volition to support affected areas during an emergency. The EOC should accomplish the following:

(1) Establish priorities between incidents and/or area commands in concert with the IC's involved.

(2) Acquire and allocate resources in concert with the priorities established by the IC's.

(3) Anticipate and identify future resource requirements.

(4) Coordinate and resolve policy and support issues arising from the incident.

(5) Coordinate with higher authorities.

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

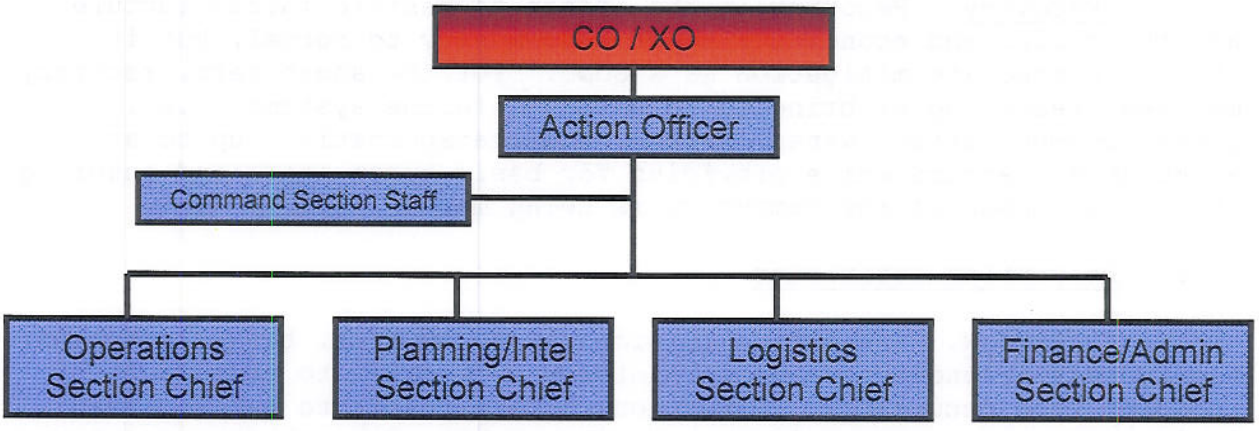
e. EOC Activation Levels. Per reference (b), activation of the NAVSUPPACT NAPLES EOC shall follow a tiered activation concept. This concept and activation criteria are contained in Section 21, Table BP-14 of this Basic Plan. The ROC uses the same activation concept.

NOTE: It is not unusual for the EOC to take some time to become fully established following a no-notice partial or full activation, due to the establishment of Force Protection condition (FPCON) Delta, the strain on limited transportation resources/routes, and/or the dispersion of the EOC staff during after-hours periods.

f. NAVSUPPACT NAPLES EOC Organizational Structure.

Figure BP-4 illustrates the NAVSUPPACT NAPLES EOC organizational structure during an emergency within NAVSUPPACT NAPLES AOR.

Figure BP-4: NAVSUPPACT NAPLES EOC Organizational Structure



1017. Phases of Emergency Management. In accordance with NFPA 1600 (reference j), there are five phases of Emergency Management:

1. Prevention. Prevention is aimed at activities, tasks, programs, and systems intended to avoid or intervene in order to stop an incident from occurring. Prevention can apply both to human-caused incidents (such as terrorism, vandalism, sabotage, or human error) as well as to naturally occurring incidents.

2. Mitigation. Mitigation actions often involve lasting or permanent reduction of exposure to, probability of or potential loss from hazard events. Actions tend to focus on where and how to build. Mitigation measures also include the use of modeling tools to evaluate potential mitigation strategies. Examples of mitigation include zoning and building code requirements for building in high-hazard areas, floodplain buyouts, and analysis of floodplain and other hazard-related data.

3. Preparedness. While mitigation may make communities safer, it does not eliminate the risk and vulnerability for all potential hazards. Therefore, NAVSUPPACT Naples must be ready to face emergency threats that have not been mitigated away. Since emergencies often evolve quickly and become too complex for effective improvisation, it is anticipated that NAVSUPPACT Naples can successfully discharge its EM responsibilities only by taking actions beforehand.

4. Response. The onset of an emergency creates a need for time-sensitive actions to save lives and property, as well as for action to

begin stabilizing the situation so that NAVSUPPACT Naples and tenant commands can regroup and eventually recover from disaster. Such response actions include notifying emergency management personnel of the crisis, warning and evacuating or sheltering the population if possible, keeping the base population informed, rescuing individuals and providing emergency medical treatment.

5. Recovery. Recovery is the effort to restore infrastructure and the social and economic life of a community to normal, but it should incorporate mitigation as a goal. For the short term, recovery may mean restoring or bringing necessary lifeline systems (i.e., power, communication, water, sewage, and transportation) up to an acceptable standard while providing for basic human needs and ensuring the social needs of the community is being met.

1018. Prevention Activities.

1. Overview. Prevention is aimed at activities, tasks, programs, and systems intended to avoid or intervene in order to stop an incident from occurring. Prevention can apply both to human-caused incidents (such as terrorism, vandalism, sabotage, or human error) as well as to naturally occurring incidents. Prevention of human-caused incidents can include applying intelligence and other information to a range of activities that includes such countermeasures as deterrence operations, heightened inspections, improved surveillance and security operations, investigations to determine the nature and source of the threat, and law enforcement operations directed at deterrence, preemption, interdiction, or disruption.

2. Prevention Strategy. Per, reference (i) Section 5.4, the NAVSUPPACT Naples prevention strategy should include the following:

a. Deterrence operations.

b. Provision of protective systems or equipment for physical or cyber risks.

c. Surveillance and security operations.

d. Investigations to determine the full nature and source of the threat.

e. Threat assessment documentation.

f. Use of applicable building construction standards.

g. Relocation, retrofitting, or removal of structures at risk.

h. Removal or elimination of the hazard.

i. Reduction or limitation of the amount or size of the hazard.

j. Segregation of the hazard from that which is to be protected.

k. Modification of the basic characteristics of the hazard.

l. Control of the rate of release of the hazard;

m. Provision of protective systems or equipment for both cyber and physical risks.

n. Establishment of hazard warning and communication procedures.

o. Redundancy or diversity of essential personnel, critical systems, equipment, information, operations, or materials.

p. Protection of competitive/proprietary information.

q. Perimeter fence line and gates.

r. Access control system, increased camera surveillance, intruder detection systems (motion-sensing cameras, infrared detectors).

s. Patrols (inside and outside) of facility and increased inspections of vehicles entering the facility Background checks for personnel.

3. Techniques. In addition to the measures above, other techniques to consider in a prevention strategy include the following:

a. Ongoing hazard identification.

b. Threat assessment.

c. Risk assessment.

d. Impact analysis. An impact analysis could include a cost-benefit analysis. The cost-benefit analysis should not be the overriding factor in establishing a prevention strategy.

e. Program assessment.

f. Operational experience.

g. Ongoing incident analysis.

h. Information collection and analysis.

i. Intelligence and information sharing.

1019. Mitigation Activities.

1. Overview. Mitigation efforts are aimed at reducing the impact of identified hazards or threats on critical operations/assets/infrastructure, personnel, essential operations and services, and both government and personal property. Mitigation efforts are taken either before an emergency or incorporated in the recovery effort post-emergency to reduce further loss or injury from a similar event. Multiple functional areas execute mitigation tasks as a normal part of their operations. Examples of mitigation efforts include the following:

a. Responder, community, and individual preparedness and evacuation and sheltering procedures.

b. Medical Treatment Facility (MTF or clinic) mitigation efforts such as vaccinations, immunizations, facility design and construction, syndromic surveillance, vector control, and preventive health procedures.

c. F&ES efforts such as pre-incident fire planning, fire protection inspections, and burn bans.

d. NSF efforts such a crime prevention, terrorism prevention, surveillance, and community policing.

e. Public works efforts such as facility design and construction, dam and levee maintenance, flood control, roof repair and strengthening, structural anchoring, and transportation network maintenance and signage.

f. Pre-activation of safe haven and shelter in place facilities.

2. Assignments. Supported by the EMWG, the NAVSUPPACT Naples Installation EMO shall develop and promulgate an Installation Mitigation Strategy to reduce facility damage or personnel injury/loss on the Installation and its supporting tenants from identified hazards or threats. The EMO and supporting Installation EMWG shall review the Regional Mitigation Strategy and develop an Installation Mitigation Plan to support this Installation EM Plan and guide the combined mitigation efforts of all relevant functional areas.

1020. Preparedness Activities. While prevention and mitigation may make communities safer, it does not eliminate risk and vulnerability for all potential hazards. Therefore, NAVSUPPACT Naples must be ready to face emergency threats that have not been either prevented or mitigated. Preparedness measures shall not be improvised or handled on an ad hoc basis since emergencies often evolve rapidly and can become too complex for effective improvisation if preparatory plans, programs, and procedures have not already been established. A key part of preparedness involves establishing authorities and responsibilities for emergency actions and garnering the resources to support them. This investment in EM requires proper resourcing, maintenance, and sustainment. Responder personnel must receive proper training and their facilities and equipment must be maintained in working order.

1. Individual/Family Preparedness.

a. Overview. Individual and family preparedness is the cornerstone of any successful EM program. The preparedness at the individual level contributes directly to the success of Regional and Installation mass care efforts during and after emergency, by establishing a buffer between the onsets of the emergency an, the attendant evacuation or sheltering events, and the reestablishment of essential services by providers. Individuals and families should be prepared to survive for a minimum of 72 hours before the restoration of essential services such as the distribution of water, food, and emergency supplies, such as non-emergency medicinal items.

b. Resources. The preparedness principles delineated in reference (a) apply to all levels, and the American Red Cross provides detailed preparedness guidance, especially in the areas of planning and family/individual preparedness kits, through its Web site (http://www.redcross.org) and local chapters. The federal government also provides resources online (http://www.ready.gov). Hazard/threat awareness information based on the Red Cross, DHS and other sources for individual and family preparedness has been consolidated and is disseminated to all Navy personnel via Operation Prepare (https://www.cnic.navy.mil/CNIC_HQ_Site/OperationPrepare/index.htm).

c. Assignments. All Installation personnel are highly encouraged to develop a personal or family emergency plan, complete a preparedness checklist, and develop/maintain a personal and/or family emergency kit, as outlined in Operation Prepare materials. The preparedness of the individual and the family is an essential part to the overall success of the Regional and Installation EM programs, especially due to the reliance on evacuation, movement to local and remote safe havens, and sheltering-in-place as the primary protective strategies for Categories 2-4 personnel.

d. The NAVSUPPACT Naples EMO shall provide individual and family preparedness information to all Installation Categories 1-5 personnel during the Installation EM portion of indoctrination. In addition, individual and family preparedness information shall be provided directly to family members during Installation EM seminars and workshops within the community. Supporting tenant EMOs shall distribute an EM awareness folding card (see Support Annex 19) to all Category 1-5 personnel during public awareness training conducted in conjunction with Operation Prepare.

2. NAVSUPPACT NAPLES Hazard and Threat Summary. Table BP-3 lists those hazards that have been identified by federal, Territory, local, other Service, and/or private agencies or departments and incorporated into the NAVSUPPACT Naples Hazard Summary. The Hazard Summary is available from the NAVSUPPACT Naples EMO and is also located in the EOC. An annual assessment of hazards and threats is required by Standard 4 of reference (a) and as such the relative rankings of the hazards and threats shown in Table BP-3 may change over time. Section 21 provides more details regarding these assessments.

Table BP-3: NAVSUPPACT NAPLES Hazard Assessment

(10) High Hazard is at least an order of magnitude more likely to occur than other identified hazards.	
Earthquake	(7.0+ 101-1000 casualties $10-$100M damage)
Epidemic	(Thousands sick, hundreds of casualties. Impact for weeks)
HAZMAT	(Moderate to large spill (close proximity to industrial facilities and major rail distribution system)
(2) Significant Hazard is at least twice as likely to occur as other identified hazards.	
Volcano - major	(Inches to feet of ash. Operations shut down for weeks. Millions cost)
Terrorist Cyber	(Major impact on theater communications capability)
Bldg Collapse	(Improbable without an earthquake or other event)
Aircraft Crash	(Major crash that fouls the field. Tens of casualties)
Volcano/moderate	(Dusting, perhaps on/off over weeks and could effect theater command and control)
(1) Moderate Default hazard level for an identified hazard.	
VBIED	(Car/Truck bomb at ECP. Dozens of casualties. >$1M damage)

Terrorist Bio	(Anthrax likely. Few casualties)
Terrorist Chemical	(Long lasting event, millions for clean-up. A large number of casualties)
Terrorist Radiological	(Large IED as the major threat. A large number of Casualties. Clean-up cost Millions)
Major Bus Accident	(10's of casualties)
Power Outage	(Typical event. MEFs all have back-up capabilities)
(0.5) Low Hazard is at least half as likely to occur as other identified hazards.	
Extreme Heat	(Infrequent, but low impact event)
Sabotage	(Short duration damage to MEF)
(0.1) Very Low Hazard is at least an order of magnitude less likely to occur than other identified hazards.	
Flood	(Typical event in the winter off the installation)
Tornado	(A large number of Casualties. Millions in Damages).
Oil Spill - Major	(Few million in damage/clean-up costs. Short duration disruption)
Tsunami	(Not Likely)
Arson	(Low probability, low impact)
Civil Disturbance	(Off base event. Major disruption to normal ops, but not to MEFs)

a. Hazard Specific Appendices. Based on the Table BP-3, this Installation EM Plan includes the hazard-specific appendices listed below. Note that in some cases hazards listed in Table BP-3 have been grouped together.

(1) Appendix 1 Destructive Weather

(2) Appendix 2 Seismic/Geological Hazards

(3) Appendix 3 Fire Hazards

(4) Appendix 4 Pandemic Influenza

(5) Appendix 5 Oil and Hazardous Substance (OHS) Spill/Release

(6) Appendix 6 Transportation Accidents

(7) Appendix 7 Structural Failure/Collapse

(8) Appendix 8 Infrastructure or Utility Loss or Interruption

(9) Appendix 9 Environmental Pollution/Contamination

(10) Appendix 10 Agricultural Incidents

(11) Appendix 11 Terrorism Incidents

(12) Appendix 12 Chemical Terrorism

(13) Appendix 13 Biological Terrorism

(14) Appendix 14 Radiological Terrorism

(15) Appendix 15 Nuclear Terrorism

(16) Appendix 16 Explosive or Incendiary Terrorism

(17) Appendix 17 Electromagnetic or Cyber Terrorism

(18) Appendix 18 Civil Disturbance (Riot, Strikes, Protests, or Mass Panic)

(19) Appendix 19 Refugee & Migrant Operations

3. Assessment Program.

a. Overview. EM planning is based on a complete and accurate assessment of the threats and hazards that may affect the Region and NAVSUPPACT Naples. Assessments include: critical asset, threat/hazard, vulnerability, consequence, and response capability assessments. These sub-set assessments are used to evaluate NAVSUPPACT Naples ability to respond to a threat/hazard, protect the population on NAVSUPPACT Naples and implement future strategies to mitigate risks.

b. Required Assessments. Reference (b) requires assessments be performed for Mission Essential Functions (MEFs) carried out in Critical Mission Facilities (CMFs). A MEF is the specified or implied tasks required to be performed by, or derived from, statute or Executive order, and those organizational activities that must be performed under all circumstances to achieve DOD Component missions or responsibilities in a continuity threat or event. In other words, a MEF is tied to the National Military Strategy.

Failure to perform or sustain these functions would significantly impact DoD ability to provide vital services, or exercise authority, direction, and control.

c. Recommended Assessments. The risk assessment methodology in reference (b) can also be used for assessment of:

(1) Installation-Wide - As a minimum, it is recommended that hazard/threat risk assessments to the installation as a whole (without focusing on individual assets) be performed.

(2) Mission Essential Vulnerable Assets (MEVAs) - MEVA risk assessments can compliment the AT risk assessments performed in accordance with reference (DOD 0-2000.12-H).

d. Risk Management Strategy. Risk is a function of identifying hazards, determining vulnerability to them, and projecting the consequences if these hazards were to occur. 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. Assessments should incorporate information and recommendations from a variety of sources including, but not limited to the following:

(1) Joint Service Integrated Vulnerability Assessments (JSIVA).

(2) Chief of Naval Operations Integrated Vulnerability Assessments (CNOIVA).

(3) COOP planning.

(4) Defense Critical Infrastructure Protection (DCIP) planning and assessments.

(5) Exercise AARs and lessons learned.

(6) Federal, territorial and local hazard, threat, vulnerability, and/or risk assessments.

(7) Federal, territorial and local natural and technological hazard identification.

e. Types of Risk Assessments. Table BP-4 provides guidance on what organizations should be involved in preparing the various assessments.

Fire & Emergency Services (F&ES), 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. The personnel listed in Table BP-4, in concert with tenant commands that own MEFs/CMFs shall complete the following actions in the order listed below:

(1) Identify Installation MEFs and associated CMFs and infrastructure.

(2) Ensure EM Plans, standard operating procedures, and checklists are consistent with assessments and analyses.

(3) Perform risk assessments using the methodology contained in Standard 4 of reference (b).

(4) Perform relative risk evaluation of MEFs and CMFs using Standard 4 of reference (b).

(5) Perform a needs analysis using Standard 4 of reference (b). Determine mitigation strategies (procedures, training, activities, countermeasures, and equipment) and submit to the NAVSUPPACT Naples EM.

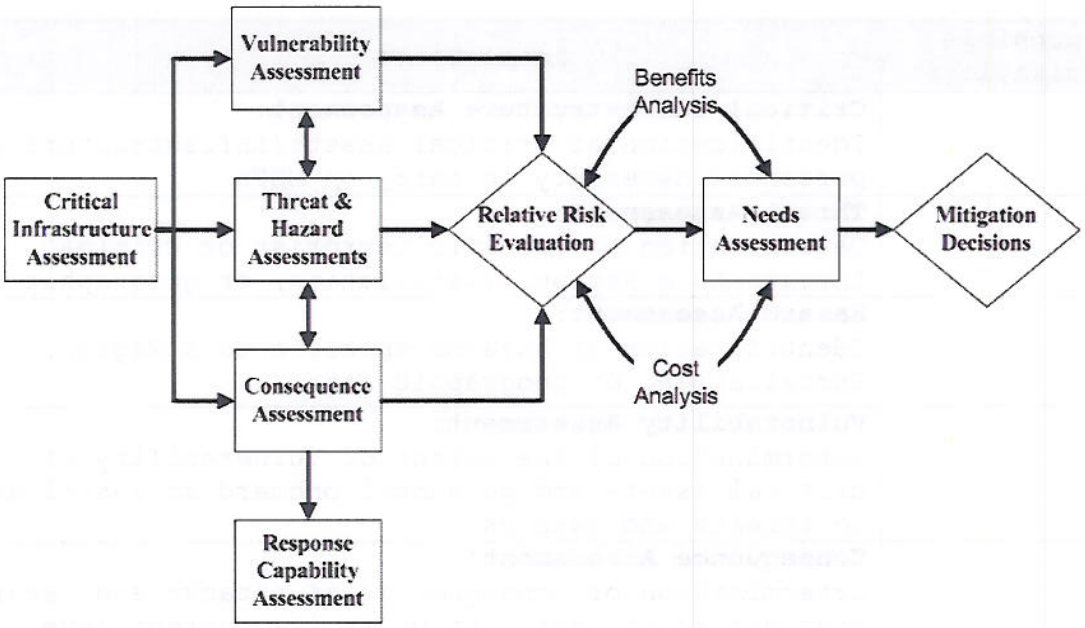
(6) Perform an EM capability assessment using the methodology and schedules contained in Standard 4 of reference (b).

Table BP-4: Types of Assessments

Responsible Organizations	Assessments
AT	**Critical Infrastructure Assessment:** Identification of critical assets/infrastructure and personnel necessary to carry on MEFs
NCIS	**Threat Assessment:** Determination of specific terrorist or criminal threats to a Region, Installation, or geographic area
EM	**Hazard Assessment:** Identification of hazards specific to a Region, Installation, or geographic area
AT	**Vulnerability Assessment:** Determination of the extent of vulnerability of critical assets and personnel onboard an Installation to threats and hazards
EM	**Consequence Assessment:** Determination of consequences of attacks and hazards that strike an Installation 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.

f. Relative Risk Assessment Process. Risks resulting from assessments for the various hazards to each 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. Figure BP-4 shows the overall risk management process, which drives continuous improvement in the NAVSUPPACT Naples EM Program. Due to the technical nature of the assessment process, further guidance is not included in this EM Plan since Standard 4 of reference (b) provides detailed guidance.

Figure BP-4: Overall Risk Management Process



4. Personnel Categorization.

a. Background. Categorization of all assigned personnel is necessary to prioritize resource allocation and provide a risk-rationalized approach to investing in protection (equipment, training, exercises) of personnel. Personnel categories will be used to identify the targeted assets for specific response requirements. Additional guidance on the categorization process can be found in Standard 2 of reference (b).

b. Definitions. Table BP-5 provides the definitions of each personnel category.

Table BP-5: Personnel Categories

Category	Personnel
1	**Emergency-Essential Military, Navy/DoD Civilians, & Navy/DoD Contractors** Critical Operations personnel Essential Operations personnel Essential Services personnel
2	**Other U.S. Personnel**, including: • Family members living on & off base, • Non-emergency-essential Military, USG Civilians, & USG Contractors
3	**Other Personnel supporting U.S. Military Operations**, including: • Non-U.S. Citizens employed by Navy or Navy Contractor (if not in Category 2) • Foreign Military personnel
4	**Allied/Coalition Personnel**, including: • Host Nation and Third Country Nationals assisting U.S. operations per international agreement
5	**First and Emergency Responders**, including: • First Responders, including: Fire & Emergency Services, HAZMAT Response Teams, Naval Security Forces, EMS, EOD Teams, Emergency Response Teams (ERTs), OHS Spill Response, and Fire Brigades. • Emergency Responders, including Emergency Management, ROC/EOC Staff, Dispatch Staff, Medical Treatment Facility/Healthcare Providers, Public Health Emergency Officers, Mass Care, Mortuary Affairs, designated OSH and IH personnel, Damage Assessment Teams, Debris Clearance Teams, Dispatch Staff, Public Affairs, Supply/Logistics personnel

c. General Requirements. All personnel must receive awareness training reference (a), Standard 8 sufficient to understand potential hazards they may face according to their pre-assigned role during an emergency. This training also addresses individual and family responsibilities for transportation and the necessity to maintain an adequate individual and/or family emergency preparedness kits. Generally, those Category 1 and 5 personnel required to remain on NAVSUPPACT Naples during an emergency will require significantly higher levels of preparation due to the hazards they will face while performing assigned duties that are considered critical to sustaining operations during the early phases of the event.

(1) Category 2, 3, and 4 personnel on the other hand are non-essential personnel who are required to receive Public Awareness training to prepare them to evacuate to a designated, DOD safe haven or off-site public shelter, or to shelter-in-place (SIP) as directed by Commanding Officer, NAVSUPPACT Naples. This training must address the roles of the responders who will direct and coordinate evacuation and sheltering operations. Training and equipment requirements for all personnel are listed in the Basic Plan - Training and Equipment Programs.

d. Responsibilities. Commanding Officer, NAVSUPPACT Naples delegates to Tenant Commands, Department Heads, and Program Directors the responsibility to designate and validate personnel within their commands that are in each category in Table BP-5 and provide this data to the NAVSUPPACT Naples EMO for subsequent validation by the Commanding Officer, NAVSUPPACT Naples. This data is to be organized as shown in Tables BP-6 through BP-10.

(1) During the categorization process, Tenant Commands, Department Heads, and Program Directors must identify the number of Category 2 though 4 personnel (both working and nighttime populations) and the principal gathering places, work locations, and residential locations of these personnel. The residential locations requirement is confined to those personnel residing within the Installation's boundaries. The residential locations requirement extends to all personnel assigned to the Installation or its Tenant DOD Commands overseas.

(2) Leadership will ensure that all involved in the categorization process recognizes the fiscal and manpower constraints associated with improperly designating personnel to a higher category than warranted. NAVSUPPACT Naples EMO shall ensure that all Category 1 and 5 personnel are clearly identified and the status of their training and protective equipment, qualifications and certifications are tracked by their parent command.

(3) Upon validation of the categorization process and the resulting personnel numbers by the Commander, NAVSUPPACT Naples, Tenant Command, Department Heads, and Program Directors shall ensure that the proper resources are programmed for and submitted during the budget process. Tenant Command, Department Heads, and Program Directors will also develop procedures to ensure that Category 1 and 5 personnel have access to the installation during an emergency.

(4) When some or all of the Installation's Category 2 through 4 personnel are ordered to evacuate or relocate outside of the Installation's jurisdiction, Commander, NAVSUPPACT Naples is responsible for ensuring the accurate accounting of all Installation staff (military, civilian, and contract), their family members, and

the staff and family members of all assigned Tenant Commands. Personnel accountability information shall be passed from the Installation EOC to the Regional Operations Center, where the information will be consolidated and forward to both the Fleet Commander and the CNIC EOC. CNIC N1 has provided Regional and Installation N1's Programs with a standardized and automated method to perform this personnel accountability task. All personnel accountability will be through the use of the Navy Family Accountability and Assessment System (NFAAS). The Admin Officer (N1) will ensure this tool is used and validate the results of the accountability process for the Commander NAVSUPPACT Naples.

e. Category 1 Personnel (Critical Ops, Essential Ops, or Essential Services). Category 1 personnel consist of a wide variety of emergency-essential personnel who perform Mission Essential Functions (MEFs) supporting the National Military Strategy. These MEFs may be performed in one or more Critical Mission Facilities (CMFs) located primarily onboard DoD installations.

(1) Most of these MEFs may be relocated to either a complimentary CMF at another location or relocated to a designated Emergency Relocation Site (ERS). Those Category 1 personnel that are able to relocate are considered Category 1 (Essential Operations) personnel. Upon successful response actions by Category 5 personnel, Category 1 (Essential Operations) personnel will be directed to complete their MEFs at either the primary CMF or relocate to the ERS, if required.

(2) 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. For the purposes of sub-categorization for planning, training, and material requirements, those Category 1 personnel that are unable to relocate are considered Category 1 (Critical Operations) personnel. Category 1 (Critical Operations) personnel may receive specialized collective and individual protection capabilities from supporting DoD or Joint Staff programs in order to remain at the primary CMF despite the presence of contamination from an accidental or terrorist release of CBRN agents or materials. In these cases, Category 1 (Critical Operations) personnel will be trained, certified, exercised, evaluated, and sustained to properly employ the material solutions and equipment provided to them.

(3) Those Category 1 personnel providing essential services in support of MEFs, to include facilities management, public works/engineering, or other support services, are to be designated as Category 1 (Essential Services) personnel.

(4) Category 1 Personnel are required to be identified in writing by name and rank A STAFFNOTE containing Table BP-6 or an electronic database shall be used to capture the number, names and ranks of Category 1 personnel in each Department/Tenant Command along with the Response Timeframe Objective (RTO) and which category (Critical Ops, Essential Ops, or Essential Services the groups belong to. **NOTE:** The Department or Command for Essential Operations and Essential Services personnel may be different than the Department or Command that performs the MEF. Each Department and Tenant Command will be responsible for maintaining an up-to-date roster of CAT 1 personnel and submit to the EMO on a quarterly basis.

(5) Category 1 personnel must be trained per Standard 8 and, if necessary, equipped per Standard 9. All Category 1 personnel must be trained to assess hazards, successfully execute relocation procedures, communicate the status of their team, protect themselves from expected hazards, and perform their assigned duties. All Category 1 personnel shall receive Public Awareness training which prepares them to evacuate, shelter, or shelter-in-place as directed by the command. Category 1 personnel must understand the roles and potential actions of Category 5 response personnel.

(6) All Category 1 personnel will also require detailed task-specific training on those tasks assigned to the personnel during an emergency. These assigned tasks may be as simple as notification, communication, and transportation procedures during movement to an ERS or as complicated as conducting critical operations within a collectively protected environment during a CBRNE or hazardous materials event for up to 12 hours.

(7) It is vital that all designated Category 1 personnel have established access routes and the necessary permissions to freely access their designated installation(s) and their designated Critical Mission Facilities (CMFs) both prior to and during any emergency, including the capability to access the installation and associated CMF(s) during Force Protection Conditions (FPCON) Charlie and Delta. More information concerning Category 1 Personnel is included in FAA G.

Table BP-6: Category 1 Personnel

Department or Tenant Command performing or supporting a MEF	# of Personnel (24/7 basis)	Response Timeframe Objective (RTO)	Critical Ops, Essential Ops or Essential Services?
		4 hrs	Critical Ops
		4 hrs	Essential Ops

f. Category 2 Personnel. As shown in Table BP-7, the total number of other (non-essential) U.S. citizens on NAVSUPPACT Naples should be identified. Names, duties, and addresses are not required, but may be required during personnel accountability operations associated with evacuation to Safe Havens.

Table BP-7: Category 2 Personnel (Other U.S. Personnel)

Category 2 Personnel Counts	Total# Daytime/Nighttime	Notes
Number of nonessential active duty personnel		
Number of nonessential reserve military personnel		
Number of nonessential DOD civilian personnel		
Number of nonessential DOD contractor personnel		
Number of dependants residing in base housing		
Number of dependants residing in nonmilitary housing		
NOTE: Total number of nonessential U.S. citizens on NAVSUPPACT NAPLES should be identified. Names, duties, and addresses are not required, but may be required elsewhere for personnel accountability.		

g. Category 3 Personnel. As shown in Tables BP-8A and 8B, the total number of non- U.S. citizens and Foreign Military Personnel Supporting U.S. Military Operations on NAVSUPPACT Naples should be identified. Names, duties, and addresses are not required, but may be required during personnel accountability operations associated with evacuation to Safe Havens.

Table BP-8A: Category 3 Personnel (Non-U.S. Citizens Employed by U.S. Navy)

Supported U.S. Military Operations	Assigned Department, Agency, or Org.	Designated U.S. Official Responsible for Dept/Agency/ Organization	Number of Non-U.S. Citizens Employed Daytime/ Nighttime	Notes
NOTE: Total number of non-U.S. citizens employed by NAVSUPPACT NAPLES should be identified by department. Names and support duties are not required.				

Table BP-8B: Category 3 Personnel (Foreign Military Personnel Supporting U.S. Military Operations)

Supported U.S. Military Operation	Assigned Department, Agency, or Organization	Designated U.S. Official Responsible for Dept/Agency/ Organization	Number of Foreign Military Personnel Employed Daytime/ Nighttime	List Represented Foreign Nations
NOTE: This list includes all allied or coalition personnel as well as host-nation and third-country-national personnel supporting Installation operations. Names and duties are not required.				

h. Category 4 Personnel. As shown in Table BP-9, the total number of Allied and Coalition Personnel Supporting U.S. Military Operations on NAVSUPPACT Naples should be identified. Names, duties, and addresses are not required, but may be required during personnel accountability operations associated with evacuation to Safe Havens.

Table BP-9: Category 4 Personnel (Allied and Coalition Personnel Supporting U.S. Military Operations)

Supported U.S. Military Operation	Assigned Department, Agency, or Organization	Designated U.S. Military Point of Contact	Total Number of Allied or Coalition Personnel Assigned Daytime/Nighttime	Notes
NOTE: This list includes all foreign military personnel supporting U.S. military operations who are employed by the Installation or by the host nation on behalf of the Installation. Names and duties are not required.				

i. Category 5 Personnel. Category 5 personnel include all personnel necessary to effectively and safely respond to an event. Table BP-10 provides the number of Category 5 personnel by functional area. Their primary roles include securing the incident site (when a defined incident site exists), protecting installation personnel and managing the consequences of the event. Their roles, responsibilities, and required training are very diverse and highly specialized with the fundamental goals of (1) supporting critical operations performed by Category 1 personnel, (2) protecting Category 2-4 personnel through the employment of evacuation, and sheltering procedures or emergency response and (3) restoration of essential functions and missions. These Category 5 personnel must be organized, equipped, trained and exercised in a fully coordinated fashion to operate safely and effectively during an emergency.

Table BP-10: Category 5 Personnel

Category/ Department - See Table BP-5 for sub-categories of Category 5 personnel	Number of Assigned Personnel
EM Personnel	
Fire and Emergency services personnel	
HAZMAT teams	
Naval Security Forces (NSF)	
Auxiliary Security Forces (ASF)	
Emergency Medical Services (EMS)	
Explosive Ordnance Disposal (EOD)	
Medical Treatment Facilities (MTF)	
Public Health Emergency Officers (PHEO)	
Emergency Call-taking and Dispatch (Dispatch)	
ROC staff	
EOC staff	
Emergency Response Teams (ERT)	
Fire Brigades	
Mass care personnel, mortuary affairs personnel, and Oil and Hazardous Substance (OHS) spill response teams	
May include Occupational Safety and Health (OSH), Industrial Hygiene (IH), public works, public affairs, supply/logistics individuals, and any other personnel designated to perform response or recovery task in support of the EM Program.	

NOTE: In a STAFFNOTE, list name, department, and contact information for all assigned Category 5 Personnel.

5. NAVSUPPACT Naples Protected Populace. Table BP-11 provides data concerning the type and quantity of personnel who may require protection should a hazard strike. This is known as the Protected Populace. Different types of personnel will require different strategies for evacuation to Safe Havens and Sheltering-in-Place. Additional factors also must be considered when devising these strategies (e.g. personnel with Special Needs).

Table BP-11: NAVSUPPACT NAPLES Protected Populace

E NAVSUPPACT NAPLES	Active Duty	DOD CIV	DEP / FAMILY	CONT	RET	Sub-Totals
Capodichino						
Gricignano						
Lago Patria						
Gaeta Pier Area						
Carney Park						
OTHERS?						
TOTALS:						

6. Mass Warning and Notification.

a. Overview. NAVSUPPACT Naples has/continues to develop capabilities to rapidly warn and notify personnel in the event of an emergency per reference (a). Per reference (a), Categories 2-4 personnel must receive warning within 15 minutes of an event and Categories 1 and 5 personnel must receive notification within 5 minutes of an event (all time constraints based on time from initial notification of event via 911 or similar emergency number). Reference (g) requires that "all DOD installations develop mass warning and notification capabilities with the ability to warn all personnel within 10 minutes of incident notification at the dispatch center."

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 NAVSUPPACT Naples which has 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 requirements for CNREURAFSWA consists of three principal components.

(1) Public Alerting System (PAS) or Wide Area Voice (WAVE) announcing system which includes both exterior and interior speakers (commonly termed Giant Voice and Little Voice, respectively).

(2) An administrative broadcast using Automated Telephone/Computer Desktop Notification System (CDNS) to broadcast pop-up messages, email, voice or data messages to multiples receivers (govt computers, telephone, cellular phones, pagers, e-mail, Web, etc.) consisting of a notice from a central location that can override current computer applications, thus reaching all computer users nearly instantaneously.

Through a single web-based management console alerts can be launched imultaneously to email accounts (official and unofficial), cell phones, PDAs, pagers, Blackberries', desk top computers and landline phones. The CDNS also has a response tracking and reporting system that provides real-time visibility into the status and safety of all personnel. Alert recipients are presented with multiple response options for selection and acknowledgement on all personal communication devises. This provides an aggregated overview summary and response for each alert recipient.

c. Warning Terminology. Effective warnings use standard terminology that clearly communicates the immediacy, reliability, severity, and scope of the hazard and the appropriate basic response. 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.

(1) 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 terms Watch and Warning have gained wide acceptance within the Federal, State, Territorial, Local EM community and the media and may be used to set specific response actions in motion. 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).

d. National Weather Service Terminology. 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 hydro meteorological hazards extends from the short-term forecasts for one to two hours out to climatologically forecasts for trends up to a year in advance.

e. United State Geological Survey Terminology. The USGS provides similar public notices on escalating risk for seismic events, such as volcanoes, earthquakes, and landslides. Terms used to describe level of risk include:

(1) Factual statement. Report on current conditions; does not anticipate future events. Such statements are revised when warranted by new developments.

(2) Forecast. Comparatively nonspecific to occur, weeks to decades in advance. A forecast is based on projections of past activity or is used when monitoring data are not well understood.

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

(4) An effective warning must include appropriate action based on prior public awareness training or specify appropriate action for the affected Category 2 personnel and family members.

7. Mass Care. Mass Care procedures are contained in FAA S and Support Annex 8. Supporting procedures to Mass Care are described below.

a. Emergency Closure Procedures. NAVSUPPACT Naples EMWG shall develop emergency closure procedures with the surrounding community and tenant commands. Reference (Annex 6) establishes guidance with regard to early dismissal, late arrivals and base closure situations. Reference (Annex G) establishes guidance with regard to emergency access during emergencies and exercises.

b. Shelter-in-Place (SIP) Procedures. Shelter-in-place consists of a temporary, protective position within a structure or vehicle during an emergency. Sheltering-in-place locations are neither certified nor insured and are staffed only by those personnel present. When shelter-in-place procedures are utilized, the goal shall be to protect at least 90 percent of Category 2-4 personnel within 10 minutes per reference (b). Shelter-in-Place operations are discussed in Support Annex 9. The EMWG shall direct NAVSUPPACT Naples EMO, Tenant Command COs, Department Heads, and Program Directors to identify Shelter-in-Place locations and capabilities in their facilities.

This information is contained in Support Annex 9 and shall also be entered into Emergency Action Plans for their facilities.

c. Evacuation Procedures. To reduce the vulnerability of personnel and facilities as a result of a catastrophic disaster, evacuation guidance is provided in Support Annex 6. Evacuation, rather than procurement and employment of protective equipment, is the primary means of addressing hazards faced by Category 2-4 personnel. During an evacuation, the endangered population is 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 on Evacuation. Support Annexes 11 and 12 provide additional information on managing special needs populations during evacuations and managing evacuees with animal care issues, respectively. The EMWG shall direct NAVSUPPACT Naples Tenant Commands, Department Heads and Program Directors to incorporate Support Annex 6 guidance into Emergency Action Plans for their facilities.

d. Safe Haven Procedures. 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 either onboard or in the immediate vicinity of NAVSUPPACT Naples. Safe Haven operations are discussed in Support Annex 8.

e. Shelter Procedures. A shelter is a publicly identified, certified, supplied, staffed, and insured offsite facility where the endangered population may seek temporary protection for a limited duration. NAVSUPPACT Naples does not operate or provide Shelters but the NAVSUPPACT Naples Community Services Director will coordinate with City and County jurisdictions and the American Red Cross (ARC) in the event offsite public shelters are deemed appropriate to use vice on base Safe Havens.

f. Assignments.

(1) The CNREURAFSWA Emergency Manager is responsible for coordination, tracking, and status reporting for all evacuations within the Regional geographic AOR.

(2) NAVSUPPACT Naples EOC Operations Section will ensure that evacuation reporting to the Regional Operations Center (ROC) is accomplished.

(3) EOC Administrative Section (N1) shall perform personnel accountability in accordance with Support Annex 7.

(4) NAVSUPPACT Naples Fleet and Family Support Center (N91) is the lead for implementing Mass Care procedures contained within Support Annexes 6-8 and shall provide status of Mass Care/Safe Haven activities to the EOC and ROC.

8. Mass Casualty Plan. Naval Hospital Naples and Capodichino Branch Clinic maintain Mass Casualty Plans. FAAs G and H describe how NAVSUPPACT Naples resources interact with these medical treatment centers to transport injured personnel.

9. Resource Management.

a. Overview. The resource management function is the responsibility of the NAVSUPPACT Naples EOC, which is supported by the CNREURAFSWA ROC. Resource management encompass resources contributed by private-sector and nongovernmental organizations. Resource management involves identifying, coordinating and overseeing the application of tools, processes, and systems that provide incident managers with timely and appropriate resources during an incident. Resources include personnel, teams, facilities, equipment, and supplies. Resource management coordination activities take place within operations centers and incident command posts (ICPs).

b. Tasks. Resource management involves four primary tasks:

(1) Establishing systems for describing, inventorying, requesting, and tracking resources.

(2) Activating these systems prior to and during an incident.

(3) Dispatching resources prior to and during an incident.

(4) Deactivating or recalling resources during or after incidents.

c. Concept. The underlying concepts of resource management in this context are that resource management:

(1) Provides a uniform method of identifying, acquiring, allocating, and tracking resources.

(2) Uses effective mutual-aid and donor assistance and is enabled by the standardized classification of kinds and types of resources required to support the incident management organization.

(3) Uses a credentialing system tied to uniform training and certification standards to ensure that requested personnel resources are successfully integrated into ongoing incident operations.

d. Principles. Five key principles govern effective resource management:

(1) Advance Planning

(2) Resource Identification and Inventory. Tenant Commands, Department Heads, and Program Directors will annually provide a list of existing equipment and assets necessary support the Response and Recovery operations. Until such time as an automated inventory system is made available in the CNIC Incident Management System (IMS) rollout, Table BP-12 shall be used to capture the resource inventory of available response and recovery assets, including existing and JPMG-IPP provided CBRN equipment. This inventory shall be maintained separate from this plan.

Table BP-12: NAVSUPPACT NAPLES Resource Inventory (Organic, Other Services, Local Agencies)

Supported Functional Area	Response or Recovery Asset	Response or Recovery Capability	Physical Location	Designated Point of Contact
NOTE	* Designated Point of Contact should be listed by name in Personnel Categorization tables.			

(3) Categorizing Resources. Resources are categorized by size, capacity, capability, skill, and other characteristics. CNREURAFSWA/NAVSUPPACT Naples shall develop a computerized system for typing and categorizing all response equipment.

(4) Use of Agreements.

(5) Effective Management of Resources. Examples include acquisition procedures, management information systems, and ordering/mobilization/dispatching/demobilization protocols.

e. Resource Management Processes. NAVSUPPACT Naples EM Program uses nine *processes* for managing resources:

(1) Identifying and Typing Resources see Support Annex 15. Inventory Management

(2) Certifying and Credentialing Personnel

(3) Inventorying Resources

(4) Identifying Resource Requirements

(5) Ordering and Acquiring Resources

(6) Mobilizing Resources

(7) Tracking and Reporting Resources

(8) Recovering Resources

(9) Reimbursement

10. Volunteer and Donations Management. Volunteer and donations management refers to those volunteer services and donated goods provided by unaffiliated volunteer services or individuals and donated goods which are unsolicited and for which no established resource requirements may exist. See Support Annex 12 of this plan.

11. Equipment Program. The NAVSUPPACT Naples EMO is responsible for identifying and facilitating procurement of required equipment listed in the EM Program Implementation Plan. The NAVSUPPACT Naples EMO shall include short-falls of needed equipment in the EM Program Implementation Plan. In coordination with the Regional Emergency Manager and Installation EMWG, the NAVSUPPACT Naples EMO is also responsible for identifying the consolidated equipment requirements for all organic units or teams incorporated into this Installation EM Plan. The NAVSUPPACT Naples EMO shall be supported by Tenant Command COOP Teams for the equipping of Category 1 (Critical Operations) personnel. Relevant members of the Installation EMWG (Fire Chief, AT Officer, Emergency Operations Center Manager, etc.) shall support the NAVSUPPACT Naples EMO for the equipping of Category 5 personnel with first responder assignments.

a. NAVFAC is responsible for ensuring that approved equipment lists and the appropriate Tables of Allowance (TOA) are developed and maintained. NAVSUPPACT NAPLES Program Directors and tenant commands shall procure equipment listed in the TOA, not equipment considered to be equivalent by a Department or Command since NAVFAC sustainment of equipment will not include equipment that is not on the TOA.

b. NAVSUPPACT Naples Program Directors and tenant commands will develop a program for procuring and distributing appropriate equipment, and provide necessary training for designated personnel.

NOTE: Military IPE (known as Mission Oriented Protective Posture-MOPP) is not equivalent to Level C Personnel Protective Equipment-PPE)

because JSLIST ensembles do not pass penetration standards; MCU-2/P or M-40A1 masks do not pass penetration testing established by NIOSH CBRN standard for APRs, and C2/C2A1 canisters do not pass multiple filtration standards established by the NIOSH CBRN standard for APRs.

12. Training Program. All Installation training requirements are provided in the Regional EM Plan and reference (a), Standard 8.

a. Requirements. All personnel associated with emergency response shall complete NIMS Phase I training to include: IS-100/100A (Introduction to ICS); IS-200A, ICS-300, and ICS-400 (ICS for Single Resources/Initial Action Incidents; Intermediate and Advanced ICS), IS-700/IS 700A (NIMS), and IS-800B (NRF). With the exception of ICS 300 and ICS 400, these courses are available online via ESAMS or the Federal EM Agency (FEMA) at www.fema.gov or from the NAVFAC (PW) Environmental Div.

b. Responsibilities.

(1) In coordination with the Regional Emergency Manager and the NAVSUPPACT Naples EMWG, the NAVSUPPACT Naples Training & Readiness (N7) and the NAVSUPPACT Naples EMO are responsible for developing, implementing, tracking, and

reporting on the training of personnel assigned to support emergency response and recovery operations per Standard 8 of reference (a).

(2) The NAVSUPPACT Naples EMO shall be supported by Tenant Command COOP Teams for the training of all Category 1 personnel and supported by the relevant members of the Regional/Installation EMWG for the training of Category 5 personnel.

(3) The NAVSUPPACT Naples EMO (N37) is responsible for ensuring all categories of personnel are aware of their training requirements.

13. Exercise and Evaluation Program. Exercise scenarios should be realistic and address the full range of potential natural and manmade emergencies, including CBRNE terrorism. EM exercises may be combined with multiple existing exercise requirements provided that the resulting event exercises all applicable functional areas simultaneously, in addition to the personnel assigned to the NAVSUPPACT Naples EM Team and EOC. Exercises should include appropriate representatives from federal, Territory, local, other Service, and/or private agencies and departments, whenever possible. When authorized post-event by the next higher echelon, actual management of a real-life emergency may meet some or all of the NAVSUPPACT Naples EM exercise requirements. Exercise schedules and priorities are defined in the CNREURAFSWA EM Plan.

The overall evaluation process and schedule are defined in the CNREURAFSWA EM Plan.

14. Continuity of Operations Program (COOP).

a. Overview. Per reference (b), the purpose of the COOP Program is to provide for the continual operation of the MEFs and associated CMFs throughout an emergency. The focus of the COOP Program is the ability to maintain or restore MEFs at the MEFs' 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.

(1) These MEFs may be performed in one or more CMFs located primarily onboard 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.

(2) MEFs and associated CMFs must be able to sustain operations for up to 12 hours 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 due to either the unique nature of the MEF or the lack of warning and relocation time during an emergency. These MEFs and their supporting CMFs may receive specialized collective and personal protection capabilities from supporting DoD or Joint Staff programs to sustain critical operations at the primary CMF despite the presence of contamination from an accidental or terrorist release of CBRN agents or materials.

(3) Tenant commands that have MEFs will develop a COOP Plan that provides planned processes, assets, and a 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.

(4) The overall coordination and execution of the COOP Program is the responsibility of the Regional EM with the assistance of the NAVSUPPACT Naples EMO. Regional and Installation EM Programs within CNREURAFSWA are responsible only 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 EM Functional Manager.

b. Program Elements. Standard elements of a COOP Program include ERS, MEFs, CMFs, Category 1 (Critical Operations) personnel,

Category 1 (Essential Operations) personnel, Category 1 (Essential Services) personnel, Delegation of Authority, Order of Succession, Vital Records and Databases, Interoperable Communications, Critical Systems, Training and Exercises, Equipment Selection, Fielding, and Sustainment, and Plan Maintenance.

c. 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. References (a) and (d) provide additional planning guidance.

d. 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 preplanned 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.

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

f. COOP Plan Review. All MEF and associated CMF owners are required to review their COOP Plans annually and submit all changes to the NAVSUPPACT Naples EMO.

g. Assignments. The NAVSUPPACT Naples EMO shall identify applicable members of the NAVSUPPACT Naples COOP Team and ensure quarterly meetings with progress reports to the NAVSUPPACT Naples Commander on the development, implementation, and validation of COOP Plans. The NAVSUPPACT Naples COOP Team shall be a standing subcommittee of the EMWG. Detailed planning guidance may be found in Standard 7 (Planning) and Appendix P (COOP Planning Guide) of reference (b).

15. Defense Critical Infrastructure Protection (DCIP) Program. Per DODD 3020.26, DCIP includes the identification, assessment, and security of physical and cyber systems and assets so vital to the Nation that their incapacitation or destruction would have a

debilitating impact on national security, national economic security, and/or national public health and safety. DCIP involves identifying critical resources, identifying vulnerabilities internal and external to an installation, recognizing the relationship between vulnerabilities and operational readiness, mitigating the vulnerabilities if possible, managing the risk associated with the vulnerabilities, and planning for contingencies.

a. Within the Navy, it is the identification, assessment, and security enhancement of physical and cyber assets and associated infrastructures essential to the execution of the National Military Strategy. Per references DODD 3020.40, DCIP is a complementary program linking the mission assurance aspects of EM, COOP, AT, Force Protection, and Information Assurance (IA) programs.

b. The coordination and execution of the DCIP Program is the responsibility of the Regional EM with cross-functional support provided by the CNREURAFSWA/NAVSUPPACT Naples EMWGs. Program remediation functions and resourcing responsibility lies in the owner/resource sponsor for the identified critical infrastructure and will typically involve the supporting efforts of Command Staff, Public Works, Facilities Management, Information Systems/Technology, Supply Department, Naval Security Forces, Antiterrorism (AT) Officers, and/or the AT Working Group. CNREURAFSWA/NAVSUPPACT Naples EM Programs are only responsible for coordinating this function and shall not resource DCIP planning, assessment, mitigation, or redundant infrastructure procurement efforts.

16. Continuity of Business (COB) Program.

a. Overview. Just as a COOP Program is critical to the sustainment of MEFs at CMFs, a NAVSUPPACT Naples Business Continuity Program is critical to ensuring the continuity of tasks not directly related to supporting the National Military Strategy. Such tasks include the following:

(1) Continuity of command authority through an established line of succession.

(2) Ability to rapidly relocate command personnel and continue normal business operations without significant delay or loss of capability.

(3) Ability to restore nonessential services and capabilities to support the return to normalcy during the recovery phase.

b. Responsibilities.

(1) Within CNREURAFSWA, Tenant Commands are responsible for developing, maintaining, and executing their individual Business Continuity Plans prior to, during, and following an emergency. These plans and the NAVSUPPACT Naples Business Continuity Plan will include the same planning considerations and aspects of the NAVSUPPACT Naples COOP Plans but rely solely on low-cost, predominately nonmaterial solutions to a reasonable RTO (days versus the minutes/hours in COOP).

(2) The NAVSUPPACT Naples EMO will identify in writing the assignments for movement of the EOC and other key Installation capabilities to designated ERSs. Selection of the appropriate ERS (or multiple ERSs) should consider the assigned remote safe haven assignments determined for NAVSUPPACT Naples Category 2-4 personnel. See Support Annexes 6-8.

c. NAVSUPPACT Naples Business Continuity Plan Reviews. All NAVSUPPACT Naples offices, departments, and tenant commands are required to review their supporting Business Continuity Plans annually and submit all changes to the NAVSUPPACT Naples EMO.

d. Continuity of Command Authority (Line of Succession). NAVSUPPACT Naples has established the following line of succession:

Commander
Executive Officer
Ops Officer
Security Officer

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

(a) The written transfer of command authority from the Installation Commander to a designated individual.

(b) The verbal transfer of command authority from the Installation Commander to a designated individual.

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

(d) The death or incapacitation of the Installation Commander and/or designated successors above the individual assuming command.

17. Personnel Accountability Program. NAVSUPPACT Naples has a comprehensive personnel accountability plan for all military personnel

active duty and reserve including dependents, government service and their family members, full and part-time non-appropriated funds (NAF) employees, and government contractors regardless of status, i.e., leave or Temporarily Assigned Duty (TAD) IAW reference c. NAVSUPPACT Naples departments and tenant commands will incorporate a means to muster personnel following a significant incident. Contact phone numbers and potential safe haven locations for each employee and their families will be addressed in a department/command recall and notification bill. NAVSUPPACT Naples (N1) is the lead for plan development and NAVSUPPACT Naples N3 and N7 will ensure the plan is exercised at least annually. For more details on personnel accountability see SA 7.

1021. Response Phase Activities.

1. Operational Environment. The operational environment includes a wide array of political and geographic environments, each having a unique mix of natural, technological, and terrorism hazards.

a. Defining the Hazard and Threat Environment: The hazards and threats facing NAVSUPPACT Naples within its operational environment are in Table BP-3.

b. Impact. Each of these hazards/threats represent a different set of challenges to the EM organization, as they impact command & control capabilities, warning capabilities, evacuation procedures, response capabilities, the availability of mutual aid, changes in Force Protection Condition (FPCON), sortie/mobility of operational units, and access to definitive medical care. In addition, many of these hazards may result in considerable psychological impact to all assigned personnel, especially those with family members in the local community.

c. Scale of Hazards/Threats. The impacts of these hazards/threats progress from a small-scale local emergency, such as a single structure fire, to a moderate-scale emergency, such as flooding, to a large-scale emergency, such as hurricane and terrorism events. On the National scale, these incidents may also be categorized in accordance with reference (b) in one of three ways:

(1) Below the threshold of a Federal Disaster Declaration.

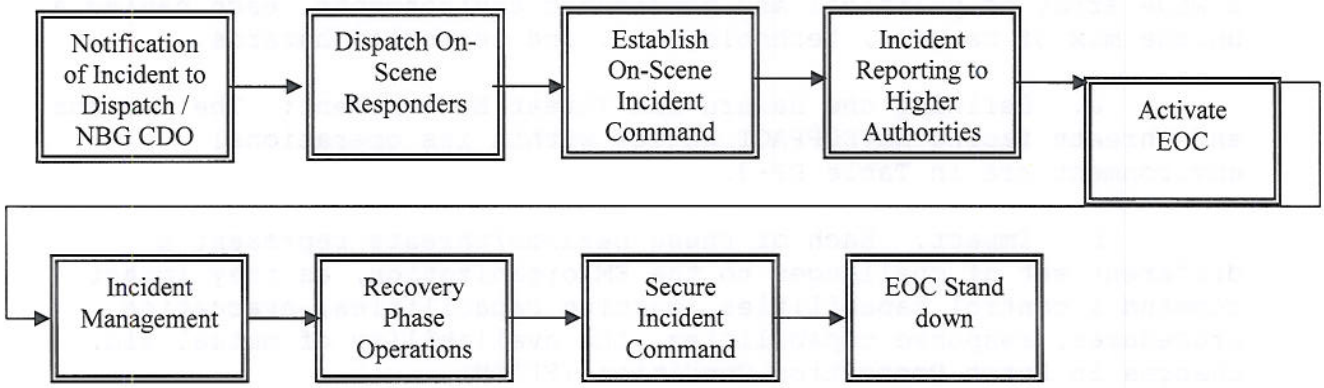
(2) An incident requiring a Federal Disaster Declaration and Federal assistance to Territorial and Local authorities.

(3) A catastrophic event requiring response by all levels of government.

d. Notional Incident Response Sequence. Figure BP-5 provides a notional sequence of response to an incident. The activities of the Command are coordinated and monitored on a continuous basis by the NAVSUPPACT Naples Command Duty Officer (CDO). During the course of their duties, first responders may stand up an Incident Command Post (ICP) in the field to coordinate a response. In major emergency situations, at the direction of the Commanding Officer, the CDO can initiate either a partial or full activation of the NAVSUPPACT Naples EOC.

(1) As responders initially assess the incident and make a determination that the magnitude will overwhelm installation and local mutual aid resources, the Commanding Officer, NAVSUPPACT Naples may deem it necessary to request assistance from higher levels.

Figure BP-5: Notional Incident Response Sequence



2. Response Priorities. Response priorities are:

a. Protect personnel onboard NAVSUPPACT Naples. Mass Care actions include meeting the immediate needs of personnel (rescue, medical care, sheltering-in-place, evacuation, and safe havens).

b. Maintain Mission Essential Functions (MEFs) and any Critical Mission Facilities (CMFs) associated with these performing these MEFs.

c. Restore essential installation mission(s) post event. (e.g. Mission Essential Vulnerable Assets).

3. Response Concept of Operations. Response to an emergency is best coordinated and executed at the lowest level of command involved in the emergency. The NAVSUPPACT Naples Incident Commander (IC) shall maintain on-scene tactical control and responsibility for tactical-level emergency response actions within the immediate area of the hazard or damage.

a. NAVSUPPACT Naples CO shall maintain operational control of his/her assets and forces and support the Incident Commander through the coordinated efforts of the NAVSUPPACT Naples EOC. The CO will be assisted during emergencies by the Command Duty Officer (CDO) and when activated the Emergency Operations Center staff.

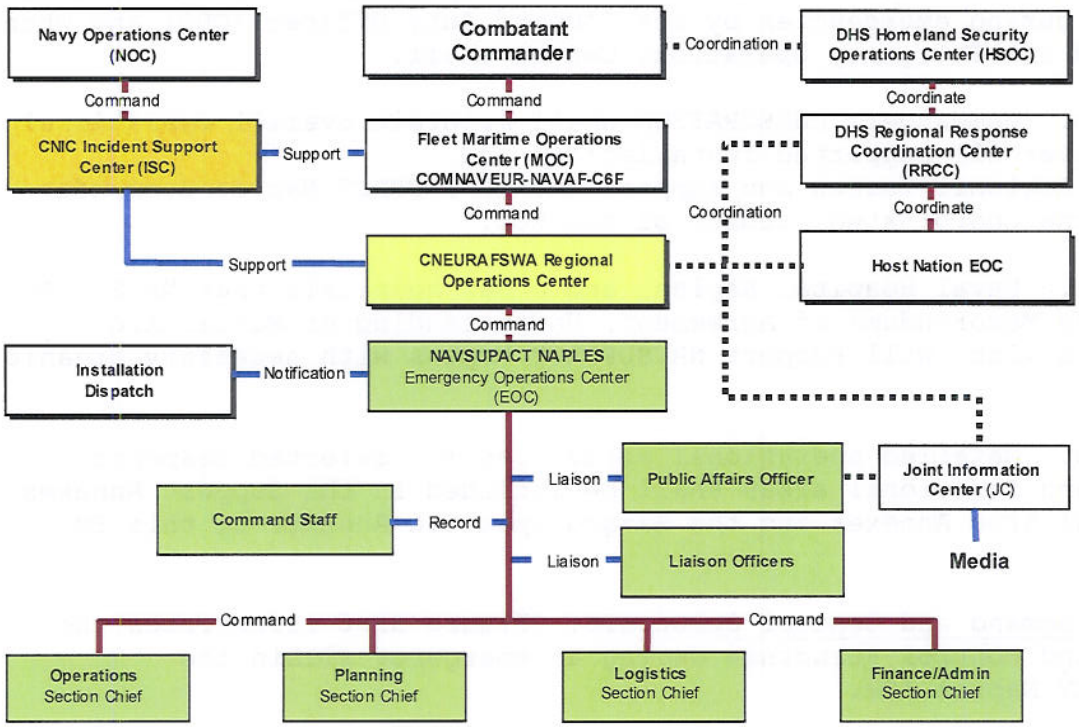
b. Commander, CNREURAFSWA shall maintain overall operational control over all supported installations and assigned Regional forces and support the NAVSUPPACT Naples Commander through the coordinated efforts of the ROC.

c. Naval Hospital Naples, and other hospitals that NAVSUPPACT Naples has Memorandums of Agreement, Understanding or Mutual Aid Agreements with, will support NAVSUPPACT Naples with necessary organic assets.

d. Detailed operational activities for selected response actions and functional areas shall be included in the Support Annexes, Functional Area Annexes and the Hazard Specific Annexes of this EM Plan.

4. Command and Control Structure. Figure BP-6 illustrates the command and control structure during an emergency within the NAVSUPPACT Naples AOR.

Figure BP-6: Command and Control Structure during an Emergency within NAVSUPPACT NAPLES AOR



5. National NAVSUPPACT NAPLES Response Scenario. The response to a terrorist or hazardous material incident onboard NAVSUPPACT Naples is conducted at the HazMat Technician level which in simple terms means that properly training and equipped hazmat teams will enter the Hot Zone of the incident. The timeline of a possible response scenario varies dramatically based upon delays in initial incident notification, type & impact of event, time of day, and communications capabilities, among other important factors. Figures BP-7 and BP-8 depict a notional, NAVSUPPACT Naples response to an overt CBRN event with the following characteristics: chemical agent (either warfare agent or Toxic Industrial Material), small to moderate event with approximately 100-150 personnel potentially exposed, occurring within the boundaries of NAVSUPPACT Naples during working hours, with exposure confined within a structure.

Figure BP-7: Notional NAVSUPPACT NAPLES Response to Chemical Event (20-30 minutes)

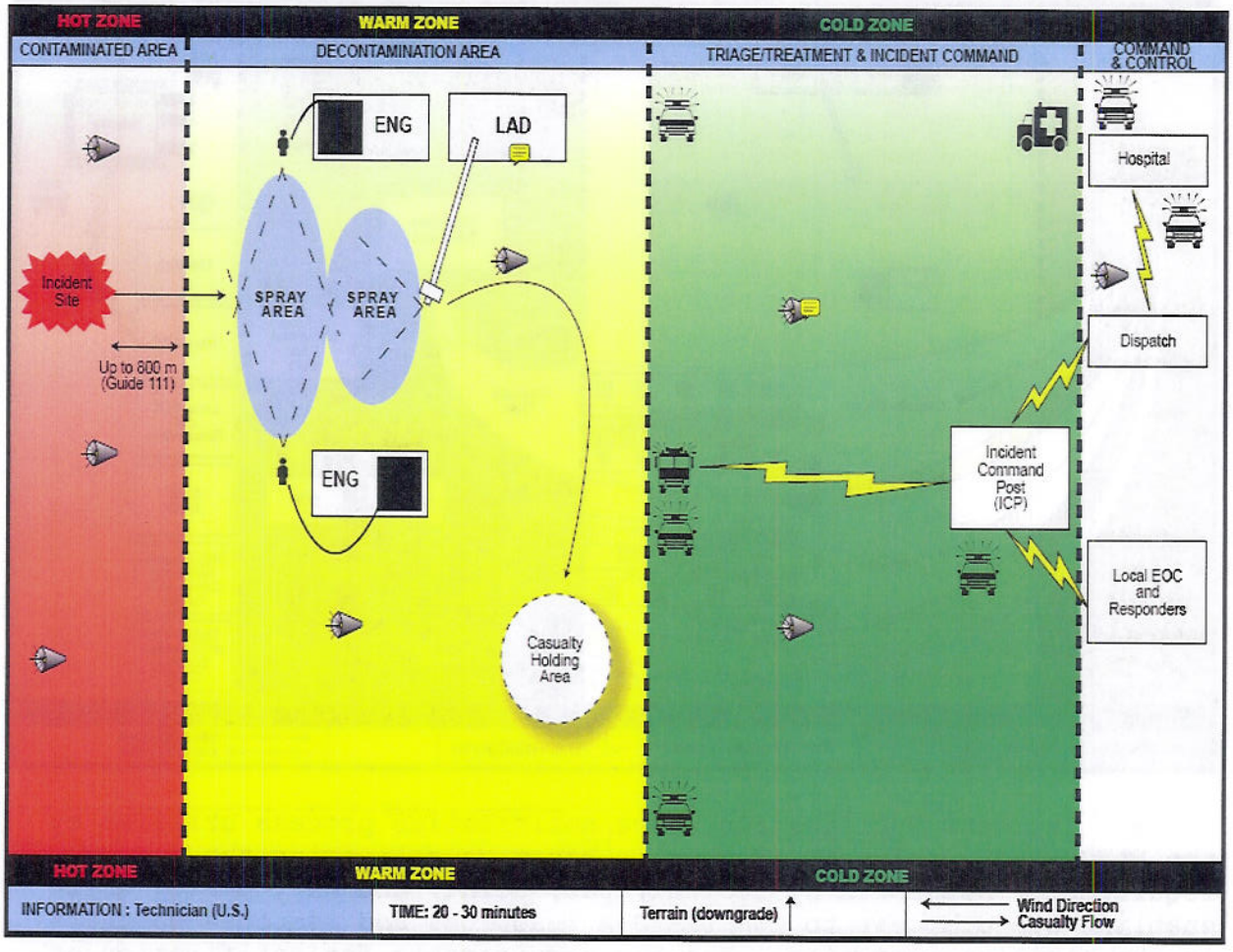
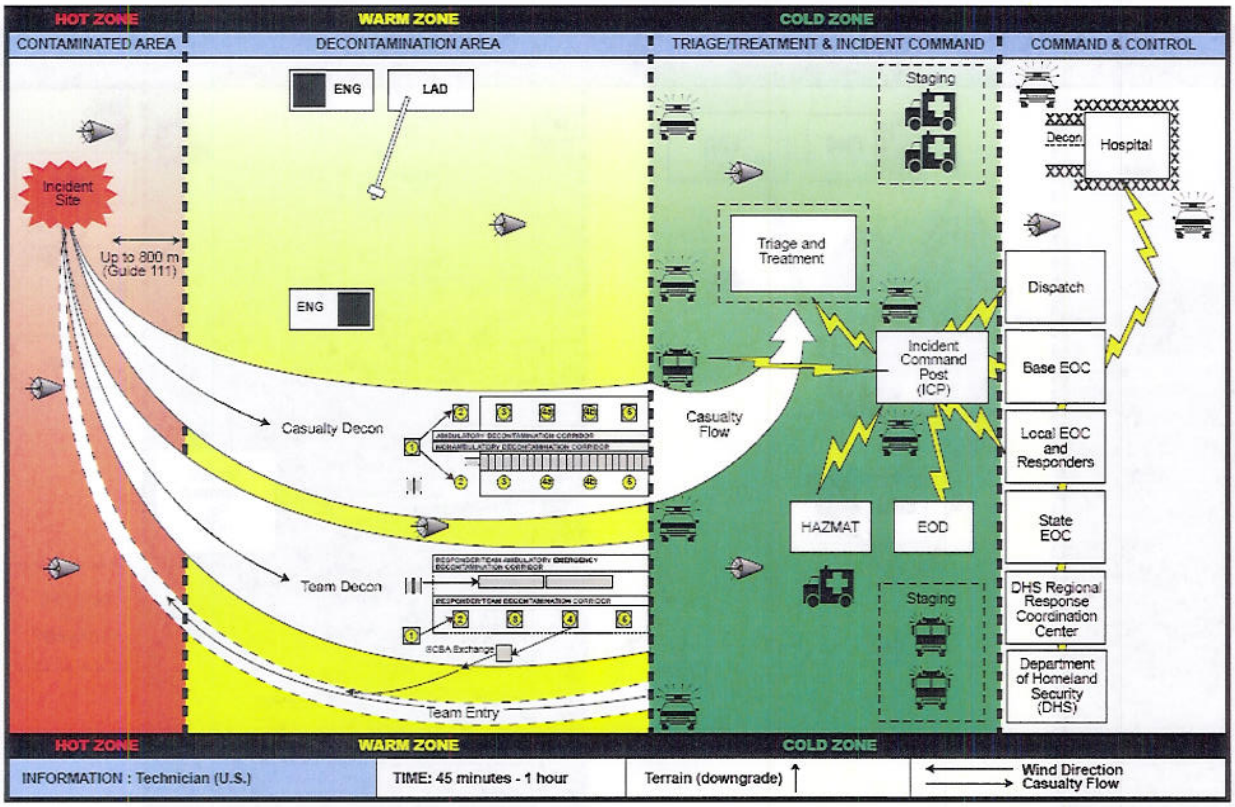


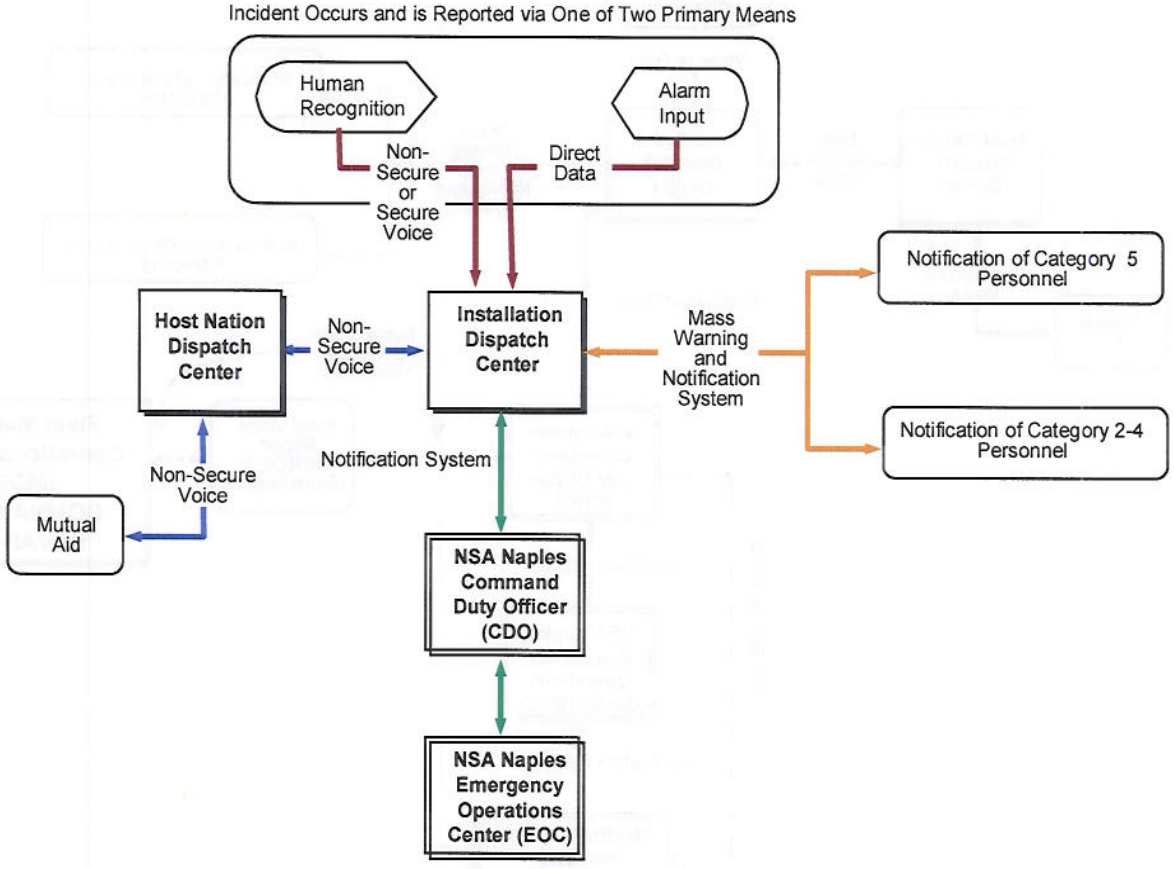
Figure BP-8: Notional NAVSUPPACT NAPLES Response to Chemical Event (45 - 60 minutes)



6. Incident Notification. The notification process utilized by the NAVSUPPACT Naples EM Program is based on satisfying the requirements set forth by Federal, DOD, Joint, and Navy policy while enabling rapid access to CNREURAFSWA resources and response partners in the civilian community. The key requirements for notification of the military chain of command of a potential or actual incident are stated in Standard 12 of reference (b). Incident notification will follow the procedures described per reference (b) and provided in EOC SOPs.

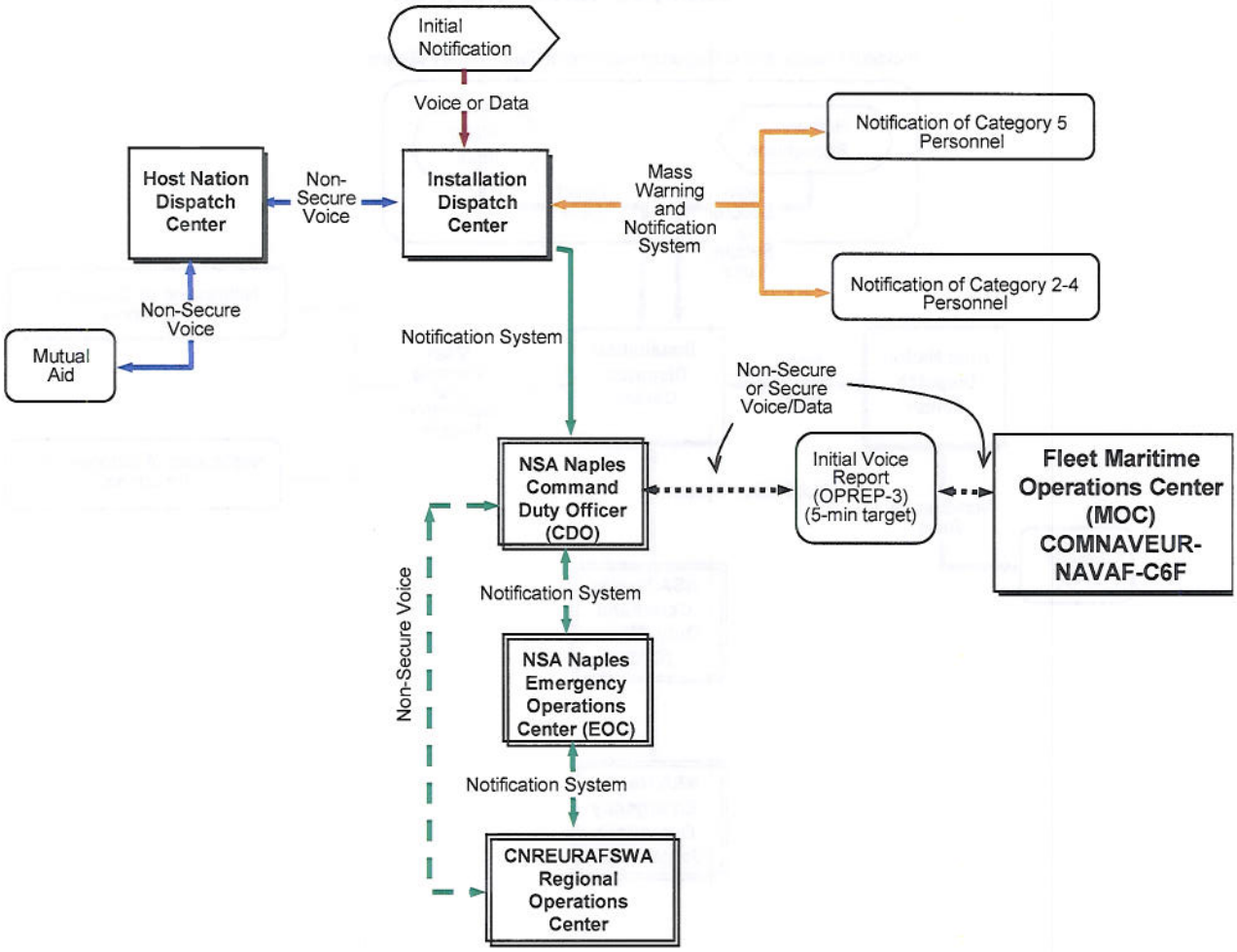
a. Figure BP-9 illustrates the initial notification process based on an overt/known event that is recognized immediately by nearby personnel. A covert/unknown event may significantly distort or interrupt this process, though the fundamental concepts and processes provide adequate detail for planning purposes.

Figure BP-9: NAVSUPPACT NAPLES Incident Notification Process - Initial Notification



b. As shown in Figure BP-10, the Incident Notification process generally is initiated from on scene to the Installation Dispatch Center from alarms. The Installation Dispatch Center then dispatches organic and mutual aid resources.

Figure BP-10: Initial Voice Report Process



c. After CDO and/or EMO validation of the emergency event, the CDO and/or EMO will reference the EOC Activation Matrix located in Table BP-14 (for an undefined hazard type) or the EOC Activation guidance contained in a Hazard-Specific Appendix for an identified hazard. The CDO or EMO will then notify Command staff of the situation and recommend an EOC activation level. Armed with this information, the NAVSUPPACT Naples CO will authorize EOC activation. If unable to contact the Command Staff for notification and authorization, the CDO and/or EMO is authorized to activate the EOC.

d. The next steps in the incident notification process focus on the coordination and information exchange in the chain of command. During this time, the designated Category 5 personnel are responding to the scene, beginning the employment of the Incident Command System (ICS), establishing the Incident Command Post

(ICP), evaluating the scene(s), beginning their Incident Action Plan (IAP) development, and determining their initial resource requirements, including the need for dispatch of addition installation, Mutual Aid, Regional, and/or Navy assets.

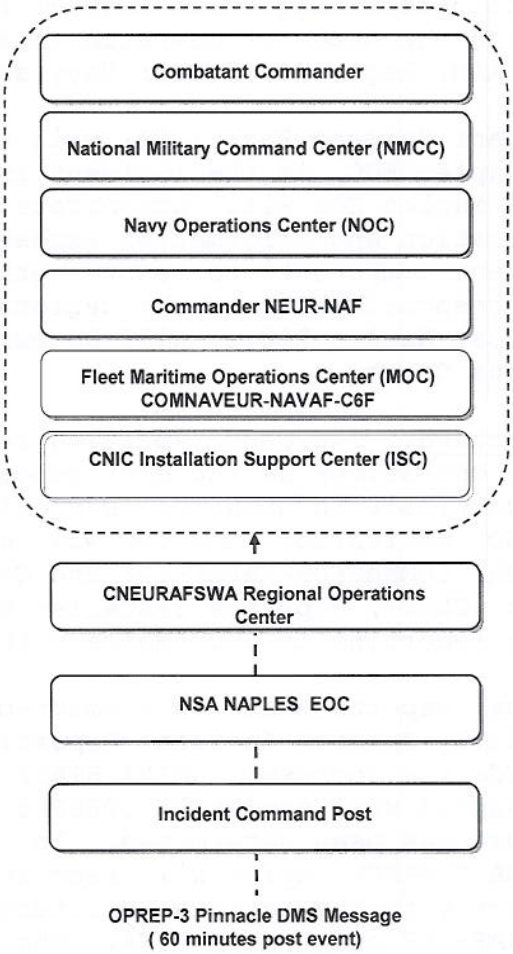
e. The Incident Command Post (ICP) will communicate directly with the NAVSUPPACT Naples EOC, if the incident is in proximity of the base. The NAVSUPPACT Naples EOC will communicate directly with the ROC. Incident notification and information exchange flow between the Navy incident management components to remote, other service response partners will be the responsibility of the Regional Operations Center. Communications with Host Nation EOC(s) will be performed by the Installation Operations Center.

7. Incident Reporting. Incident reporting is a key element of response and recovery operations as incident reports serve to ensure complete, accurate and timely information is provided to higher headquarters. Upon EOC activation, the CDO will make immediate Voice Reports to CNREURAFSWA, COMNAVEUR-NAVAF-C6F and Commander, Naval Installations Command (CNIC), copy the Installations/major tenant commands with message reporting in accordance with CDO SOP.

a. Operational Reports shall be submitted in accordance with OPNAV Instruction 3100.6, Special Incident Reporting Procedures. All messages should include the address: JOINT STAFF WASHINGTON DC//J3 NMCC//. NAVSUPPACT Naples will submit an OPREP-3 report when Navy or National level interest has been determined. In the event of a terrorist incident, NAVSUPPACT Naples will send an OPREP-3 (flag word PINNACLE) report directly to the National Military Command Center (NMCC), COMNAVEUR-NAVAF-C6F and CNREURAFSWA. 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 as shown in Figure BP-11. The initial report must not be delayed to gain additional information.

b. The NAVSUPPACT Naples EOC is responsible for follow-on written OPREP-3 reports. 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. For immediate assistance with the increased operational tempo to follow, the CDO will recall the Senior Watch Officer and the Administration Officer.

Figure BP-11: Initial OPREP-3 Pinnacle Message



8. Commander's Critical Information Requirements (CCIRs) and Other Information Requirements (OIRs). CCIRs and OIRs are a compilation of generic goals that have been established as a baseline for gathering initial information immediately after an event has occurred. This information is generally collected prior to a decision to activate the EOC. The CCIRs and OIRs in Table BP-12 are unclassified and are applicable to the NAVSUPPACT Naples AOR. Specific CNIC, Regional, and NAVSUPPACT Naples CCIRs, are classified SECRET.

a. CCIRs. The Commanding Officer shall be immediately notified by the Command Duty Officer and/or NAVSUPPACT Naples EMO if any occurrence of the following, including actions taken in response to the events listed in Table BP-12.

Table BP-12: CCIRs

1. Higher authority direction that changes DEFCON, FPCON, INFOCON, MARSEC, or maritime activity posture level in the CNREURAFSWA Area of Responsibility (AOR).
2. Combat engagement between U.S. forces and any adversary (not already known to be in progress) worldwide, including use of deadly force as a result of force protection.
3. Any major attack or CBRNE event worldwide involving the U.S. or targeting U.S. interests.
4. Any incident or event that generates an OPREP-3 (Pinnacle or Navy Blue) from a subordinate installation, tenant command, homeported vessel/aircraft, or visiting Navy units/activities within the installation.
5. Death or serious injury (life threatening) to Navy military or civilian personnel that occurs within the installation.
6. Significant news event with the potential to become a national news event or is likely to generate inquires from OSD, OPNAV, EUCOM, COMNAVEUR, CNIC, OR CNREURAFSWA.
7. Major storms or other environmental conditions that may affect any installation assets within 12 hours.
8. Indications of an actual or impending act of terrorism or any other intelligence that may necessitate an increase in FPCON or additional FP measures.
9. Major casualties or mishaps to an installation, tenant command.
10. Any Flag Officer or General Officer interactions, or communications involving Security, Fire or other emergency response requests personnel, including any calls to the RDC.
11. Any deliberate unauthorized penetration of security boundaries to include any "gate runners" or similar acts that may indicate hostile intent.
12. Any occurrence where NAVSUPPACT NAPLES Security Forces draw side arms or increase weapons condition in response to any event.

b. Other Information Requirements (OIRs). The events listed in Table BP-13 are required to be reported immediately to CNIC by the Regional Commander and therefore must be reported immediately by NAVSUPPACT Naples to CNREURAFSWA:

Table BP-13: OIRs

1. Any incident within the installation AOR requiring Navy Unit SITREP reporting.
2. Any deviation from normal operating procedures resulting in loss of services provided by the installation.
3. Any SAR or MEDIVAC operation when installation forces are involved or requested.
4. Any event that could generate local media interest.
5. Death or serious injury to Navy military or civilian personnel assigned to a unit/activity within the installation AOR that occurs in another AOR.
6. Death or serious injury of a family member of Navy military or civilian personnel assigned within the installation AOR
7. Any Class C Mishap involving a Navy ship, submarine, or aircraft within the Installation. Any home-ported ship outside the AOR and any non-Navy asset on the installation.
8. Intrusion or attack on installation computer networks.
9. Loss of communications with CNIC or installation assets.
10. Damage/casualty to vital infrastructure within the installation AOR.
11. Any Navy on Navy violence or Navy on civilian violence in the installation AOR.

9. EOC Activation. The NAVSUPPACT Naples CDO will initiate EOC activation as outlined in EOC Standard Operating Procedures (SOPs).

a. The NAVSUPPACT Naples EOC and the CNREURAFSWA ROC both operate under the same four activation levels shown in Table BP-14. Each activation level is task organized by the type of event which the EOC Incident Management Team (IMT) or ROC Crisis Action Team (CAT) is addressing. Though an immediate increase from Activation Levels Normal or 1 directly to Activation Level 4 may be warranted in many situations, some emergencies will require the capability for transitional activation moving steady up or down the activation scale. Examples of such incidents include covert biological terrorism, natural epidemics/pandemics of disease, and some natural/technological hazard events (such as fires, volcanic ash fall, tropical or winter storms, flooding).

EOC Activation guidance for these and other types of hazards is contained in HSAs.

Note: There is no EM Program requirement for a 24/7 watch officer in the EOC during Activation Levels Normal, 1, or 2.

Table BP-14: EOC Activation

Activation Level	Actions	FPCON
0 Normal	o **Normal Operations** (EMWG meetings, TWG meetings) o No emergency incident exists sufficient to warrant EOC Activation	**Alpha Operations**
1 Watch	**"Enhanced Operations"** ❖ FPCON ❖ Terrorism threat warnings, Criminal/ Terrorism Surveillance Activities, Special Event Planning, Storm Preparations ❖ No emergency incident exists sufficient to warrant EOC Activation	**Alpha or Bravo Operations**
2 Special Activation	**"Specialized Operations"** ❖ Bomb threats, biological threat warning, preliminary laboratory results indicative of a potential biological incident (terrorism or natural causes), Special Events, Active Major Winter Storm warnings/watches ❖ Threat Working Group assessment meetings ❖ Unique emergency condition exists sufficient to warrant special activation of the EOC (selected members of the IMT). ❖ Additional planning and coordination involving some members of the EOC IMT Team	**Charlie Operations**

3 Partial Activation	**"Limited Operations"** ❖ Evacuation of more than 10% of NSA NAPLES, Flooding, Major storms, Moderate/Large-scale structural fires, Small-scale wildfires, Small-scale hazardous materials spill/release involving mutual aid, National Special Security Events (NSSEs) ❖ Potential or actual emergency condition(s) exist sufficient to warrant partial activation of the EOC. ❖ 24/7 situational awareness staffing of EOC ❖ Communicate with CNREURAFSWA, Local, Other Services ❖ Determine status of response/recovery resources ❖ Determine the current status of all emergency response and recovery resources	**Charlie Operations**
4 Full Activation	**"Full 24/7 Operations"** ❖ Evacuation of more than 50% of NSA NAPLES , Earthquake, Tsunami warning, severe storm arrival within 24 hours or less, ❖ Overt Terrorism Incident, ❖ Moderate/Large-scale Hazardous Materials spill/release involving mutual aid and environmental spill response, ❖ All nuclear-related events, ❖ Confirmed Biological Incident (Terrorism or Natural Causes), ❖ Wide-Scale Power Blackouts ❖ Potential or actual emergency condition(s) exist sufficient to warrant full activation of the EOC. ❖ 24/7 situational awareness staffing of EOC with defined operational periods and required reports	**Delta Operations**

	❖ Establish all EOC sections & communicate with CNREURAFSWA, Local, Other Services ❖ Determine status of response/recovery resources ❖ Initiate/continue resource management support for the Incident Commander ❖ Report to local agency Joint Information Center	

10. EOC Essential Elements of Information (EEIs)/Key Response Phase Actions. EEIs are a compilation of generic information goals that have been established as a baseline for information gathering by the EOC. Key Response Phase Actions are those taken by either the Incident Commander, EOC, or in some cases, the ROC. Situational awareness of actions taken by the IC and ROC must be maintained by the EOC but must not interfere with ICP tactical and ROC strategic responsibilities.

a. Table BP-15 lists EEIs and Response Phase Key Actions. Actions relating to five of the six Key Elements of emergency management: (1) Mass Care, (2) First & Emergency Responders, (3) Mass Warning and Notification-leading to sheltering in place and evacuation to safe havens, (4) Command & Control, and (5) Definitive Medical Care) are noted in ***bold italicized*** print. Actions related to the sixth Key Element (Public Awareness) are taken during the Preparedness phase, not the Response phase.

Table BP-15 EOC Essential Elements of Information (EEIs)/Key Response Phase Actions

(Not in chronological order. Many actions will be performed in parallel)

KEY EMERGENCY RESPONSE PHASE ACTIONS
(Not in chronological order. Many actions will be performed in parallel)

(1) Dispatch of Response Personnel/Initial Actions

[ ] Fire [ ] NSF [ ] ERT [ ] EOD [ ] EMS [ ] Environmental Teams

[ ] Establish Hot/Warm/Cold Zone Boundaries (based on ERG, radius, etc)

[ ] Establish Incident Command Post (ICP)

[ ] Conduct Initial Site Assessment:

[ ] Injured [ ] Fatalities

[ ] Hazardous material release

[ ] Presumptive Agent(s): _____ (based on placards, witnesses, monitoring data)
[ ] Onsite wind direction/speed
[ ] Tide condition
[ ] Threat assessment (e.g. secondary devices?)
[ ] Preliminary damage assessment (including any if CMFs are affected or are in airborne release path)
[ ] Evidence collection (initially FD, then CST and FBI teams)
[ ] Request Mutual Aid Assistance (if needed)
[ ] Establish Staging Area(s)
[ ] Initiate Search and Rescue
[ ] Establish National Defense Area (NDA) or National Security Area (NSA)

(2) Protect Category 1-5 Personnel:

[ ] Issue Warning Order (advance notice hazards)
[ ] Issue Mass Warning and Notifications:
[ ] Within 5 minutes for Category 1 & 5 personnel
[ ] Within 15 minutes for Category 2-4 personnel
[ ] ICP-Directed: Shelter-in-Place (Category 2-4) [ ] N/A
[ ] ICP-Directed: Evacuate (Category 2-4: To on-base Assembly Area or Safe Havens) [ ] N/A
[ ] ICP-Directed: Evacuate (Category 2-4: To off-base Safe Havens or community Shelters) [ ] N/A
[ ] Send injured to medical facilities
[ ] Determine disposition of self-referred injured personnel at: on-base Clinic [ ] Navy Hospital [ ] Civilian Hospital
[ ] Perform Expedient Decontamination of causalities
[ ] PPE and respirator use: [ ] Category 1 [ ] Category 5
[ ] Perform Casualty and Responder Team Decontamination
[ ] Category 5 personnel Re-Hab

(3) Establish and Maintain Communications

[ ] Ship/Bldg [ ]ICP [ ]EOC [ ]ROC [ ]MTF EOC [ ]FLEET MOC

[ ]CNIC ISC [ ]NNPP ECC [ ]SSP IRF [ ]Safe Havens
[ ] Issue OPREP-3/UNIT SIPREP messages
[ ] Meteorology and Oceanography Center (METOC)
[ ] Local Authorities / Determine if DSCA (N/A for NRJ, NRK, NREURAFSWA)
[ ] State Authorities / Determine if DSCA situation (N/A for NRJ, NRK, NREURAFSWA)
[ ] NEPLOs (N/A for NRJ, NRK, CNREURAFSWA)
[ ] Federal agencies - Determine if DSCA situation

[ ] Host Nation & Foreign Consequence Management/Foreign Disaster Relief/Foreign Humanitarian Assistance links (NRJ, NRK, and CNREURAFSWA)
[ ] Joint Information Center (JIC)
[ ] Joint Harbor Operations Center (JHOC) or US Coast Guard
[ ] Joint Field Office (JFO)
[ ] Joint Operations Center (JOC)
[ ] Joint Force Maritime Control Center (JFMCC)
[ ] Joint Force Air Component Commander (JFACC)
[ ] Joint Task Force (JTF)

(4) Hazardous Release Containment/Stop

[ ] Isolate the leak
[ ] Determine release path(s)
[ ] Stop leak
[ ] Harbor/adjacent ships: (set containment, secure intakes)
[ ] Cover storm drains / Isolate Dry-Dock drains
[ ] Verify leak stopped by taking survey data
[ ] Determine need for equipment decontamination

(5) Obtain Environmental Data/Presumptive Hazardous Agent Determination:

On-base: [ ] Atmospheric [ ] Ground Contamination
[ ] Water [ ] Oil [ ] _____ Off-base [ ] Atmospheric [ ] Ground Contamination
[ ] Water [ ] Oil [ ] _____ (if allowed by local/Host Nation authorities)

(6) Maintain Mission Essential Functions (MEF)/Critical Mission Facilities (CMF) & Continuity of Government (COG), Restore Continuity of Business (COB) for Essential Functions.

Temporary: [ ] Power [ ] Water Long-term: [ ] Power [ ] Water
[ ] Determine need to initiate COOP and possibly shift MEF to Emergency Relocation Site (ERS)
[ ] Determine Recovery Timeframe Objective (RTO) for MEFs
[ ] Determine COB/COG priorities and actions (COG is NDW only)

(7) EOC Assessment of Data/Development of Incident Action Plan/Execution of IAP
[ ] Estimate/Determine if exposure limits were/will be exceeded
[ ] Estimate/Determine Projected Affected Area (hazard modeling software-based)
[ ] Obtain confirmatory determination of hazardous agent from lab

[ ] Incident Action Plan (IAP) / Incident Objectives (ICS 202):

[ ] Standup Military Biological Advisory Committee (MBAC)

[ ] Establish Mass Care facilities/systems (e.g. Special Needs personnel, animal care, volunteer/donations management)

[ ] Utilize Emergency Public Information systems to provide additional information or cause:

[ ] Sheltering-in-Place (Category 2-4)

[ ] Evacuation (Category 2-4: To on-base Assembly Area or Safe Havens)

[ ] Evacuation (Category 2-4: To off-base Safe Havens or community shelters)

[ ] Updates to Category 2-4 personnel on the situation

[ ] Direct shipboard CBRN wash-down measures

[ ] Public Health Emergency Officer-directed:

[ ] Extended Sheltering-In-Place

[ ] Restriction of Movement / Social Distancing

[ ] Quarantine

[ ] Isolation

[ ] Receive/Distribute Strategic National Stockpile resources

[ ] Hurricanes/Tropical Cyclones/Typhoons: Standup 120 hour timeline. Set COR conditions

[ ] Defense Support of Civil Authorities (DSCA) (CONUS-ONLY)

[ ] Immediate Response

[ ] Host FEMA US&R Teams

[ ] Direct standup of Base Support Installation (BSI)

[ ] Standup of Operational Staging Area (OSA)

[ ] Standup of National Logistics Staging Area (NLSA)

[ ] Respond to Mission Assignments (MA)

[ ] Foreign Consequence Management/ Foreign Disaster Relief/Foreign Humanitarian Assistance (OCONUS-ONLY)

[ ] Base Support Installation

[ ] Logistical Support: _____

[ ] Seabees

[ ] Provide transportation & medical care for Special Needs populations

[ ] Recommend to local authorities to implement Sheltering-in-Place/Evacuating Off-base general public

[ ] Recommend Sortie or Nesting of Aircraft and Ships

[ ] Deploy Damage Assessment Teams

[ ] Dispatch relief personnel to Ship and/or Category 5 responders

[ ] Send/Receive Quick Response Teams/Fly-a-Way Teams/EOC & ROC backfill personnel

[ ] Establish APOD/SPOD installation

[ ] Initiate Non-Combatant Evacuation Operations (NEO) (NRK, NRJ, NREURAFSWA, and NRM)

[ ] Prepare to receive personnel from Overseas Regions (REPAT) (NRSW, NRMA, and NRH)

(8) Resource and Finance Management

[ ] Initiate personnel accountability procedures
[ ] Determine ICP resource needs
[ ] Prioritize & dispatch resources identified in Functional Area Annexes (FAAs)
[ ] Activate MOAs, MOUs, and ISSAs as appropriate
[ ] Establish resource contracts
[ ] Track material and time costs
[ ] Global Contingency Contract Mobilization

(9) Emergency Public Information

[ ] Issue press statements
[ ] Conduct News Conference
[ ] Establish Joint Information Center with local authorities

(10) Other:

STATUS BOARD FORMAT

1. Dispatch of Response Personnel / Initial Actions: [ ] Fire, [ ] NSF, [ ] ERT [ ] EOD, [ ] EMS [ ] Environmental Teams [ ] CBRNE/HAZMAT Establish Hot/ Warm/Cold Zone Boundaries (based on ERG, blast radius, etc) [ ] Establish ICP [ ] Initiate Search and Rescue [ ] Conduct Initial Site Assessment [ ] Injured? [ ] Fatalities? [ ] Hazardous materials? [ ] Presumptive Agent(s): _____ [ ] Onsite wind direction/speed: _____ [ ] Tide condition: _____ [ ] Threat assessment [ ] Preliminary damage assessment [ ] Evidence collection [ ] Request Mutual Aid Assistance [ ] Establish Staging Area(s)	**2. Protect CAT 1-5 Personnel:** [ ] Issue Warning Order (advance notice hazards) [ ] Issue Mass Warning and Notifications [ ] GV, [ ] CDNS [ ] Other Incident Commander Directed: [ ] Shelter-in-Place (CAT 2-4) [ ] Evacuate (CAT 2-4) to Assembly Area/ On-Base Safe Havens) [ ] Evacuate (CAT 2-4) to off-base community Shelters) [ ] Send injured to medical facilities [ ] Determine disposition of self-referred injured personnel [ ] Perform Expedient DECON of causalities [ ] Perform Casualty and Responder Team Decontamination
3. Establish and Maintain Communications: [ ] ICP, [ ] ROC, [ ] CSS-15 ECC [ ] MTF EOC(s), [ ] Safe Havens [ ] Meteorology and Oceanography Center (METOC)	**4. Hazardous Release Containment/Stop:** [ ] Isolate/stop the leak [ ] Determine downwind/downstream rel path(s)

[ ] Local Authorities [ ] Joint Information Center (JIC) [ ] Issue OPREP-3/UNIT SIPREP [ ] Voice RPT (time)_____ [ ] Messages (time)_____ [ ] Next Due (time)_____	**5. Obtain Environmental Data/ Presumptive Hazardous Agent Determination:** On-base: [ ] Atmospheric [ ] Ground Contamination [ ] Water [ ] Oil Off-base [ ] Atmospheric [ ] Ground Contamination [ ] Water [ ] Oil

6. EOC Assessment of Data, Develop/Execute Incident Action Plan (IAP):

[ ] HAZMAT / CBRNE:
- [ ] Estimate/Determine if exposure limits were/will be exceeded
- [ ] Estimate/Determine Projected Affected Area (hazard modeling)
- [ ] Obtain confirmatory determination of hazardous agent from lab

[ ] Develop Incident Objectives (ICS 202)

[ ] Develop Incident Action Plan (IAP)

[ ] Protect CAT 2-4 population or provide additional information:
- [ ] Sheltering-in-Place (Cat 2-4)
- [ ] Establish Mass Care facilities/systems
- [ ] Provide transportation & medical care for Special Needs populations
- [ ] Evacuation (To on-base Assembly Area or Safe Havens)
- [ ] Evacuation (To off-base Safe Havens or community shelters)
- [ ] Situation Updates (Emergency Public Information) to Cat 2-4 personnel
- [ ] Recommend Sheltering-in-Place/Evacuating Off-base general public

[ ] Public Health Emergency Officer-directed:
- [ ] Extended Sheltering-In-Place
- [ ] Restriction of Movement / Social Distancing
- [ ] Quarantine
- [ ] Isolation
- [ ] Receive/Distribute Strategic National Stockpile resources

[ ] Defense Support of Civil Authorities (DSCA)
- [ ] Immediate Response
- [ ] Host FEMA US&R Teams
- [ ] Direct standup of Base Support Installation (BSI) or National Logistics Staging Area (NLSA)
- [ ] Respond to Mission Assignments (MA)
- [ ] Recommend Sortie of Aircraft / ships
- [ ] Deploy Damage Assessment Teams
- [ ] Dispatch relief personnel for Category 5 responders
- [ ] Send/Receive Quick Response Teams/Fly-a-Way Teams for EOC
- [ ] Standup as SPOD installation

7. Restore Continuity of Business (COB) for Essential Functions:	**8. Resource and Finance Management**
Temporary: [ ] Power [ ] Water Long-term: [ ] Power [ ] Water	[ ] Initiate personnel accountability procedures [ ] Determine ICP resource needs

9. Other Emergency Public Information Systems	10. Other:
[ ] Issue press statements [ ] Conduct News Conference [ ] Establish Joint Information Ctr. with local authorities	

11. Emergency Orders (Emergency Declaration). There are three types of emergency orders: Local Emergency; Regional Emergency, and National Emergency. These orders can be issued at any time but usually they would be issued after the EOC or ROC is activated. The following depict how such orders would affect NAVSUPPACT Naples:

a. Local Emergency. A Local Emergency Order may be issued by Commander, NAVSUPPACT Naples or his 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 NAVSUPPACT Naples jurisdiction and requires the immediate and coordinated response of the assigned response assets with the possible support of NAVSUPPACT Naples civilian or other service response partners. A local emergency order results in the appropriate activation of the NAVSUPPACT Naples Incident Management Team (IMT) and required Category 5 personnel. A local emergency order may require appropriate activation of NAVSUPPACT Naples Continuity of Business Plan. The Regional Commander will be notified of a local emergency by Commander, NAVSUPPACT Naples or designated representative.

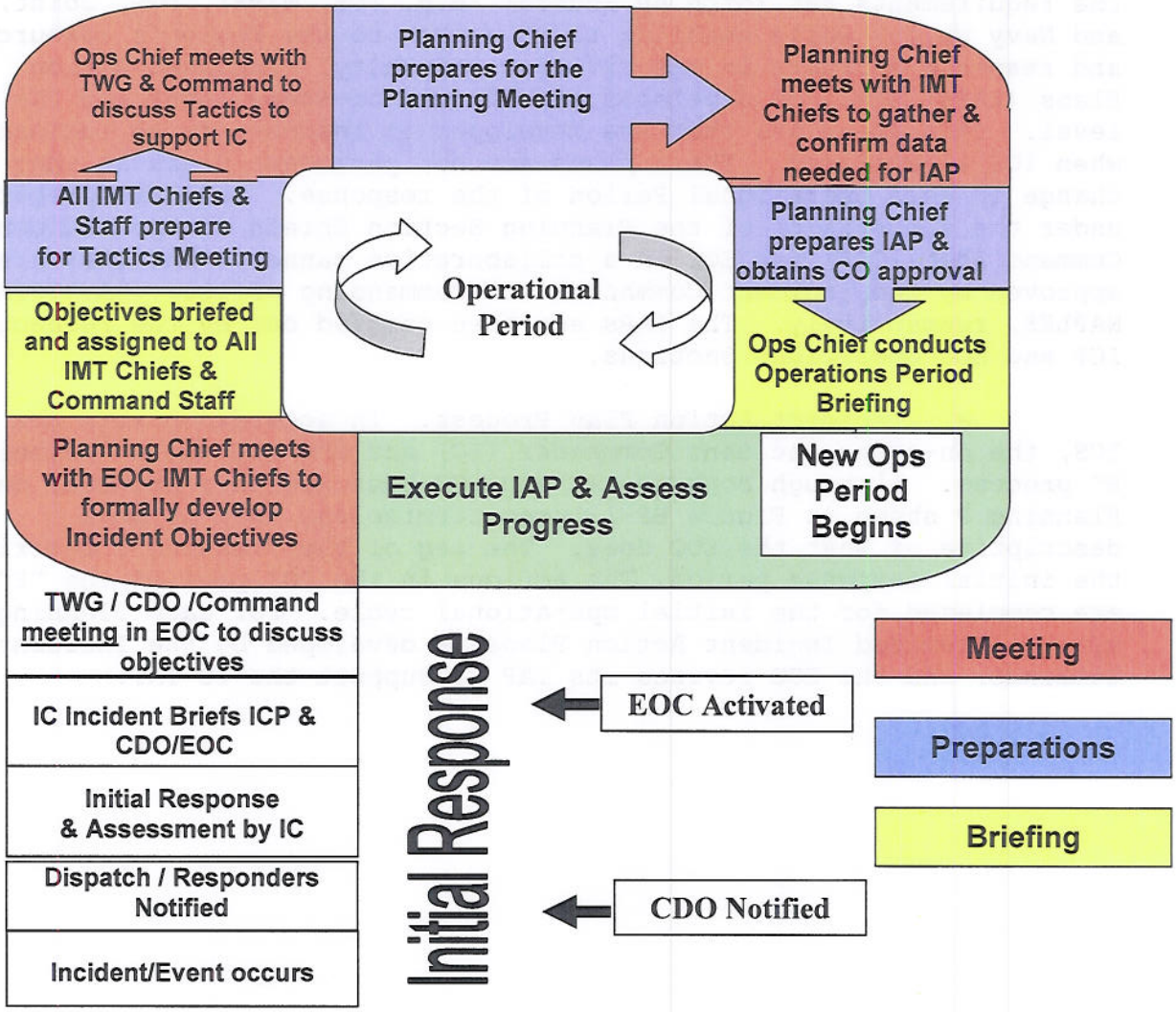
b. Regional Emergency. A Regional Emergency Order may be issued by the Regional Commander, or designated representative. A regional emergency means that one or more hazards of any type or cause will imminently impact or has impacted a portion or the entirety of the Region's jurisdiction and may require the immediate and coordinated response of the Region and Installation response assets with the possible support of the Region's civilian or Other Service response partners. A Regional Emergency Order results in activation of the Regional Crisis Action Team (CAT) in the ROC, NAVSUPPACT NAPLES IMT and if required, NAVSUPPACT NAPLES Category 5 personnel. A Regional emergency order may also require appropriate activation of the Region's COOP and Continuity of Business Plans and NAVSUPPACT NAPLES Continuity of Business Plan. A Regional 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.

12. Incident Management. The Incident Management process utilized by the NAVSUPPACT Naples EM Program is based on satisfying the requirements set forth by Federal (e.g. ICS, NIMS), DOD, Joint, and Navy policy while enabling rapid access to the Region's resources and response partners in the civilian community. Incident Action Plans (IAPs) shall be developed at both the on-scene level and the EOC level. IAPs are plans that are developed in response to an incident when ICS is utilized. These plans are not permanent plans as they change in each Operational Period of the response. IAPs are prepared under the supervision of the Planning Section Chiefs at the Incident Command Post (ICP) and EOC in a collaborative manner. The IAPs are approved by the Incident Commander and Commanding Officer, NAVSUPPACT NAPLES, respectively. The IAPs are then carried out by the respective ICP and EOC Operations Sections.

a. Incident Action Plan Process. In accordance with the ICS, the on-scene Incident Commander (IC) and the EOC use a "Planning P" process. Although both the IC and EOC both use this process, the Planning P shown in Figure BP-12 uses terminology that is more descriptive of what the EOC does. The leg of the Planning P describes the initial response period. The actions in the "O" part of the "P" are completed for the initial operational cycle. For each Planning P cycle, a revised Incident Action Plans is developed by the Incident Commander and the EOC revises its IAP to support the IC IAP.

Figure BP-12: EOC "Planning P"



13. Emergency Public Information (EPI)/Joint Information Center (JIC). NAVSUPPACT Naples shall provide public information to Category 1-5 personnel during the emergency (e.g. conveying impacts and analyses of the incident). The need for emergency public information is extremely important in the response phase but it does not end immediately after the response phase of an emergency has been terminated by the EOC.

1022. Recovery Phase Activities.

1. Overview. Recovery is the effort to restore NAVSUPPACT Naples and the Navy community to normal and also to take mitigation actions to lessen the impact if the hazard were to strike again.

a. In short term, recovery means bringing necessary lifeline systems up to an acceptable standard while providing for basic human needs and ensuring that the societal needs of individuals and the community are met

b. Once some stability is achieved, NAVSUPPACT Naples can begin long-term recovery efforts such as restoring economic activity and rebuilding community facilities with attention to long-term mitigation needs.

c. Recovery efforts may quickly exhaust CNREURAFSWA and NAVSUPPACT Naples capabilities and require the capabilities of Federal, Other Service, and/or private EM, NAVFAC (Public Works (PW)) , Environmental, and Mass Care-related agencies and departments. Special attention must be focused on the fiscal and logistical impact. Planning also should account for events requiring long-term displacement of the population, decontamination, restoration, and/or environmental remediation.

2. Transition to Recovery Phase and Recovery Phase Operational Period. Transition will occur when directed by the CNREURAFSWA or NAVSUPPACT Naples Commander or higher headquarters. This transition will mark the termination of response operations and the continuation of recovery efforts. This transition will usually shift normal incident notification requirements back to the Regional Dispatch Center. The decision to shift from response to recovery will be made in a deliberate manner and consider the following:

a. Threat of additional loss of life or injury from the incident.

b. Status of threats to facilities: fire, flooding, etc.

c. Ability of on-scene resources to control the situation.

3. Concept of Operations.

a. Recovery focuses on restoring mission capability and essential public and government services interrupted by the event.

b. It is assumed that CNREURAFSWA and NAVSUPPACT Naples do not have all the inherent capabilities required to successfully recover from a moderate to a large scale event thus Federal, Other Service, and/or Host Nation will provide assistance during this stage.

c. The primary EOC and ROC role during the recovery phase is resource management.

d. CNREURAFSWA and NAVSUPPACT Naples efforts will concentrate on the coordination between different recovery specialties vice attempting to develop expertise in these specialty areas.

4. Initial Actions.

a. Naval Security Force (NSF) seals off area and establishes and access control points established by NSF.

b. Public Works institutes measures to mitigate physical structure damages if a threat exists.

c. Public Works also ensures, for both recovery efforts and the community, increased:

(1) Access to debris and trash removal services
(2) Restoration of sewage treatment and removal
(3) Water treatment and provision of water services
(4) Power generation and distribution

d. Medical personnel issue health advisories in accordance with the event.

e. PAO Public prepares to advise the general public and provides information on NAVSUPPACT Naples efforts to remediate the situation.

5. Recovery Strategy. The CNREURAFSWA and NAVSUPPACT Naples Recovery Managers shall prepare a report describing the recovery strategy and will provide this to Commander, NAVSUPPACT Naples. It shall include but shall not be limited to, the following:

a. Critical and essential operations

d. Essential services

c. Continuity of operations

d. Business continuity

e. Priorities for restoration and mitigation

f. Acceptable downtime before restoration to a minimum level

g. Minimum resources needed to accomplish the restoration

h. Temporary and long-term housing requirements

i. Coordination with American Red Cross and other shelter authorities

6. Recovery: Priorities, Tasks, Initial Report, and Management Plan. For a moderate-to-large scale event, Table BP-16 lists priorities, tasks, and timelines to assist with coordination across functions and to provide a basis for periodic reports to CNREURAFSWA and Commander, NAVSUPPACT Naples and other entities as necessary and appropriate. CNREURAFSWA and NAVSUPPACT Naples Recovery Managers, assisted by the CAT/TWG/IMT, shall prepare a Recovery Task List shall be developed based on Table BP-16. The Recovery Task List is used in preparing an Initial Recovery Report and subsequent Recovery Management Plan. Some priorities and their tasks are simultaneous; some are sequential and depend on recovery management and protection of life, safety, and property. Short- and long-term priorities include restoration of functions, services, resources, facilities, program, and infrastructure. Additionally, a community plan shall identify stakeholders that need to be notified; critical and time-sensitive applications; alternative work sites; and vital records, processes, and functions that shall be maintained, as well as the personnel, procedures, and resources necessary to do so, while the impacted area is being recovered. The Initial Recovery Report should prioritize restoration of MEFs performed in CMFs and other essential functions and processes, their recovery priorities, and internal and external interdependencies, so that Recovery Time Objectives (RTOs) can be tailored to the situation and locale.

Table BP-16: Prioritized Recovery Tasks

PRIORITY	TASKS	TIMELINE
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	-

a. Short Term. An Interim Recovery Working Group (IRWG) will be established. The CNREURAFSWA and NAVSUPPACT Naples Recovery Managers shall prepare an Initial Recovery Report for submission to the IRWG, CNREURAFSWA and Commander, NAVSUPPACT Naples, covering the priorities for recovery tasks and timelines within two weeks of termination of the response phase. The Initial Recovery Report shall describe the strategic considerations necessary to stabilize the impact area(s), identify priorities, propose actionable objectives, and propose responsible parties for implementing a Recovery Management Plan.

b. Intermediate and Long-Term. Following an initial stabilization and development of the Initial Recovery Report, the CNREURAFSWA and NAVSUPPACT Naples Recovery Managers shall develop a Recovery Management Plan based on the Initial Recovery Plan for submission and adoption by the IRWG, CNREURAFSWA and Commander, NAVSUPPACT Naples. In addition to elements that were considered in the Initial Recovery Report, the Recovery Plan shall include the following:

(1) Procedures shall be established and implemented for recovery from the consequences of those hazards identified and shall address health and safety, incident stabilization, operational/business continuity, property conservation, and protection of the environment under the jurisdiction of the Installation Commander.

(2) Strategies and operational procedures for mitigating the loss or disruption of MEFs and/or planning for timely restoration or recovery of MEFs.

(3) Identification of a process for including and obtaining input from stakeholder communities, including entities impacted by the event itself, entities impacted by recovery operations, and appropriate entities from federal agencies and Territory and local governments. Consideration should be given to involvement of Local Emergency Planning Committee (LEPC) where this entity is active.

(4) Procedures including life safety, incident stabilization, operational/business continuity, and property conservation.

(5) Procedures should include, but are not be limited to, the following:

(a) Continued control of access to the area(s) affected by the emergency.

(b) Identification of personnel engaged in recovery activities and required health monitoring.

(c) Accounting for persons affected, displaced, or injured as the result of recovery operations.

(d) Mobilization and staging and demobilization of resources.

(e) Coordination with the American Red Cross and other authorities for provisioning temporary, short-term, or long term housing, feeding, and care of populations displaced or evacuated by an emergency.

(f) Recovery, identification, and safeguarding of human remains incorporating recommendations made by the National Foundation for Mortuary Care for mass casualty events.

(g) Provision for the mental health and physical well-being of individuals affected by the disaster and the recovery operations.

(h) Operational strategies and plans for returning or placing evacuees or sheltered personnel.

(i) Provision for managing critical incident stress for responders.

(j) Procedures to conduct a situation analysis that includes ongoing needs assessment, damage assessment, and the identification of resources needed to support recovery operations.

(k) Identifying contract efforts required for recovery.

(6) As a necessary component of recovery planning, business continuity plans should include strategies for bringing infrastructure and individuals back to pre-disaster conditions, including implementation of mitigation measures to facilitate Continuity of Government (Naval District Washington only) and COOP, both short- and long-term. The Recovery Manager shall ensure coordination with the Principal Federal Official designated for the impact area, if any. The business continuity plan should include a Business Impact Analysis that identifies the impacts of losing the entity, consistent with the FEMA Standard Checklist Criteria for Business Recovery.

7. Roles and Responsibilities.

a. Recovery Managers. The role of the CNREURAFSWA and NAVSUPPACT Naples Recovery Managers is to serve as the principal coordinator of all recovery efforts and to support the CNREURAFSWA and Commander, NAVSUPPACT Naples in effecting an efficient and effective recovery program. The responsibilities of the Recovery Managers are sequenced over time from short-term stabilization, to intermediate recovery actions, to long-term recovery.

b. Mass Care Coordinators. Mass Care is a key component of recovery operations.

(1) Provides for displaced or affected populace, especially Category 2-4 personnel.

(2) Establish and integrate Mass Care Coordination Center with a Family Assistance Center. Concentrate on the provision of basic mass care - shelter, food, water, personal medications and reuniting family members. These centers:

(a) Are centrally located for collection / distribution of relief supplies.

(b) Have capabilities to communicate with deployed family members.

(c) Provide current community recovery information (i.e. locations of food, water, gasoline, etc).

(3) Establish a 24-hour hotline and distribute the number(s) via local media to ensure accurate and timely reports/updates.

(4) Long-term tasks include (but not limited to) legal assistance, medical assistance, counselors, childcare options, and chaplain support.

c. NAVFAC. NAVFAC has technical responsibility for all long term remediation operations.

(1) Navy Environmental Health Center assists in short term remediation to guard against exposure hazards.

(2) Long term remediation requires negotiations with environmental regulatory agencies and contracting agent for the work.

(3) Regional Environmental Program Manager serves as the local coordinator for all environmental remediation activities.

d. Support Organizations.

(1) During Recovery operations and subsequent remediation efforts, assistance will be needed by various support organizations, such as Fleet and Family Readiness.

(2) Residential advisory board of local authorities, CNREURAFSWA and NAVSUPPACT Naples personnel may be needed. Issues to address: risk communication concerns and psychological support for responders, employees, people who live on base, and/or the local community.

(3) Organizations integral to recovery operations include the American Red Cross, Chaplain, the OSH communities and the US Naval Hospital Naples.

8. Psychological Considerations.

a. Communicating risk is a positive approach minimizes psychological affects of such events. Reference (a) provides applicable guidance.

b. To mitigate psychological affects of a terrorist event or a significant accident or incident, CNREURAFSWA EM and NAVSUPPACT Naples EMO shall institute a public awareness campaign for all personnel.

c. Following an event, early intervention and statements by command leadership and technical experts can instill confidence in the command's response to the incident.

(1) Recovery planning must include participation of mental health services.

(2) Emergencies have emotional and psychological impact on responders and recovery personnel.

(3) Provide these services early in the course of the disaster.

9. Emergency Public Information.

a. Need for emergency public information does not end immediately with the response. Reference (a) provides applicable guidance.

b. There's a continuous need to exchange information with the full range of affected population.

(1) CNREURAFSWA and NAVSUPPACT Naples shall provide pertinent information (i.e. impacts and analyses).

(2) CNREURAFSWA and NAVSUPPACT Naples shall provide opportunities to provide information on Navy community impacts, lessons learned, and other relevant information from the community.

10. Damage Assessment.

a. NAVFAC/PW shall develop a damage assessment plan and limited debris clearance capabilities to support short-term recovery efforts, initial damage assessments, resource projections, and recovery planning requirements.

b. NAVFAC/PW, with the support from Facilities Engineering Command, shall conduct physical damage assessments. Damage Assessments Team (DAT) serves several purposes:

(1) Determination of which facilities and structures are safe for occupancy. Mission Essential Functions (MEFs) and their associated Critical Mission Facilities (CMFs) are top priority in the assessment schedule.

(2) Requirements for extended displacement of some or all of the population will drive temporary and long-term housing requirements.

(3) Assessments should later include other office, industrial, and residential structures for Navy personnel, contractors, and supported family members.

11. Personal Safety.

a. Recovery personnel shall be equipped with appropriate personal protective equipment (PPE).

b. Due to difficulty in performing recovery operations in PPE, ensure an appropriate work-rest rotation is implemented and requests are made for additional resources to sustain operations. See Standard 12 of reference (a) for specific PPE selection guidance and Standard 9 of reference (a) for detailed equipment information.

12. Personnel.

a. A moderate to large-scale emergency are labor intensive, CNREURAFSWA and NAVSUPPACT Naples must ascertain the quantities and capabilities of healthcare and response/recovery personnel resources.

b. Incident Command and Operational Planning Group must ensure personnel providing part-time support to different agencies are not double counted as personnel resources.

(1) Plan for rest and recuperation within the recovery plan, See reference (a).

(2) In preparing for an event, vaccination and immunization of key healthcare and response/ recovery personnel may be necessary to comply with Navy policy.

(3) Sustainment planning includes maintaining food, water, power, heat, security, and shelter, as well as efforts to maintain general public health and safety.

13. Health/Environmental Considerations.

a. Due to their complexity, long term environmental remediation measures require coordination and cooperation with Host Nation jurisdictional regulatory agencies and may include Federal health and environmental officials.

b. Incident Commander shall conduct an on scene health/environmental assessment involving appropriate medical, environmental and industrial hygiene personnel.

14. Decontamination.

a. Decontamination is complex operation and affects resource management, safety, long-term health issues, environmental concerns, and mission accomplishment. Support Annex 14 provides detailed guidance.

b. Decontamination of equipment, terrain, or facilities contaminated due to terrorism events shall not be carried out by Navy personnel.

c. NAVFAC/PW Environmental Program Manager is responsible for coordinating decontamination activities and coordinates with the appropriate Federal agencies.

15. Remediation & Retrograde Operations.

a. 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.

b. 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.

(1) Conditions may warrant increased risks and require a robust protective posture to limit contamination hazards and mitigate their effects

(2) Commanders establish the relative priority in view of mission requirements and the nature and extent of contamination.

c. Personnel safety is a significant concern during the retrograde of equipment with potential, residual, or low-level CBRN contamination.

(1) Equipment should be assumed to possess residual contamination.

(2) Residual contamination risks increases as contaminated equipment is consolidated, maintained, or prepared for shipment, if required.

d. Retrograde equipment with residual contamination requires a thorough understanding of the associated risks and the minimum time necessary to mitigate those risks.

e. Remediation is normally performed by civilian environmental consultant firms under contract to the US Navy and/or under the supervision of the EPA.

1023. Foreign Consequence Management (FCM)/Foreign Disaster Relief (FDR)/Foreign Humanitarian Assistance (FHA).

1. Overview. This section deals with response to disastrous events that impact a Nation in the Area of Responsibility of the Supported Combatant Commander-EUCOM. Foreign Consequence Management, Foreign Disaster Relief, and/or Foreign Humanitarian Assistance programs support foreign policy and national security interest by assuring our allies and friendly nations and dissuading would be aggressors by providing regional stability, promoting democracies and economic development. DOD humanitarian assistance programs provide the Combatant Commander with unobtrusive, low cost, but highly effective instruments to carry out his security cooperation mission. While the definition of each form of response is different, the CNIC EM program is an ALL Hazards concept that can and will be adapted to each of the separate actions. The guidance and assignments provided below are intended to provide solidified planning/preparedness direction to allow for the ALL Hazards approach to any disaster that impacts a nation of interest.

2. NAVSUPPACT Naples Role in Foreign Consequence Management/Foreign Disaster Response/Foreign Disaster Assistance. When imminently serious conditions resulting from any foreign emergency or attack require immediate action, military commanders may respond as may be necessary to save lives. When such compelling conditions exist and time does not permit prior approval from higher headquarters, commanders or officials acting under this "immediate response authority" may take necessary action to respond according to E.O. 12966 (Reference (f)). Emergency relief may be made available normally during an initial 60-day period following sudden onset of disaster (earthquake, cyclone, tsunami, etc.). During this emergency phase only up to $25,000 may be committed. Commitments in excess of the initial $25,000, and/or extension of the emergency phase beyond 60 days require prior approval from the U.S. Foreign Disaster Assistance Office (AID/OFDA). NAVSUPPACT Naples will not perform any mission other than immediate response without mission assignment from CNREURAFSWA.

Overall command structure and mission assignment procedures can be found in the CNREURAFSWA EM Plan. NAVSUPPACT Naples shall be prepared to provide Base Support Installation (BSI) missions as assigned by the Regional Commander.

1024. Base Support Installation (BSI).

1. Overview. A BSI is an integral portion of the DSCA concept of operations outlined within references (a) and (b). A BSI is provided by the Installation EM Program, when directed by the Fleet Commander and Regional 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. To provide support with only critical specialized capabilities, the Navy will maximize use of existing capabilities, Installations, and infrastructure in the vicinity of the domestic operational area as delineated in references (a) and (b). 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 the U.S. Transportation Command as deployment estimates are developed. The reception process at the POD consists of two functions: preparations to receive forces and conduct of POD operations.

a. Preparations to receive forces include establishing FP measures, organizing areas to assemble and stage the arriving forces, and coordinating local contracted support as required.

b. Reception operations include receiving personnel and cargo, preparing personnel and cargo for further movement, movement to a BSI, and control of movement operations. 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 BSI. A BSI is a military installation of any Service or agency designated by DOD 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 COCOM 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; and health and other life-support services, including billeting, food service, and FP.

(1) Joint Reception, Staging, Onward Movement, and Integration (JRSOI) is the final phase of deployment and is the critical link between deployment and employment of response forces in the domestic operational area. Key to JRSOI is the reception of the forces at the POD and subsequent staging at the BSI.

(2) To maximize economy of force and focus the response force on civil support operations, the BSI is responsible for Joint reception and staging (and onward movement, if required). These are executed in coordination with the deploying force commander, usually a Joint Task Force (JTF). The deploying force will use organic assets when possible to assist and expedite reception and staging operations. Depending on the size and scope of the deploying response force, the BSI may require additional equipment and personnel with specialized capabilities to conduct JRSOI. Installations must identify any shortfalls in equipment, personnel, or other resources through their operational chain of command, including the RPA, the Regional Commander, and the supported Fleet Commander.

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

4. BSI Selection. CNREURAFSWA will not pre-designate BSIs or enter into agreements that automatically commit 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 Planning Considerations. BSIs share the following common characteristics that can be used by the Regional and Installation EM Programs to anticipate designation of BSIs within the Regional AOR:

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

b. Airfield capable of supporting C-5, C-17, and/or C-130 fixed-wing aircraft and/or helicopter operations.

c. Available areas for staging of equipment and supplies.

d. Office space or other shelters from which operational or logistics center can operate. During disaster operations, the Regional Commander, through the Regional Emergency Manager, may nominate a BSI to assist DOD response and recovery operations.

Emergency Manager, may nominate a BSI to assist DOD response and recovery operations. Such designation and/or subsequent operations shall not affect the ability of the selected Installation to resume a mission-ready posture or degrade that posture during execution of the BSI mission. As a matter of policy, installations directly affected by the disaster shall not be considered for designation as a BSI except in extraordinary circumstances.

6. 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 are provided below to assist and prepare potential Installations for BSI operations:

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

b. Communications support, including 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. MTF support.

f. 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.

1025. Non-Combatant Evacuation Operations (NEO).

1. Overview.

a. With large numbers of U.S. citizens are living, working, or traveling in foreign countries, the Department of State (DOS) is responsible for their protection and care.

b. Situations such as political unrest or widespread natural or technological disasters may require the immediate evacuation of these citizens to the nearest Safe Haven with little or no preparation time.

c. Per reference (a), NEO involves evacuation of **non-essential** personnel whose lives may be in danger within a foreign nation to an appropriate extended safe haven.

(1) Department of State (DOS) is responsible for NEO.

(2) NAVSUPPACT Naples could be tasked to implement/support NEO under the responsibility and authority of CNREURAFSWA.

(3) COMNAVEUR-COMNAVAF-COMSIXTHFLEET.

(4) EUCOM is responsible for planning and conducting NEOs to assist the DOS.

2. Impact on NAVSUPPACT NAPLES.

a. NAVSUPPACT Naples EMO will consider the impact of NEO in all aspects of emergency planning. Considerations include safe haven operations and impact on resources.

b. Reference (a) provides guidance for the reception and onward movement of DOD noncombatants arriving at NAVSUPPACT Naples facilities during a NEO which includes.

(1) Providing facilities for Emergency Processing Centers.

(2) Making local transportation resources available for emergency transportation, Emergency Processing Center, feeding and temporary lodging facilities, and medical centers.

(3) Responding to the needs of evacuees until transportation and berthing can be arranged.

3. Assignments.

a. Within CNREURAFSWA AOR, NAVAL STATION Rota, NAVAL SUPPORT ACTIVITY Sigonella, NAVSUPPACT Naples and NAVAL SUPPORT ACTIVITY Souda Bay airfields have been designated as potential Aerial Port of Debarkation (APOD) NEO sites.

b. Various ports have also been designated as potential Seaport of Debarkation (SPOD) NEO site: NAVSUPPACT Naples DET Gaeta, NAVAL STATION Rota and NAVAL SUPPOTY ACTIVITY Souda Bay.

4. Activation. Upon notification of an actual or imminent NEO, notification will be forwarded to the NAVSUPPACT Naples CDO, Naval Hospital Naples, NAVFAC (PW), Host Nation Operation Center, ROC, and MIOCC.

a. Activation Level 2 (order is imminent and CNREURAFSWA is in the preparation phase).

b. Activation Level 3 (order is executed with personnel reception more than 48 hours away).

c. Activation Level 4 (order is executed and personnel reception less than 48 hours away).

(1) Activation Level 4, Installation Emergency Operations Center is augmented by OPG for support for NEO operations.

(2) Activation of the Installation Family Assistance Center (FAC) and the Installation Joint Information Center (JIC) may be required.

5. NEO Processing Center Operations. OPG within the EOC ensures the NEO processing center is established, personnel rotations established and procedures reviewed NLT 24 hours prior to arrival of repatriated personnel.

1026. Supporting Plans.

1. Antiterrorism Plan. The Installation AT Plan describes site-specific AT measures. The Installation AT Program includes tenets of counter-surveillance, counterintelligence, situational awareness, physical security, and law enforcement and identifies an appropriate organization as the focal point for the integration of local intelligence, counterintelligence, and criminal intelligence information into Installation AT operations. The Installation AT Plan includes the roles, responsibilities, and concept of operations for the employment of NSF in support of emergency response and recovery operations. The Regional/Installation AT Plans 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 COM measures

2. The Installation EM and AT Plans shall be integrated and mutually supporting. Coordination will occur on a regular and recurring basis through mutual participation in the Installation EMWG and Installation ATWG by both the Installation EMO and the Installation AT Officer.

3. Tenant Command Emergency Action Plan

a. Tenant commands onboard NAVSUPPACT Naples shall coordinate with NAVSUPPACT Naples EM Program as outlined in host-tenant agreements or applicable ISSA/MOU/MOAs. Per reference (a), coordination shall include active participation in EM preparedness, mitigation, response, and recovery efforts, as required by this EM Program. Detailed guidance is contained in reference d, Appendix D.

b. Tenant Command EAPs focus 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 Regional/Installation mass warning and notification, completion/participation in public awareness training, evacuation/shelter-in-place planning, coordination with Regional evacuation/safe haven/shelter/shelter-in-place procedures, and integration with Regional and Installation EM Plans.

c. Reference (a) requires federal agencies to implement certain facility management procedures at each federal facility, including 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 EAP and the staffing and training of the occupant emergency organization.

d. Reference (a) requires certain work sites 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.

(1) Tenant Command Elements. The tenant EAP provides guidance and a template format for emergency plan development. For most tenant commands, the requirements for emergency planning can be satisfied with a simple tenant EAP, which should contain, as a minimum, the following elements:

(a) Assignment of responsibilities in the event of an emergency (e.g., emergency coordinator, fire marshal or warden, etc.).

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

(c) A communication plan that includes details regarding how each facility will be notified of emergency that occur 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.

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

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

(f) 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.

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

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

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

(j) Resources for employees to obtain additional emergency preparedness information, including the family emergency preparedness guides included within SA 19 of this plan.

(k) Commanding Officers (COs) and OICs of tenant commands shall identify a designated official for each overall

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.

(2) Roles and Responsibilities. COs, OICs, and/or designated officials shall:

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

(b) Large facilities or those with special considerations (e.g., child development centers or significant quantities of hazardous materials) will require more detailed EAPs. Tenant 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 Regional and Installation EM Programs.

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

(d) Maintain an occupant emergency organization.

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

(f) 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.

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

4. U.S. Naval Hospital Naples EM Plan. Navy medical facilities, including MTFs, Branch Medical Clinics, and Naval Ambulatory Care Clinics, are required by Navy Medicine to develop EM Plans. Like Installation EM Plans, these EM Plans are based on applicable federal and DOD guidance and address the facility's preparedness, response, and recovery capabilities, including the following:

a. MTF/clinic EM organization.

b. MTF/clinic training requirements.

c. MTF/clinic equipment requirements.

d. MTF/clinic exercise and evaluation requirements.

e. MTF/clinic EOC requirements and procedures.

f. Casualty decontamination procedures for those facilities designated to receive contaminated casualties.

g. Procedures for managing self-referred patients.

h. Capabilities and procedures for on-scene casualty triage, treatment, and/or transport (if provided).

i. Syndromic surveillance procedures.

j. Activation procedures for the Strategic National Stockpile and associated regional, Territory, and local pharmaceutical stockpiles/caches.

k. Pharmaceutical management procedures.

l. Detailed Public Health Emergency Officer (PHEO) guidance (experience, qualifications, certifications, training).

m. Role within Mortuary Affairs operations.

5. U.S. Naval Hospital Naples Mass Casualty Plan. The Mass Casualty Plan is developed and maintained by Naval Hospital Naples and is included in their EM plan. The plan addresses where patients will be sent by priority and where medical support requests will be forwarded in the event of an emergency. Events that result in a large number of casualties more than likely will exceed the capabilities of the supporting MTF or clinic. DHS, the Department of Veterans Affairs, and the Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) are engaged in preparations for assisting Territory and local authorities in responding to mass casualty needs during a major disaster, either from natural, technological, or terrorism causes.

a. CDC has issued grants to Territory health departments to increase preparedness for bioterrorism and other large-scale events. The planning requirements for these events include preparation for mass fatalities and mass casualties. Installation planning for mass fatalities and mass casualties should include Territory and local health officials. Local and regional medical centers will be engaged in an event early on and will bring to bear all assets available. A cooperative effort between Installations and civilian medical authorities is crucial to a successful mass casualty plan.

b. DHS has developed a Mass Casualty Incident Response Plan within the framework of reference (b). In accordance with reference (c), responsibility for response rests with local authorities and, when requested, the Territory. In a major event, however, it is assumed that local and Territory resources will be quickly overwhelmed. Given the assumed large number of casualties, DHS will establish predefined "Push Packages" designed to provide assistance to Territory and local authorities in seven critical areas: mass care, search and rescue, decontamination, medical support, prophylaxis, casualty transportation, and public information.

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SECTION II

FUNCTIONAL AREA ANNEXES

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SECTION III

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SECTION IV

HAZARD-SPECIFIC APPENDICES

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SECTION V

FORMS AND CHECKLISTS

SECTION VI

GENERAL APPENDICES

APPENDIX A - RECORD OF CHANGES

1. Recommendations for changes to this instruction may be submitted to the NAVSUPPACT Naples Office of Emergency Management (OEM) for consideration. Such recommendations should list the specific section and paragraph to be changed, the recommended change, and the reason for the change.

CHANGE NUMBER	DATE OF CHANGE	CHANGE LETTER SERIAL NUMBER	DATE ENTERED	SIGNATURE

APPENDIX B - RECORD OF DISTRIBUTION

1. The NAVSUPPACT Naples Emergency Management (EM) Plan shall be distributed on, no less than an annual basis to all members of the NAVSUPPACT Naples Emergency Management Working Group (EMWG) and all identified federal, local, other Service, and/or private response partners.

2. Current electronic and paper copies of this plan and all applicable supporting references, resources, procedures, and tools shall be maintained by the NAVSUPPACT Naples Emergency Management Officer within the Emergency Operations Center, the Emergency Dispatch Center, and the Alternate Emergency Operations Center location.

DATE OF DISTRIBUTION	DISTRIBUTION RECIPIENT(S)	DISTRIBUTION METHOD	SIGNATURE

APPENDIX C
BASIS FOR DEVELOPMENT OF NAVY EMERGENCY MANAGEMENT PROGRAMS

1. Deputy Secretary of Defense Memorandum to the Services on 5 September 2002 established the requirement for all Services to protect assigned personnel against CBRNE terrorism incidents impacting military installations. The appropriate DOD and Joint guidance quickly followed in the form of DOD Instruction 2000.18 to clarify the guidelines, standards, and employment concepts necessary to execute the guidance provided by the Deputy Secretary.

2. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, was issued in February 2003. It requires the development of the National Incident Management System (NIMS) to coordinate the preparedness and incident management efforts of Federal, State, Tribal, and Local governments. The Deputy Secretary of Defense Memorandum of 26 January 2004 mandated cooperation and the use of NIMS by all Services. The NIMS was released in March 2004 and updated in December 2008. Based upon HSPD-5 and the common preparedness requirements set forth in NIMS, the Federal Government created the National Response Plan (NRP) in December 2004 to integrate Federal Government prevention/mitigation, preparedness, response, recovery plans into one all-discipline, all-hazard approach to domestic incident management. The NRP superseded the Federal Response Plan (FRP), United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN), the Federal Radiological Emergency Response Plan (FRERP), and the Initial National Response Plan (INRP). The NRP served as the core plan for Federal support to State, Tribal, and Local governments and established the principal construct for management of Incidents of National Significance (INS). The NRP was linked to an array of incident-or hazard-specific Federal contingency plans, including the National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

3. The National Response Framework (NRF) was released in March 2008 along with functional annexes and support annexes. The NRF supersedes the NRP with the exception that the NRP Incident Annexes remain in effect. The NRF is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It describes specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

4. Federal departments and agencies are required to modify existing incident management, contingency, and emergency plans under their purview to appropriately align these plans with the direction provided in the NIMS and the NRF.

State, Tribal, and Local authorities were requested to modify similar plans under their purview to the standards set forth in NIMS to facilitate national-level interoperability and coordination.

5. The Navy Installation Emergency Management (EM) Program implements the concepts outlined above as well as other applicable DOD and Joint guidance within Navy Regions and Installations worldwide. The incident management structures and processes outlined herein call for maximum integration and coordination at all levels of the Navy and coordination between the Navy and Federal, State, Local, Other Service, and/or private (or Host Nation) agencies and departments to optimize resources and develop an optimum response and recovery effort. The NAVSUPPACT Naples EM Program shall implement the policy and procedures set forth by DODI 6055.17, (Series), CNIC Instruction 3440.17, (Series) , and DODI 2000.21 (Series), U.S. Department of State Foreign Affairs Manual Volume 2 General (2 FAM 061) - (Foreign Disaster Relief/Foreign Humanitarian Assistance), through the development, maintenance, and execution of the EM Plan in this document.

6. The successful implementation of this program will take the concerted efforts of all stakeholders. Only by working together will the nation achieve greater efficiency and effectiveness in preventing, preparing for, mitigating the potential effects of, responding to, and recovering from all identified hazards and threats, including acts of terrorism. I look forward to working with all to achieve our common goal.

REFERENCES

a. CNIC INST 3440.17 (Series), Navy Installation Emergency Management (EM) Program Manual (23 Jan 06).

b. COMNAVEURAFSWA INST 3440.17(Series), Regional Emergency Management (EM) Program (28 Aug 08).

c. COMNAVEURAFSWA INST 3440.1(Series), All Hazard Critical Incident Command/Management System (15 Aug 06).

d. NAVSUPPACT NAPLES INST 3440.1 (Series), Emergency Management Working Groups (15 May 09).

e. Department of Defense INST 6055.17 (Series), Installation Emergency Management Program (13 Jan 09).

f. Department of Defense DOD 0-2000.12-H, Antiterrorism Handbook (09 Feb 04).

g. OPNAV Instruction 3100.6(Series) Special Incident Reporting Procedures (OPREP-3, Navy Blue and Unit SITREP).

h. FEMA National Incident Management System (NIMS) (Dec 08).

i. Homeland Security National Response Framework (22 Mar 08).

j. National Fire Protection Agency 1600, Standard on Disaster/Emergency Management and Business Continuity Programs (2007).