



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
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IN REPLY REFER TO:  
COMNAVREGSWINST 3440.1B  
N37

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COMNAVREGSW INSTRUCTION 3440.1B

From: Commander, Navy Region Southwest

Subj: REGIONAL EMERGENCY MANAGEMENT (EM) PLAN

Ref: (a) OPNAVINST 3440.17  
(b) CNICINST 3440.17

Encl: (1) Regional Emergency Management Plan

1. Purpose. To provide a standard regional emergency management program, planning and execution responsibilities, and establish guidance and procedures for assistance to civil authorities in the event of civil defense, emergencies, disturbances, and foreign disasters.

2. Cancellation. COMNAVREGSWINST 3440.1A.

3. Action. All Navy commands and activities within the Navy Region Southwest area of responsibility shall implement the policies and procedures of this instruction upon receipt. Installation Program Managers shall distribute this instruction to all Navy commands and activities within their area of responsibility. This instruction is a complete revision and should be read in its entirety.

  
L. R. HERING

Distribution:

Electronic only, via CNRSW Directive Web Site

<https://cnicgateway.cnicy.navy.mil/Regions/SWT/N00/N04/default.aspx>

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**NAVY REGION SOUTHWEST  
REGIONAL  
EMERGENCY MANAGEMENT (EM)  
PLAN**

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The Regional Emergency Management (EM) Plan shall be distributed on no less than an annual basis to all members of the Regional Emergency Management Working Group (EMWG) and all identified Federal, state, local, other service, and/or private response partners.

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# **BASIC PLAN**

## **Introduction**

### **Purpose**

This plan is the primary document which the Commander, Navy Region Southwest (CNRSW) uses to execute his or her responsibility and authority to develop, implement, and sustain a comprehensive EM (Emergency Management) Program in the Region and the supported Installations.

The purpose of this plan is to establish, implement, and sustain a comprehensive all-hazard EM Program within Navy Region Southwest to prepare for, prevent/mitigate the potential effects of, respond to, and recover from an emergency impacting the Region, its supporting Installations, and/or the civil community in which those Installations reside.

This 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, State, Local, Other Service, and/or private organizations. It serves as a tool to assist Navy Region Southwest Installations to develop their EM Program and associated EM Plan.

### **References**

- (a) CNIC Instruction 3440.17, Navy Installation Emergency Management Program Manual (23 Jan 2006)
- (b) OPNAV Instruction 3440.16, Navy Civil Emergency Management Program (10 Mar 1995)
- (c) National Response Framework (January 2008)
- (d) National Incident Management System (1 March 2004)
- (e) OPNAV 3100.6, Special Incident Reporting

### **Scope**

This plan covers all aspects of managing emergencies in the Region and supporting Installations and includes but is not limited to:

- Provide roles and responsibilities to the N Codes and regional organizations that support the Office of Emergency Management
- Providing operational and response organization structures
- Identifying response resources and assets
- Provide assessment requirements and criteria
- Specifying operational procedures

### Applicability

The NRSW EM Plan applies to all Regional and Installation personnel, including Tenant Commands. The Regional EM Plan is applicable to all Navy personnel, to include active and reserve components, Navy civilians, Navy families, Navy and non-Navy tenants on Navy installations, transient military or U.S. Government (USG) personnel, contractor personnel, visitors and guests, and third country national personnel, as assigned.

### Exemption

In accordance with OPNAV Instructions 3040.5 and 3150.8, emergencies involving Naval Nuclear Propulsion Program (NNPP) reactor plants and associated radioactive material are exempt from reference (a). Hazard-Specific Appendix 16 provides guidance on response to these types of events.

### Situation

Emergency situations are characterized by rapid development and grave consequences, such as natural and man-made disasters. NRSW will be tasked to support the regions installations in preparing for, responding to and recovering from these events. NRSW EM goal is to coordinate all assistance possible to return the affected installation(s) to full operational capability. NRSW could be tasked to act quickly to provide capabilities that civil, state and federal agencies do not possess. This tasking would fall under the guise of Defense Support to Civil Authorities (DSCA).

### Assumptions

Response to such emergencies onboard Navy Regions and Installations may require all existing first responder and emergency responder assets and exceed the organic capabilities of Regional and/or Installation resources. Regional and Installation Commanders may require extensive Federal, State, Local, Other Service, and/or private support in order to effectively respond to and recover from an emergency.

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

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## Policy

The primary responsibility of all Navy Installations shall be to accomplish the command's assigned Mission Essential Functions (MEFs) and supporting tasks. This Regional EM Plan supports the priority of such Continuity of Operations (COOP) efforts in relation to the response to an emergency and provides validated and approved methods for protecting assigned personnel, equipment, and facilities within the scope of Federal law and DoD, Joint, and Navy policy.

Any emergency within the Navy Region or onboard its supporting Installations requires time-critical response in order to sustain critical operations, save lives, protect property, and restore essential operations and services. This Regional EM Plan outlines the critical elements which must be executed in order to accomplish a successful response to and recovery from an emergency, regardless of cause or extent.

It is the policy of the Federal Government to support civil authorities in coping with civil emergencies or disasters that overwhelm the capability of State and Local governments to adequately respond to and recover from such events in order to protect the safety, health, and property of the civilian population. This Regional EM Plan outlines the applicable Navy support to assist civil authorities as directed by higher headquarters or when an emergency poses an immediate and imminent threat to human life.

## Concept of Operations

Response to an emergency is best coordinated and executed at the lowest level of command involved in the emergency. Incident Commanders will maintain tactical control and responsibility for tactical-level emergency response actions within the immediate area of the hazard or damage. Installation Commanders will maintain operational control of their assigned installation(s) and forces and support the Incident Commander through the coordinated actions performed in the Installation Emergency Operations Center (EOC). Regional Commander will maintain overall operational control over all its Installations and assigned Regional forces and support the Installation Commander through the coordinated efforts of the Regional Operations Center.

The Regional Commander will maintain the capability to respond to mission assignments in support of Defense Support of Civil Authorities (DSCA) tasking from higher headquarters, immediate response in support of civil authorities when conditions warrant, and response to emergencies onboard Installations not immediately impacted by a current emergency.

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### Operational Priorities

The operational priorities of the NRSW Regional EM Program are as follows:

- Sustain MEFs and any associated CMFs.
- Save lives and prevent human suffering.
- Restore essential operations and services.

Those daily functions which do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts normally required for those functions will be redirected to accomplishing emergency tasks by the agency concerned.

An integrated emergency management plan is concerned with all hazardous situations which may develop within a state, community, installation or the region. As shown below, the NRSW EM Plan is more than a response plan in that it addresses activities that occur before, during, and after a disaster.

This document does not contain a complete listing of all installations or NRSW resources. However, it is expected that each installation will maintain an updated resource listing and provide this information to NRSW and other installations when requested. Local resource listings shall be maintained by installation EMOs at their respective EOCs.

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### Plan Organization

This Plan is divided into six parts: a Basic Plan, Functional Area Annexes, Support Annexes, Hazard-Specific Appendices, General Appendices, and Region and Installation Information.

- Section 1: Basic Plan

Describes the structure and requirements to establish the concept of operations for responding to and recovering from emergencies impacting the Region, its Installations, and the civil communities where they reside. It includes incident notification, reporting, and other procedures common to the effective management of all emergencies.

- Section 2: Functional Area Annexes

Describe the roles and responsibilities of each functional area in order to successfully execute the concept of operations put forth in the Basic Plan.

- Section 3: Support Annexes

Are provided to ensure consistent and accurate execution of the tasks which are considered technically rigorous, provide significant management challenges, or are based on detailed legal processes or procedures

- Section 4: Hazard-Specific Appendices

Are provided to ensure that the unique aspects of each hazard identified in the Regional and Installation assessments are documented; They are then applied to the incident notification, reporting, and management procedures as provided in the Basic Plan.

### Plan Maintenance

The Regional Commander is the final approving authority for this plan. The Regional Emergency Manager is responsible for its routine maintenance and annual review. All changes to policies, procedures, or assignments will be briefed to the Regional EM Working Group (EMWG) prior to approval by the Regional Commander. Non-policy changes may be approved by the Regional Operations Officer (N3).

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## Navy Region Southwest Organizational Information

### Organizational Assignments

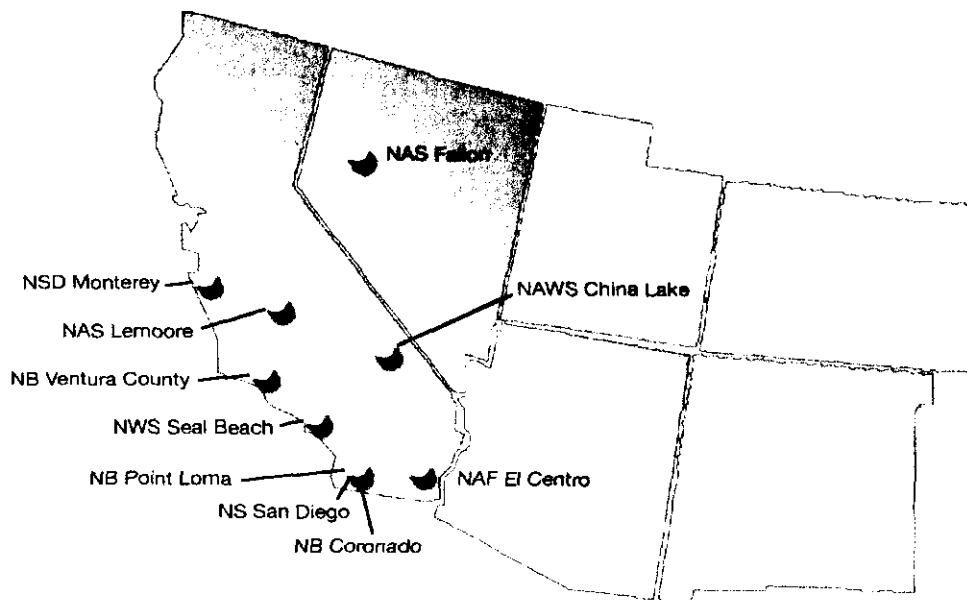
Table BP-1 identifies the relationships between NRSW and other echelons of the Department of Defense, and more specifically the Navy.

**Table BP-1: Organizational Assignments (By Echelon)**

Echelon I (Operational)	U.S. Northern Command
Echelon I (Administrative)	OPNAV N46
Echelon II (Operational)	US Fleet Forces Command
Echelon II (Administrative)	Commander, Navy Installations Command (CNIC)
Echelon III (Regional)	Navy Region Southwest
Echelon IV (Installations)	See Figure BP-1 and Section 6 of the plan

Figure BP-1 below provides Regional Geographic Area information.

**Figure BP-1: Regional Geographic Area**



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## **Installation Organizational Information**

### **Installation Group Designations**

The Installation prioritization process allows the Regional Commander to prioritize resource allocation for the development and implementation of the Regional and Installation EM Programs.

Those Installations designated as Group 1 or 2 will be the focus of Regional EM efforts to ensure the Navy's ability to meet critical strategic and operational requirements. The Installations designated as Group 3 will be supported primarily through integration of existing capabilities into the appropriate state, local, or other service emergency management programs. Table BP-2 provides the approved Installation group designations.

**Table BP-2: Approved Installation Group Designations**

<b>Installation Title</b>	<b>Group Designation</b>	<b>Response Capability</b>
Naval Base Coronado	1	Technician
Naval Base San Diego	1	Technician
Naval Base Point Loma	1	Technician
NAS Lemoore	1	Technician
NAS Fallon	2	Operations
Naval Base Ventura	2	Operations
NAWC China Lake	2	Operations
NWS Seal Beach	2	Operations
NAF El Centro	3	Awareness
NSD Monterey	3	Awareness

### **Installation Locations**

Table BP-3 is a comprehensive listing of all Installations supported by NRSW located on next page (**Page 8**).

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**Table BP-3: Installation Locations**

<b>Installation Title</b>	<b>Installation UIC</b>	<b>Installation Location (City)</b>	<b>Installation Location (County or Province)</b>	<b>Installation Location (State or Host Nation)</b>
<b>Naval Air Station North Island</b>	00246	Coronado	San Diego	CA
Naval Amphibious Base Coronado	00246	Coronado	San Diego	CA
NOLF Imperial Beach	00246	Imperial Beach	San Diego	CA
NRRF Imperial Beach	00246	Imperial Beach	San Diego	CA
NALF San Clemente	00246	San Clemente Island	Los Angeles	CA
Reserve Training Site Warner Springs	00246	Warner Springs	San Diego	CA
NWTF La Posta Annex	00246	Campo	San Diego	CA
<b>NB San Diego</b>	00245	San Diego	San Diego	CA
NMC San Diego	N00259	San Diego	San Diego	CA
FISC San Diego	00245	San Diego	San Diego	CA
DFAS San Diego	N68732	San Diego	San Diego	CA
Admiral Baker Field	00245	San Diego	San Diego	CA
<b>Naval Base Point Loma</b>	63401	San Diego	San Diego	CA
SPAWAR San Diego	00039	San Diego	San Diego	CA
FCTCPAC San Diego	0388A	San Diego	San Diego	CA
FASWTC San Diego	00948	San Diego	San Diego	CA
FISC San Diego Fuel Depot	N00244	San Diego	San Diego	CA
<b>NWS Seal Beach</b>	61065	Seal Beach	Orange	CA
NWS Seal Beach Det Fallbrook	61065	Fallbrook	San Diego	CA
NWS Seal Beach Det Corona	61013	Norco	Riverside	CA
<b>Naval Base Ventura County</b>	69232	Ventura	Ventura	CA
NAWC Point Mugu	63126	Ventura	Ventura	CA
CBC Port Hueneme	62583	Ventura	Ventura	CA
NOLF San Nicolas Island	30614	San Nicolas Island	Ventura	CA
<b>NAS Lemoore</b>	63042	City of Lemoore	Kings County	CA
EFA WEST San Bruno	62474	San Bruno	San Mateo	CA
NWS Seal Beach Det Concord	60036	Concord	Contra Costa	CA
NCTS San Diego Det Stockton	00886	Stockton	San Joaquin	CA
<b>Naval Air Weapons Center China Lake</b>	47609	China Lake	Kern	CA
<b>NAS Fallon</b>	60495	Fallon	Churchill	NV
NUWC Hawthorne	41869	Hawthorne	Mineral	NV
<b>NAF El Centro</b>	60042	El Centro	Imperial	CA
US Naval Observatory Flagstaff	N0540A	Flagstaff	Coconino	AZ
<b>NSD Monterey</b>	61014	Monterey	Monterey	CA
METOC Center Monterey	63134	Monterey	Monterey	CA



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## **Regional Emergency Management Organizational Structure**

### **Organizational Structure**

Standard 1 of reference (a) provides the organizational structure and assignment of responsibilities for the administration, operation, and management of the Regional EM Program. The Navy EM Program is executed at the Regional level under the command of a Regional Commander, supported by a Regional Emergency Manager, an Office of Emergency Management (EM), and an Emergency Management Work Group (EMWG).

### **The Regional Commander**

Provides program direction and oversight of the Regional and Installation EM Programs and is responsible for assuring standards are addressed in the EM Program.

### **Regional Commander Duties and Responsibilities**

The Regional Commander has the responsibilities noted below as part of the Navy Region Southwest Regional EM Program. Regional leads for execution of some of these responsibilities are also noted.

- Designate a Regional Emergency Manager in writing (N0)
- Ensure EM Program Standards are properly addressed (N37)
- Charter and participate in the Regional EMWG (N0/N00)
- Designate a Regional Public Health Emergency Officer (PHEO) in writing (N0/N00)
- Establish a Regional Military Biological Advisory Committee (MBAC) in writing (N0/N00)
- Determine the Installation Group Designations (N37)
- Support Fleet Commander and tenant operational commands in the identification of MEFs and associated CMFs onboard Installations (N37)
- Determine categorization of Regional personnel and designate Category 5 personnel in writing. (each regional functional area manager)
- Validate categorization of personnel at the Installation level (N37)
- Validate and update as required, the Regional Hazard Summary (N37)
- Ensure that essential operations supporting MEFs are identified by appropriate Regional programs and that procedures are identified in the EM Plan for prioritized restoration of them (N37)
- Review and approve the Regional EM Plan (N0/N00)
- Designate appropriate Regional EM staff (N00/N37)
- Establish a Regional Operations Center (ROC) (N37)
- Designate a ROC Manager in writing (N37)
- Participate in training and exercises related to ROC duties (N0/N00)

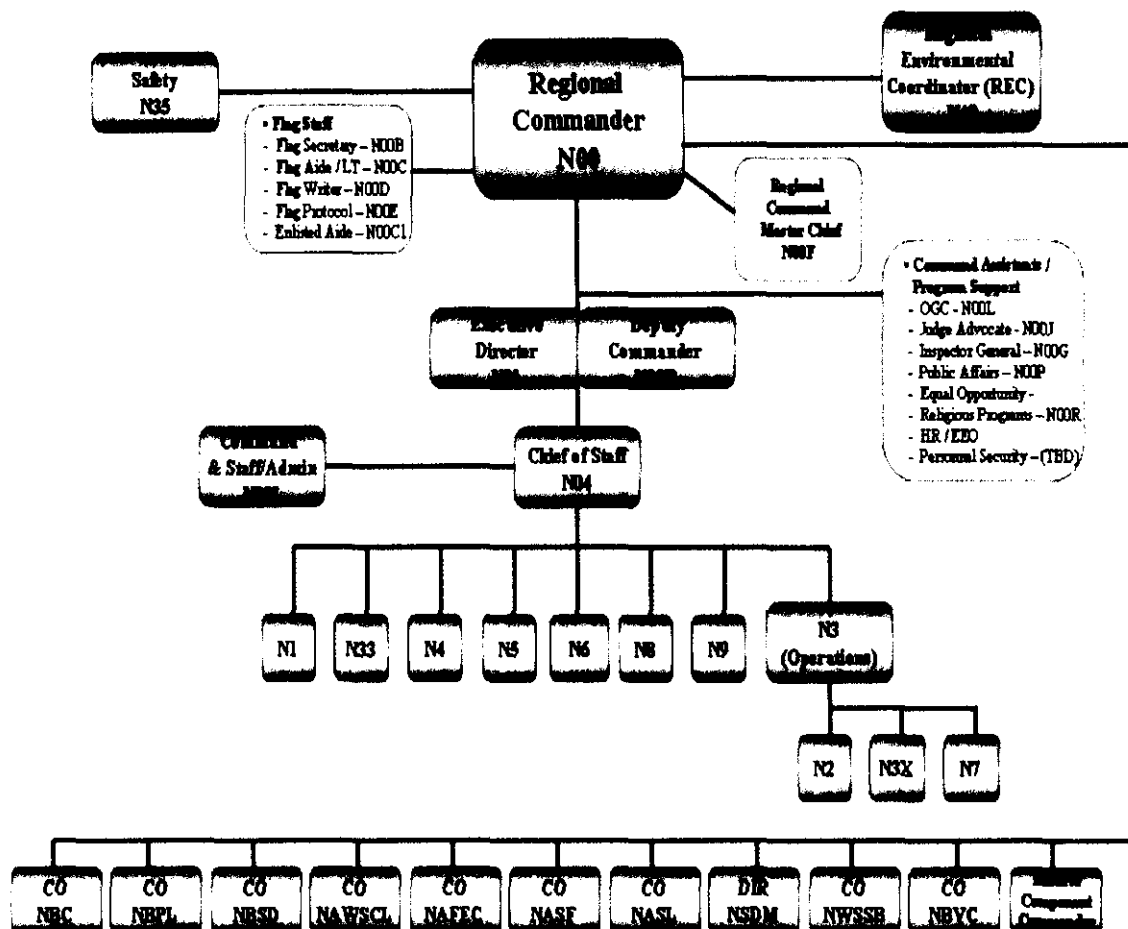
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**Regional Commander Duties and Responsibilities Continued:**

- Establish and promote interoperable communications across the response community (N6)
- Consolidate individual dispatch centers at the regional or multi-regional level, if possible (N37)
- Designate a Joint Information Center in coordination with federal and state representatives (PAO)
- Ensure that all EM efforts are coordinated with CNIC, assigned Fleet Commander, and assigned Combatant Commander (N37)
- Review and approve all support agreements (N00/N37/Cognizant N-code)
- Review and approve Regional EM exercise After-Action Reports (AARs) (N00/N37)
- Ensure participation in Regional EM Program by tenant commands (N00/N37)

**Regional Commander Organization**

Figure BP-2 illustrates the NRSW organizational structure and lines of authority between CNRSW and supporting Installations.

**Figure BP-2: Regional Commander Organization Chart**

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Regional Public Health Emergency Officer (PHEO)

CNRSW has designated in writing a Regional PHEO. The PHEO is responsible for determining the existence of cases suggesting a public health emergency, investigating such cases for the cause, and recommending implementation of proper control measures.

Upon determining that an emergency exists (see Incident Management section of this plan), the Regional Commander may proclaim a public health emergency on one or more Installations under his/her command. Such proclamation shall be immediately reported by the Commander through the chain of command to the Secretary of Defense via an OPREP-3 Pinnacle (see Incident Reporting portion of this plan). It shall also be reported by the Regional PHEO to the Surgeon General of the Navy, the senior medical officer of the supported Combatant Command, and to the Office of the Assistant Secretary of Defense for Health Affairs (OASD-HA). It shall also be reported to the Centers for Disease Control and Prevention and to appropriate state and local public health agencies.

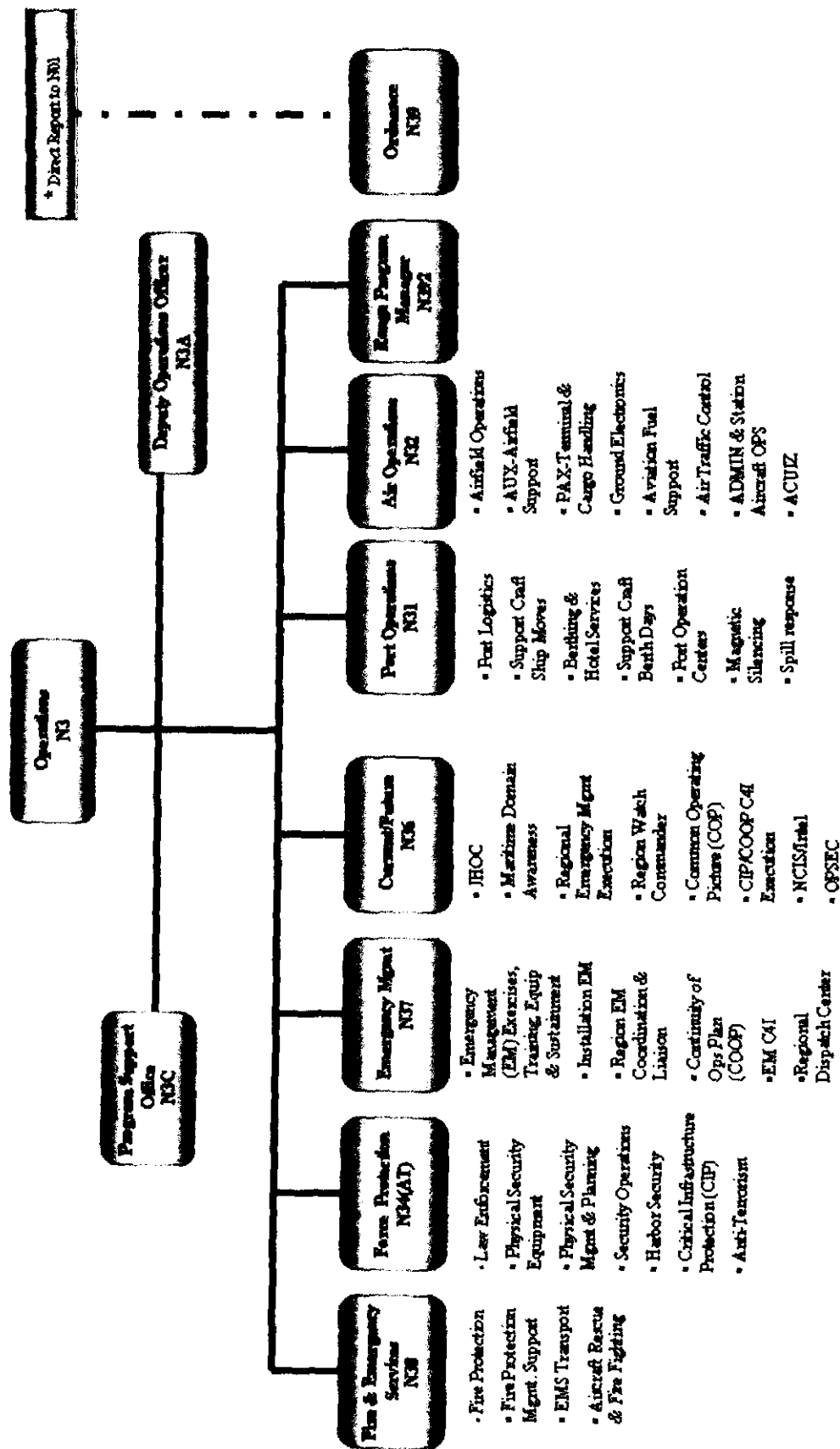
Regional Operations Officer (N3)

The Regional Operations Officer reports directly to the Regional Commander and provides supervision and oversight of the Regional EM Program and the Program Manager (PM). The Operations Officer is responsible for the application of CNIC policy and business processes, including the identification of EM requirements in the Region.

Figure BP-3 illustrates the organizational relationship and lines of authority within NRSW Operations.

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Figure BP-3: Regional (N3) Organizational Relationship Chart



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Regional Emergency Manager (N37)

The Regional EM operationally reports to the Regional Commander via the Operations Officer. He/she administratively reports to the CNIC EM Functional Manager. The Regional EM exercises administrative control over assigned Installation Emergency Management Officers (EMOs).

The Regional EM is responsible for developing, coordinating, and executing the Navy Installation EM Program in the Region's geographic area. As the senior dedicated EM official within a Region, the EM provides management oversight, technical assistance, and specialized guidance for all matters pertaining to establishment, implementation, and sustainment of the comprehensive EM Program. The Regional EM is responsible for tracking the resources provided by CNIC based on the service and performance standards established for the approved CNIC Common Output Level Standards (COLS).

The Regional EM ensures the development and execution of Regional EM and COOP Programs and associated preparedness activities, including training; sustainable equipment procurement; and exercises to promote readiness. The Regional EM supports Installation EMOs in the development and approval of support agreements, including MAAs with federal, state, local, other service, and private responders, as detailed in Support Annexes 1 through 5. Review to the Regional EM Plan and Regional COOP Program must be done annually.

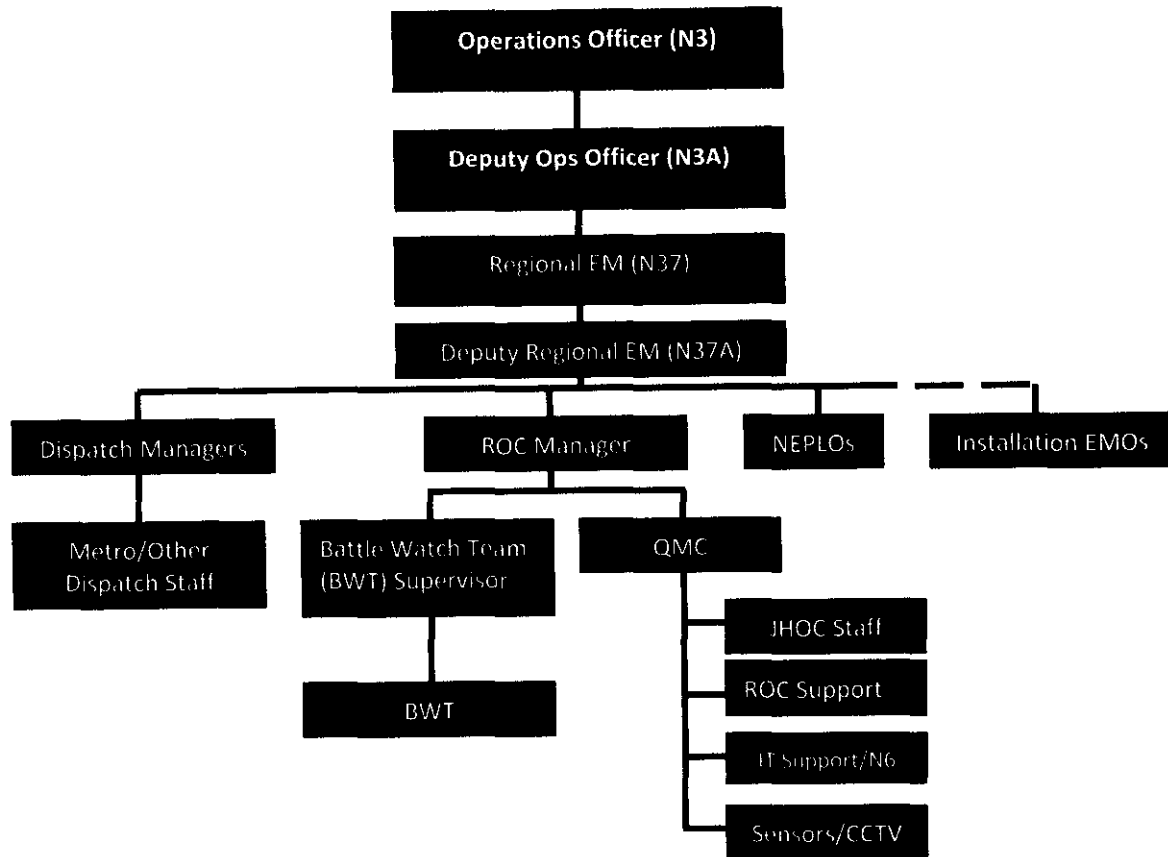
The Regional EM/Installation EMOs are responsible for the management, administration, and operation of the Regional Dispatch Center/Installation Dispatch Centers, respectively.

A ROC Manager has been designated in writing by the Regional EM and is responsible for the administration, maintenance, and routine operations and use of the ROC.

The EM serves as the Regional representative for all EM-related working groups and participates in the CNIC-sponsored EM Working Group on a regular basis.

The Regional EM serves as the principal advisor to the Regional Commander in his/her role as the Regional Planning Agent (RPA) and is responsible for ensuring execution of the Navy DSCA Program by administering assigned Navy Emergency Preparedness Liaison Officer (NEPLO) personnel. FAAs V and W provide more information concerning the responsibilities of the RPA and NEPLOs. Figure BP-4 illustrates the Regional Emergency Management Organization Structure in Navy Region Southwest.

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**Figure BP-4: Regional Emergency Management Organization Chart****Regional Emergency Manager Duties and Responsibilities**

The Regional Emergency Manager (Regional EM) coordinates or takes the following actions in the order listed below. As appropriate, other leads for execution of some responsibilities is noted.

- Coordinate identification of MEFs executed aboard regional installations and associated CMFs and infrastructure. At the regional level there are no MEFs or CMFs. Installation EM Plans provide this information.
- A determination of hazards applicable to region-wide hazards for NRSW is contained in the Hazard Summary shown in Table BP-6. The Regional Hazard-Specific Appendices to this Plan are based on this summary. The Regional EM shall update this summary if new hazards are identified.
- Ensure that Regional and Installation assessments and analyses are completed prior to the preparation of their EM Plans and standard operating procedures. (Regional EM/Installation EMOs)

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### Regional Emergency Management Working Group (EMWG)

NRSW has established and maintains a Regional EMWG to assist in the development, execution, exercising, and assessment of the Regional EM Program. The principal goal of the Regional EMWG is the coordination of plans and concepts of operations among multiple functional areas and among Navy response organizations and their mutual aid partners. The EMWG will encourage participation by federal, state, local, other service, and private EM agencies.

### Regional Military Biological Advisory Committee (MBAC)

As specified in a Memorandum of Understanding, NRSW has established and maintains a standing Regional MBAC comprised of representatives from CNRNW, C3F, CGMCI West, NAVMEDWEST, NCIS, CNMCSD, and NHCP. The mission of the MBAC is to provide local commanders with jointly developed public health/law enforcement assessments, and appropriate response actions to counter bio-terrorism and public health emergencies.

### Concept of Employment

The Regional MBAC convenes at the following times or in response to the following situations:

- Beginning of specific endemic disease seasons (such as influenza season)
- Upon the receipt of specific biological epidemic/endemic warnings from:
  - Centers for Disease Control and Prevention
  - OASD(HA)
  - Headquarters, Regional, or Installation Navy Medicine activities
  - Designated military chain of command, including the Combatant Commander, Navy staff, or the Fleet Commander
- Upon the receipt of specific and credible biological terrorism warnings or intelligence from:
  - Civilian or military public health, law enforcement, or intelligence communities
  - Designated military chain of command, including U.S. Northern Command, Navy staff, Naval Criminal Investigative Service (NCIS), or Commander Third Fleet
- Upon receipt of specific information related to the presumptive identification, confirmatory testing, or definitive analysis of a biological threat either onboard a supporting Installation or with the potential to impact an Installation. This category includes information received via federal or DoD environmental monitoring programs, including designated pilot programs.

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The MBAC's recommendations to the Regional Commander must include the extent of incident notification and reporting to the military chain of command and, if appropriate, civilian authorities. The recommendations should also address any immediate actions necessary to support the response to the identified threat, including the appropriate activation level of the ROC, sampling and evidence collection requirements, a rough order of magnitude projection, and any requirements for external assistance.



22 Jun 2009

## **Installation EM Organization Structure**

### **Installation Commander**

Installation Commanders are the key link to supporting customers onboard Navy Installations and provide integration of the various Regional program service outputs in a coherent process in support of Navy operational missions. Installation Commanders shall operationally and administratively report to the Regional Commander.

### **Installation Commander Duties and Responsibilities**

The Installation Commander has the following responsibilities. Leads for execution of some of these responsibilities are also noted.

- Designate in writing an Installation EMO appropriate to the established Installation group designation.
- Ensure EM Program Standards are properly addressed onboard Installation. (EMO)
- Charter and participate in an Installation EMWG.
- Coordinate with Region to determine the appropriate Installation group designation.
- Support tenant operational commands in the identification of MEFs and associated CMFs onboard the Installation.
- Ensure that essential operations supporting these MEFs are identified by appropriate Installation programs, and procedures are identified in the Installation EM Plan for prioritized restoration of these essential operations.
- Validate personnel at the Installation level and provide results to Regional Commander. Ensure Category 1 and 5 personnel are designated in writing.
- Ensure that all required threat, hazard, vulnerability, and consequence assessments are conducted IAW Standard 4 of reference (a) prior to approval of the Installation EM Plan.
- Review and approve the Installation EM Plan
- Designate appropriate Installation EM staff.
- Establish interoperable communications across the response community, if possible.

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### Installation Commander Duties and Responsibilities Continued

- Establish an Installation Emergency Operations Center (EOC).
- Participate in training and exercises associated the duties performed in the Installation EOC.
- Designate a Joint Information Center (as required) in coordination with local representatives.
- Ensure that all EM efforts are coordinated with region, state, local and other services.
- Review and approve all support agreements, to include Installation MAAs, memoranda of understanding or agreement (MOU/MOA), Inter-Service Support Agreements, and contracts.
- Ensure proper resources are programmed for during the budget process.
- Ensure participation in the Installation EM Program by tenant commands.

### Installation Emergency Management Officers (Installation EMOs)

Installation EMOs shall operationally report to the Installation Commanding Officer and administratively report to the Regional EM. The EMOs serve as the program coordinators at the Installation level. They are responsible for preventing, preparing for, mitigating the effects of, responding to, and recovering from all hazards which may affect their Installation. The EMO is responsible for the management, administration, and operation of the Installation EOC and Dispatch Center (if assigned).

### Installation EMO Duties and Responsibilities

The Installation Emergency Management Officers (Installation EMOs) will coordinate the following:

- Identification of MEFs executed aboard the installation, associated CMFs, and infrastructure.
- Completion of Installation assessments and analyses prior to the preparation of Installation EM Plans, standard operating procedures, and checklists.
- Ensure that the Installation EM Plan contains Hazard-Specific Appendices for identified hazards.

### Installation EMWG

Each Installation shall establish an EMWG. The EMWG will be chaired by the Installation Commander. The Installation EMO serves as the principal action officer. The members of the EMWG are specified in Standard 6 of reference (a).

29 MAR 2009

## **Assessment Methodology**

### **Overview**

EM planning is based on a complete assessment of the hazards that may affect the Region and Installations. These assessments are used to evaluate the ability to respond successfully to incidents, to sustain critical operations and to protect personnel.

### **Regional Emergency Manager**

The Regional EM coordinates the following actions in the order listed:

- Identifying Regional MEFs and associated CMFs and infrastructure.
- Developing a regional hazard summary based on the probability of hazards that may strike installations in the region. This summary has been completed and is available from the Regional EM Office. Develop regional Hazard-Specific Appendices based on this summary.
- Ensuring that Regional and Installation assessments and analyses are completed prior to the preparation of their EM Plans and standard operating procedures.
- Assigning Installation EMOs to perform the risk assessments using Standard 4 of reference (a).
- Ensuring Installation EMOs include appropriate Hazard-Specific Appendices in Installation EM Plans based on results of the assessment.
- Performing Regional EM capability assessments (for those Regions with Group 1 or Group 2 Installations) using Standard 4 of reference (a).
- Reviewing annual Installation EM capability assessments.

### **Installation Emergency Management Officer**

The Installation EMO will coordinate the following:

- Identifying Installation MEFs, associated CMFs and infrastructure.
- Ensuring that Installation assessments and analyses are completed prior to the preparation of Installation EM Plans, standard operating procedures, and checklists.
- Performing risk assessments using Standard 4 of reference (a) and applicable hazards listed in the Regional Hazard Summary.
- Performing risk evaluation of MEFs and CMFs using Standard 4 of reference (a).
- Performing a needs analysis using Standard 4. Determine mitigation strategies (procedures, training, activities, countermeasures, and equipment) and submit to the Regional EM.
- Ensuring that the Installation EM Plan contains Hazard-Specific Appendices for identified hazards.

22 JUL 2009

- Performing an Installation EM capability assessment using Standard 4 of reference (a).

### Risk Management Strategy

Risk is a function of identifying hazards, determining vulnerability to them, and projecting the consequences if these hazards were to impact the Region. Risk management is a continuous process of assessing critical operations, assets, and infrastructure against evolving 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:

- Joint Service Integrated Vulnerability Assessments (JSIVA)
- Chief of Naval Operations Integrated Vulnerability Assessments (CNO IVA)
- COOP planning
- Critical Infrastructure Protection (CIP) planning and assessments
- Exercise AARs and lessons learned
- Federal, state, and local hazard, vulnerability, or risk assessments
- Federal, state, and local natural and technological hazard identification

Table BP-5 provides guidance on which organizations should be involved in preparing the various assessments. Fire and Emergency Services (F&ES), EOD Shore-Based Detachment, and Public Works subject matter experts should assist these organizations in the preparation of the assessments.

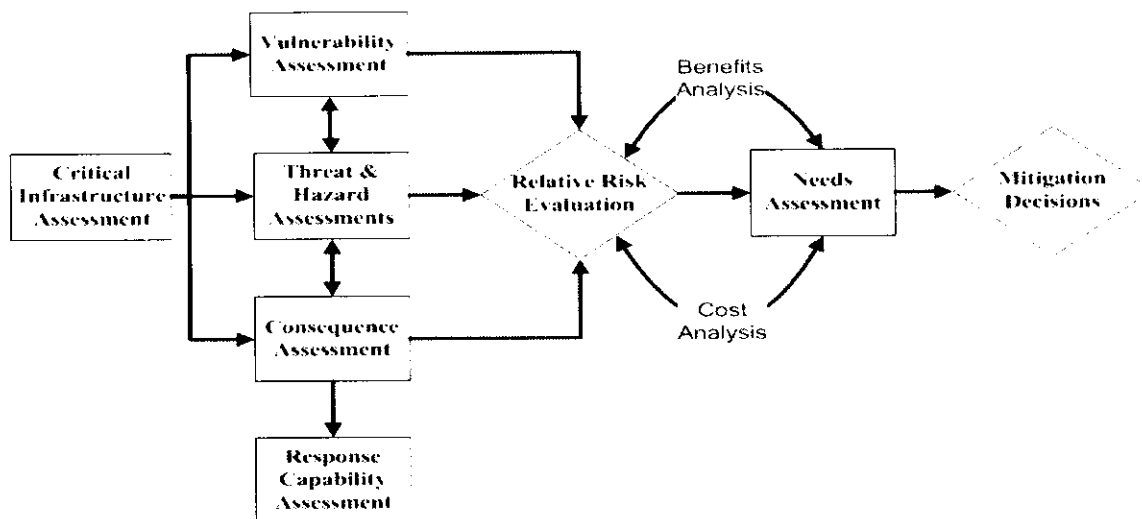
**Table BP-5: Types of Assessments**

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

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Each risk resulting from assessments of the various hazards to critical operations, assets, or infrastructure must be compared against the others to determine relative risks. This relative risk evaluation will result in a needs assessment that will assist in future resource allocation, prioritization, and acquisition planning. Figure BP-6 shows the risk management process, which drives continuous improvement in Regional and Installation EM Programs.

**Figure BP-5: Overall Risk Management Process**



### Risk Determination

The following equation will be used by the Installation EMO to produce a risk determination that takes into account existing response capabilities and safeguards:

$$\text{Risk} = \frac{[\text{Hazard (H)}] \times \text{Critical Infrastructure (CI)} \times \text{Vulnerability (V)} \times \text{Consequence (C)}}{\text{Response Capability (RC)}}$$

- Regional and Installation Threat and hazard factors allow measurement of the probability that a specific type of attack or event will strike an asset.
- The Critical Infrastructure factor is a measure of the relative value of the asset with respect to strategic, critical, and mission-essential functions.
- Vulnerability is a measure of the probability that safeguards will fail.
- Consequence is the magnitude of the negative effects if the attack is successful or event occurs.
- Response capability is a measure of the Installation's response level based on existing response teams, procedures, equipment, training, and exercising. A robust response can mitigate the consequences of an event after it has occurred. This is different than pre-incident safeguards (AT standards and earthquake construction standards) that may prevent an attack or mitigate consequences by being in place before the threat/hazard strikes.

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### Identify Regional and Installation Hazards

NRSW has developed a Regional Hazard Summary. The results of this summary are noted in Table BP-6. Copies of the Regional Hazards Summary are available via the Regional Emergency Management Office. Installation EMOs shall use this summary to develop their list of applicable hazards and perform assessments IAW Standard 4 of reference (a).

### Relative Risk Evaluation

Evaluating the risk of a specific threat to an asset is not enough. The risks from each threat need to be compared to risks to other assets to determine which should receive priority for additional countermeasures.

### Needs Assessment

The needs assessment identifies risk mitigation strategies (procedures, training, activities, countermeasures, and equipment) needed to reduce the probability and consequences of hazards that are evaluated as having higher risk factors. Reference (a) provides specific guidance for Installation EMOs. Regional EMs should use Figure 4-2 in Standard 4 of reference (a) when reviewing Installation-proposed needs assessments and mitigation strategies.

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**Table BP-6: Navy Region Southwest Regional Hazard Summary**

<b>High Probability</b>
Power/fuel/utility/communications/IT failure and interruption
Earthquake (including structural failure and collapse)
Wildland fire
Transportation accident (land, air—including space shuttle missions, waterborne)
<b>Significant Probability</b>
Thunderstorm, lightning strike, rain, hail, flooding
Environmental contamination
Hazardous material release
Terrorism (chemical, biological, radiological, nuclear, and high-yield explosives/incendiary, electromagnetic, cyber-terrorism, active shooter, hostage taking, and high jacking)
<b>Moderate Probability</b>
Tropical storm, rain, storm surge, high wind/wave, and riverine flooding
Structural, ship, industrial, aircraft fires
Extreme heat, drought (with potential for Defense Support of Civil Authorities [DSCA])
Winter storms (rain, snow, hail, ice) and associated flooding
<b>Low Probability</b>
Civil disturbance
Landslide, mudslides
Dam and levee failure
Pandemic influenza
Local tsunamis
Financial system interruption
<b>Very Low Probability</b>
Tornado (including structural failure/collapse)
Geographically remote tsunami
Financial system collapse
<b>Extremely Low Probability</b>
Volcanic ash fall
Commercial nuclear reactor or radiological accident/incident
Naval Nuclear Propulsion Program reactor or radiological accident/incident

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**Based on the Regional Hazard Summary, the Regional EM Plan includes these Hazard-Specific Appendices:**

- Appendix 1 (Destructive Weather)
- Appendix 2 (Seismic-Geological Hazards)
- Appendix 3 (Fire Hazards)
- Appendix 4 (Pandemic Influenza)
- Appendix 5 (Hazardous Materials Spill-Release)
- Appendix 6 (Transportation Accidents)
- Appendix 7 (Structure Failure-Collapse)
- Appendix 8 (Infrastructure or Utility Loss)
- Appendix 9 (Financial System Interruption)
- Appendix 10 (Environmental Contamination) **(Not applicable to NRSW EM Plan)**
- Appendix 11 (Agricultural-Food Quarantine) **(Not applicable to NRSW EM Plan)**
- Appendix 12 (Terrorism Incidents)
- Appendix 13 (Chemical Terrorism)
- Appendix 14 (Bioterrorism)
- Appendix 15 (Radiological Terrorism)
- Appendix 16 (Nuclear Terrorism)
- Appendix 17 (Explosive or Incendiary Terrorism)
- Appendix 18 (Electromagnetic-Cyber Terrorism) **(Not applicable to NRSW EM Plan)**
- Appendix 19 (Civil Disturbance, Riots, Strikes & Protests)
- Appendix 20 (Refugee & Migrant Influx)
- Appendix 21 (Naval Nuclear Reactor Accident-Incident)
- Appendix 22 (Commercial Nuclear Reator – RAD Incident)
- Appendix 23 (Naval Nuclear Weapon Accident-Incident)
- Appendix 24 (Military Surge) **(Not applicable to NRSW EM Plan)**
- Appendix 25 (Special Events – Presidential, Air Show, Etc)



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### Personnel Categorization

Categorization of assigned personnel IAW Table BP-7 is necessary to prioritize resource allocation, and to identify training, equipment, and evaluation requirements for the Regional EM Program. Categorization is critical to development of the protection strategy for personnel aboard NRSW. Category 1 personnel are required to maintain continuity of operations; Category 2-4 personnel are required to gain and maintain hazard awareness and an understanding of mass warning procedures and how to respond; and Category 5 personnel are required to conduct safe and effective emergency response operations appropriate to their level of training. Additional information is available in reference (a). Detailed, by-name information may be found in designation letters or watch bills. Designation of Regional and Installation Category 1 and 5 personnel must be signed by CNRSW and the Installation Commanding Officer, respectively.

**Table BP-7: Personnel Categorization**

<b>Category</b>	<b>Personnel</b>
<b>1</b>	<b>(Notification within 5 Minutes)</b> Emergency-Essential Military, Navy/DoD Civilians, and Navy/DoD Contractors
<b>2</b>	<b>(Notification within 15 Minutes)</b> Other U.S. Personnel, including: <ul style="list-style-type: none"> <li>• Family members living on and off base</li> <li>• Non-emergency-essential Military, USG Civilians, and USG Contractors</li> </ul>
<b>3</b>	<b>(Notification within 15 Minutes)</b> Other Personnel supporting U.S. Military Operations, including: <ul style="list-style-type: none"> <li>• Non-U.S. Citizens employed by Navy or Navy Contractor <b>(if not in Category 1 or 2)</b></li> <li>• Foreign Military personnel employed by Host Nation</li> </ul>
<b>4</b>	<b>(Notification within 15 Minutes)</b> Allied/Coalition Personnel, including: <ul style="list-style-type: none"> <li>• Host Nation and Third Country Nationals assisting U.S. operations per international agreement.</li> </ul>
<b>5</b>	<b>(Notification within 5 Minutes)</b> First and Emergency Responders, including: <ul style="list-style-type: none"> <li>• First Responders, including: Fire and Emergency Services, HAZMAT Response Teams, Naval Security Forces, EMS EOD Teams, Emergency Response Teams (ERT's), OHS Spill Response and Fire Brigades.</li> <li>• Emergency Responders, including Emergency management, ROC/EOC Staff, Dispatch Staff, Medical Treatment Facility/Healthcare Providers, Public Health Emergency Officers, Mass Care, Mortuary Affairs, and designated Safety Personnel, IH personnel, public works, public affairs and supply/logistics personnel.</li> </ul>

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## **Individual and Family Preparedness**

### **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 an emergency by establishing a buffer between the onset of the emergency, 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 nonemergency medicines.

### **Resources**

Detailed Navy Family preparedness information can be found through Operation Prepare ([https://www.cnic.navy.mil/cnic\\_hq\\_site/OpPrepare/index.htm](https://www.cnic.navy.mil/cnic_hq_site/OpPrepare/index.htm)). The federal government also provides resources via its Individual Preparedness Web site (<http://www.ready.gov>).

### **Assignments**

All personnel are encouraged to develop a personal or family emergency plan, complete a preparedness checklist, and develop/maintain a personal or family emergency kit. The preparedness of the individual and the family is essential to the overall success of a Regional or Installation EM Program.

Regional EMs and Installation EMOs shall provide individual and family preparedness information to all personnel during the "Installation Emergency Management" portion of indoctrination. In addition, the individual and family preparedness information shall be provided directly to family members during Regional or Installation EM seminars and workshops in the community.

Installation EMOs shall distribute an Operation Prepare Emergency Management Folding Card.

([https://www.cnic.navy.mil/cnic\\_hq\\_site/OpPrepare/EPRRPlan/FamilyPlans/index.htm](https://www.cnic.navy.mil/cnic_hq_site/OpPrepare/EPRRPlan/FamilyPlans/index.htm)) to all personnel during public awareness training.

Finally the installation shall participate in the annual Operation Prepare campaign directed by the CNRSW

**See Support Annex 17 for additional information.**

22 JUL 2020

## **Evacuation and Sheltering**

### **Overview**

NRSW has developed guidance to direct evacuation, move to safe haven, move to shelter, or shelter-in-place (hereafter “evacuation and sheltering”) Categories 2–4 personnel. Evacuation, rather than use of protective equipment, is the primary means of addressing hazards faced by Categories 2–4 personnel. Applicable procedures and responsible personnel are contained in Support Annexes 6–12.

- During an EVACUATION, an endangered population is directed to use specific routes and transportation methods to depart a threatened area. Evacuation planning must include provisions for all personnel, including assisting people without transportation or with special needs. See Support Annex 6 on Evacuation Operations.
- A SAFE HAVEN is a designated facility that is not publicly identified for use as temporary shelter. This location is usually not certified, insured, supplied, or regularly staffed. A safe haven may be local, either in the immediate vicinity of an Installation, or remote, in another Installation or even another Navy Region. See Support Annex 8 on Safe Haven operations.
- A SHELTER is a publicly identified, certified, supplied, staffed, and insured facility where the endangered population may seek temporary protection for a limited duration. Establishment of shelters may have significant costs in terms of funding and manpower and should only be established when adequate shelter options are not available through federal, state, local, other Service, or private agencies. The decision to designate and maintain shelters onboard an Installation must be approved by the Installation X.O. and Regional Chief of Staff.
- SHELTER-IN-PLACE consists of a temporary, protective position within a structure or vehicle during an emergency. This location is neither certified nor insured and is staffed only by those personnel present. When shelter-in-place procedures are used, the goal is to protect at least 90% of personnel within 15 minutes. Shelter-in-place operations are discussed in Support Annex 9.

22 JUL 2000

## **Resource Management**

### **Overview**

Resource management involves coordinating resources that provide incident management personnel with timely and appropriate personnel, facilities, equipment and supplies. Resource management is the responsibility and principal task of the ROC and supporting Installation EOCs. Support Annex 15 provides detailed guidance and assigns responsibilities concerning resource inventory management.

### **Resource Management Primary Tasks**

Resource management involves four primary tasks:

- Establish systems for describing, inventorying, requesting, and tracking resources
- Activate these systems for an incident
- Dispatch resources prior to and during an incident
- Deactivate or recall resources during or after incidents

### **Resource Management Concept**

- Provides a uniform method of identifying, acquiring, allocating, and tracking resources
- Uses 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
- Uses a credentialing system tied to uniform training and certification standards to ensure that requested personnel resources are successfully integrated into incident operations

### **Resource Inventories**

A Regional resource inventory identifies those assets with which the EM Program may accomplish its tasks. The resource inventory includes a complete, current, and accurate listing of those assets which already exist in the Region in the functional areas/programs and also those available via MAA, MOU, MOA, ISSA, and contracts. FAAs provide details concerning functional resources. See Support Annexes 1 through 5 for documentation of resources available via MAA, MOU, MOA, ISSA and contracts. The Regional resource inventory is on the C4I Suite Web site:

<https://c4iportal.spawar.navy.mil>.

Only those who have a previously established account will be able to access it.

22 JUL 2009

### Resource Management Processes

The NRSW EM Program uses these processes for managing resources:

- Certifying and Credentialing Personnel.
- Inventorying Resources.
- Identifying Resource Requirements.
- Ordering Resources.
- Mobilizing Resources.
- Tracking and Reporting Resources
- Recovering Resources.
  - Nonexpendable Resources
  - Expendable Resources.
- Reimbursement.

### Resource Management Responsibilities

Two major aspects of resource management during the preparedness phase at the Regional level are Personnel Categorization and the Regional Resource Inventory. The Regional EM is responsible for completion of these tasks and for the supervision and execution of resource management tasks during an emergency.

### Volunteer and Donations Management

Volunteer and donations management refers to those volunteer services and donated goods provided by unaffiliated services or individuals and donated goods which are unsolicited and for which no established requirements may exist. NRSW (N9) will coordinate with private or nongovernmental organizations with established volunteer or donation management expertise to receive and ensure proper use of these services or goods. See Support Annex 12 for additional information.

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## **Command and Control**

### **Incident Command System**

NRSW and Installation EM Programs should use the ICS to manage response to an emergency.

#### **Overview**

ICS is organized around five functional areas: Command, Operations, Planning, Logistics, and Finance/Administration. The Incident Commander (IC) on scene at the installation has responsibility for each of the functions unless they are delegated to another individual. The Safety Officer is part of the command function, and this task is usually performed by F&ES personnel.

The ICS command structure includes chain of command and unity of command as well as the unified command concept and transfer of command procedures. Formal transfer of command occurs whenever leadership changes. Through accountability, ICS helps ensure that resources are available and ready. It supports responders and decision makers through effective information and intelligence management.

#### **Incident Action Plan**

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, EOC, and ROC Incident Action Plans shall be coordinated to effectively respond to an emergency.

#### **Multi-Agency Coordination Systems (MACS)**

The primary function of Multi-Agency Coordination Systems (MACS) is to support incident management policies and priorities, facilitate logistics support and resource tracking, and inform those who will implement them about resource allocation decisions. This will be done according to each incident's priorities, coordinating information, interagency and intergovernmental issues regarding the management policies, priorities, and strategies.

22 JUL 2009

## **Regional Dispatch Center**

### **Overview**

The NRSW Regional Dispatch Center (RDC) is a 24/7 operation that exists to receive notification of emergencies. The dispatchers direct responders to the right place, with the right capability, as quickly as possible. The RDC is a tactical-level operation that also directs the day-to-day movement of responders to all types of incidents. The NRSW RDC dispatches all of the Metro San Diego area. Installations outside of the Metro San Diego area are dispatched by a local dispatch center. See Functional Area Annex C for additional information.

## **Regional Operations Center**

### **Overview**

The ROC serves as the command, control, communications, computers, intelligence, and surveillance (C4IS) point for Commander, NRSW, to gather information, gain situational awareness, and exercise control over F&ES, Force Protection, and EM forces. ROC personnel establish priorities for incidents at the Installation level and allocate limited resources among incident locations. See Figure BP-8 (Page 37) for seating chart of the ROC

### **Operation**

ROC personnel are responsible to coordinate and liaise with federal, state, local, other Service, and private response and recovery assets within the region.

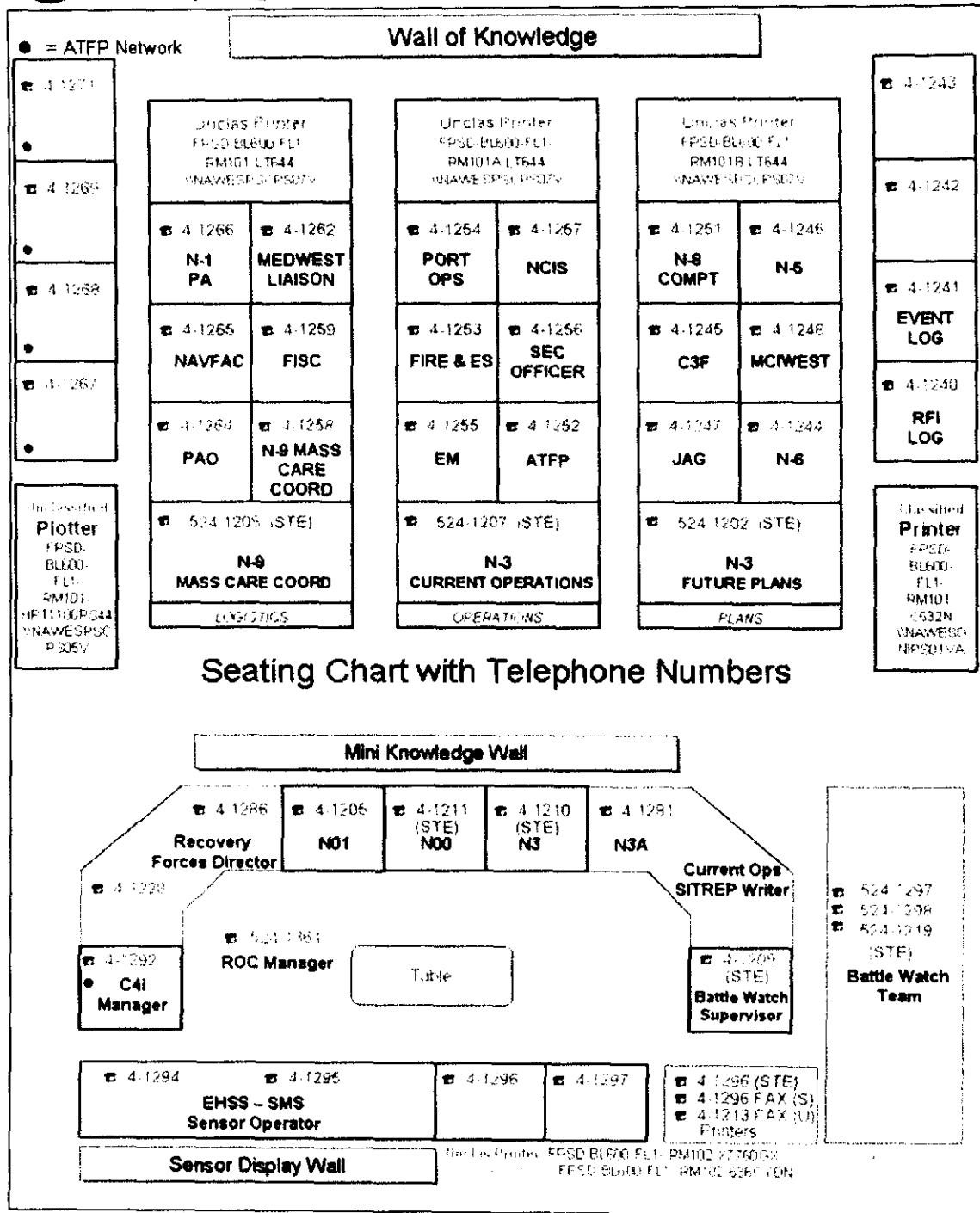
### **Watch Requirements.**

The NRSW ROC operates 24/7, staffed by the Battle Watch Team (BWT).

Figure BP-8 illustrates the Regional Operation Center (ROC) organization upon activation. Refer to the ROC Functional Area Annex A for additional information.

### **Figure BP- 8: Regional Operation Center (ROC)**

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## **Installation Emergency Operations Center**

In accordance with reference (a), Installation Commanders in NRSW shall establish, maintain, and operate an Installation EOC.

Each Installation EOC is a NIMS-compliant center for staff to support execution of the Installation EM Plan, the Installation AT Plan, other supporting plans, DSCA missions, the contingency plans of assigned Combatant, Component, and Fleet Commanders, and the National Response Framework (NRF).

## **Mass Warning and Notification**

Functional Area Annex D (Communication Systems) outlines the mass warning and notification equipment fielded within NRSW and assigns responsibilities for their operation.

### **Mass Warning and Notification Systems**

Per reference (a), Category 1 and 5 personnel must receive notification within 5 minutes of an event, and Category 2 and 4 personnel must receive warning within 15 minutes of an event. (All time constraints based on time from initial notification of event via 911 or similar emergency number).

NRSW and its installations are responsible for on-base public notification of all emergencies, including detailed information on the shelter, shelter-in-place, safe haven, and evacuation recommendations or emergency orders.

### **Emergency Public Information (EPI)**

Regional and Installation Public Affairs Officers are responsible for notification and risk communication to the public outside the installation through the mandated use of a Joint Information Center (JIC). The Computer Desktop Notification System (CDNS) is accessed via the C41 portal (<https://c41suite.atfp.cnmc.navy.mil/>) and has the capability to provide emergency notification to NMCI seats throughout NRSW. The Regional Emergency Manager and Installation EM Managers are responsible to approve the list of personnel that use the CDNS system to push EPI to NMCI seats. For more information, see the EPI overview in the Public Affairs Functional Area Annex P.

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## Incident Notification

### Overview

The incident notification process is initiated by the affected Installation to the RDC for immediate dispatch of resources. The notification process used by the NRSW EM Program is based on satisfying the requirements set forth by Federal, DoD, Joint, and Navy policy while enabling rapid access to the Region's IMT and response partners in the civilian community. The key requirements for notification of the military chain of command of an incident are stated in Standard 12 of reference (a). As noted below, the U.S. government has robust, long-standing programs and systems in place to provide timely and accurate warnings.

### Warning Terminology

Effective warnings use standard terminology that clearly communicates the immediacy, reliability, severity, and scope of the hazard and the appropriate response. The result is a variety of warning terminologies. The principal agencies issuing warnings of natural hazards in the United States are the National Weather Service (NWS) and the U.S. Geological Survey (USGS). The NWS has developed the following terminology for specific natural hazards:

- **Warning:** The hazardous event is occurring or is imminent. The public should take immediate protective action.
- **Watch:** Conditions are favorable for occurrence (development or movement) of the hazard. The public should stay alert.
- **Statement:** Detailed follow-up information to warnings, advisories, watches, and outlooks is provided.
- **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.
- **Outlook:** The potential for a hazard exists, though the exact timing and severity is uncertain.
- **Forecast:** This is a prediction of what events are expected to occur. The range of predictability for hydro meteorological hazards ranges from short-term forecasts for one to two hours, to climatologically forecasts for trends up to a year in length.

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

22 JUL 2002

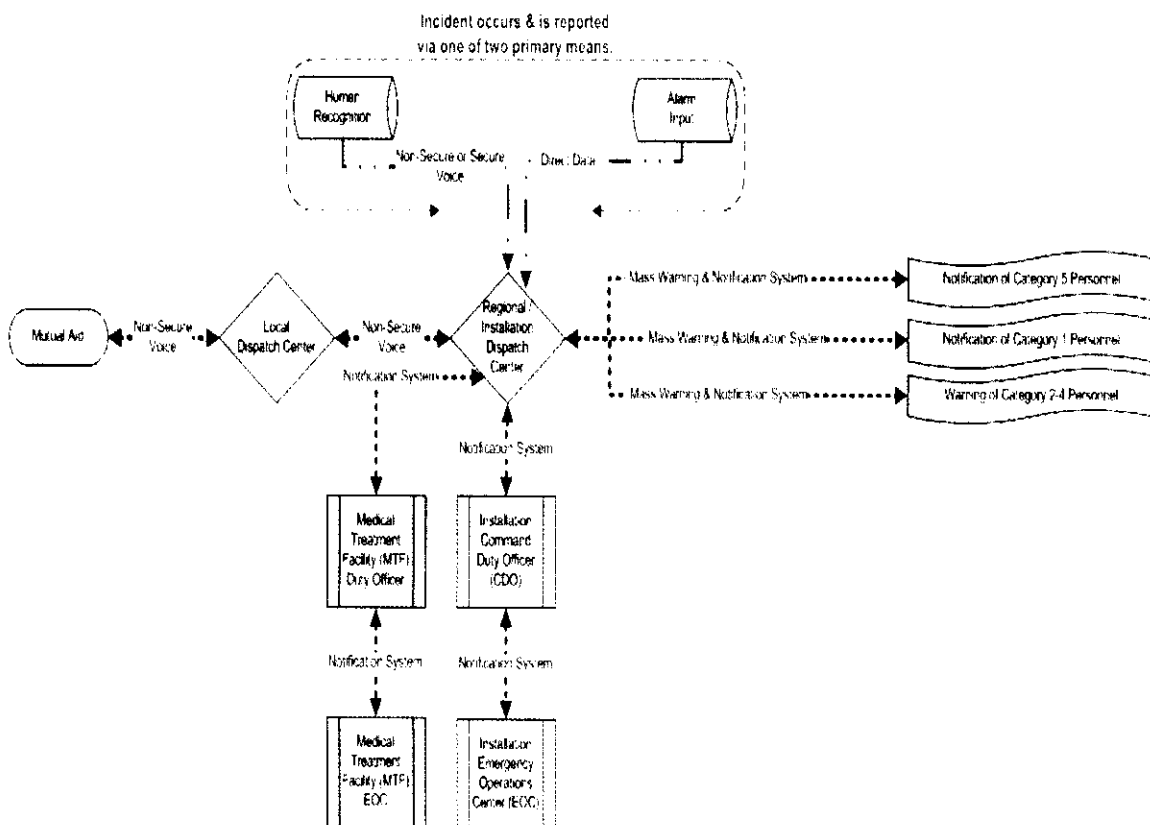
**Warning Terminology Continued:**

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 the following:

- **Factual Statement:** Report on current conditions of the volcano; does not anticipate future events. Such statements are revised when warranted by new developments.
- **Forecast:** Comparatively nonspecific statement about volcanic activity to occur, weeks to decades in advance; A forecast is based on projections of past eruptive activity or is used when monitoring data are not well understood.
- **Prediction:** Comparatively specific statement giving place, time, nature, and, ideally, size of an impending event

Figure BP-9 is a notional illustration of the initial notification process based on a known event in the San Diego Metro area that is recognized immediately by nearby personnel. An unknown event may significantly distort or interrupt this process, though the fundamental concepts and processes provide adequate detail for planning purposes.

**Figure BP-9: Notional, Initial Incident Notification Process**



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**Incident Notification Process Continued:**

The incident notification process steps listed below focus on coordination and information exchange between the various operations centers. During this time, Category 5 personnel are responding to the scene, implementing ICS, establishing the Incident Command Post (ICP), evaluating the scene(s), beginning their IAP development, and determining their initial resource requirements, including the need for additional Installation, mutual aid, Regional, or Navy assets.

**NOTE:** CNRSW supports Naval Base Point Loma, a designated NNPP site. Before, during, and after an incident, ROC personnel must establish communications, exchange all relevant information, and coordinate response and recovery actions with the NNPP Emergency Command Center onboard this Installation.

- The Installation CDO is responsible for the initial voice report to the ROC BWT.
- The ROC BWT is responsible for notifying the CNIC Installation Support Center and U.S. Fleet Forces Command, which will then notify senior headquarters (National Military Command Center [NMCC] and the Navy Operations Center) as well as U.S. Northern Command (USNORTHCOM).
- The ROC BWT or Joint Harbor Operations Center personnel may notify Commander, Third Fleet when Third Fleet units may be directly impacted.
- Installation EOC personnel are responsible for follow-on written OPREP-3 reports. In some cases, the ROC, once fully staffed, may assume responsibility for the OPREP-3 reporting and the transition to OPREP-3 Navy SITREP reporting throughout the remainder of the incident. Message reporting is the responsibility of the Communications Section in the ROC and Installation EOC.
- Incident notification of the local response partners is almost always via non-secure voice from the RDC.
- Incident notification and information exchange flow between the Navy incident management components to the civilian and other Service (Army, Air Force, and Marine Corps) response partners during an incident will be the responsibility of ROC personnel.
- ICP personnel should communicate directly with their counterparts at the Installation EOC if the incident is on base.
- Communication with higher-echelon civilian EOC personnel is normally performed by the ROC BWT, Command Staff, and Regional EM.

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## Incident Reporting

### Overview

Incident reporting is a key element of response and recovery operations as incident reports ensure complete, accurate, and timely information is provided to higher headquarters, the primary resource providers for the Region.

### Operational Reports (OPREPs)

In accordance with reference (a), NRSW or its Installations shall submit an OPREP-3 report when there is Navy or National-level interest. In the event of a terrorist CBRNE incident, the installation will send an OPREP-3 (flag word PINNACLE) report directly to the NMCC and to the supported Combatant Commander. Table BP-8 outlines other types of messages. The goal is to make initial voice reports within 5 minutes of an incident, with a message report submitted within 60 minutes of the incident. Follow-up reports can be submitted as additional information becomes available. Situational Reports (Unit SITREPs) may be used as follow-on reports depending on the severity and scope of the emergency.

Table BP-8: OPREP-3 Message Types

<b>Message Type</b>	<b>Description/Use</b>
OPREP-3 PINNACLE	Used to report any event or incident to the NMCC that could attract national level interest but is not specifically covered by other OPREP-3 reports.
OPREP-3 PINNACLE FRONT BURNER	AT/FP Incidents that could attract national level interest including terrorist attacks or suspected terrorist attacks.
OPREP-3 NAVY BLUE	Used to provide the CNO with information of incidents of military, political, or media interest that are of high Navy vice national-level interest and have been categorized into operational incidents, AT/FP incidents, personnel incidents, and other incidents.
OPREP-3 NAVY UNIT SITREP	Used to report <u>not</u> "major" incidents or incidents not covered under the PINNACLE or NAVY BLUE reporting criteria. (Major incident is defined as an incident that results in the loss or degradation in the ability of a command to perform its mission as determined by the Commanding Officer.)

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The following events are required to be reported immediately to CNIC by CNRSW and therefore must be reported immediately by the Installation to the NRSW:

- Significant degradation or reduction in readiness affecting an Installation's ability to conduct its primary mission or conduct adequate force protection
- Significant change in the ability to execute and sustain Defense of Civil Support operations.
- Damage to critical infrastructure
- Civil disturbances directed against U.S. forces in the vicinity of a Navy Installation
- Regional or Installation plans to execute COOP
- Fire on an Installation or fires that occur off base in which Installation firefighters are dispatched to support
- Loss of communications (voice, data, networks, etc.) in the ROC
- Higher authority direction requiring imminent planning or asset provision by regions or installations
- CNIC personnel or immediate family member killed or involved in the death of another
- Intrusion or attack on computer networks
- Class C mishap involving any ship, submarine, or aircraft on a Navy Installation

Reference (e) provides detailed incident reporting requirements and procedures for the types of event described above. USSF and CNRSW have provided additional guidance concerning Defense Support of Civil Authorities. Specifically:

- CNRSW, as the Regional Planning Agent (RPA), in a joint DSCA or Navy recovery and restoration operation will submit SITREPs to USFF and CNIC outlining actions or support provided to civilian authorities or update operational impact on Navy installations and facilities. SITREPs to be submitted NLT 0500Z and 1700Z.
- Regional Commanders will immediately report to USFF and COMPACFLT (Info CNIC) any operational impact affecting installation abilities to execute National Defense Missions by the most expeditious means possible.
- Immediate Response (see DSCA section of this plan) reporting shall be made to NMCC Washington DC and CFFC within 2 hours of the decision to provide immediate response. Reporting shall be via the OPREP system.
- Response provided to civil authorities by installation commanders via MOA, MOU, or MAA and reported by local or national media shall be reported to NMCC Washington DC and CFFC via OPREP-3 Navy Blue report within 2 hours of the decision to provide this support. The nature of the assistance, including what Navy assets are responding, shall be included in these reports.
- Deployed NEPLOs shall provide daily situational awareness reports as directed by the CNRSW.

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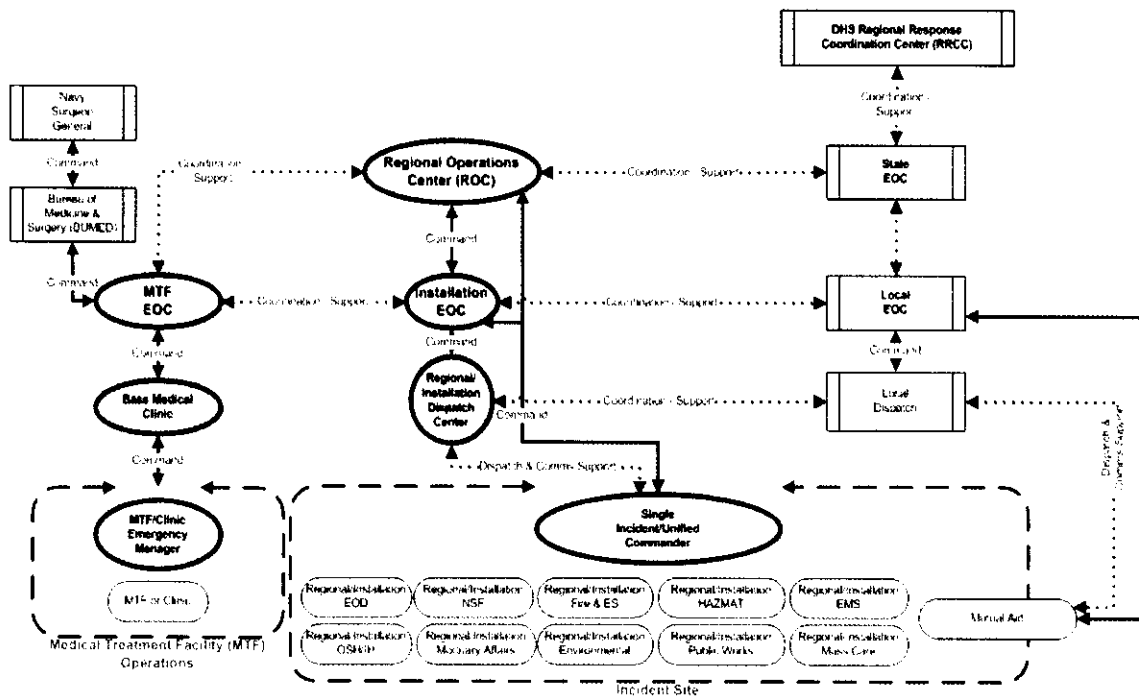
## Incident Management

### Overview

The Incident Management process used by the NRSW EM Program is based on satisfying the requirements set forth by Federal, DoD, Joint, and Navy policy while enabling rapid access to the Region's CAT and response partners in the civilian community. Reference (a) describes the components of the incident management process for the civilian responders and the incident management structure and response capabilities within the federal, state, local, other Service, or private response partners.

Figure BP-9 is a notional illustration that shows the NRSW incident management process in the San Diego Metro area. All notification, coordination, and information sharing/exchange with civilian response partners must be in accordance with DoD and Navy rules concerning the release of sensitive or classified information. The incident management process flow is based on a known event recognized immediately by community members. An unknown event may distort or interrupt this process, though the fundamental concepts provide adequate detail for planning purposes.

**Figure BP-10: Incident Management Process—Regional Level**



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### Commander's Critical Information Requirements (CCIRs)

CCIRs are a compilation of generic information goals that have been established as a baseline for information gathering. Specific CNIC, Regional, and Installation CCIRs shall be classified SECRET. Generic CCIRs are similar to the EEIs.

### Commander's Essential Elements of Information (EEIs)

EEIs are a compilation of generic information goals that have been established as a baseline information gathering reference. Examples of key CNRSW EEIs include:

- Status of Installation/Tenant Command MEFs and associated CMFs
- Status of Category 1 personnel
- Status/accountability of Categories 2-4 personnel
- Estimates of potential impacts based on hazard-specific predictive modeling (as applicable)
- Status and analysis of initial assessments (needs assessments and damage assessments)
- Weather data affecting operations
- Seismic or other geophysical information
- Boundaries of the emergency area/access points to the emergency area
- Overall strategic priorities for response
- Jurisdictional boundaries
- Status of critical transportation systems and facilities
- Status of communications systems
- Status of operating facilities and energy systems
- Resource shortfalls and status of critical resources



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Emergency Orders (Emergency Declaration)

There are three types of emergency orders within NRSW: **Local, Regional, and National.**

Local Emergency

A local emergency order may be issued by the Installation Commander or his/her designated representative. A local emergency means that a hazard will imminently impact or has impacted an Installation and requires Installation assets with the possible support of the Installation's civilian or other Service response partners. A local emergency order may require the activation of the Installation IMT and Installation-level Category 5 personnel. It may also require activation of the Installation COOP and Business Continuity Plans. The Regional Commander will be notified of a local emergency by the impacted Installation Commander or his/her designated representative in accordance with normal incident reporting procedures. The Regional Commander may activate the Regional CAT to support the Installation in managing the response to and recovery from such a local emergency.

Regional Emergency

A Regional emergency order may be issued by the Regional Commander or his/her designated representative. A Regional emergency means a hazard of any type will imminently impact or has impacted the Region and requires the immediate and coordinated response of Regional and Installation response assets with the possible support of the Region's civilian or other Service response partners. A Regional emergency order may result in the activation of the Regional CAT, supporting Installation IMTs, and the Regional and Installation-level Category 5 personnel. A Regional emergency order may require activation of the Regional and Installation COOP Plans and Business Continuity Plans. A Regional emergency order may require DSCA mission assignments or the immediate response of such forces should conditions require. A Public Health Emergency declared by the Regional Commander based on the advice of the PHEO, State/local public health officials and/or the Center for Disease Control (CDC) the emergency declaration can be a Local Emergency or Regional Emergency.

National Emergency

A national emergency order is issued by the federal government in accord with the NRF. A national emergency order or similar theater or global warning order may also be issued by DoD, Joint Chiefs of Staff, or Navy authorities. If the CDC orders a public health emergency for the entire U.S. then the Regional Commander will endorse it.

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## **Regional Operation Center / EOC Activation Levels**

### **Overview**

All ROCs and supporting Installation EOCs operate under four activation levels. Each level is task organized by the type of event the CAT or IMT is addressing. Though an immediate increase from Activation Level Normal/1 directly to Activation Level 4 may be warranted, some emergencies will require transitional activation moving up or down the scale. Examples of such incidents include covert biological terrorism, natural epidemics of disease, and some natural events (such as fires, volcanoes, hurricanes, or winter storms). The NRSW EM Program has adopted these activation levels in all operations centers.

### **Activation Level Normal**

#### Normal operations:

No emergency incident exists sufficient to warrant activation of the operations center. Activation Level Normal supports Force Protection Condition (FPCON) Normal and FPCON Alpha operations, which may include regular Regional EMWG meetings, Regional Commander Briefings, and Threat Working Group/AT Working Group meetings.

### **Activation Level 1 (Watch)**

#### Enhanced operations

No emergency incident exists sufficient to warrant activation of the operations center. Activation Level 1 supports FPCON Alpha and FPCON Bravo operations. There is no Regional EM Program requirement for a 24/7 watch officer at the installation level during Activation Level 1. Typical causes for initiation and sustainment of Activation Level 1 include terrorism threat warnings, surveillance activities, special event planning, winter storm preparations, and similar events.

### **Activation Level 2 (Special)**

#### Specialized operations

Unique emergency condition exists sufficient to warrant special activation of the operations center. Activation Level 2 supports up to FPCON Charlie operations and results in increased situational awareness. There is no Regional EM Program requirement for a 24/7 watch officer at the installation level during Activation Level 2. Activation Level 2 simply provides additional planning and coordination support, including some specialized assistance from members of the CAT or IMT. Notification will be made to those members of the Regional CAT who need to take action as part of their everyday responsibilities.

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**Regional Operation Center / EOC Activation Levels Continued:**

Typical causes for initiation and sustainment of Activation Level 2 include bomb threats, biological threat warning, preliminary laboratory results indicative of a potential biological incident (terrorism or natural causes), special events and similar incidents.

**Activation Level 3 (Partial Activation)**

Limited operations

Emergency condition(s) exist sufficient to warrant partial activation of the operations center. Activation Level 3 supports up to FPCON Charlie operations and results in 24/7 situational awareness with establishment of defined operational period and associated reports. Primary operations center staff establishes organizational sections, communications with appropriate federal, state, local, other Service, or private counterparts, and determine the status of all emergency response and recovery resources.

Typical causes for initiation and sustainment of Activation Level 3 include any evacuation involving more than 10% of population, emergencies having an impact on some or all of a population (e.g., flooding, winter storms), landfall of tropical storms, volcano warnings, moderate- to large-scale structural fires involving multiple agencies, small-scale wildfires involving mutual aid support, small-scale hazardous materials release involving mutual aid or environmental spill response, National Special Security Events, and similar incidents.

**Activation Level 4 (Full Activation)**

Full 24/7 operations

Emergency condition(s) exist sufficient to warrant full activation of the operations center. Activation Level 4 supports up to FPCON Delta operations and results in 24/7 situational awareness with establishment of defined operational period and associated reports. Primary operations center staff and all assigned support personnel respond to the operations center. The Regional CAT establishes or confirms all organizational sections, communications, and initiates coordination with appropriate federal, state, local, other Service, and private counterparts; implements information management support, including establishment of a JIC; determines the status of all emergency response and recovery resources; and manages support for Installation EOCs.

Typical causes for initiation and sustainment of Activation Level 4 include any evacuation involving more than 50% of population, earthquake, tsunami warning, tornados, overt terrorism incident, moderate- to large-scale hazardous materials spill/release involving mutual aid or environmental spill response, all nuclear-related events, confirmed biological incident (terrorism or natural causes), wide scale power blackouts, and similar events.

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## **Recovery Concept of Operations**

### **Overview**

Recovery is the restoration of the infrastructure and social and economic life of a community to normal. It should incorporate mitigation. For the short term, recovery may mean bringing necessary lifeline systems (e.g., power, communication, water and sewage, and transportation) up to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter) and ensuring that the societal needs of individuals and the community are met (e.g., maintain the rule of law, provide crisis counseling, demonstrate that people do care and that help is becoming available). Once some stability is achieved, the Region and impacted Installation can begin recovery efforts for the long term, restoring economic activity and rebuilding community facilities and family housing with attention to long-term mitigation needs.

Recovery efforts may quickly exhaust Regional and Installation EM capabilities and require the assistance of federal, state, local, other Service, or private EM, Public Works, Environmental, and Mass Care-related agencies and departments. Special attention and planning must be focused on the fiscal and logistical impact of recovery efforts, especially those events requiring long-term displacement of the population, decontamination, restoration, and/or environmental remediation.

### **Concept of Operations**

The focus of recovery is on restoring mission capability and essential public and government services interrupted by the event. It is assumed that federal, state, local, other services and private agencies will provide assistance during this stage as NRSW does not have all the capabilities required to successfully recover from a moderate- to large-scale event. The role of the NRSW EM Program in the recovery phase is resource management. The NRSW Regional EM will concentrate on the coordination between different recovery specialties, including Public Works, Environmental, Safety, Medical, and Mass Care, vice attempting to develop expertise in these specialty areas. Table BP-9 outlines the general prioritized recovery tasks.

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Table BP-9: Prioritized Recovery Tasks

Priority	Tasks	Timeline	FAAs, SAs
<b>1</b>	Transportation (Short-Term)	Days 1–4 to 1 month+	FAAs M, T, V SA 4,
	Communications, including EPI	Days 1–2 to 2 months+	FAAs A, B, C, D,
	Casualty Management	Days 1–15	FAAs G, H, SA 15
	Search and Rescue (SAR)	Days 1–15	FAAs U, Z, SA 7
<b>2</b>	Shelter/Safe Haven Management	Days 1–15+	FAAs Q, O, SA 8
	Survival/Sustainment/Mass Care—Food/Water/Medicines	Days 1–15+	FAA P, Q, SA 12
	Special Needs Population Care	Days 1–15+	FAA P, SA 10
	Fatality Management	Days 1–30+	FAA S
	Animal Rescue/Care	Day 5 to 1 month	FAA P, SA 11
<b>3</b>	Damage Assessment	Days 1–2 (Rapid) to 2 weeks	FAA M
	Public Health	Ongoing to 6 months+	FAA K
	Temporary Facilities	Ongoing to 6 months+	FAA N
	Resources/Funding	Ongoing to 6 months+	FAA O, SA 3-5
<b>4</b>	Debris Management	1–6 months+	FAA N
	Utility Restoration/Reconstruction	1–6 months+	FAA N
	Building Code Review and Permits	1–6 months+	FAA N
	Transportation (Long-Term)	1–6 months+	FAA N
<b>5</b>	Installation Decontamination Reconstruction	1–5 years	NA
	Business Reconstruction	1–5 years	NA
	Mental Health	Ongoing	NA
	Recovery Plan Review	Ongoing	NA

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### Remediation and Retrograde Operations

The Regional Environmental PM is responsible for coordinating long-term decontamination activities IAW plans developed separately from FAAs and carried out by the designated functional area (Public Works, Environmental, etc).

Decontamination of equipment, terrain, or facilities contaminated in terrorism events shall not be carried out by Navy personnel. Refer to Support Annex 14 for details on response (vice recovery) phase decontamination operations. The Regional Environmental PM will coordinate with the appropriate federal agencies, including, but not limited to, the U.S. Environmental Protection Agency (EPA), to effect decontamination and remediation of equipment or a site contaminated by a terrorist event or an accident. Remediation is normally performed by civilian environmental consultant firms under contract to the Service or under the supervision of the EPA, depending on the nature of the event.

Restoration begins upon completion of the survey for contamination and continues until all contamination has been removed or remediated. The scope and duration of the remediation depends on the agent or material. The post-event assessment will include Medical, Environmental, and Public Works. Retrograde movement consists of the redeployment of personnel and equipment and begins as soon as objectives are accomplished or the need for response forces diminishes. Goals for contaminated material retrograde are:

- Mission support
- Protection of forces and resources from CBRN hazards
- Control of contamination

Given the limitations of decontamination technology, some equipment may require extensive weathering, or even destruction, to be safe. Residual contamination risks include potential vapor and contact hazards, which increases as contaminated equipment is consolidated, maintained, or prepared for shipment.

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## **Continuity of Operations Program (COOP)**

### **Background**

The changing threat environment, including localized acts of nature, accidents, technological emergencies, and terrorist events, have shifted awareness to the need for COOP capabilities that enable Navy organizations to continue their MEFs across a broad spectrum of emergencies.

### **Overview**

Per reference (a), the purpose of the COOP Program is to provide for the continual operation of the Region and Installation MEFs and associated CMFs throughout an emergency. The focus of the COOP Program is the ability of the Region or Installation 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.

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.

The 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.

NRSW 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.

The overall coordination and execution of the COOP Program is the responsibility of the Regional EM with the assistance of the Installation EMOs. Regional and Installation EM Programs in NRSW 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.

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### Program Elements

Standard elements of a COOP Program include ERS, MEFs, CMFs, Category 1 (Critical Operations) Personnel, Category 1 (Essential Operations) 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.

COOP plans should address the following planning factors and phases.

- COOP plans will account for both notice and no-notice events during both duty and non-duty-hour scenarios.
- In the event of an event with prior notice, use COOP planning elements to maintain COOP, including relocating MEFs to an ERS.
- In the event of a no-notice event, initial efforts will concentrate on maintaining the identified MEFs and reconstituting operational capabilities.

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. MEFs should plan on the use of subordinate headquarters as the designated ERS, if available.

Planning considerations for the ERS include the following:

- Must be operational no later than 12 hours after activation
- Must be able to maintain sustained operations for up to 30 days
- Should take maximum advantage of existing organizational field infrastructures

### Implementing COOP Plans

Take the following actions if an emergency requires the implementation of the COOP Plan:

- Bring each ERS to a degree of preparedness consistent with actions to meet conditions.
- If the MEFs primary site becomes inoperative, the ERS should automatically assume the responsibilities.
- 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 communication procedures.
- An activated ERS will monitor the status of the commands above it in the chain of command to ensure readiness to assume COOP responsibilities.



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### Classifying COOP Plans

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

### COOP Plan Review

All MEFs and associated CMFs are required to review their COOP Plans annually and submit all changes to the supporting Regional EM. Detailed planning guidance may be found in Standard 7 (Planning) and Appendix P (COOP Planning Guide) of reference (a).

### Assignments

The Regional EM shall identify applicable members of the Regional COOP Team and ensure quarterly meetings with progress reports to the Regional Commander on the development, implementation, and validation of COOP Plans. The Regional COOP Team shall be a standing subcommittee of the Region EMWG.

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## **Continuity of Business Program**

### **Overview**

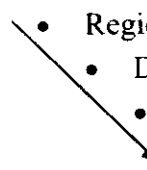
Just as a COOP Program is critical to the sustainment of MEFs at CMFs, a Regional Business Continuity Program ensures the continuity of tasks not directly related to supporting the National Military Strategy. Such tasks include:

- Continuity of command authority through an established line of succession
- Ability to rapidly relocate command personnel and continue normal business operations without significant delay or loss of capability
- Ability to restore nonessential services and ability to support the return to normalcy during the recovery phase of an emergency

The Regional EM is responsible for developing, maintaining, and executing the Regional Business Continuity Plan prior to, during, and following an emergency.

### **Continuity of Command Authority (Line of Succession)**

**NRSW has established the following line of succession:**

- Regional Commander
  - Deputy Regional Commander
  - Regional Chief of Staff
  - Regional N3 Operations
- 

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

1. The written transfer of command authority from the Regional Commander to a designated individual
2. The verbal transfer of command authority from the Regional Commander to a designated individual
3. The absence of the Regional Commander and designated successors above the individual assuming command with the written or verbal transfer of command authority granted to that individual
4. The absence of the Regional Commander and designated successors above the individual assuming command without the written or verbal transfer of command authority granted to that individual
5. The death or incapacitation of the Regional Commander or designated successors above the individual assuming command

### **Regional Business Continuity Plan Review**

All Regional offices and departments are required to review their Business Continuity Plan annually and submit all changes to the Regional EM.

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## **Defense Support of Civil Authorities**

### **Overview**

The response to an emergency in the local community is the responsibility of local and state governments. In accordance with references (a) and (b), the U.S. military, because of its unique capabilities and resources, may be requested through established channels to provide temporary, short-duration emergency support to civil authorities during an emergency once local and state resources have been overwhelmed. DSCA operations are executed by the Navy Principal Planning Agent (PPA) which for NRSW is Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM). As such, COMUSFLTFORCOM is the supporting Navy component commander to USNORTHCOM and is responsible for planning, coordinating and executing Navy DSCA operations within the assigned geographic areas. CNRSW is the RPA for COMUSFLTFORCOM.

### **Immediate Response Authority (IRA)**

The guiding premise of IRA is the expectation that local and state authorities will be overwhelmed and unable to respond to an emergency that has occurred in the local community. The following requirements and criteria must be satisfied before providing such assistance and it must end as soon as possible.

The procedures for implementing IRA are:

- A Navy commander or DoD agency official receives a request from local civil authorities for assistance in an emergency. A verbal communication must be followed by a written request.
- Because of urgent and unexpected circumstances, there is no time to seek and wait for prior approval from higher headquarters to respond to the immediate need. In that case, the commander or DoD official evaluates the request and uses the following six criteria:
  - LEGALITY—What is the legal authority that permits or prohibits the requested assistance?
  - LETHALITY—Is there any potential for lethal force to be used by or against DoD forces?
  - RISK—What are the potential health or safety hazards to DoD forces and their equipment, vehicles, or aircraft?

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**The procedures for implementing (IRA) Continued:**

- COST—Who will pay for the assistance rendered? Although assistance should be provided on a cost-reimbursable basis, it should not be delayed or denied because of the inability/unwillingness of the requester to make a commitment to reimburse DoD.
- APPROPRIATENESS—Is it in DoD's interest to provide the assistance? Have civil resources been applied first to meet the request? Is DoD the best provider of the requested assistance under the circumstances?
- READINESS—Will the assistance have an adverse impact on the responding unit's ability to perform its primary combat, combat support, or daily missions?

**Priority of DSCA**

Unless directed by the Secretary of Defense, continuity of military operations has priority over DSCA Disaster Relief Operations.

**Command Structure**

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

**Request for Assistance (RFA) Process**

Details pertinent to the RFA process are contained in Support Annex 17.

**Base Support Installation (BSI)**

A BSI is an integral portion of the DSCA concept of operations. A BSI is provided by the Regional or Installation EM Programs, when directed by the Fleet Commander and RPA, to support the deployment and operations of military forces and material in an emergency. Details pertinent to establishing/operating a BSI are contained in Support Annex 17.

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Operational Staging Area (OSA)

An OSA is provided by the Regional and Installation EM Programs, when directed by the Fleet Commander and RPA, to support federal or supported state, local, and private response and recovery assets and assigned personnel.

More details concerning DSCA are contained in an October 2007 naval message to NRSW installation Commanding Officers, CFFC naval message R141600Z AUG 08 (PLANORD), draft NRSW EXORD, and DoDI 3025.16. Reporting guidance concerning Defense Support of Civil Authorities is as follows:

- CNRSW, as the Regional Planning Agent (RPA), in a joint DSCA or Navy recovery and restoration operation will submit SITREPs to CFFC and CNIC outlining actions or support provided to civilian authorities or update operational impact on Navy installations and facilities. SITREPs to be submitted NLT 0500Z and 1700Z.
- Regional Commanders will immediately report to CFFC and COMPACFLT (Info CNIC) any operational impact affecting installation abilities to execute National Defense Missions by the most expeditious means possible.
- Immediate Response (see DSCA section of this plan) reporting shall be made to NMCC Washington DC and CFFC within 2 hours of the decision to provide immediate response. Reporting shall be via the OPREP system.
- Response provided to civil authorities by installation commanders via MOA, MOU, or MAA and reported by local or national media shall be reported to NMCC Washington DC and CFFC via OPREP-3 Navy Blue report within 2 hours of the decision to provide this support. The nature of the assistance, including what Navy assets are responding, shall be included in these reports.
- Deployed NEPLOs shall provide daily situational awareness reports as directed by the CNRSW.

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## **Repatriation (REPAT) Operations**

### **Overview**

At any given time, 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. Situations such as political unrest, increasing international tensions, or widespread disasters may require the immediate evacuation of these citizens to the United States with little or no preparation.

Immediate evacuation is termed Noncombatant Evacuation Operations (NEO) and involves dependent personnel, selected host-nation citizens, and third-country nationals, whose lives are or may be in danger in a foreign nation, to an appropriate safe haven and/or to the United States. The receiving Region/installation(s) are known as Repatriation sites (REPAT). They may arrive at a military air terminal in need of financial aid, clothing, medical attention, assistance in obtaining transportation to their home destination, and/or temporary housing.

While DOS is responsible for planning and implementing mass repatriations, state and local governments are relied on to provide the operational structures for the reception, temporary care, and onward transportation of the evacuees. The military point of entry may therefore need to respond to the needs of these evacuees until transportation and berthing can be arranged by state and local authorities.

### **Impact**

The Regional EM will consider the impact of REPAT in all aspects of emergency planning. Considerations include evacuation route management, local safe haven operations, and impact on state and local resources and related agencies.

### **DoD Ports of Debarkation (POD) in NRSW:**

- Provide facilities for Emergency Processing Centers.
- Make local transportation resources available for emergency transportation between port(s) of debarkation, emergency processing center(s), feeding and temporary lodging facilities, medical centers, and commercial transportation terminals.
- Provide backup support for security and law enforcement in coordination with security forces, DoD Police, and the Federal Bureau of Investigation.
- Be prepared to respond to the needs of evacuees until transportation and berthing can be arranged.

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### Assignments

In NRSW, Naval Base Coronado has been designated as a potential air POD (APOD) repatriation site. Naval Base San Diego has been designated as a potential ship POD (SPOD) repatriation site.

### Activation

When the Regional Commander, Regional Staff Duty Officer, or other designated representative receives notification of an actual or imminent non-combatant evacuation in the geographic area which their REPAT site supports, the individual or office shall immediately notify the RDC and order the activation of the ROC to:

- Activation Level 2, if the order is imminent and the Region is in the preparation phase.
- Activation Level 3, if the order is being executed immediately and the Region is supporting an actual NEO with reception of personnel more than 48 hours away.
- Activation Level 4, if the order is being executed immediately and the Region is supporting an actual NEO with reception of personnel in less than 48 hours. At Activation Level 4, all sections of the ROC shall activate and begin initial support to impacted Installations and may be gradually reduced to support the actual workload by the Regional Commander or Regional EM.

The incident notification process will include notification and similar activation of the supporting MTF and clinics in the vicinity of the REPAT site. REPAT activation of the ROC will require the immediate activation of the Repatriation Processing Center which will include an Emergency Family Assistance Center and the JIC to support REPAT activities. NAVFAC Southwest will ensure activation of the FEC departmental operations center and will provide a liaison to the ROC to coordinate transportation requirements in the Resource Management Section.

### Repatriation Center Operations

ROC personnel will ensure that the Repatriation Center is established, personnel rotations established, and procedures reviewed no later than 24 hours prior to arrival of repatriated personnel. (Additional information is available in Support Area Annex 16.)

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## **Equipment Program**

### **Overview**

The Regional EM is responsible for identifying, fulfilling, maintaining, and sustaining equipment requirements for Regional OEM personnel. The Regional EM, in coordination with the Regional EMWG, is also responsible for identifying the equipment requirements for all Regional units or teams incorporated into this Regional EM Plan. The Regional EM shall be supported by the Regional COOP Team for the equipping of Category 1 (Critical Operations) personnel, and supported by the relevant members of the Regional EMWG (i.e., Regional Fire Chief, Regional AT Officer, MTF/Clinic Commander/OIC, Regional Operations Center Manager, etc.) for equipping Category 5 first responder personnel.

The roles and responsibilities associated with management of CBRNE first responder equipment, including the PPE used by Category 1 and 5 personnel, are provided in COMNAVREGSWINST 3440.2. Also see Support Annex 15 for details on the Regional Inventory Management System.



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## **Training and Exercise Program**

### **Overview**

The Regional N7 (Training), in coordination with the Regional OEM and Regional EMWG, is responsible for developing, implementing, tracking, and reporting the training and exercising of Category 1 and Category 5 personnel.

The NRSW Deputy EM serves as the training officer for the Regional OEM; responsibilities include managing the training requirements associated with Category 1 and 5 personnel via the duty/task descriptions maintained in the Enterprise Safety Application Management System (ESAMS). ESAMS functions relevant to EM are discussed below.

### **Tracking and Reporting**

Tracking and reporting of training and exercising is required to ensure maintenance of proper qualifications, and to assist Navy leadership in performing readiness assessments and issuing capability-based tasking.

### **Enterprise Safety Application Management System**

NRSW uses ESAMS to manage and track training of EM and Category 1 and 5 personnel, to include training requirements (duty/task descriptions), training history, certifications, progress reports, and rotation dates.

ESAMS is also used by Regional Safety to update personnel training, mask-fit and medical surveillance information required for enrollment in the Respiratory Protection Program (RPP). Category 1 and 5 personnel designated (per their position description or contract) to operate a respirator must be enrolled in the RPP.

The roles and responsibilities associated with the RPP enrollment of Category 1 and 5 personnel are provided in a separate CNRSW instruction.

### **Navy Training Information Management System**

Regional and Installation N7 evaluate and report accomplishment of Navy Mission Essential Tasks (NMETs) in NTIMS, which supports requirements for readiness reporting. NTIMS is a Web-enabled application that, in addition to other functions, stores Navy Mission-Essential Task Lists (NMETLs) and associated training plans, AARs, and lessons learned for past training events. NTIMS is accessible to classified data users only (via SIPRNET) due to the sensitivity of the data content.

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**Navy Training Information Management System Continued:**

The Regional OEM will support the following Regional C3 NMETs that support the Regional C3 mission area:

- OP 2.1.2 Determine and Prioritize Operational Information Requirements (IR)
- OP 2.2 Collect and Share Operational Information
- OP 2.2.1 Collect Information on Operational Situation
- OP 2.2.3 Collect and Assess METOC Operational Information
- OP 2.4.1.1 Identify Operational Issues and Threats
- OP 5.1.1 Communicate Operational Information
- OP 5.1.3 Determine Commander's Critical Information Requirements
- OP 5.1.5 Monitor Strategic Situation
- OP 5.2 Assess Operational Situation
- OP 5.2.1 Review Current Situation (Project Branches)
- OP 5.2.2 Formulate Crisis Assessment
- OP 5.3 Prepare Plans and Orders
- OP 5.4 Command Subordinate Operational Forces
- OP 5.7.4 Coordinate Plans with non-DoD Organizations

The following NMETs have been identified for Installation EM in support of the Emergency Preparedness Mission area at the Installation level:

- NTA 4.4.1.4 Perform Casualty operations and Mortuary affairs
- NTA 4.8.3 Provide interagency coordination
- NTA 4.10 Perform Resource Management
- NTA 5.1.1 Communicate Information
- NTA 5.2.1 Analyze Mission and Current Situation
- NTA 5.3.9 Prepare Plans/Orders
- NTA 5.4 Direct, lead, and coordinate forces
- NTA 6.1 Enhance Survivability
- NTA 6.2.1 Evacuate non-combatants from area
- NTA 6.3.2.3 Manage Refugees and Refugee Camps
- NTA 6.5 Perform Consequence Management
- NTA 6.5.4 Provide Emergency Management

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### Exercise Design and Planning

Exercises are training events that the Regional N7, in coordination with the Regional EM and Regional EMWG, is responsible for developing. EM exercises may be combined with existing exercise requirements, provided that the resulting training event exercises all applicable functional areas simultaneously, in addition to the personnel assigned to the Regional OEM and ROC. Exercises should include appropriate representatives from federal, state, local, other Service, and private agencies and departments, whenever possible.

Regions and Group 1 Installations may receive external, objective exercise design and evaluation support due to the increased scope and complexity of their EM. Group 2 Installations may request Regional assistance in design and evaluation of their exercises. Group 3 Installations may use a template design for their annual tabletop exercise requirements and conduct a self-evaluation. Regions shall program accordingly.

### Exercise Evaluation

All exercises, regardless of type, shall include proper preparation and review of an AAR. The AAR should be prepared and submitted to the next higher echelon as soon as possible. It should be a product of all the participants, with representation from all elements of the exercise being given the opportunity for input. The ideal situation is to get feedback from the evaluators early so the commanders and other staff can do a complete internal review and determine what lessons learned are to be gained and to develop a game plan for making any necessary adjustments to plans, processes, and procedures.

### Assignments

The Regional EM is responsible for coordinating with the Regional N7 to develop and execute a Regional EM exercise schedule. In coordination with the Regional EMWG, the EM is also responsible for identifying the exercise requirements for all Regional units or teams incorporated into this Regional EM Plan, when such exercises directly contribute to the readiness of such unit/team to execute the Response and/or Recovery Concept of Operations within this plan.

The Regional EM shall be supported by the Regional COOP Team for identifying the exercise requirements of Category 1 (Critical Operations) personnel and supported by the relevant members of the Regional EMWG (i.e., Regional Fire Chief, Regional AT Officer, MTF/Clinic Commander/OIC, Regional Operations Center Manager, etc.) for identifying the exercise requirements of relevant Category 5 personnel.

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### Regional Exercise Schedule

All Regional training and exercise information is contained on the following Web site: <https://cnicportal.cnic.navy.mil/C15/C5/SWN7/default.a>. It is updated weekly, so the most current information is readily available.

### Navy Lessons Learned Program

The Navy Lessons Learned Program (NLLP) provides a standardized process to capture, analyze, disseminate, and incorporate lessons learned to improve readiness. Via the NLLP, commands can access lessons which can be used to plan future operations, improve training and exercises, or support decision making based on current and historical information. Links to lessons learned Web sites are maintained on the CNIC Portal.

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## **Supporting Plans**

### **Antiterrorism (AT) Plan #**

The Regional AT Plan describes site-specific AT measures. The Regional AT Plan includes the roles, responsibilities, and concept of operations for the employment of Naval Security Forces in support of emergency response and recovery operations. The Regional EM Plan and the Regional AT Plan shall be integrated and mutually supporting. Coordination will occur on a regular and recurring basis through mutual participation in the Regional EMWG and Regional AT Working Group by both the Regional EM and the Regional AT Officer.

### **Naval Regional Medical Center EM Plan #**

Navy Medicine facilities, including MTFs, Branch Medical Clinics (BMCs), and Naval Ambulatory Care Clinics (NACCs), are required by Navy Medicine to develop EM Plans. Navy Medical participates in the Regional EMWG and will coordinate planning efforts.

### **High-Value Asset Sortie Plan**

Installations in NRSW that host fleet units (such as NB San Diego, NB Pt. Loma, NB Coronado, NAS Fallon, NAS Lemoore, and NAWS China Lake) shall consider the potential impact of a high-value asset sortie during the development of the Installation EM Plan. Details concerning sortie of high-value assets are classified.

### **Tenant Command Emergency Action Plan (Tenant EAP)**

Tenant Commands onboard NRSW Installations shall coordinate with the host Installation's EM Program as outlined in host-tenant agreements or applicable ISSA/MOU/MOA. Appendix D of reference (a) includes guidance and a template format for the development of a Tenant EAP.

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