Section 2
Regional & Installation-Specific Guidance

Section 2. Section 2 is designed to summarize the key action items for new Regional and Installation EM leadership. This section is divided into four subsections; one for the Regional Emergency Manager (Regional EM) and one for each of the three tiers of Installation Emergency Management Officers (EMOs). After reading the program overview at the beginning of Section 1, new Regional EMs and Installation EMOs should read and understand their portion of Section 2 prior to delving into Section 1 too deeply. Section 2 will provide the new EM leadership with their top priority action items and refer them to the appropriate Standards within Section 1 for details.

Important Note: The group designation (Standard 3 of Section 1) of the Installation determines **what** level of response capability is required. The CNI EM Implementation and Transition Plan (Standard 3 of Section 1) determines **when** the response capability is required to be operational. Section 3 provides the functional area guidance identifying **how** these functional areas are employed, trained, and equipped, **if** the particular functional area is required by the group designation.

Regional

Scope. All Navy Regions assigned to Commander, Navy Installations (CNI) are responsible for executing the EM Program as delineated within this instruction and in accordance with the Implementation Plan.

References.

(a) OPNAV Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Program (22 July 2005)
(b) National Fire Protection Association (NFPA) Standard 1600 "National Preparedness Standard on Disaster/Emergency Management and Business Continuity Programs" (5 February 2004)
(c) OPNAV Instruction 3440.16(Series) Navy Civil Emergency Management Program (10 Mar 1995)
(d) OPNAV Instruction 3440.15(Series) Department of Navy Nuclear Weapon Accident Response Management (30 May 1997)
(e) CJCS Instruction 3214.01(Series) Military Support to Foreign Consequence Management Operations (1 Apr 2003)
(f) OPNAV Instruction 3400.10(Series) Chemical, Biological and Radiological (CBR) Defense Requirements Supporting Operation Fleet Readiness (22 May 1998)
(g) NTTP 3-11.23 Multiservice Procedures for Nuclear, Biological, and Chemical (NBC) Defense of Theater Fixed Sites, Ports, and Airfields (September 2000)
(h) National Response Plan (December 2004)
(i) National Incident Management System (1 March 2004)
(j) DoD Directive 3020.26 Defense Continuity Program (DCP) (8 September 2004)
(k) Federal Preparedness Circular 65 "Federal Executive Branch Continuity of Operations" (26 July 1999)
(l) Department of the Navy Critical Infrastructure Protection: Consequence Management Planning Guide (February 2003)
(m) DoD Directive 6200.3(Series) Emergency Health Powers on Military Installations (12 May 2003)
(n) Joint Publication 3-07.5 Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation Operations (30 September 1997)
(o) DOD Directive 3025.14, Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Noncombatant Evacuation Operations) (5 November 1990)
(p) NFPA Standard 1994 "Protective Ensembles for Chemical/Biological Terrorism Incidents" (2 August 2001)
(q) Office of the Assistant Secretary of Defense for Nuclear and Chemical and Biological Defense Programs Memorandum "M40 and MCU-2/P Masks Used for Non-Military Operations" (19 December 2003)

Preparedness. The information presented below provides a guide to the most significant aspects of a Regional EM Program. Detailed program guidance is provided within Section 1, functional area guidance is provided within Section 3, and hazard-specific guidance is provided within Section 4 as well as additional task-specific guidance within the Appendices. Nothing within this Section supercedes the guidance contained within the remainder of this instruction.

Command Structure

The recommended command structure for the EM Program is represented in Figure 1-1 of Standard 1 of Section 1. This command structure may require modification to meet the requirements and structure of specific Regional and Installation commands.

Regional Commander. Regional Commanders are responsible for the governance of their Region and the delivery of shore services and support within their assigned area of responsibility. The supported Fleet Commander exercises OPCON over the Regional Commanders within their assigned Fleet area of responsibility. CNI exercises ADCON over all assigned Regional Commanders. The Regional Commander is the Immediate Superior In Command (ISIC) for all assigned Navy Installation Commanders within their Region.

All Regional Commanders shall designate a Regional Emergency Manager (Regional EM) in writing per reference (a). Regional Emergency Management shall be a function of the Regional Public Safety Program. The Regional Commander shall designate an appropriate number of personnel to serve as a collateral duty or full-time staff to support the Regional EM Program, including the administration and operations of the Regional Operations Center and Regional Dispatch Center (if required).

The Regional Commander provides program direction and oversight of the Regional and Installation EM Programs and is responsible for assuring the following standards are addressed in the EM Program:

- Program Management (Standard 1)
- Personnel Categorization (Standard 2)
- Tiered Implementation (Standard 3)
- Assessments (Standard 4)
- Interoperability (Standard 5)
- Preparedness (Standard 6)
- Planning (Standard 7)
- Training (Standard 8)
- Equipment (Standard 9)
- Exercise and Evaluation (Standard 10)

- Mitigation and Prevention (Standard 11)
- Response (Standard 12)
- Recovery (Standard 13)
- Sustainment (Standard 14)

Regional Public Safety Program Director (Regional Public Safety PD). Reports directly to the Regional Commander and provides supervision and oversight of the Regional EM Program and the assigned Regional EM. The supported Regional Commander exercise OPCON over assigned Regional Public Safety PDs. CNI exercises ADCON over all Regional Public Safety PDs. The Regional Public Safety PD exercises ADCON over Installation Public Safety Program Directors, if assigned.

The Regional Public Safety PD is responsible for the proper application of CNI policy, resourcing, and business processes, including the identification of Public Safety requirements within the Region. The Regional Public Safety PD formulates and submits Capabilities Based Budgeting (CBB) as well POM input to the CNI Public Safety PD based on their approved Region Public Safety Program Business Plan. The Regional Public Safety PD is responsible for executing the resources provided by CNI based upon the service and performance standards established for the approved CNI Capability Output Level (COL).

Depending upon Regional organization, the Regional Public Safety PD may serve as the capability provider within one or more of their assigned functional areas, to include Emergency Management, Force Protection, Fire and Emergency Services, and/or Safety.

Regional Emergency Management Functional Managers (Regional EM). Regional EMs shall operationally and administratively report to the Regional Commander via the Public Safety Program Manager (Public Safety PM). Each Regional EM shall exercise ADCON over assigned Installation Emergency Management Officers (EMOs).

The Regional EM is responsible for developing, coordinating, and executing the Navy Installation EM Program within their assigned geographical area. The Regional EM shall serve as the Program Coordinator at the Regional level as identified within references (a) and (b). As the senior dedicated Emergency Management official within a Region, the Regional EM provides management oversight, technical assistance, and specialized guidance for all matters pertaining to establishment, implementation, and sustainment of a comprehensive EM Program capable of effective all-hazards preparedness (including CBRNE), prevention/mitigation, response, and recovery, in order to save lives, protect property, and sustain mission readiness.

The Regional EM ensures the development and execution of Regional EM and Continuity of Operations (COOP) Programs and associated preparedness activities, including planning, individual, unit, and team training, sustainable equipment procurement, and exercises to promote Regional readiness. The Regional EM supports Installation EMOs in the development and approval of support

agreement, including Mutual Aid Agreements (MAA), with appropriate Federal, State, Local, Other Service, and/or Private (or Host Nation) responders, agencies, and departments. The Regional EM must coordinate with appropriate Federal State, Local, Other Service and/or Private (or Host Nation) EM related agencies and departments to identify and update responsible points of contact, emergency plans, and expectations in the event of an emergency onboard or impacting Navy installations within the Region's assigned AOR.

The Regional EM is responsible for the management, administration, and operation of all assigned Regional Operations Center, Regional Dispatch Centers (RDCs) (if assigned), and Joint Harbor Operations Centers (JHOCs).

The Regional EM shall serve as the principal advisor to the Regional Commander in his role as the Regional Planning Agent (RPA). The Regional EM is responsible for ensuring Regional execution and support of the Navy DSCA Program by administrating assigned NEPLO personnel. The Regional EMs shall serve as the Regional representative for all EM-related working groups and participate in the CNI-sponsored EM IPT on a regular basis.

Regional Emergency Management Organization. As described above, the Regional EM is responsible for developing and maintaining a Regional EM Program to support and manage the subordinate Installation EM Programs.

Each Region is unique in terms of operational requirements, area of operations, scope, manpower, resources, and priority. Some Regional Commanders are also the designated Installation Commander for one or more installations within their geographic area of responsibility (AOR) or the designated commander for only one or two installations. In such cases, the Regional EM Program shall be expanded to include typically installation-specific procedures and processes vice requiring a separate and distinct Installation EM Program at these locations. Installations which are geographically separated must still ensure that each of the geographically separated Installations have successfully identified and integrated all local procedures, contact information, mutual aid information, and other local requirements/needs into the Regional EM Plan and associated plans and activities.

U.S. Regions. Those Regions located within the U.S. have Defense Support to Civil Authorities (DSCA) responsibilities above and beyond the Navy Installation EM Program requirements and designated Region Commanders may be tasked as a Regional Planning Agent (RPA) by reference (c) (see Standard 6 – DSCA). RPAs have specially trained Reservists to support this mission titled Navy Emergency Preparedness Liaison Officers (NEPLOs). Two U.S. Regions, Northwest and Southeast, have additional requirements to maintain a standing Nuclear Weapons Accident/Incident Response Task Force (RTF) per reference (d). U.S. Regions within the Pacific Command AOR may have additional requirements identified in writing by their supported theater Combatant Commander (CoCom).

Overseas Regions. Those Regions located overseas have Foreign Consequence Management (Foreign CoM) responsibilities per reference (e). Overseas Regions may also have additional Chemical, Biological, and Radiological (CBR)/Nuclear, Biological, and Chemical (NBC) Defense requirements as detailed in references (f) and (g) identified in writing by their supported theater Combatant Commander (CoCom).

CBRNE Coordinators. Some U.S. and Overseas Regions have contract CBRNE Coordinators provided by CNI EM and/or the NAVFAC CBRN Program. These contract personnel are fielded to assist designated Regional EM Programs over a specified period of time in addressing CBRNE-specific hazards within their programs, especially in the preparedness areas of planning, training, equipment fielding, inventory management, and limited exercises. These contract personnel are specialists in CBRNE Preparedness and shall provide only those services identified within their scope of work for the period of time identified by the office resourcing their position. These positions shall directly support the Regional EM or the assigned civil service or military Regional EM staff member.

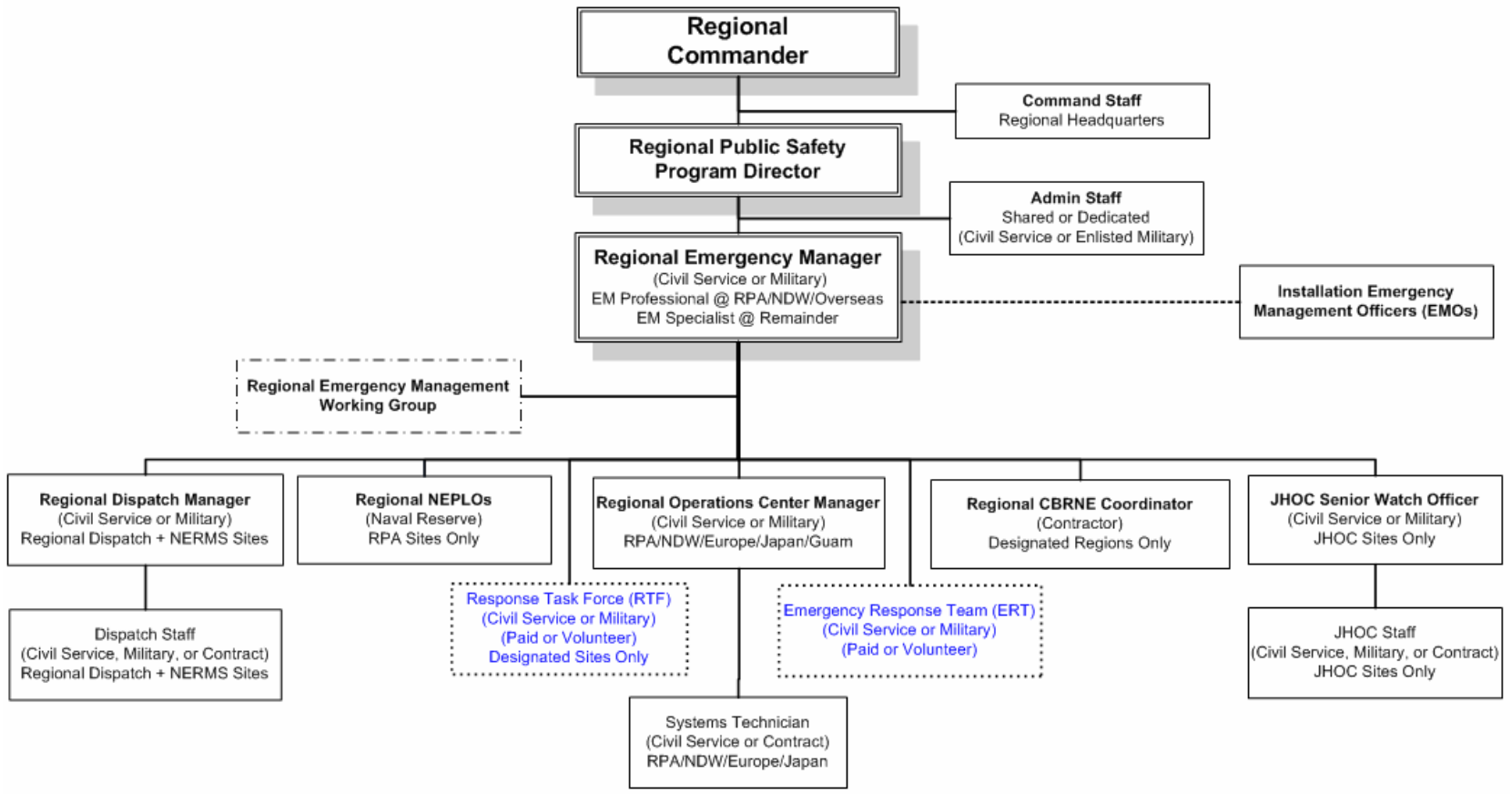
Organizational Construct. CNI has provided Figure R-1 as a notional organizational construct for Regional Emergency Management. Regional EMs should request appropriate resources for developing and maintaining the appropriate Regional organization through CNI's Capabilities-Based Budgeting (CBB) process at the appropriate time, based upon the CNI EM Implementation and Transition Plan (see Standard 3 for additional information on the implementation plan).

Figure R-1 provides general guidance for:

- Position Title (for standardization purposes)
- Whether the position is typically filled by Civil Service, Military, or Contract personnel
- Location where the identified position may be resourced by CNI EM or the NAVFAC Integrated Logistics Support (ILS) Contract
- Specific training or certification requirements, where such exist (i.e. – EM Specialist course graduate or certified EM Professional)

Legend. Regional titles are listed by acronym or by group. For example, Naval District Washington is abbreviated NDW. All of the Regional Commands assigned as RPAs are identified with the RPA acronym. Overseas sites include Navy Regions Europe, Japan/Far East, Korea, and Southwest Asia (as Navy Regions Hawaii and Guam are considered U.S. Regions for the purposes of the Navy Installation EM Program).

Figure R-1: Notional Regional Emergency Management Organization



The Regional Operations Center Manager is overall responsible for all Regional command and control activities including the Joint Harbor Operations Center (JHOC, see Standard 6 - JHOC), the Navy Emergency Response Management System (NERMS, see Standard 6 - Dispatch), and the Enterprise Land Mobile Radio System (ELMRS, see Standard 6 – Responder Communications).

Responsibilities Summary

Regional Commander. The Regional Commander has the following responsibilities under the EM Program:

- Designate a Regional Emergency Manager (Regional EM) in writing (Standard 1).
- Ensure EM Program Standards are properly addressed within Region (Standard 1).
- Charter a Regional Emergency Management Working Group (Regional EMWG) (Standard 6).
- Participate within the Regional EMWG (Standard 6).
- Determine the appropriate Installation group designation for assigned Installations (Standard 3).
- Validate categorization of personnel at the Installation level (Standard 2).
- Ensure that all required threat, hazard, vulnerability, and consequence assessments are conducted prior to approval of the Regional Emergency Management Plan (EM Plan) (Standard 4).
- Review and approve the Regional EM Plan (Standard 7).
- Support Fleet Commander and tenant operational commands in the identification of Mission Essential Functions (MEFs) and associated Critical Mission Facilities (CMFs) onboard assigned Installations.
- Ensure that essential operations supporting these MEFs are identified by appropriate Regional programs and that procedures are identified within the Regional EM Plan for prioritized restoration of these essential operations.
- Designate appropriate full-time or collateral-duty Regional EM staff (Standard 1).
- Establish operable and, when possible, interoperable communications across assigned response community.
- Establish a Regional Operations Center (ROC) (Standard 6).
- Designate a ROC Manager in writing to support the Regional EM (Standards 1 & 6).
- Identify and designate in writing appropriate personnel to support ROC manning during times of emergency (Standards 1 & 6).
- Participate in ROC training and exercises (Standards 6, 7, & 12).
- Designate a Regional Public Health Emergency Officer (PHEO) in writing (Standard 6).
- Consolidate individual Dispatch centers at the Regional or multi-Regional level, if at all possible (Standard 6).
- Designate a Joint Information Center in coordination with Federal and State (or Host Nation) representatives (Standard 6).
- Ensure that all EM efforts coordinated with CNI, assigned Fleet Commander, and assigned Combatant Commander (Standard 6).

- Review and approve all support agreements, to include Regional Mutual Aid Agreements, Memoranda of Understanding, Memoranda of Agreement, Inter-Service Support Agreements, and contracts (Standard 6).
- Review Regional Exercise After Action Reports (AARs).
- Review annual summary of Regional and Installation EM Capability Assessments (EMCA) (Standard 4).
- Ensure proper resources are programmed for during the budget process (Standard 14).
- Ensure participation in Regional EM Program by Tenant Commands (Standard 7)

Emergency Management Working Group (EMWG)

In accordance with reference (a), all Regional and Installation Commanders shall establish and maintain Regional and Installation EMWGs, respectively, to assist the Regional Emergency Manager and/or Installation EMO in the development, execution, exercising, and assessment of the installation EM Program. The principal goal of the EMWGs is the coordination of plans and concepts of operations between multiple functional areas and between organic response organizations and their mutual aid partners. EMWGs should encourage participation by appropriate Federal, State, Local, Other Service, and/or private (or host nation) EM-related agencies and departments.

EMWGs may be consolidated with the AT Working Group to form a single Public Safety Working Group (PSWG) at the discretion of the Regional/Installation Commander chairing the EMWG.

The Regional EMWG will be chaired by the Regional Commander. The Regional EM shall serve as the principal action officer for the Regional EMWG. At a minimum, the Regional EMWG will include the following:

- Regional Chief of Staff
- Regional Emergency Manager
- Regional Public Safety Program Director
- Regional Security Officer
- Regional Fire Chief
- Regional Operations Center Manager (if assigned)
- Regional Engineer/Public Works Officer (if assigned)
- Regional Public Health Emergency Officer (if assigned)
- Regional EOD Detachment OIC (if assigned)
- Regional Environmental Coordinator (if assigned)
- Regional Public Affairs Officer (if assigned)

- Regional Operations Officer (if assigned)
- Regional Fleet & Family Services Representative (if assigned)
- Installation EMOs (as required)

Depending on availability, the Regional EMWG membership should also include:

- Regional Air Operations Officer
- Regional Port Operations Officer
- Regional Information Technology/Information Systems (IT/IS) Manager
- Regional Occupational Safety and Health Manager

The Installation EMWG will be chaired by the Installation Commander. The Installation EMO shall serve as the principal action officer for the Installation EMWG. At a minimum, the Installation EMWG will include the following:

- Installation Commanding Officer (or CO's representative)
- Installation Executive Officer (if assigned)
- Installation Public Safety Program Director
- Installation EMO
- Installation Security Officer
- Installation Fire Chief
- Installation EOC Manager (if assigned)
- Installation Operations Officer (if assigned)
- Installation Engineer (if assigned)
- Installation Environmental Coordinator (if assigned)
- Installation Public Affairs Officer (if assigned)
- Installation Fleet & Family Services Representative (if assigned)
- Major Tenant Command EMOs (as required)

Depending on availability, the Installation EMWG membership will also include:

- Installation Air Operations Officer (if assigned)
- Installation Port Operations Officer (if assigned)
- Regional EOD Detachment OIC (if resident onboard Installation)

Regional and Installation EMWGs should:

- Provide a forum for the Commander to execute directions and decisions on issues related to all-hazards emergency response.
- Include representatives of all relevant functions and offices that would be affected by or be involved in EM at the Regional or Installation level.
- Invite and include liaison personnel from appropriate Federal, State, Local, Other Service, and/or private (or Host Nation) responder communities and tenant organizations, as necessary. Existing support agreements should be evaluated and modified, when and where appropriate.
- Integrate Regional and Installation EM initiatives into Regional and Installation resource planning.
- Collect and prioritize Regional and Installation EM resource requirements for the appropriate budget submissions.
- Ensure that the Regional and Installation EM Plans are integrated with Local/State/Host Nation EM plans, as necessary.
- Ensure that the Regional and Installation EM training programs are developed and executed to support Category 1-5 personnel.
- Conduct and/or support all required assessments.

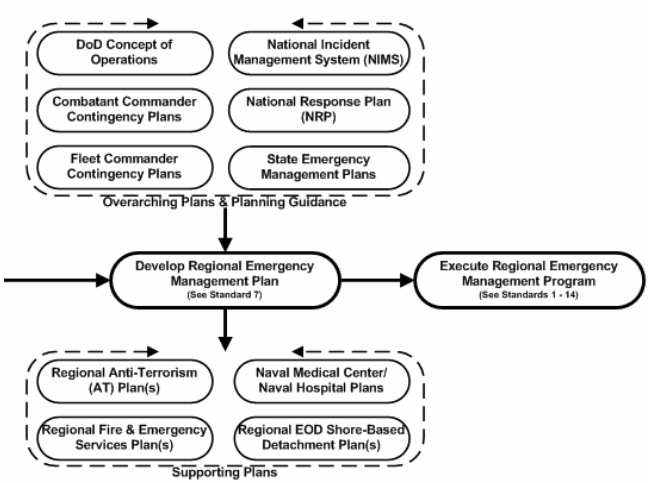
Regional EM Plan

Regional EM Programs provide assistance to Installations whose capabilities are overwhelmed by an emergency, control specific response and recovery assets located at the Regional-level, and coordinate with Federal, State, Local, Other Service, and/or private (or Host Nation) representatives when additional assets are required to perform response and recovery tasks.

The Regional EM Plan is the framework within which all Installation EM Plans are developed as shown in Figure R-2 (see Figure Program-1 in the introduction of the Program Standards for additional details on how Regional EM planning fits with the other actions directed by this manual). The Regional EM Plan is developed by the Regional EM with the assistance and guidance of the Regional EMWG. The Regional EM Plan supports the Fleet Commander's contingency and emergency management plans, which in turn support the contingency plans of the theater Combatant Commander and the overarching DoD concepts of operations set forth by various DoD and Joint offices.

The Regional EM Plan is also the method through which Federal, State, and Host Nation assets are mobilized in support of response and recovery operations. Therefore the Regional EM Plan must support the applicable State EM Plans (often more than one State with each Region) and applicable components of the NRP (reference h). The Regional EM Plan meets the requirements of NIMS (reference i) and reference (b) for a comprehensive emergency management plan for the Region's jurisdiction. As such, the Regional EM Plan ensures that all assigned Installations are able to mobilize as a unified emergency organization to respond to and recover from identified hazards/threats.

Figure R-2: Regional Planning Concept



As the Regional EM Plan is developed, the concept of operations, as well as the associated preparedness, response, and recovery tasks, detailed within the EM Plan must also be adopted by the supporting plans, which include, but are not limited to, the Regional AT Plan, Regional Fire & Emergency Services Plan(s) (if function is regionalized), Regional EOD Shore-Based Detachment Plan(s), and supporting plans maintained by Navy Medicine activities. Per reference (b), supporting plans may include the strategic and business plans associated with the Public Safety programs and applicable functional areas. Other associated COOP Plans, CIP Plans, Naval Nuclear Propulsion Program (NNPP) emergency plans, evacuation plans, mitigation plans, mass care plans, sheltering plans, and any other plan supporting one of the functions or functional areas detailed within the Regional EM Plan. The Regional EM Plan should combine relevant/applicable mitigation, response, and recovery plans into a single, comprehensive EM Plan.

An outline of a sample Regional EM Plan included in Appendix A. This format is based upon FEMA and NIMS (reference i) guidance and is mandatory for all approved Regional EM Plans. The 3 sections to a Regional EM Plan are the: Base Plan, Functional Annexes, Hazard-Specific Appendices. Each Regional EM Plan will also incorporate necessary forms and a glossary in the general appendices.

Continuity of Operations (COOP)

Background. In the past, Navy Continuity of Operations (COOP) efforts were an individual agency responsibility primarily in response to nuclear emergencies or other such catastrophic events within the confines of the organization. The content and structure of COOP plans and operational standards, and interagency coordination, if any, were left to the discretion of the organization.

The changing threat environment and recent emergencies, including localized acts of nature, accidents, technological emergencies, and terrorist events, have shifted awareness to the need for COOP capabilities that enable Navy organizations to continue their Mission Essential Functions (MEFs) across a broad spectrum of emergencies in accordance with references (j) and (k). Since the end of the cold war, there has been an increased potential for terrorist use of CBRNE agents/materials that emphasizes the need to provide a capability to ensure the continuity of MEFs within the Navy and the Department of Defense (DoD).

Overview. Per references (j) through (l), the purpose of the COOP Program is to provide for the continual operation of the Region/Installation's MEFs and associated Critical Mission Facilities (CMFs) throughout an emergency. The focus of the COOP Program is the ability of the Region/ Installation to maintain or restore Mission Essential Functions (MEFs) at the MEF's primary or alternate site and the ability of the identified Category 1 personnel to perform these functions for up to 30 days before returning to normal operations.

These MEFs may be performed in one or more Critical Mission Facilities (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.

Based upon references (j) through (l), the Mission Essential Functions (MEFs) and associated Critical Mission Facilities (CMFs) must be able to sustain operations for up to 12 hours or less at the primary site, depending on the speed and efficacy of MEF relocation to the ERS. A limited number of MEFs, which require specialized facilities and equipment, may not be able to relocate to an ERS either due to the unique nature of their MEF or due to the lack of warning and relocation time during an emergency. These MEFs and their supporting CMFs may receive specialized collective and individual protection capabilities from supporting DoD or Joint Staff programs in order to sustain critical operations at the primary CMF despite the presence of contamination from an accidental or terrorist release of CBRN agents or materials.

The COOP Plan provides pre-planned processes, assets, and concept of operations that the organization is required to have in place to manage the response, recovery, and reconstitution of the MEFs after the event. While the COOP Plan will not address every

conceivable event, the COOP Plan serves as a commonly understood point of departure from which hazard-specific modification may be made to meet the actual circumstances of the event as it develops.

In accordance with reference (l), the COOP Plan is established by the MEF personnel and supporting essential service providers (termed the "COOP Team"). Navy Regional/Installation COOP Plans will address both the relocation and the reconstitution of MEFs during a crisis.
Within the Navy, the COOP Plan is developed with oversight and cross-functional support provided by the Regional/ Installation EM Program and the supporting Regional/ Installation EMWGs, chaired by the Regional/Installation Commander.

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

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.

The COOP Program involves:

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

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

Detailed planning guidance may be found in Standard 7 (Planning) and Appendix P (COOP Planning Guide) of this manual.

Public Health Emergency Officers (PHEO)

Under the provisions of reference (m), all Regions shall designate a PHEO in writing, who shall be a senior health professions military officer or DoD civilian employee affiliated with or supporting the Regional command. The PHEO should be a senior medical leader with experience and/or training in public health emergency management.

The PHEO is responsible for ascertaining the existence of cases suggesting a public health emergency, investigate all such cases for sources, recommend implementation of proper control measures, and define the distribution of the health condition.

Upon determining a public health emergency, the Regional Commander may declare a public health emergency on one or more military installations under his command in accordance with reference (m). Such declaration shall be immediately reported by the commander through the chain of command to the Secretary of Defense via an OPREP-3 Pinnacle (see Standard 12, Incident Reporting). It shall also be reported by the 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 CDC and to appropriate State and Local public health agencies, as directed by higher authority.

Additional guidance on PHEO requirements will be provided by Navy Medicine.

Military Biological Advisory Committee (MBAC)

In support of reference (m) and the incident management requirements assigned below to the Regional EM Programs, each Region shall establish and maintain a standing MBAC. The MBAC may be a standing committee of the Regional EMWG, or the combined Regional PSWG if one is established.

Mission. The mission of the MBAC is to evaluate the potential biological threat/hazard to the Region, supporting installations, and supported MEFs and recommend appropriate and legal courses of actions (COAs) to the Regional Commander in a timely and efficient manner.

Concept. The MBAC shall convene 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 (CDC)
    - OASD(HA)
    - Headquarters, Regional, or Installation Navy Medicine activities
    - Designated military chain of command, to include the Combatant Commander, Navy staff, and/or the Fleet Commander
- Upon the receipt of specific and credible biological terrorism threat warnings/intelligence from:
    - Civilian or military public health, law enforcement, or intelligence communities
    - Designated military chain of command, to include the Combatant Commander, Navy staff, NCIS, and/or the Fleet Commander
- Upon the receipt of specific information related to the presumptive identification, confirmatory testing, and/or definitive analysis of a biological threat/hazard either onboard a supporting installation or with the potential to impact a supporting installation
    - This category will include identification/testing information received via Federal and/or DoD environmental monitoring programs/efforts, including designated pilot programs

Results. The MBAC shall effort to determine the Population-At-Risk (PAR) based on the available intelligence, time/day of release, route(s) of exposure, meteorological data, GIS data, access control information, and population/demographic data. Determination of the PAR is vital to the development of containment and treatment COAs.

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/hazard, to include the appropriate activation level of the Regional Operations Center, sampling & evidence collection requirements, a rough order of magnitude projection, and any requirements for external assistance.

Information Classification. All recommendations as well as related data should be handled at no less than the Sensitive But Unclassified/For Official Use Only (FOUO) level and classified when appropriate based upon Combatant Commander, Fleet, or Regional guidance.

Participants. The MBAC shall be chaired by the Regional Public Safety Program Director and the vice chair shall be the assigned Regional PHEO. The Regional EM shall serve as the principal action officer for the Regional MBAC. At a minimum, the Regional MBAC will include the following:

- Regional Chief of Staff
- Regional Public Safety Program Director
- Regional Public Health Emergency Officer
- Regional Emergency Manager
- Supporting MTF Commander or Clinic OIC
- Regional Security Officer and/or Antiterrorism Officer (ATO)
- Regional Fire Chief
- Regional Public Affairs Officer
- Regional Environmental Coordinator

Representatives from supporting programs/organizations shall be included within the MBAC:

- NCIS
- Regional Judge Advocate General (JAG) or Legal Counsel
- Supporting Public Health Program(s)
- Threat Working Group (or equivalent) (may be represented by the Security Officer/ATO)
- Regional Occupational Safety and Health Program
- Regional Industrial Hygiene Program
- Regional Fleet & Family Services

If assigned, the following personnel should also participate or support the MBAC, as required:

- Regional Operations Center Manager

- Regional Operations Officer

The MBAC may also include Fleet Commander, Numbered Fleet Commander, Installation Commander, Tenant Command, and Other Service representatives and/or epidemiological and public health support from operational commands depending on the situation, operational environment, and supported missions of the Region. Civilian agency representation by the appropriate Federal, State, and/or Local jurisdictions, to include the local/regional Joint Terrorism Task Force (JTTF) and MMRS representatives, may be appropriate in some situations and procedures for such coordination must be established within the Regional/Installation EM Program, if authorized by the Regional Commander.

CNI EM shall provide additional guidance on the operation of the MBAC and related biological threat/hazard procedures during the implementation phase.

Non-Combatant Evacuation Operations (NEO)

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 natural or technological disasters may require the immediate evacuation of these citizens to the United States with little or no preparation time. 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. The arrival of large numbers of evacuees needing such assistance could quickly exceed the capabilities of the Federal, State, Local, and/or Other Service agencies tasked to provide such assistance. While the DOS is responsible for planning and implementing mass repatriations, State and Local governments are relied upon 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.

Per reference (n), NEO involves evacuation of nonessential military personnel, dependent personnel, selected host-nation citizens, and third country nationals, whose lives are or may be in danger within a foreign nation, to an appropriate safe haven and/or to the United States. The Department of State (DOS) is responsible for NEO. Operational forces or overseas Navy Regions may be tasked to implement/support NEO under the responsibility and authority of the assigned Combatant Commander. The geographic Combatant Commanders are responsible for planning and conducting NEOs to assist the DOS.

Impact. Regional EMs, especially those located overseas or whose Region includes a Sea Port of Debarkation (SPOD), should consider the impact of NEO and the potential for repatriation (REPAT) operations. Designated Regional EM Plans and subordinate Installation EM Plans must incorporate the execution of NEO and/or REPAT operations. Considerations include evacuation route management, sheltering, and impact on local/State resources and cognizant agencies.

References (n) and (o) provide specific guidance for the reception and onward movement of DoD noncombatants arriving at Navy facilities. In summary, DoD Ports of Entry will:

- Provide facilities for Emergency Processing Centers
- Make local transportation resources available for emergency transportation between port(s) of entry, 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 port of entry security forces, the Department of State, DoD Police, and the FBI
- Be prepared to respond to the needs of evacuees until transportation and berthing can be arranged

Mutual Aid Agreements (MAAs)

In accordance with reference (a), all Regional and Installation Commanders shall develop Mutual Aid Agreements (MAAs) with civil first and emergency responders, including local EM agencies. These MAAs should outline cooperative measures where Navy Category 5 personnel may assist the civilian community and vice versa in response to and recovery from natural and man-made emergencies, including CBRNE events.

Response actions taken in support of approved, written MAAs do not involve the application of the Immediate Response Rule under Defense Support to Civil Authorities (see Standard 6 – DSCA). Therefore, MAAs shall not commit or obligate operational forces under the authority of the Fleet Commander or equivalent command to any response actions without specific written permission to do so by the Fleet Commander (or equivalent operational commander) and the CNI Public Safety Program Director.

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

Regions and Installations located overseas may have significant difficulty in achieving signed agreements due to language and procedural barriers. All overseas locations must coordinate their efforts with the appropriate Department of State officials.

MAAs are pre-arranged, non-binding agreements between two or more entities, public and/or private, to render human and/or materiel resources or services when resources of one party are not adequate to meet the needs of an emergency. A MAA is sometimes also written as a Memorandum of Agreement (MOA), a Memorandum of Understanding (MOU), or an Inter-Service Support Agreement (ISSA).

MAAs supporting Emergency Management response and recovery operations are developed by the Installation EMO and reviewed and approved by the Regional EM. All concerned parties must maintain a copy of the MAA for its applicable duration.

Sample formats for MAAs supporting fire and/or hazardous materials response in the US or an overseas location are provided in Appendix H. Additional MAA samples are under development to support other EM functional areas. The Regional and/or Installation JAG office should assist in preparation and perform a legal review of MAAs before execution.

Defense Support to Civil Authorities (DSCA)

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

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

- Assess mission requirements and the capabilities of their commands to determine the extent of immediate military assistance to provide to the civil authorities.
- Expeditiously report "immediate response" actions through the chain of command to the Joint Director of Military Support (JDOMS).
- Ensure costs associated with DSCA are documented for reimbursement.

Reimbursement. The Stafford Disaster Relief Act requires reimbursement to the DOD for the incremental costs of providing support. An activation of the National Response Plan does not necessarily mean that the Stafford Disaster Relief Act has also been authorized. The Economy Act, 31 US Code (USC) 1535, permits Federal agencies to provide goods and services to other Federal agencies on a reimbursable basis.

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

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

See Standard 6 (DSCA) for additional information.

Regional Operations Center

In accordance with reference (a), all Regional Commanders shall establish, maintain, and operate a Regional Operations Center within every Navy Region.

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

The Regional Operations Center shall serve as the command, control, communications, computers, intelligence, surveillance, and reconnaissance (C4ISR) point for a Regional Commander to gather information, gain situational awareness, and exercise control over his forces across the entirety of the Force Protection and Emergency Management timelines from early warning and detection of suspicious events through Regional/Installation response and recovery.

Pre-incident activities include, but are not limited to, intelligence gathering, suspicious incident tracking, Common Operational Picture (COP) development & input, resource management, coordination with Federal/DoD/State/Local/Private/Host Nation agencies & department, and implementation of pre-cautionary/preventive measures to deter/detect events and/or mitigate potential effects. Post-event activities include, but are not limited to, resource management, strategic guidance/direction, and coordination & liaison with Federal, DoD, State, Local, Other Service, and/or Private (or host nation) response and recovery assets while supporting subordinate installations during emergencies. The function of the Regional Operations Center is principally to establish strategic priorities for one or more incidents at the Installation level and allocate limited Regional/Installation resources among incident locations.

The Regional Operations Center is outfitted with a C4ISR capability appropriate to its strategic area of concern and the coordination requirements dictated by the size, scope, and complexity of the Region it supports. This C4ISR capability may include a robust communications suite (including secure means) suitable for a senior staff working across agencies and with Echelon 1 and 2 commands. The ROC contains a suite of command and control software for planning and managing incidents, tiered as before to meet the expected demands of the Region it supports. The Regional Operations Center should be able to view video or audio feeds redirected from supporting Multi-Regional/Regional/ Installation Dispatch Center(s) or the assigned Joint Harbor Operations Center (JHOC), but would not regularly control the radio nets or cameras.

The Regional Operations Center has no Emergency Management requirement to operate on a 24/7 basis or to be staffed during working hours. If ROC is a dedicated space, then it is a workspace dedicated to contingency operations as well as associated preparedness (EM) and prevention (AT) activities. Some Regional Operations Centers at smaller Regions (with fewer assigned assets and few/limited response capabilities) are shared-use spaces, which support a daily function possibly unrelated to Emergency Management or Force Protection, and which is configured to support contingency operations only when required. All Regional Operations Centers either directly owning or supporting Installations with assigned, organic response capabilities would have the ability to support 24/7 operations for a limited duration during an emergency within the supported Region.

Per reference (a), activation of the Regional Operations Center shall follow the tiered activation concept described in this Standard. It would not be unusual for the Regional Operations Center to take some time to become fully established following a no-notice partial or full activation, due to the establishment of FPCON Delta, the strain on limited transportation resources/routes, and/or the dispersion of the Regional Operations Center staff during after-hours periods.

A Region may choose to staff the Regional Operations Center full-time with the Regional Duty Officer (RDO). In addition, U.S. Regions supporting CFFC may choose to locate the CFFC-directed AT Watch Officer in the Regional Operations Center with direct access to the CFFC-directed Command & Control suite (consisting of JPEN, ASOCC, DCTS, and secure VTC, see Standard 12 – Incident Notification for additional details) or may choose to route/provide those CFFC-directed capabilities to an existing or alternate location, possibly collocated with an existing 24/7 presence, such as the Multi-Regional/Regional Dispatch Center. Each Region will have one dedicated Regional Operations Center with an assigned alternate location. The alternate Regional Operations Center will have limited full-time capabilities.

Roles of Regional Operations Centers parallel those of the Installation EOC, with a proportionately larger responsibility for public information activities in places where the media are based. The Regional Operations Center should also play an important role in coordinating response and recovery efforts among the localities it directs. Response efforts will depend to some extent on effective mutual aid systems between Federal, State, Local, and/or Other Service (or Host Nation) operations centers.

The Regional Operations Center shall also support the Regional AT Program as agreed upon at the Regional level. Functions of the Regional Operations Center in support of the Regional AT Program may include:

- Capturing of open source suspicious activities in a common database
- Assessment of common suspicious activity threads
- Analysis of local incidents and events as they pertain to the security of or threat to an installation and its critical assets
- Development of potential enemy courses of action (COA) as well as possible friendly COA’s.
- Development of a visual Common Operational Picture (COP)

- Issuance of alerts, warnings, notifications of impending threats based on latest available intelligence and incidents reported
- Issuance of orders to subordinate commands to implement:
    - FPCON Change
    - Implementation of Random Anti-Terrorism Measures (RAM)
    - Additional FPCON measures
    - Additional readiness or equipment support at designated locations
    - Gate closures
    - Installation closures
- Collaboration with non-DoD agencies and organizations within the Regional AOR in order to assess potential threats and coordinate emergency responses.

Operation. The ROC is responsible for coordination and liaison with Federal, DoD, State, and/or Other Service (or Host Nation) response and recovery assets within their geographic area of responsibility. The Region may delegate liaison authority to Installations, if deemed necessary.

The mission of the ROC is to support the Installation EOC(s) during emergencies by providing strategic coordination. The ROC shall:

- Establish priorities between multiple incident locations in concert with the Installation Commanders involved
- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information
- Acquire & allocate resources in concert with the priorities established by the one or more Installation Commander(s) (IC)
- Anticipate & identify future resource requirements
- Coordinate & resolve policy issues arising from the incident

The ROC executes operational control over all assigned Regional assets and may reallocate those assets on its own volition to support effected Installations during an emergency.

The EOC Development Guide in Appendix F may be used to assist in the physical development of the ROC. The EOC assessment checklist in Appendix G may be used to assess an ROC's capability.

Additional guidance on ROC operations will be provided by CNI during the implementation phase. See Figure R-3 for ROC organization per reference (i).

Watch Requirements. The Regional Operations Center shall have a pre-designated 24/7 contact or warning point, typically the appropriate Command Duty Officer or equivalent. U.S. Regions supporting CFFC shall maintain a 24/7 AT Watch Officer, who may stand watch within the Regional Operations Center or any other watchcenter/facility which provides uninterrupted access to the appropriate communications and reporting capabilities specified by CFFC (see above). When an incident arises, the staff can be expanded rapidly in appropriate response to the incident.

Administration. A ROC Manager shall be designated in writing and shall be responsible for the administration, maintenance, and routine operations and use of the ROC. The ROC Manager and the Regional Emergency Manager should not be the same individual, especially onboard Group 1 and 2 Installations.

An alternate ROC, with the minimum required equipment and supplies identified by within Table R-1, shall be designated and maintained within each Region. The ROC may be co-located with a Group 1 or Group 2 installation EOC, but must utilize an effective method for separating Regional and Installation tasks during emergency operations in order for both staffs to meet their responsibilities.

The ROC shall employ the incident management capabilities shown in Table R-1 as required for their operations. The ROC may have modeling & simulation capabilities shown in Table R-1 depending on the availability of trained operators and the presence of Group 1 Installations within their area of responsibility. Additional software information may be found in Appendix E.

The ROC shall have a well-defined communications plan that may include the capability to communicate with civil authorities and standard operating procedures for monitoring incident development. The ROC should be co-located with the Regional Dispatch Center, if at all possible.

In accordance with references (a) and (b), all ROCs shall have personnel designated in writing and trained to complete the command and control tasks. Organizational information may be found in Table R-2 below. ROC personnel should be identified as Category 5 personnel**.** Training and equipment details are contained within Standards 8 and 9, respectively.

Figure R-3: ROC Structure

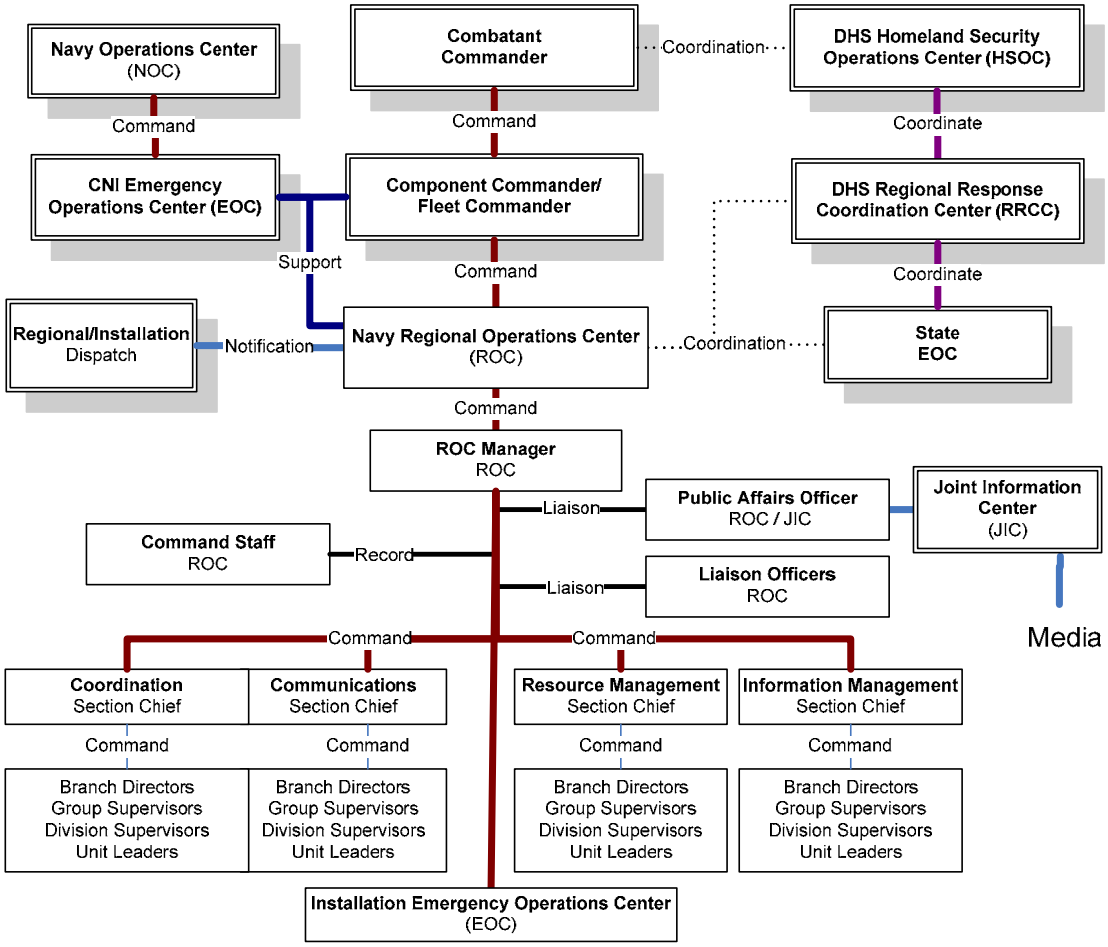


Table R-1: ROC Capabilities Matrix

	ROC Supporting Group 1 Installation(s)	ROC Supporting Group 2 Installation(s)	ROC Supporting Group 3 Installation(s)
Primary Space Requirement	Secure, Dedicated Space(s) w/ Separate Command Suite	Dedicated Space	Shared Space
Secondary Space Requirement	Shared Alternate ROC	Shared Alternate ROC (Optional)	No EM Program Requirement
Non-Secure Voice (Landline)	Multiple, Dedicated Phones (Dedicated Switch/Priority)	Multiple, Dedicated Phones (Shared Switch)	Shared or Dedicated Phones
Secure Voice (Landline)	Multiple, Dedicated STU III/STE Phones	Multiple, Dedicated or Shared STU III/STE Phones	Single, Shared STU III/STE Phone
Non-Secure Voice (Radio)	Enterprise Land Mobile Radio System (ELMRS)	Enterprise Land Mobile Radio System (ELMRS)	No EM Program Requirement
Secure Voice (Radio)	Enterprise Land Mobile Radio System (ELMRS)	Enterprise Land Mobile Radio System (ELMRS)	No EM Program Requirement
Non-Secure/Secure Voice (Satellite)	No EM Program Requirement	No EM Program Requirement	No EM Program Requirement
Non-Secure Computer Systems	Dedicated NIPRNET Computers	Dedicated or Shared NIPRNET Computers	Shared NIPRNET Computers
Secure Computer Systems	Dedicated SIPRNET Computers	Dedicated or Shared SIPRNET Computers	No EM Program Requirement
Decision Support System (DSS)*	DMIS (U.S. Only) / IM Software	DMIS (U.S. Only) / IM Software	Paper-Based Decision Matrix
Dispersion Modeling Systems*	HPAC/CATS-JACE	ALOHA/CAMEO/MARPLOT (All Others)	ALOHA/CAMEO/MARPLOT (Optional)
Geographical Information Systems (GIS)	3D Electronic Maps/ Fully GIS capable	2D Electronic Maps	Paper-Based Maps
Scanner System	Dedicated Scanner	Dedicated or Shared Scanner	Shared Scanner (Optional)
Non-Secure Video-Teleconference (VTC)	Dedicated Non-Secure VTC	Dedicated or Shared Non-Secure VTC	Non-Secure VTC (Optional)
Secure Video-Teleconference (VTC)	Secure VTC	Secure VTC (Optional)	No EM Program Requirement
Non-Secure Fax Machine	Non-Secure, Dedicated Fax Machine	Non-Secure, Dedicated Fax Machine	Non-Secure, Shared Fax Machine
Secure Fax Machine	Secure, Dedicated Fax Machine	Secure, Dedicated or Shared Fax Machine	No EM Program Requirement

	ROC Supporting Group 1 Installation(s)	ROC Supporting Group 2 Installation(s)	ROC Supporting Group 3 Installation(s)
Defense Message System (DMS)	Dedicated Access to Unclassified & Secure DMS	Dedicated or Share Access to Unclassified DMS	Shared Access to Unclassified DMS
Video Displays	PowerPoint Projectors & Wall-Mounted Plasma/Flat-Screen TVs	PowerPoint Projectors & TVs	Shared PowerPoint Projector & Shared Access to TV/TVs
Cable Access	Dedicated Cable Access (24/7)	Dedicated or Shared Cable Access	Shared Cable Access
Closed-Circuit TV (CCTV) Systems	Video Feed from AT CCTV Systems	Video Feed from AT CCTV Systems	No EM Program Requirement
Electrical Generator	Dedicated Generator	Dedicated or Shared Generator	Shared Generator (Optional)
Legend	See Appendix F (EOC Development Guide) for detailed guidance on material requirements. *See Appendix E (Modeling, Simulation, and Incident Management Software Systems) for detailed descriptions of software.		

Organization

The emergency response organization for any emergency shall be comprised of the following elements as a minimum: Regional Operations Center, EOC, Dispatch, ICP, and the assigned Category 5 personnel.

Table R-2 shows the recommended assignment and distribution of regional personnel in support of both the command & control and response missions. Manning and administrative organization may result in different personnel titles or the absence of specific personnel due to regionalization or manning shortfalls. It is the intent of these charts to present the notional organizational structure only. It should not be considered an all-inclusive requirement, but rather a guideline to be thoroughly examined on the basis of Regional needs.

Functional area guidance may be found in Section 3. Dark shaded training & equipment requirements are those requirements **not** available for designated personnel under the Navy Installation EM Program.

Nothing in Table R-2 mandates development of a specific capability, only the most efficient organizational structure in which these capabilities may be utilized during an emergency if such a capability is required by the Regional EM Plan.

Table R-2: Regional Response Organization (Recommended)

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
Category 1 Personnel																			
Category 1 Personnel	NOT APPLICABLE																		
Category 2, 3, & 4 Personnel																			

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
Non-emergency Essential	NOT APPLICABLE																		
Category 5 (On-Scene)																			
	NOT APPLICABLE																		
Category 5 (EOC)																			
Regional Commander	X																		
Chief of Staff	X																		
Public Safety Program Manager	X																		
Regional Emergency Manager	X																		
Regional Security Officer	X									L									
Regional Fire Chief*	X																		
Medical Representative/ PHEO*	X																		L
Occupational Safety Officer*	X																		
Industrial Hygiene Officer*	X																		
Environmental Program Manager*	X																		
JAG/Legal Counsel*	X																		
Public Affairs Officer*	P	X																	
METOC /Hazard Prediction Rep.*	X																		
Mass Care Coordinator*	X																		
CACO Coordinator*	X	P																	
Comptroller*	X																		
Regional Port/Air Ops Officer*	X																		

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
Regional Engineer/ Public Works Officer*	X																		
NCIS Representative*	X										P								
Communications Officer*	X																		
IT Support*	X																		
Community Programs Liaison*	X																		
Category 5 (Dispatch)																			
Dispatch Staff				X															
Category 5 (JIC)																			
Joint Information Center Staff		X																	

Legend	X = Recommended Assignment (if representative/function present onboard Installation) L = Liaison Responsibility (individuals should maintain physical or virtual liaison with identified position) P = Preferred Secondary Assignment (if more than one personnel present in particular functional area) O = Optional Assignment (notable benefit to response organization if assignment made – manning dependent) D = As determined by scope of assignment * If assigned to Installation

Emergency Dispatch Centers

All Regional Commanders are encouraged to establish, maintain, and operate an Emergency Call-taking and Dispatch Center (Dispatch Center) at the Regional or multi-Regional level per reference (a). Installation Commanders may maintain a Dispatch center at the Installation level with Regional concurrence and when deemed necessary.

Overview. Dispatch Centers provide emergency call-taking, alarm monitoring, sensor monitoring, video monitoring/control, communications support, channel/frequency assignments/allocation, emergency notification to Category 1 personnel, mass warning to Category 2-4 personnel (public), Category 5 personnel dispatching, responder reach-back capability during emergencies, and notification of an emergency to the receiving MTFs/Hospitals. A Dispatch Center is a 24/7 operation that exists to receive notification of an emergency and then direct the correct responders (Category 5 personnel including Fire & Emergency Services, EMS, NSF, EOD, ERTs, Public Works, etc.), to the right place, with the right capability, as quickly as possible. Dispatch Centers are tactical level operations that direct the day-to-day movement of responders to all types of emergency and non-emergency incidents. Dispatch Centers are identified separately from Regional Operations Centers and Installation EOCs in reference (a), but should be co-located with these operations centers whenever possible.

Navy Dispatch is not required if emergency call-taking and dispatch of Category 5 personnel is provided by State, Local, Other Service, and/or private (or host nation) agencies or departments.

Navy Emergency Response Management System (NERMS). NERMS will geographically and functionally consolidate emergency call-taking and dispatch functions for Fire & Emergency Services, NSF, EMS, EOD, and EM functional areas. NERMS will also consolidate security alarm monitoring, sensor monitoring, and channel/frequency allocation during events. NERMS will consolidate these functions at two or more facilities nationwide for all of the Regions and Installations located within the Continental U.S. and Navy Region Hawaii while decreasing overall Dispatch Center manning requirements. Local operations will be maintained with a redundant, but simplified, dispatching capability within every Region and onboard designated Installations.

NERMS will employ three main components:

- Records Management System (RMS)
  - Records database centrally hosted for all first responders
  - Automatically updated with calls and updates other databases, including the National Fire Incident Reporting System (NFIRS)
- Computer Aided Dispatch (CAD)
  - Enhanced, Efficient & Effective (E3) dispatching

  - Automated incident/event tracking
  - Enhanced Graphic User Interface (GUI) with Geographical Information System (GIS) visual display that delivers spatial awareness
  - Unit availability and Automatic Vehicle Locator (AVL)
- Mobile Data Computers (MDC)
  - Delivers CAD to field first responder vehicles
  - Real time input to the RMS application
  - GIS Maps, AVL, & incident reports in designated vehicles used by Category 5 personnel

Navy National Dispatch Center (NDC). The Navy will establish two NDCs utilizing NERMS as required by reference (a). The two NDCs will eventually provide dispatch services to most or all U.S. Regions. The NDCs will receive all emergency calls, monitor all alarms, monitor all sensors, provide video monitoring, and dispatch all responders, as required by the situation. The NDCs are complimentary, although each will be designated as a primary Public Safety Answering Point (PSAP) for particular regions, and will support fail-over and transfer of responsibility from the alternate NDC.

The NDCs will use GIS-based CAD to efficiently and effective identify the location of alarms and determine the correct first responder. AVLs will be used to manage field assets and improve coordination while providing dispatchers and operations centers with a Common Operating Picture (COP) of all response assets. MDCs in vehicles will provide responders with the COP and additional CAD information and allow field completion of applicable reports. The Enterprise Land Mobile Radio System (ELMRS, see below) will provide the digital, trunked, & mobile backbone for communications of both the alarm system and the responders. RMS will provide automatic logging of incidents and responses.

The NDCs are being established to significantly improve the standard of dispatch and raise it to the level of municipal operations, to centralize functionality in order to allow investment in upgrades at an economical rate, and to reduce the total number of Navy dispatchers. The NDCs will be staffed by professional dispatchers and will have support and management personal commensurate with their significant size and importance.

Regional Dispatch Center (RDC). Legacy dispatch centers that consolidate dispatching functions at the Regional level. RDCs generally make some use of CAD and GIS. RDCs will be decommissioned as each Region is subsumed by the NDCs.

Training & Certification. If Dispatch is established and operated by the Navy, the Dispatch staff should be civilian or military personnel who have received the appropriate DoD Telecommunicator training – Level I for Operators and Level II for Supervisor – and, when required, Emergency Medical Dispatcher (EMD) certification and training.

Role of Regional/Installation EM Program. Funding for all dispatch centers, regardless of operating sponsor, shall be provided via the EM function within the Public Safety core business area of the CNI Installation Core Business Model (see Standard 14 for additional details).

The Regional or Installation EM Program shall assume operational and administrative control of the RDC/LDC, respectively, through a phased transition from the current sponsor. This phased transition will include transfer of all supporting resources to execute all current operations, administration, and management of the RDC/LDC, to include programmed capability improvements and/or manpower changes, assigned personnel, and billet control authorities. The Regional/Installation EM Program shall not assume control of the RDC/LDC until all related authorities and resources have been transferred from the current program sponsor(s).

Once control and responsibility has been transferred, the RDC/LDC space shall consist of dedicated use space(s) under the operational and administrative control of the Regional EM/ Installation EMO, respectively. A full-time Dispatch Manager shall be assigned in writing, trained & certified as appropriate, and report directly to the Regional EM/Installation EMO.

Regional Training

Table R-3 provides a list of recommended training for various functional areas involved in a response. It should not be considered an all-inclusive requirement, but rather a guideline to be thoroughly examined on the basis of Regional needs. Functional area guidance may be found in Section 3.

Nothing in Table R-3 mandates development of a specific capability, only the training required to develop such a capability correctly if such a capability is required by the Regional EM Plan.

Table R-3: Regional Response Organization Training

Job Position / Training Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Category 1																			
Category 1 (Critical Operations) with Collective Protection	X				X					X[1]							X	X	
Category 1 (Critical Operations) with Individual Protection	X				X					X[1]							X	X	
Category 1 (Critical Operations) without Protective Equipment	X				X												X	X	
Category 1 (Essential Operations) with Individual Protection	X				X					X[1]							X	X	
Category 1 (Essential Operations) without Protective Equipment	X				X												X	X	
Category 2, 3, 4 Personnel																			

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Non-emergency Essential	**RESPONSIBILITY OF HOST INSTALLATION**																		
Category 5 (On-Scene)																			
Responders	**NONE ASSIGNED**																		
Category 5 (ROC)																			
Regional EM	X	X	X	X	X	X	O		P							X	X		X
ROC Manager	X	X	X	X	X												X		X
ROC Staff*	X	X	P	X	O												X		X
Regional Commander	X	O	O	X	O												X		X
Executive Officer*	X	O	O	X	O												X		X
Chief of Staff*	X	O	O	X	O												X		X
Command Duty Officer (CDO)*	X	P	O	X	O												X		X
Security Representative*	X	X	P	X	P												X		X
Fire-Rescue Representative*	X	X	X	X	P												X		X

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
EMS Representative*	X	X	X	X													R		R
Finance Officer/ Comptroller*	X	R	O	R													R		R
Preventive Medicine*	X	R	O	R													R		R
Public Works*	X	R	O	R													R		R
METOC/Hazard Prediction*	X	R	O	R													R		R
Occupational Safety*	X	R	O	R													R		R
Industrial Hygiene*	X	R	O	R													R		R
Environmental Program*	X	R	O	R													R		R
JAG/Legal*	X	R	O	R													R		R
Intelligence*	X	R	O	R													R		R
Public Affairs*	X	R	O	R												X	R		R
Supply/Logistics Support*	**X**	R	O	R															
Mortuary Affairs*	X	R	O	R													R		R

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Mass Care Coordinator*	X	R	O	R												X	R		R
Fleet & Family Services*	X	R	O	R												R	R		R
Category 5 (Dispatch)																			
Dispatch Staff*	X											X					X		R
Category 5 (JIC)																			
Joint Information Center Staff	X															X	X		X
Category 5 (Shelter)																			
Shelter Manager*	X	P	O														X	X	

Legend	
	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) * = If assigned to Region

Regional Equipment

Table R-4 matches the EM Program's organizational structure to equipment requirements by Region and personnel category. This table serves as a useful tool for Regional EMs in determining the required equipage to complete each assigned task.

Table R-4 provides Regional emergency management with the suggested equipment solution sets based on a Region's unique resource set and required EM capability. Regional EMs must work with the CNI EM Program Manager and designated NAVFAC CBRN Program representatives in identifying consolidated Regional requirements and matching these requirements to the latest approved TOA. Functional area guidance may be found in Section 3.

Note: Nothing in Table R-4 mandates development of a specific capability, only the equipment required to field such a capability correctly if such a capability is required by the Regional EM Plan.

Table R-4: Regional – Response Organization Equipment

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 1																	
Category 1 (Critical Operations) with Collective Protection		+	+														
Category 1 (Critical Operations) with Individual Protection		+	+														
Category 1 (Critical Operations) without Protective Equipment																	

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 1 (Essential Operations) with Individual Protection		+	+														
Category 1 (Essential Operations) without Protective Equipment																	
Category 2,3,4																	
Non-emergency Essential																	
Category 5 (On Scene)																	
Responders	NONE ASSIGNED																
Category 5 (ROC)																	
Regional EM	+																
ROC Manager																	
ROC Staff*																	
Regional EM Staff*																	
Regional Commander																	
Executive Officer*																	
Chief of Staff*																	
Command Duty Officer (CDO)*																	
Security Representative*																	
Fire-Rescue Representative*																	

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
EMS Representative*																	
Finance Officer/ Comptroller*																	
Preventive Medicine*																	
Public Works*																	
METOC/Hazard Prediction*																	
Occupational Safety*																	
Industrial Hygiene*																	
Environmental Program*																	
JAG/Legal*																	
Intelligence*																	
Public Affairs*																	
Supply/Logistics Support*																	
Mortuary Affairs*																	
Mass Care Coordinator*																	
Fleet & Family Services*																	
Category 5 (Dispatch)																	
Dispatch Staff																	
Category 5 (JIC)																	
Joint Information Center Staff*																	
Category 5 (Shelter)																	
Shelter Manager*	+																

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Legend	+ = Required Equipment S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.) D = On-Scene Decontamination Team Personnel only (including assigned Security Forces) E = MOPP Gear for use by designated military personnel as directed by Theater Combatant Commanders (Bahrain, Korea, Japan) * = If assigned to Region																

NOTE: * Military IPE (known as Mission Oriented Protective Posture) is not equivalent to Level C because JSLIST does not pass penetration standards established by reference (p), MCU-2/P or M-40A1 masks do not pass penetration testing established by NIOSH CBRN standard for APRs, and C2/C2A1 canisters do not pass multiple filtration standards established by NIOSH CBRN standard for APRs (see reference (q)).

Exercise & Evaluation. Table R-5 summarizes EM exercise requirements. Detailed information on exercise design, execution, and evaluation is available in Standard 10 of Section 1.

Table R-5: Exercise Requirements

		Three Year Exercise Cycle		
Group	**Priority**	**Year 1**	**Year 2**	**Year 3**
Regional	**High**	TTX	TTX ➔ CPX	TTX ➔ CPX ➔ FTX*
Notes:	* Regional FTX shall be completed in conjunction with the FTX of one or more of the assigned Group 1 or Group 2 Installations.			

Exercise requirements by group for a three year exercise cycle.

Emergency Management Capability Assessment (EMCA). Regions shall conduct the annual EMCA in accordance with the schedule shown in Table R-6.

Table R-6: EM Capability Assessment Schedule

		Three Year Assessment Cycle		
Group	**Priority**	**Year 1**	**Year 2**	**Year 3**
1	**High**	Self-Assessment & Regional Assessment	Self-Assessment & Regional Assessment	Self-Assessment & Regional Assessment
2	**Medium**	Self-Assessment	Self-Assessment	Self-Assessment & Regional Assessment
3	**Low**	Self-Assessment	Self-Assessment	Self-Assessment

Mitigation. Mitigation guidance is available in Standard 11 of Section 1.

Response. Regional response guidance is available in Standard 12 of Section 1.

Recovery. Recovery guidance is available in Standard 13 of Section 1.

Sustainment. The Regional Commander is responsible for the proper programming and budgeting to support EM requirements onboard their Regional Headquarters and supervising the sustainment of Installation EM Programs within their area of responsibility.

Group 1 Installations

Scope. All Group 1 Installations are responsible for executing the EM Program as delineated within this instruction and in accordance with the Implementation Plan.

References.

(a) OPNAV Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Program (22 July 2005)
(b) National Fire Protection Association (NFPA) Standard 1600 "National Preparedness Standard on Disaster/Emergency Management and Business Continuity Programs" (5 February 2004)
(c) OPNAV Instruction 3440.16(Series) Navy Civil Emergency Management Program (10 Mar 1995)
(d) OPNAV Instruction 3440.15(Series) Department of Navy Nuclear Weapon Accident Response Management (30 May 1997)
(e) CJCS Instruction 3214.01(Series) Military Support to Foreign Consequence Management Operations (1 Apr 2003)
(f) OPNAV Instruction 3400.10(Series) Chemical, Biological and Radiological (CBR) Defense Requirements Supporting Operation Fleet Readiness (22 May 1998)
(g) NTTP 3-11.23 Multiservice Procedures for Nuclear, Biological, and Chemical (NBC) Defense of Theater Fixed Sites, Ports, and Airfields (September 2000)
(h) DoD Directive 3020.26 Defense Continuity Program (DCP) (8 September 2004)
(i) Federal Preparedness Circular 65 "Federal Executive Branch Continuity of Operations" (26 July 1999)
(j) Department of the Navy Critical Infrastructure Protection: Consequence Management Planning Guide (February 2003)
(k) National Incident Management System (1 March 2004)
(l) NFPA Standard 1994 "Protective Ensembles for Chemical/Biological Terrorism Incidents" (2 August 2001)
(m) Office of the Assistant Secretary of Defense for Nuclear and Chemical and Biological Defense Programs Memorandum "M40 and MCU-2/P Masks Used for Non-Military Operations" (19 December 2003)

Preparedness. The information presented below provides a guide to the most significant aspects of a Group 1 Installation EM Program. Detailed program guidance is provided within Section 1, functional area guidance is provided within Section 3, and hazard-specific guidance is provided within Section 4 as well as additional task-specific guidance within the Appendices. Nothing within this Section supercedes the guidance contained within the remainder of this instruction.

Command Structure

The recommended command structure for the EM Program is represented in Figure 1-1 of Standard 1 of Section 1. This command structure may require modification to meet the requirements and structure of specific Regional and Installation commands.

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 Commanders exercise OPCON over the Installation Public Safety Program Director (if assigned).

All Installation Commanders shall designate a full-time or collateral-duty Installation Emergency Management Officer (EMO) (as appropriate per the Installation group designation – see Standard 3) in writing per reference (a). The Installation Commander shall designate an appropriate number of personnel to serve as a collateral duty or full-time staff to support the Installation EM Program, including the administration and operations of the Installation Emergency Operations Center (EOC) and Installation Dispatch Center (if assigned).

Installation Emergency Management Officers (Installation EMOs). Installation EMOs shall operationally report to the Installation Commanding Officer and administratively report to the Regional Emergency Manager. The Installation EMO shall serve as the Program Coordinator at the Installation level as identified within references (a) and (b). Installation EMOs are responsible for preparing for, mitigating potential effects from, responding to, and recovering from all natural and man-made hazards, including CBRNE events, which may effect their assigned Installation(s). Installation EMOs may be assigned as Sub-Regional EMOs, where sub-regions are designated by the Regional Commander. The Installation EMO is responsible for the management, administration, and operation of the Installation EOC and Installation Dispatch Center (if assigned).

Installation Emergency Management Organization. As described above, the Installation EMO is responsible for developing and maintaining the Installation EM Program and the appropriate response capabilities as identified by their Installation Group Designation (see Standard 3). Each Installation is unique in terms of operational requirements, area of operations, scope, manpower, resources, and priority. Some Installation Commanders may be assigned command responsibility over two or more facilities combined

within one installation title, unit identification code (UIC), and/or designated sub-region (as in the case of Navy Region Southwest's sub-regional structure). In the case of those installations consisting of multiple facilities, support areas, industrial areas, housing areas, ranges, or other sites located either outside of the perimeter of the primary facility or contained within their own perimeter or perimeter of another Service's installation, installation guidance contained within this manual and the term "jurisdiction," when used, applies to all of the identified facilities assigned to the particular Installation Commander vice solely the principal facility.

U.S. Installations. Those Installations located within the U.S. have Defense Support to Civil Authorities (DSCA) responsibilities (see Standard 6 - DSCA) above and beyond the Navy Installation EM Program requirements and may be tasked to support DSCA operations through the provision of resources, supported tenant commands assigned to the Fleet Commander, or the establishment of a Base Support Installation (BSI, see Standard 6 - BSI). U.S. Installations within the Pacific Command area of responsibility (AOR) may have additional requirements identified in writing to their assigned Regional Commander by their supported theater Combatant Commander (CoCom).

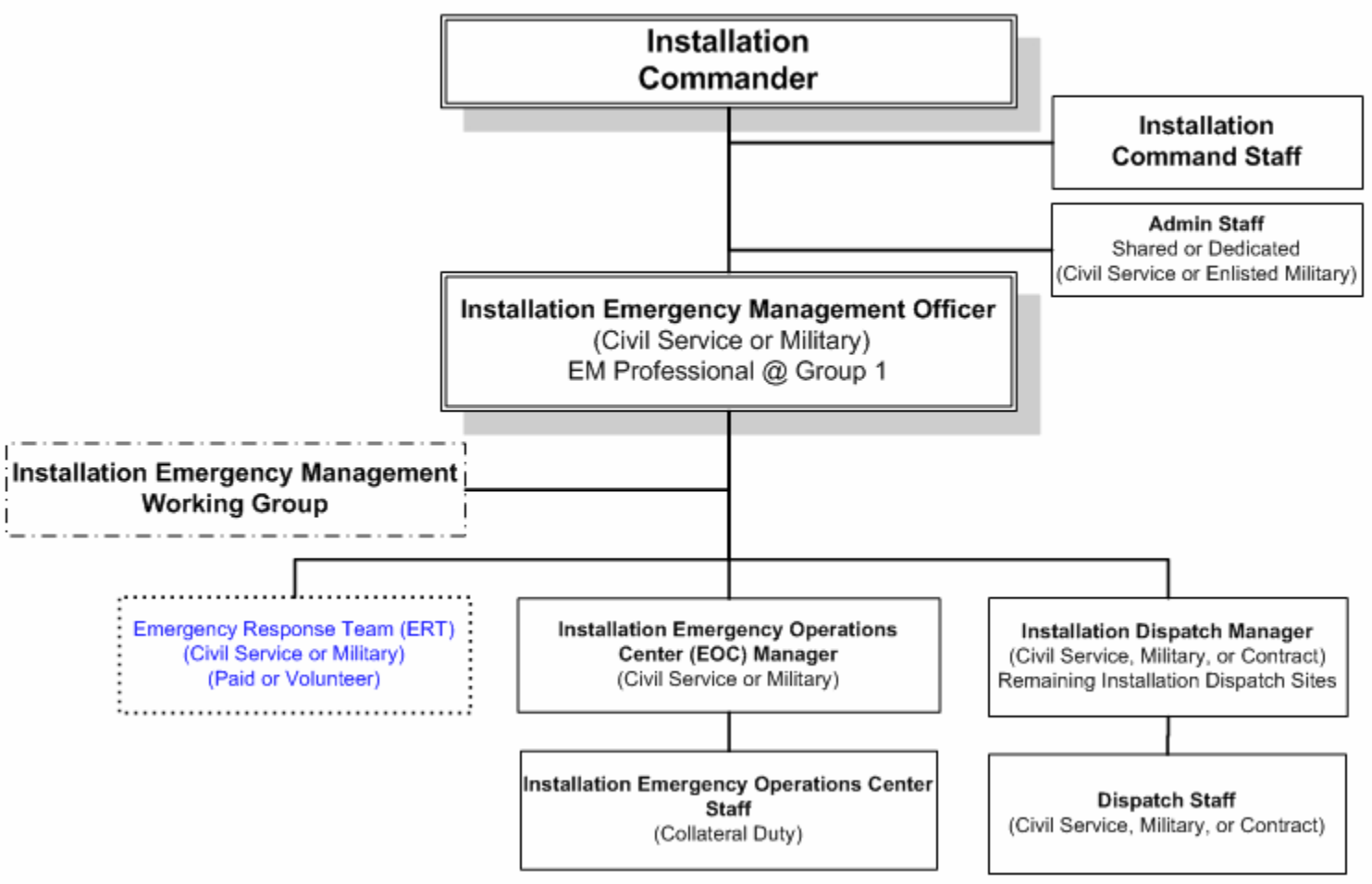
Overseas Regions. Those Installations located overseas may have Foreign Consequence Management (Foreign CoM) responsibilities per reference (e). Overseas Installations may also have additional CBR/NBC Defense requirements as detailed in references (f) and (g) identified in writing to their assigned Regional Commander by their supported theater Combatant Commander (CoCom).

CBRNE Coordinators. As discussed above, some U.S. and Overseas Regions receive specialized contract assistance. Where multiple high priority (see Standard 3) installations are located within close proximity as judged by CNI EM and where at least one of these installations also contains all or a component of the Regional Headquarters, one of the assigned CBRNE Coordinators may be provided to the Regional EM Program as the Fleet Concentration Area (FCA) CBRNE Coordinator. In such cases, the FCA CBRNE Coordinator will still directly support the Regional EM Program, but will be authorized to liaison directly with the appropriate Installation EM point of contact.

Organizational Construct. CNI has provided Figure G1-1 as a notional organizational construct for Group 1 Installation Emergency Management. Installation EMOs should request appropriate resources from their supported Regional EM for developing and maintaining the appropriate Installation organization through CNI's Capabilities-Based Budgeting (CBB) process at the appropriate time, based upon the CNI EM Implementation Plan (see Standard 3 for additional information on the implementation plan).

See the legend in the Regional Emergency Management Organization discussion above for details on Figure G1-1.

Figure G1-1: Notional Group 1 Installation Emergency Management Organization



Responsibilities Summary

Installation Commander. The Installation Commander has the following responsibilities under the EM Program:

- Coordinate with assigned Region in determining the appropriate Installation group designation (Standard 3).
- Conduct categorization of personnel at the Installation level and provide results to Regional Commander for validation (Standard 2).
- Designate in writing an Installation Emergency Management Officer (Installation EMO) appropriate to the established Installation group designation (Standard 1).
- Ensure EM Program Standards are properly addressed onboard Installation (Standard 1).
- Designate Category 1 personnel in writing (Standard 2).
- Charter an Installation Emergency Management Working Group (Installation EMWG) (Standard 6).
- Participate within the Installation EMWG (Standard 6).
- Ensure that all required threat, hazard, vulnerability, and consequence assessments are conducted prior to approval of the Installation Emergency Management Plan (EM Plan) (Standard 4).
- Review and approve the Installation EM Plan (Standard 7).
- Support tenant operational commands in the identification of Mission Essential Functions (MEFs) and associated Critical Mission Facilities (CMFs) onboard Installation.
- Ensure that essential operations supporting these MEFs are identified by appropriate Installation programs and that procedures are identified within the Installation EM Plan for prioritized restoration of these essential operations.
- Designate appropriate Installation EM staff (Standard 1).
- Establish operable and, when possible, interoperable communications across assigned response community.
- Establish an Installation Emergency Operations Center (EOC) (Standard 6).
- Designate an EOC Manager in writing to support the Regional EM (Standards 1 & 6).
- Identify and designate in writing appropriate personnel to support ROC manning during times of emergency (Standards 1 & 6).
- Participate in EOC training and exercises (Standards 6, 7, & 12).
- Assist the Regional Commander in the consolidation of individual Dispatch centers at the Regional or multi-Regional level, if at all possible (Standard 6).
- Designate a Joint Information Center in coordination with Local representatives (Standard 6).
- Ensure that all EM efforts coordinated with Region, State, Local, Other Service, and/or private agencies and departments (Standard 6).
- Review and approve all support agreements, to include Installation Mutual Aid Agreements, Memoranda of Understanding, Memoranda of Agreement, Inter-Service Support Agreements, and contracts (Standard 6).

- Review Installation Exercise After Action Reports (AARs).
- Review results of annual Installation EM Capability Assessments (EMCA) (Standard 4).
- Ensure proper resources are programmed for during the budget process (Standard 14).
- Ensure participation in the Installation EM Program by Tenant Commands (Standard 7).

Emergency Management Working Group (EMWG)

In accordance with references (a) and (b), all Regional and Installation Commanders shall establish and maintain Regional and Installation EMWGs, respectively, to assist the Regional Emergency Manager and/or Installation EMO in the development, execution, exercising, and assessment of the installation EM Program. The principal goal of the EMWGs is the coordination of plans and concepts of operations between multiple functional areas and between organic response organizations and their mutual aid partners. EMWGs should encourage participation by appropriate Federal, State, Local, Other Service, and/or private (or host nation) EM-related agencies and departments.

EMWGs may be consolidated with the AT Working Group to form a single Public Safety Working Group (PSWG) at the discretion of the Regional/Installation Commander chairing the EMWG.

The Installation EMWG will be chaired by the Installation Commander. The Installation EMO shall serve as the principal action officer for the Installation EMWG. At a minimum, the Installation EMWG will include the following:

- Installation Commanding Officer (or CO's representative)
- Installation Executive Officer (if assigned)
- Installation EMO
- Installation Security Officer
- Installation Fire Chief
- Installation EOC Manager (if assigned)
- Installation Operations Officer (if assigned)
- Installation Engineer (if assigned)
- Installation Environmental Coordinator (if assigned)
- Installation Public Affairs Officer (if assigned)
- Installation Fleet & Family Services Representative (if assigned)
- Major Tenant Command EMOs (as required)

Depending on availability, the Installation EMWG membership will also include:

- Installation Air Operations Officer (if assigned)
- Installation Port Operations Officer (if assigned)
- Regional EOD Detachment OIC (if resident onboard Installation)

Regional and Installation EMWGs should:

- Provide a forum for the Commander to execute directions and decisions on issues related to all-hazards emergency response.
- Include representatives of all relevant functions and offices that would be affected by or be involved in EM at the Regional or Installation level.
- Invite and include liaison personnel from appropriate Federal, State, Local, Other Service, and/or private (or Host Nation) responder communities and tenant organizations, as necessary. Existing support agreements should be evaluated and modified, when and where appropriate.
- Integrate Regional and Installation EM initiatives into Regional and Installation resource planning.
- Collect and prioritize Regional and Installation EM resource requirements for the appropriate budget submissions.
- Ensure that the Regional and Installation EM Plans are integrated with Local/State/Host Nation EM plans, as necessary.
- Ensure that the Regional and Installation EM training programs are developed and executed to support Category 1-5 personnel.
- Conduct and/or support all required assessments.

Installation EM Plan

Installation EM Programs develop Installation EM Plans to effectively and efficiently prepare for, mitigate the potential effects of, respond to, and recover from emergencies resulting from identified hazards/threats utilizing all available organic, Regional, and external resources. Depending on the nature and size of the emergency, Regional and mutual aid assistance may be required in order to complete all response and recovery tasks. This requirement to coordinate with Local, Other Service, and/or private (or Host Nation) representatives (and those Federal or State assets operating at the local level) means that the Installation EM Plan must be compatible and supportive of not only with the plans of the Installation's military chain of command, but simultaneously integrate with the broad variety of emergency management-related plans at the Local level as shown in Figure G1-2 (see Figure Program-3 in the introduction of the Program Standards for additional details on how Installation EM planning fits with the other actions directed by this manual).

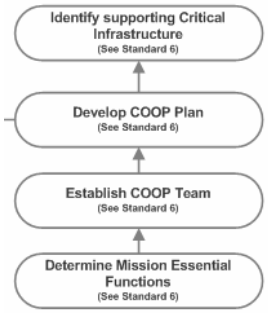
Figure G1-2: Installation Planning Concept

The Installation Plan is developed by the Installation EMO with the assistance and guidance of the Installation EMWG. The Installation EM Plan supports the Regional EM Plan and Local emergency management plans as explained above. The Installation EM Plan focuses on the measures and actions that are vital for protecting assigned personnel, sustaining critical operations for up to twelve (12) hours, and restoring essential operations as quickly as possible.

To do so, the development of the Installation EM Plan requires that the Installation EMO, with the assistance of the Installation EMWG, complete the personnel categorization, resource inventory, and assessments shown above in order to effectively identify, prioritize, and manage all available resources within the plan. Critical tasks to be addressed at the Installation level include: mass warning and notification, public awareness training, evacuation/shelter/ shelter-in-place planning, and provision of emergency public information (EPI).

As detailed in the Regional EM Plan discussion above, the Installation EM Plan will have a direct impact on multiple supporting plans, which must be appropriately updated and/or modified to support the overarching concept of operations provided by the EM Program. An additional requirement at the Installation level is the development, approval, maintenance, and execution of a COOP Plan(s) in support of the Mission Essential Functions (MEFs) supported by the Installation as shown in Figure G1-3. Additional details on the COOP Planning Concept may be found in this standard, Standard 6, and in Appendix P.

Figure G1-3: COOP Planning Concept



An outline of a sample Installation EM Plan included in Appendix B. Each Installation's planning team should assess its own need for functional annexes. The primary concern is that all important activities be covered properly in the plan.

Continuity of Operations (COOP)

Background. In the past, Navy Continuity of Operations (COOP) efforts were an individual agency responsibility primarily in response to nuclear emergencies or other such catastrophic events within the confines of the organization. The content and structure of COOP plans and operational standards, and interagency coordination, if any, were left to the discretion of the organization.

The changing threat environment and recent emergencies, including localized acts of nature, accidents, technological emergencies, and terrorist events, have shifted awareness to the need for COOP capabilities that enable Navy organizations to continue their Mission Essential Functions (MEFs) across a broad spectrum of emergencies in accordance with references (h) and (i). Since the end of the cold war, there has been an increased potential for terrorist use of CBRNE agents/materials that emphasizes the need to provide a capability to ensure the continuity of MEFs within the Navy and the Department of Defense (DoD).

Overview. Per references (h) through (j), the purpose of the COOP Program is to provide for the continual operation of the Region/Installation's MEFs and associated Critical Mission Facilities (CMFs) throughout an emergency. The focus of the COOP

Program is the ability of the Region/ Installation to maintain or restore Mission Essential Functions (MEFs) at the MEF's primary or alternate site and the ability of the identified Category 1 personnel to perform these functions for up to 30 days before returning to normal operations.

These MEFs may be performed in one or more Critical Mission Facilities (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.

Based upon references (h) through (j), the Mission Essential Functions (MEFs) and associated Critical Mission Facilities (CMFs) must be able to sustain operations for up to 12 hours or less at the primary site, depending on the speed and efficacy of MEF relocation to the ERS. A limited number of MEFs, which require specialized facilities and equipment, may not be able to relocate to an ERS either due to the unique nature of their MEF or due to the lack of warning and relocation time during an emergency. These MEFs and their supporting CMFs may receive specialized collective and individual protection capabilities from supporting DoD or Joint Staff programs in order to sustain critical operations at the primary CMF despite the presence of contamination from an accidental or terrorist release of CBRN agents or materials.

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

In accordance with reference (j), the COOP Plan is established by the MEF personnel and supporting essential service providers (termed the "COOP Team"). Navy Regional/Installation COOP Plans will address both the relocation and the reconstitution of MEFs during a crisis. Within the Navy, the COOP Plan is developed with oversight and cross-functional support provided by the Regional/ Installation EM Program and the supporting Regional/ Installation EMWGs, chaired by the Regional/Installation Commander.

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

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.

The COOP Program involves:

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

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

Detailed planning guidance may be found in Standard 7 (Planning) and Appendix P (COOP Planning Guide) of this manual.

Mutual Aid Agreements

In accordance with references (a) and (b), all Regional and Installation Commanders shall develop Mutual Aid Agreements (MAAs) with civil first and emergency responders, including local EM agencies. These MAAs should outline cooperative measures where Navy Category 5 personnel may assist the civilian community and vice versa in response to and recovery from natural and man-made emergencies, including CBRNE events.

Response actions taken in support of approved, written MAAs do not involve the application of the Immediate Response Rule under Defense Support to Civil Authorities (see Standard 6 – DSCA). Therefore, MAAs shall not commit or obligate operational forces

under the authority of the Fleet Commander or equivalent command to any response actions without specific written permission to do so by the Fleet Commander (or equivalent operational commander) and the CNI Public Safety Program Director.

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

Regions and Installations located overseas may have significant difficulty in achieving signed agreements due to language and procedural barriers. All overseas locations must coordinate their efforts with the appropriate Department of State officials.

MAAs are pre-arranged, non-binding agreements between two or more entities, public and/or private, to render human and/or materiel resources or services when resources of one party are not adequate to meet the needs of an emergency. A MAA is sometimes also written as a Memorandum of Agreement (MOA), a Memorandum of Understanding (MOU), or an Inter-Service Support Agreement (ISSA).

MAAs supporting Emergency Management response and recovery operations are developed by the Installation EMO and reviewed and approved by the Regional EM. All concerned parties must maintain a copy of the MAA for its applicable duration.

Sample formats for MAAs supporting fire and/or hazardous materials response in the US or an overseas location are provided in Appendix H. Additional MAA samples are under development to support other EM functional areas. The Regional and/or Installation JAG office should assist in preparation and perform a legal review of MAAs before execution.

Installation Emergency Operations Center (EOC)

In accordance with reference (a), Installation Commanders shall establish, maintain, and operate an EOC onboard all Group 1, 2, and 3 Installations.

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

Each Installation has an EOC appropriate to the size, scope, location, and requirements of the specific Installation, as delineated within Standard 3. The mission of the Installation EOC is to support the Incident Commander (IC) or Unified Commander (UC) during emergencies with resource management support and establishing strategic/operational-level objectives, as necessary. The EOC is responsible for coordination and liaison with Local, Other Service, and/or private response and recovery assets. From the Installation EOC, the Installation Commander exercises operational control of installation forces and allocates resources. A significant variety of capability, reflecting the assigned Required Operational Capability Level (ROC Level) construct (see Standard 3), exists among Installation EOCs. A basic communication capability already exists at all Installations capable of notifying both higher and subordinate headquarters during times of emergency. When an Installation controls its own assigned response capabilities, such as Fire & Emergency Services, Emergency Medical Services, and other similar responders, then an additional communications capability must exists in order to link the Installation EOC with the assigned IC/UC as well as identified municipal response partners at the Local, Other Service, and/or private (or Host Nation) level and Federal, DoD, or State responders operating at the local level. The Installation EOC must also provide the Installation staff with the appropriate amount/type of collaboration space. Secure communications are highly desirable and required at higher priority installations.

Activation of the Installation EOC shall follow the tiered activation concept described in this Standard. An Installation EOC has no requirement to operate daily on a 24/7 basis or to be staffed during working hours every day. If an Installation EOC is a dedicated space, then it is a workspace dedicated to contingency operations as well as associated preparedness activities. Many Installation EOCs are shared-use spaces, which support a daily function possibly unrelated to Emergency Management or Force Protection, and which is configured to support contingency operations only when required. All Installation EOCs supporting assigned, organic response capabilities would have the ability to support 24/7 operations for a limited duration during an emergency.

Operation. The EOC is responsible for coordination and liaison with Local and/or private response and recovery assets adjoining or near Installation.

The mission of the Installation EOC is to support the Incident Commander (IC) during emergencies by setting strategic and operational-level objectives. The EOC should:

- Establish priorities between incidents and/or Area Commands in concert with the ICs involved
- Acquire & allocate resources in concert with the priorities established by the ICs
- Anticipate & identify future resource requirements
- Coordinate & resolve policy issues arising from the incident
- Coordinate with higher authorities
- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information

The EOC executes operational control over all assigned Installation assets and may reallocate those assets on its own volition to support effected areas during an emergency.

Additional guidance on EOC operations will be provided by CNI during the implementation phase. See Figure G1-4 for EOC organization per reference (k).

Administration. Onboard Group 1 and Group 2 Installations, an EOC shall consist of dedicated or shared use space(s) under the operational and administrative control of the Installation EMO when activated. An EOC Manager shall be designated in writing and shall be responsible for the administration, maintenance, and routine operations and use of the EOC. The Installation EMO and the EOC Manager should not be the same individual, whenever possible.

Onboard Group 3 Installations, an EOC shall consist of one shared-use space under the operational and administrative control of the Installation EMO when activated. The Installation EMO shall serve as the EOC Manager. A Group 3 EOC is typically no more that a conference room utilized by the Command Staff to plan and execute an awareness level response in coordination with the Local, State, or Host Nation emergency management organization(s).

An alternate EOC, with the minimum required equipment and supplies shown in Figure G1-4, shall be designated and maintained onboard Group 1 and 2 installations. The EOC shall have a well-defined communications plan that may include the capability to communicate with civil authorities and standard operating procedures for monitoring incident development. The EOC should be co-located with the Installation Dispatch center, if one exists.

All overseas EOCs shall meet the requirements for a Base Defense Operations Center (BDOC) or Base Cluster Operations Center (BCOC) as set forth in reference (g).

Each Group 1 & designated Group 2 EOCs will also employ incident management software shown in Table G1-4 as required for their operations. Group 1 & designated Group 2 EOCs may have modeling & simulation capability depending on the availability of trained operators and additional response requirements (i.e. – nuclear propulsion/weapons) within their area of responsibility. Additional software information may be found in Appendix E.

In accordance with references (a) and (b), all EOCs shall have an EM Team designated in writing and trained to complete the command and control tasks. Organizational information may be found in Table G1-1 below. EOC personnel should be identified as Category 5 personnel**.** Training and equipment details are contained within Standards 8 and 9, respectively.

The EOC Development Guide in Appendix F may be used to assist in the physical development of the EOC. The EOC assessment checklist in Appendix G may be used to assess an EOC's capability.

Figure G1-4: EOC Structure

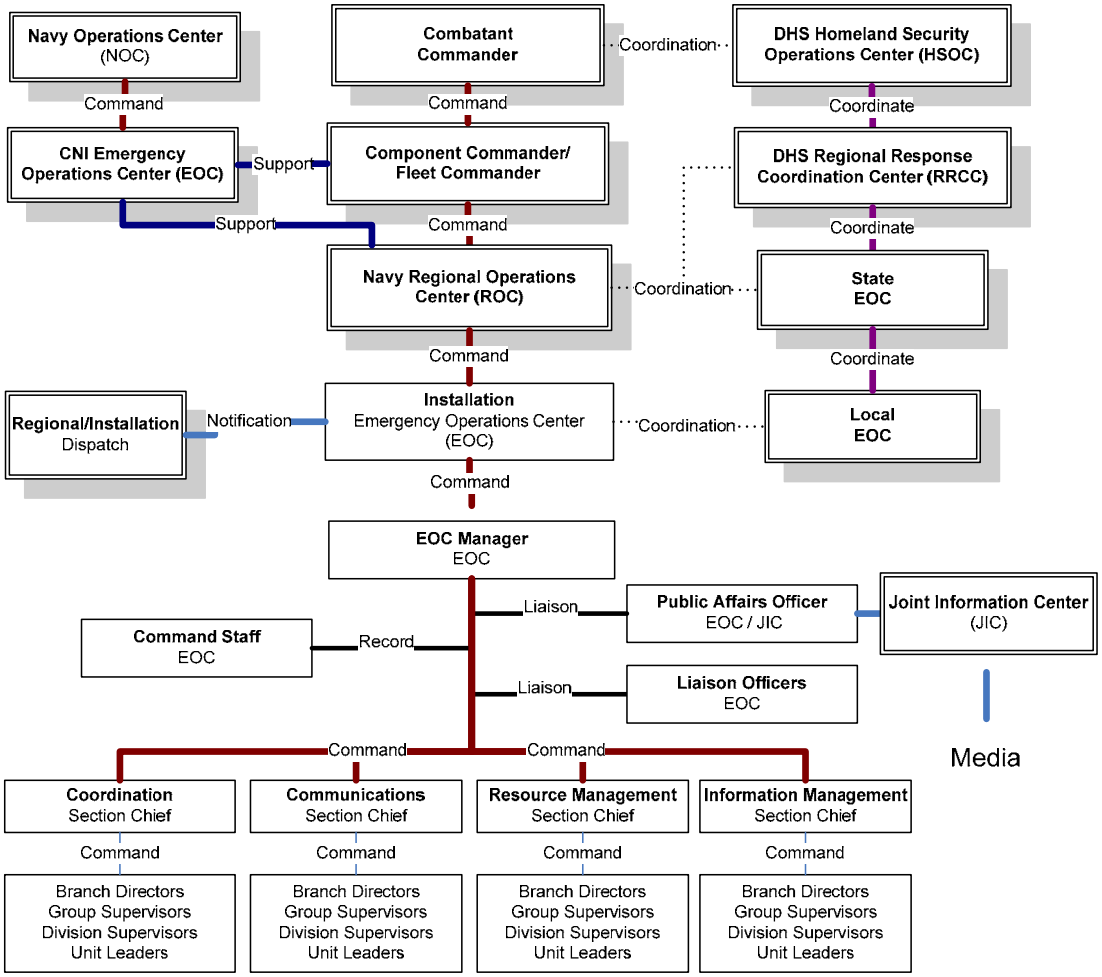


Table G1-1: EOC Capabilities Matrix

	Group 1 EOC	Group 2 EOC	Group 3 EOC
Primary Space Requirement	Secure, Dedicated Space(s) w/ Separate Command Suite	Dedicated Space	Shared Space
Secondary Space Requirement	Shared Alternate EOC	Shared Alternate EOC (Optional)	No EM Program Requirement
Non-Secure Voice (Landline)	Multiple, Dedicated Phones (Dedicated Switch/Priority)	Multiple, Dedicated Phones (Shared Switch)	Shared or Dedicated Phones
Secure Voice (Landline)	Multiple, Dedicated STU III/STE Phones	Multiple, Dedicated or Shared STU III/STE Phones	Single, Shared STU III/STE Phone
Non-Secure Voice (Radio)	Enterprise Land Mobile Radio System (ELMRS)	Enterprise Land Mobile Radio System (ELMRS)	As Determined by Region
Secure Voice (Radio)	Enterprise Land Mobile Radio System (ELMRS)	Enterprise Land Mobile Radio System (ELMRS)	No EM Program Requirement
Non-Secure/Secure Voice (Satellite)	No EM Program Requirement	No EM Program Requirement	No EM Program Requirement
Non-Secure Computer Systems	Dedicated NIPRNET Computers	Dedicated or Shared NIPRNET Computers	Shared NIPRNET Computers
Secure Computer Systems	Dedicated SIPRNET Computers	Dedicated or Shared SIPRNET Computers	No EM Program Requirement
Decision Support System (DSS)*	DMIS (U.S. Only) / IM Software	DMIS (U.S. Only) / IM Software	Paper-Based Decision Matrix
Dispersion Modeling Systems*	HPAC/CATS-JACE	ALOHA/CAMEO/MARPLOT	ALOHA/CAMEO/MARPLOT (Optional)
Geographical Information Systems (GIS)	3D Electronic Maps/ Fully GIS capable	2D Electronic Maps	Paper-Based Maps
Scanner System	Dedicated Scanner	Dedicated or Shared Scanner	Shared Scanner (Optional)
Non-Secure Video-Teleconference (VTC)	Dedicated Non-Secure VTC	Dedicated or Shared Non-Secure VTC	Non-Secure VTC (Optional)
Secure Video-Teleconference (VTC)	Secure VTC	Secure VTC (Optional)	No EM Program Requirement
Non-Secure Fax Machine	Non-Secure, Dedicated Fax Machine	Non-Secure, Dedicated Fax Machine	Non-Secure, Shared Fax Machine

Secure Fax Machine	Secure, Dedicated Fax Machine	Secure, Dedicated or Shared Fax Machine	No EM Program Requirement
Defense Message System (DMS)	Dedicated Access to Unclassified & Secure DMS	Dedicated or Share Access to Unclassified DMS	Shared Access to Unclassified DMS
Video Displays	PowerPoint Projectors & Wall-Mounted Plasma/Flat-Screen TVs	PowerPoint Projectors & TVs	Shared PowerPoint Projector & Shared Access to TV/TVs
Cable Access	Dedicated Cable Access (24/7)	Dedicated or Shared Cable Access	Shared Cable Access
Closed-Circuit TV (CCTV) Systems	Video Feed from AT CCTV Systems	Video Feed from AT CCTV Systems	No EM Program Requirement
Electrical Generator	Dedicated Generator	Dedicated or Shared Generator	Shared Generator (Optional)
Legend	See Appendix F (EOC Development Guide) for detailed guidance on material requirements. *See Table 6-1 & Appendix E (Modeling, Simulation, and Incident Management Software Systems) for detailed descriptions of software.		

Organization

The emergency response organization for any emergency shall be comprised of the following elements as a minimum: Regional Operations Center, EOC, Dispatch, ICP, and the assigned Category 5 personnel.

Table G1-2 shows the recommended assignment and distribution of installation personnel in support of both the command & control and response missions. Manning and administrative organization may result in different personnel titles or the absence of specific personnel due to regionalization or manning shortfalls. It is the intent of these charts to present the notional organizational structure only. It should not be considered an all-inclusive requirement, but rather a guideline to be thoroughly examined on the basis of Installation needs.

Functional area guidance may be found in Section 3. Dark shaded training & equipment requirements are those requirements **not** available for designated personnel under the Navy Installation EM Program.

Nothing in Table G1-2 mandates development of a specific capability, only the most efficient organizational structure in which these capabilities may be utilized during an emergency if such a capability is required by the Installation EM Plan.

Table G1-2: Group 1 - Installation Response Organization (Recommended)

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
Category 1 Personnel																			
Category 1 Personnel	NOT APPLICABLE																		
Category 2, 3, & 4 Personnel																			
Non-emergency Essential	NOT APPLICABLE																		
Category 5 (On-Scene)																			
Incident Commander					X														L
HAZMAT Technicians						X													
EOD Technicians						X	X												
Fire-Rescue Personnel					X				X							O	O	X	
Team Decon Corridor								X											
Casualty Decon Corridor									X										
Naval Security Force					X					X	X	X	X	X					
HAZMAT Team Medical Representative(s)																		X	
Medical Triage Team (On-Scene)*																X			
Emergency Medical Services (EMS)*																X	X		
Mortuary Affairs Team*																		X	
Debris Clearance Team*																		X	

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
Damage Assessment Team*																		X	
Mass Care Management Team*															X				
Emergency Management Staff*					P														P
Emergency Response Teams**					D	D		D	D		D				D	D	D	D	
Evidence Collection & Recovery Teams***					D					D	D	D							
Category 5 (EOC)																			
Emergency Management Officer			X																
EOC Staff*			X																
Commanding Officer			X																
Executive Officer*			X																
Command Duty Officer (CDO)*			X																
Security Representative*			X																
Fire-Rescue Representative*			X																
EMS Representative*			X																
Finance Officer/ Comptroller*			X																
Preventive Medicine*			X																
Public Works*			X																
METOC/Hazard Prediction*			X																
Occupational Safety*			X																

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
Industrial Hygiene*			X																
Environmental Program*			X																
JAG/Legal*			X																
Intelligence*			X																
Public Affairs*			P																
Mortuary Affairs*			X																
Mass Care Coordinator*			X																
Fleet & Family Services*			X																
Category 5 (Dispatch)																			
Dispatch Staff				X															
Category 5 (JIC)																			
Joint Information Center Staff		X																	

Legend	X = Recommended Assignment (if representative/function present onboard Installation) L = Liaison Responsibility (individuals should maintain physical or virtual liaison with identified position) P = Preferred Secondary Assignment (if more than one personnel present in particular functional area) O = Optional Assignment (notable benefit to response organization if assignment made – manning dependent) D = As determined by scope of assignment * If assigned to Installation ** = Emergency Response Teams, usually employed overseas, may perform functions typically assigned to HAZMAT

[redacted]	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
	teams and must meet all requisite training & equipment requirements. Required equipment list represents requirements to perform offensive operations in a contaminated environment. *** = Evidence Collection & Recovery Teams, employed in remote overseas locations only, may perform functions as the HAZMAT Technician level in up to Level B PPE and must meet all requisite training & equipment requirements.																		

Emergency Dispatch Centers

All Regional Commanders are encouraged to establish, maintain, and operate an Emergency Call-taking and Dispatch Center (Dispatch Center) at the Regional or multi-Regional level per reference (a). Installation Commanders may maintain a Dispatch center at the Installation level with Regional concurrence and when deemed necessary.

Overview. Dispatch Centers provide emergency call-taking, alarm monitoring, sensor monitoring, video monitoring/control, communications support, channel/frequency assignments/allocation, emergency notification to Category 1 personnel, mass warning to Category 2-4 personnel (public), Category 5 personnel dispatching, responder reach-back capability during emergencies, and notification of an emergency to the receiving MTFs/Hospitals. A Dispatch Center is a 24/7 operation that exists to receive notification of an emergency and then direct the correct responders (Category 5 personnel including Fire & Emergency Services, EMS, NSF, EOD, ERTs, Public Works, etc.), to the right place, with the right capability, as quickly as possible. Dispatch Centers are tactical level operations that direct the day-to-day movement of responders to all types of emergency and non-emergency incidents. Dispatch Centers are identified separately from Regional Operations Centers and Installation EOCs in reference (a), but should be co-located with these operations centers whenever possible.

Navy Dispatch is not required if emergency call-taking and dispatch of Category 5 personnel is provided by State, Local, Other Service, and/or private (or host nation) agencies or departments.

Navy Emergency Response Management System (NERMS). NERMS will geographically and functionally consolidate emergency call-taking and dispatch functions for Fire & Emergency Services, NSF, EMS, EOD, and EM functional areas. NERMS will also consolidate security alarm monitoring, sensor monitoring, and channel/frequency allocation during events. NERMS will consolidate these functions at two or more facilities nationwide for all of the Regions and Installations located within the Continental U.S. and Navy Region Hawaii while decreasing overall Dispatch Center manning requirements. Local operations will be maintained with a redundant, but simplified, dispatching capability within every Region and onboard designated Installations.

NERMS will employ three main components:

- Records Management System (RMS)
    - Records database centrally hosted for all first responders
    - Automatically updated with calls and updates other databases, including the National Fire Incident Reporting System (NFIRS)

- Computer Aided Dispatch (CAD)
  - Enhanced, Efficient & Effective (E3) dispatching
  - Automated incident/event tracking
  - Enhanced Graphic User Interface (GUI) with Geographical Information System (GIS) visual display that delivers spatial awareness
  - Unit availability and Automatic Vehicle Locator (AVL)
- Mobile Data Computers (MDC)
  - Delivers CAD to field first responder vehicles
  - Real time input to the RMS application
  - GIS Maps, AVL, & incident reports in designated vehicles used by Category 5 personnel

Navy National Dispatch Center (NDC). The Navy will establish two NDCs utilizing NERMS as required by reference (a). The two NDCs will eventually provide dispatch services to most or all U.S. Regions. The NDCs will receive all emergency calls, monitor all alarms, monitor all sensors, provide video monitoring, and dispatch all responders, as required by the situation. The NDCs are complimentary, although each will be designated as a primary Public Safety Answering Point (PSAP) for particular regions, and will support fail-over and transfer of responsibility from the alternate NDC.

The NDCs will use GIS-based CAD to efficiently and effective identify the location of alarms and determine the correct first responder. AVLs will be used to manage field assets and improve coordination while providing dispatchers and operations centers with a Common Operating Picture (COP) of all response assets. MDCs in vehicles will provide responders with the COP and additional CAD information and allow field completion of applicable reports. The Enterprise Land Mobile Radio System (ELMRS, see below) will provide the digital, trunked, & mobile backbone for communications of both the alarm system and the responders. RMS will provide automatic logging of incidents and responses.

The NDCs are being established to significantly improve the standard of dispatch and raise it to the level of municipal operations, to centralize functionality in order to allow investment in upgrades at an economical rate, and to reduce the total number of Navy dispatchers. The NDCs will be staffed by professional dispatchers and will have support and management personal commensurate with their significant size and importance.

Regional Dispatch Center (RDC). Legacy dispatch centers that consolidate dispatching functions at the Regional level. RDCs generally make some use of CAD and GIS. RDCs will be decommissioned as each Region is subsumed by the NDCs.

Local Dispatch Center (LDC). Legacy centers that provide dispatching at an installation or solely to one response component of an Installation. The LDCs will continue to exist to support Continuity of Operations (COOP) requirements after the installation is subsumed by the NDC. Alarms will be routed to the NDC, but can also be monitored in the LDC (one per installation following NERMS fielding), if connectivity to the NDC is lost. Additionally, video recording will occur at the LDC. Responders at the installations will be trained to operate the LDC as a collateral duty in case the COOP Plan is activated and support of Installation Mission Essential Functions (MEFs) is required.

Training & Certification. If Dispatch is established and operated by the Navy, the Dispatch staff should be civilian or military personnel who have received the appropriate DoD Telecommunicator training – Level I for Operators and Level II for Supervisor – and, when required, Emergency Medical Dispatcher (EMD) certification and training.

Role of Regional/Installation EM Program. Funding for all dispatch centers, regardless of operating sponsor, shall be provided via the EM function within the Public Safety core business area of the CNI Installation Core Business Model (see Standard 14 for additional details).

The Regional or Installation EM Program shall assume operational and administrative control of the RDC/LDC, respectively, through a phased transition from the current sponsor. This phased transition will include transfer of all supporting resources to execute all current operations, administration, and management of the RDC/LDC, to include programmed capability improvements and/or manpower changes, assigned personnel, and billet control authorities. The Regional/Installation EM Program shall not assume control of the RDC/LDC until all related authorities and resources have been transferred from the current program sponsor(s).

Once control and responsibility has been transferred, the RDC/LDC space shall consist of dedicated use space(s) under the operational and administrative control of the Regional EM/ Installation EMO, respectively. A full-time Dispatch Manager shall be assigned in writing, trained & certified as appropriate, and report directly to the Regional EM/Installation EMO.

Training

Table G1-3 provides a list of recommended training for various functional areas involved in a response. It should not be considered an all-inclusive requirement, but rather a guideline to be thoroughly examined on the basis of Installation needs. Functional area guidance may be found in Section 3.

Nothing in Table G1-3 mandates development of a specific capability, only the training required to develop such a capability correctly if such a capability is required by the Regional and/or Installation EM Plan.

Table G1-3: Group 1 - Response Organization Training

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Category 1																			
Category 1 (Critical Operations) with Collective Protection	X				X					X[1]							X	X	
Category 1 (Critical Operations) with Individual Protection	X				X					X[1]							X	X	
Category 1 (Critical Operations) without Protective Equipment	X				X												X	X	
Category 1 (Essential Operations) with Individual Protection	X				X					X[1]							X	X	

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Category 1 (Essential Operations) without Protective Equipment	X				X												X	X	
Category 2, 3, 4 Personnel																			
Non-emergency Essential																		X	
Category 5 (Scene)																			
Incident Commander	X	X	X	P	X	X	P		X		P		X			X	X		
HAZMAT Technicians	X	X	X		X	X	X	O	R		X		X				X		
EOD Technicians	X	X	X		X	X	X		O		O						X		
Fire-Rescue Personnel	X	X	X		X	X							X				X		
Team Decon Corridor	X	X			X	X											X		
Casualty Decon Corridor	X	X			X	X											X		
Naval Security Force	X	O	O		X					X[1]							X		

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
HAZMAT Team Medical Rep	X	P	O		X								X	X	X		X		
Medical Triage Team (On Scene)*	X	O											X	X	X		X		
Emergency Medical Services (EMS)*	X	O											X	X	X		X		
Mortuary Affairs Team *	X	P			X					X[1]							X		
Debris Clearance Team*	X	P			X					X[1]							X		
Damage Assessment Team*	X	P			X					X[1]							X		
Mass Care Management Team*	X	P			X	O											X		
Emergency Management Staff*	X	X	X	X	X	X	O		P								X		X
Emergency Response Teams**	X	X	X	O	X	X	O		P		O		O				X		
Evidence Collection & Recovery Teams***	X	X	X		X	X	X				X						X		
Category 5 (ROC)																			

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Emergency Management Officer	X	X	X	X	X	X	P		P							X	X		X
EOC Manager	X	X	X	X	X												X		X
EOC Staff*	X	X	P	X	O												X		X
Installation EM Staff*	X	X	P	X	O												X		X
Commanding Officer	X	O	O	X	O												X		X
Executive Officer*	X	O	O	X	O												X		X
Chief of Staff*	X	O	O	X	O												X		X
Command Duty Officer (CDO)*	X	P	O	X	O												X		X
Security Representative*	X	X	P	X	P												X		X
Fire-Rescue Representative*	X	X	X	X	P												X		X
EMS Representative*	X	X	X	X													R		R

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Finance Officer/ Comptroller*	X	R	O	R													R		R
Preventive Medicine*	X	R	O	R													R		R
Public Works*	X	R	O	R													R		R
METOC/Hazard Prediction*	X	R	O	R													R		R
Occupational Safety*	X	R	O	R													R		R
Industrial Hygiene*	X	R	O	R													R		R
Environmental Program*	X	R	O	R													R		R
JAG/Legal*	X	R	O	R													R		R
Intelligence*	X	R	O	R													R		R
Public Affairs*	X	R	O	R												X	R		R
Supply/Logistics Support*	X	R	O	R															

Job Position / Training Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Mortuary Affairs*	X	R	O	R													R		R
Mass Care Coordinator*	X	R	O	R												X	R		R
Fleet & Family Services*	X	R	O	R												R	R		R
Category 5 (Dispatch)																			
Dispatch Staff*	X											X					X		R
Category 5 (JIC)																			
Joint Information Center Staff	X															X	X		X
Category 5 (Shelter)																			
Shelter Manager*	X	P	O														X	X	

Legend	
	X = Required Training (if representative/function present onboard Installation) X^1 = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent)

Job Position / Training Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
	* = If assigned to Region or Installation ** = Emergency Response Teams, usually employed overseas, may perform functions typically assigned to HAZMAT teams and must meet all requisite training & equipment requirements. Required equipment list represents requirements to perform offensive operations in a contaminated environment. *** = Evidence Collection & Recovery Teams, employed in remote overseas locations only, may perform functions as the HAZMAT Technician level in up to Level B PPE and must meet all requisite training & equipment requirements.																		

Equipment

Table G1-4 matches the Installation EM Program's organizational structure to equipment requirements by personnel category. This table serves as a useful tool for the Installation EMO in determining the required equipage to complete each assigned task.

Table G1-4 provides Installation emergency management with the suggested equipment solution sets based on an Installation's unique resource set and required EM capability. The Installation EMO must coordinate Installation equipment requirements with their assigned Regional EM. Functional area guidance may be found in Section 3.

Note: Nothing in Table G1-4 mandates development of a specific capability, only the equipment required to field such a capability correctly if such a capability is required by the Installation EM Plan.

Table G1-4: Group 1 – Response Organization Equipment

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 1																	
Category 1 (Critical Operations) with Collective Protection		+	+														
Category 1 (Critical Operations) with Individual Protection		+	+														

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 1 (Critical Operations) without Protective Equipment																	
Category 1 (Essential Operations) with Individual Protection		+	+														
Category 1 (Essential Operations) without Protective Equipment																	
Category 2,3,4																	
Non-emergency Essential																	
Category 5 (On Scene)																	
Incident Command Post Staff	+																
HAZMAT Technicians	+	+	S	+			+	+	+	+	+	+	+	+			
EOD Technicians	+	+	S	+	E	E	+	+	+	+	+	+	+	+			
Fire-Rescue Personnel	+	+	+	S			+	+							+		
Team Decon Corridor	+	+		D			+	+								+	
Casualty Decon Corridor	+	+		D			+	+									+
Naval Security Force	+	+	+	D	E	E											
HAZMAT Team Medical Representative(s)	+	+	+														

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Medical Triage Team (On-Scene)*	+	+	+														
Emergency Medical Services (EMS)*	+	+	+														
Mortuary Affairs Team*	+	+	+	S													
Debris Clearance Team*	+	+	+														
Damage Assessment Team*	+	+	+														
Mass Care Management Team*	+																
Emergency Management Staff*	+	+	+														
Emergency Response Teams**	+	+	+	S			+	+	+	+	+	+	+	+	+	+	+
Evidence Collection & Recovery Teams***	+	+	+				+	+									
Category 5 (EOC)																	
Emergency Management Officer	+																
EOC Manager																	
EOC Staff*																	
Installation EM Staff*																	
Commanding Officer																	
Executive Officer*																	
Chief of Staff*																	

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Command Duty Officer (CDO)*																	
Security Representative*																	
Fire-Rescue Representative*																	
EMS Representative*																	
Finance Officer/ Comptroller*																	
Preventive Medicine*																	
Public Works*																	
METOC/Hazard Prediction*																	
Occupational Safety*																	
Industrial Hygiene*																	
Environmental Program*																	
JAG/Legal*																	
Intelligence*																	
Public Affairs*																	
Supply/Logistics Support*																	
Mortuary Affairs*																	
Mass Care Coordinator*																	
Fleet & Family Services*																	
Category 5 (Dispatch)																	

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Dispatch Staff*																	
Category 5 (JIC)																	
Joint Information Center Staff*																	
Category 5 (Shelter)																	
Shelter Manager*	+																

Legend	
	+ = Required Equipment S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.) D = On-Scene Decontamination Team Personnel only (including assigned Security Forces) E = MOPP Gear for use by designated military personnel as directed by Theater Combatant Commanders (Bahrain, Korea, Japan) * = If assigned to Region or Installation ** = Emergency Response Teams, usually employed overseas, may perform functions typically assigned to HAZMAT teams and must meet all requisite training & equipment requirements. Required equipment list represents requirements to perform offensive operations in a contaminated environment. *** = Evidence Collection & Recovery Teams, employed in remote overseas locations only, may perform functions as the HAZMAT Technician level in up to Level B PPE and must meet all requisite training & equipment requirements.

NOTE: * Military IPE (known as Mission Oriented Protective Posture) is not equivalent to Level C because JSLIST does not pass penetration standards established by reference (l), MCU-2/P or M-40A1 masks do not pass penetration testing established by NIOSH CBRN standard for APRs, and C2/C2A1 canisters do not pass multiple filtration standards established by NIOSH CBRN standard for APRs (see reference (m)).

Exercise & Evaluation. Table G1-5 summarizes EM exercise requirements. Detailed information on exercise design, execution, and evaluation is available in Standard 10 of Section 1.

Table G1-5: Group 1 – Installation Exercise Requirements

		Three Year Exercise Cycle		
Group	**Priority**	**Year 1**	**Year 2**	**Year 3**
1	**High**	TTX	TTX → CPX	TTX → CPX → FTX

Exercise requirements by group for a three year exercise cycle.

Emergency Management Capability Assessment (EMCA). Group 1 Installations shall conduct the annual EMCA in accordance with the schedule shown in Table G1-6.

Table G1-6: EM Capability Assessment Schedule

		Three Year Assessment Cycle		
Group	**Priority**	**Year 1**	**Year 2**	**Year 3**
1	**High**	Self-Assessment & Regional Assessment	Self-Assessment & Regional Assessment	Self-Assessment & Regional Assessment

Mitigation. Mitigation guidance is available in Standard 11 of Section 1.

Response. Response guidance for a Group 1 Installation is available in Standard 12 of Section 1.

Recovery. Recovery guidance is available in Standard 13 of Section 1.

Sustainment. The Installation Commander is responsible for the proper programming and budgeting to support EM requirements onboard assigned Installation.

Group 2 Installations

Scope. All Group 2 Installations are responsible for executing the EM Program as delineated within this instruction and in accordance with the Implementation Plan.

References.

(a) OPNAV Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Program (22 July 2005)
(b) National Fire Protection Association (NFPA) Standard 1600 "National Preparedness Standard on Disaster/Emergency Management and Business Continuity Programs" (5 February 2004)
(c) OPNAV Instruction 3440.16(Series) Navy Civil Emergency Management Program (10 Mar 1995)
(d) OPNAV Instruction 3440.15(Series) Department of Navy Nuclear Weapon Accident Response Management (30 May 1997)
(e) CJCS Instruction 3214.01(Series) Military Support to Foreign Consequence Management Operations (1 Apr 2003)
(f) OPNAV Instruction 3400.10(Series) Chemical, Biological and Radiological (CBR) Defense Requirements Supporting Operation Fleet Readiness (22 May 1998)
(g) NTTP 3-11.23 Multiservice Procedures for Nuclear, Biological, and Chemical (NBC) Defense of Theater Fixed Sites, Ports, and Airfields (September 2000)
(h) DoD Directive 3020.26 Defense Continuity Program (DCP) (8 September 2004)
(i) Federal Preparedness Circular 65 "Federal Executive Branch Continuity of Operations" (26 July 1999)
(j) Department of the Navy Critical Infrastructure Protection: Consequence Management Planning Guide (February 2003)
(k) National Incident Management System (1 March 2004)
(l) NFPA Standard 1994 "Protective Ensembles for Chemical/Biological Terrorism Incidents" (2 August 2001)
(m) Office of the Assistant Secretary of Defense for Nuclear and Chemical and Biological Defense Programs Memorandum "M40 and MCU-2/P Masks Used for Non-Military Operations" (19 December 2003)

Preparedness. The information presented below provides a guide to the most significant aspects of a Group 2 Installation EM Program. Detailed program guidance is provided within Section 1, functional area guidance is provided within Section 3, and hazard-specific guidance is provided within Section 4 as well as additional task-specific guidance within the Appendices. Nothing within this Section supercedes the guidance contained within the remainder of this instruction.

Command Structure

The recommended command structure for the EM Program is represented in Figure 1-1 of Standard 1 of Section 1. This command structure may require modification to meet the requirements and structure of specific Regional and Installation commands.

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 Commanders exercise OPCON over the Installation Public Safety Program Director (if assigned).

All Installation Commanders shall designate a full-time or collateral-duty Installation Emergency Management Officer (EMO) (as appropriate per the Installation group designation – see Standard 3) in writing per reference (a). The Installation Commander shall designate an appropriate number of personnel to serve as a collateral duty or full-time staff to support the Installation EM Program, including the administration and operations of the Installation Emergency Operations Center (EOC) and Installation Dispatch Center (if assigned).

Installation Emergency Management Officers (Installation EMOs). Installation EMOs shall operationally report to the Installation Commanding Officer and administratively report to the Regional Emergency Manager. The Installation EMO shall serve as the Program Coordinator at the Installation level as identified within reference (b). Installation EMOs are responsible for preparing for, mitigating potential effects from, responding to, and recovering from all natural and man-made hazards, including CBRNE events, which may effect their assigned Installation(s). Installation EMOs may be assigned as Sub-Regional EMOs, where sub-regions are designated by the Regional Commander. The Installation EMO is responsible for the management, administration, and operation of the Installation EOC and Installation Dispatch Center (if assigned).

Installation Emergency Management Organization. As described above, the Installation EMO is responsible for developing and maintaining the Installation EM Program and the appropriate response capabilities as identified by their Installation Group Designation (see Standard 3). Each Installation is unique in terms of operational requirements, area of operations, scope, manpower, resources, and priority. Some Installation Commanders may be assigned command responsibility over two or more facilities combined

within one installation title, unit identification code (UIC), and/or designated sub-region (as in the case of Navy Region Southwest's sub-regional structure). In the case of those installations consisting of multiple facilities, support areas, industrial areas, housing areas, ranges, or other sites located either outside of the perimeter of the primary facility or contained within their own perimeter or perimeter of another Service's installation, installation guidance contained within this manual and the term "jurisdiction," when used, applies to all of the identified facilities assigned to the particular Installation Commander vice solely the principal facility.

U.S. Installations. Those Installations located within the U.S. have Defense Support to Civil Authorities (DSCA) responsibilities (see Standard 6 - DSCA) above and beyond the Navy Installation EM Program requirements and may be tasked to support DSCA operations through the provision of resources, supported tenant commands assigned to the Fleet Commander, or the establishment of a Base Support Installation (BSI, see Standard 6 - BSI). U.S. Installations within the Pacific Command area of responsibility (AOR) may have additional requirements identified in writing to their assigned Regional Commander by their supported theater Combatant Commander (CoCom).

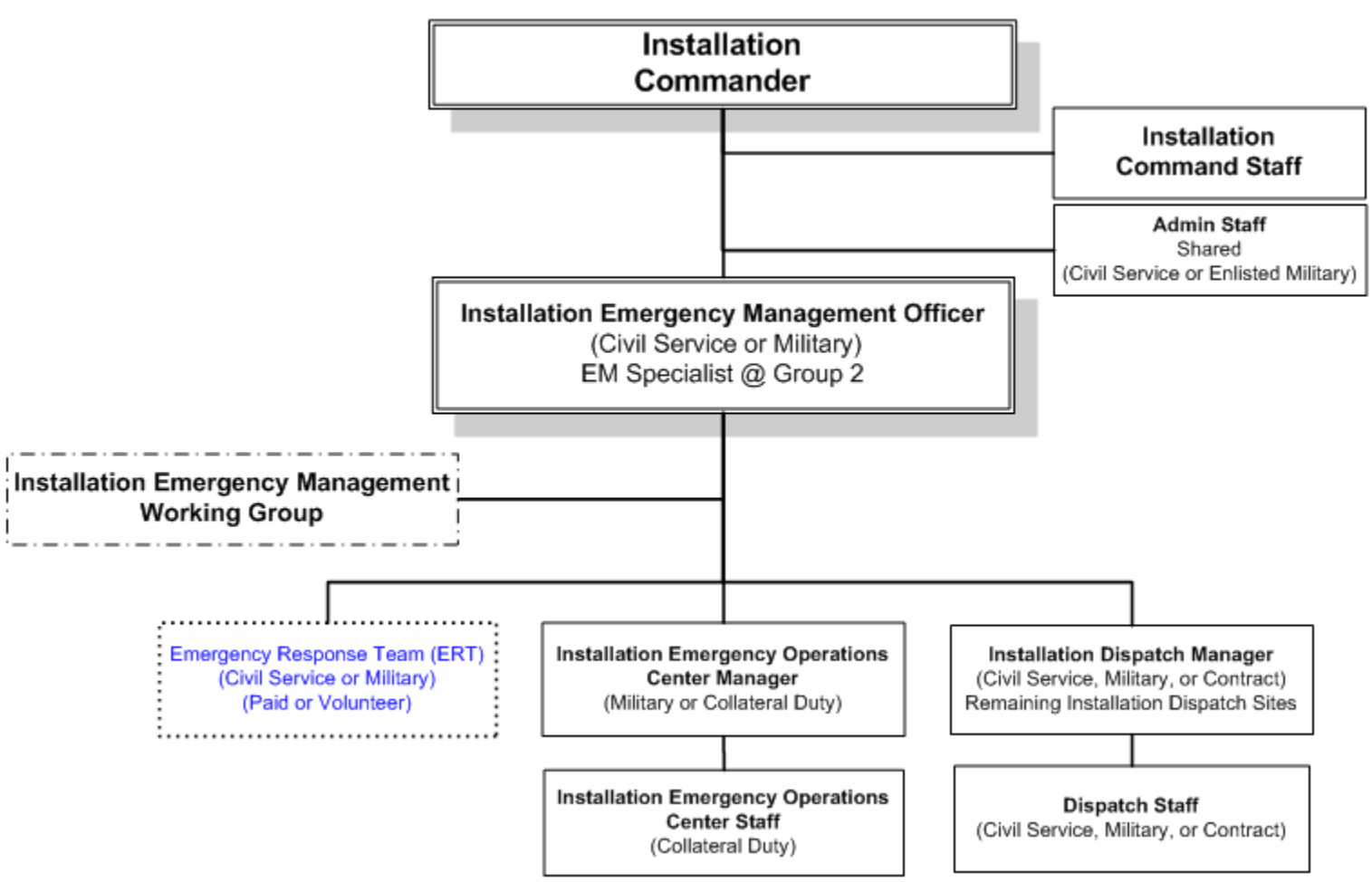
Overseas Regions. Those Installations located overseas may have Foreign Consequence Management (Foreign CoM) responsibilities per reference (e). Overseas Installations may also have additional CBR/NBC Defense requirements as detailed in references (f) and (g) identified in writing to their assigned Regional Commander by their supported theater Combatant Commander (CoCom).

CBRNE Coordinators. As discussed above, some U.S. and Overseas Regions receive specialized contract assistance. Where multiple high priority (see Standard 3) installations are located within close proximity as judged by CNI EM and where at least one of these installations also contains all or a component of the Regional Headquarters, one of the assigned CBRNE Coordinators may be provided to the Regional EM Program as the Fleet Concentration Area (FCA) CBRNE Coordinator. In such cases, the FCA CBRNE Coordinator will still directly support the Regional EM Program, but will be authorized to liaison directly with the appropriate Installation EM point of contact.

Organizational Construct. CNI has provided Figure G2-1 as a notional organizational construct for Group 3 Installation Emergency Management. Installation EMOs should request appropriate resources from their supported Regional EM for developing and maintaining the appropriate Installation organization through CNI's Capabilities-Based Budgeting (CBB) process at the appropriate time, based upon the CNI EM Implementation Plan (see Standard 3 for additional information on the implementation plan).

See the legend in the Regional Emergency Management Organization discussion above for details on Figure G2-1.

Figure G2-1: Notional Group 2 Installation Emergency Management Organization



Responsibilities Summary

Installation Commander. The Installation Commander has the following responsibilities under the EM Program:

- Coordinate with assigned Region in determining the appropriate Installation group designation (Standard 3).
- Conduct categorization of personnel at the Installation level and provide results to Regional Commander for validation (Standard 2).
- Designate in writing an Installation Emergency Management Officer (Installation EMO) appropriate to the established Installation group designation (Standard 1).
- Ensure EM Program Standards are properly addressed onboard Installation (Standard 1).
- Designate Category 1 personnel in writing (Standard 2).
- Charter an Installation Emergency Management Working Group (Installation EMWG) (Standard 6).
- Participate within the Installation EMWG (Standard 6).
- Ensure that all required threat, hazard, vulnerability, and consequence assessments are conducted prior to approval of the Installation Emergency Management Plan (EM Plan) (Standard 4).
- Review and approve the Installation EM Plan (Standard 7).
- Support tenant operational commands in the identification of Mission Essential Functions (MEFs) and associated Critical Mission Facilities (CMFs) onboard Installation.
- Ensure that essential operations supporting these MEFs are identified by appropriate Installation programs and that procedures are identified within the Installation EM Plan for prioritized restoration of these essential operations.
- Designate appropriate Installation EM staff (Standard 1).
- Establish operable and, when possible, interoperable communications across assigned response community.
- Establish an Installation Emergency Operations Center (EOC) (Standard 6).
- Designate an EOC Manager in writing to support the Regional EM (Standards 1 & 6).
- Identify and designate in writing appropriate personnel to support ROC manning during times of emergency (Standards 1 & 6).
- Participate in EOC training and exercises (Standards 6, 7, & 12).
- Assist the Regional Commander in the consolidation of individual Dispatch centers at the Regional or multi-Regional level, if at all possible (Standard 6).
- Designate a Joint Information Center in coordination with Local representatives (Standard 6).
- Ensure that all EM efforts coordinated with Region, State, Local, Other Service, and/or private agencies and departments (Standard 6).
- Review and approve all support agreements, to include Installation Mutual Aid Agreements, Memoranda of Understanding, Memoranda of Agreement, Inter-Service Support Agreements, and contracts (Standard 6).

- Review Installation Exercise After Action Reports (AARs).
- Review results of annual Installation EM Capability Assessments (EMCA) (Standard 4).
- Ensure proper resources are programmed for during the budget process (Standard 14).
- Ensure participation in the Installation EM Program by Tenant Commands (Standard 7).

Emergency Management Working Group (EMWG)

In accordance with reference (a) and (b), all Installation Commanders shall establish and maintain Installation EMWG to assist the Installation EMO in the development, execution, exercising, and assessment of the Installation EM Program. The Installation EMWG should encourage participation by appropriate Federal, State, Local, Other Service, and/or private (or host nation) EM-related agencies and departments.

The Installation EMWG will be chaired by the Installation EMO. At a minimum, the Installation EMWG will include the following:

- Installation Commanding Officer (or CO's representative)
- Installation Executive Officer (if assigned)
- Installation Public Safety Program Director
- Installation EMO
- Installation Security Officer
- Installation Fire Chief
- Installation EOC Manager (if assigned)
- Installation Operations Officer (if assigned)
- Installation Engineer (if assigned)
- Installation Environmental Coordinator (if assigned)
- Installation Public Affairs Officer (if assigned)
- Installation Fleet & Family Services Representative (if assigned)
- Major Tenant Command EMOs (as required)

Depending on availability, the Installation EMWG membership will also include:

- Installation Air Operations Officer (if assigned)
- Installation Port Operations Officer (if assigned)
- Regional EOD Detachment OIC (if resident onboard Installation)

The Installation EMWG should:

- Provide a forum for the Installation Commander to execute directions and decisions on issues related to all-hazards emergency response.
- Include representatives of all relevant functions and offices that would be effected by or be involved in EM at the Installation level.
- Invite and include liaison personnel from appropriate Federal, State, Local, Other Service, and/or private (or Host Nation) responder communities and tenant organizations, as necessary. Existing MAA/MOU/MOA/ISSAs should be evaluated and modified when and where appropriate.
- Integrate Installation EM initiatives into Regional resource planning.
- Collect and prioritize Installation EM resource requirements for the appropriate budget submissions.
- Ensure that the Installation EM Plan is integrated with Local/State/Host Nation EM plans, as necessary.
- Ensure that the Installation EM training program is developed and executed to support Category 1-5 personnel.
- Conduct and/or support all required assessments.

Installation Emergency Management Plan (EM Plan)

Installation EM Programs develop Installation EM Plans to effectively and efficiently prepare for, mitigate the potential effects of, respond to, and recover from emergencies resulting from identified hazards/threats utilizing all available organic, Regional, and external resources. Depending on the nature and size of the emergency, Regional and mutual aid assistance may be required in order to complete all response and recovery tasks. This requirement to coordinate with Local, Other Service, and/or private (or Host Nation) representatives (and those Federal or State assets operating at the local level) means that the Installation EM Plan must be compatible and supportive of not only with the plans of the Installation's military chain of command, but simultaneously integrate with the broad variety of emergency management-related plans at the Local level as shown in Figure G2-2 (see Figure Program-3 in the introduction of the Program Standards for additional details on how Installation EM planning fits with the other actions directed by this manual).

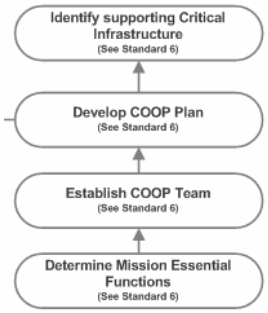
Figure G2-2: Installation Planning Concept

The Installation Plan is developed by the Installation EMO with the assistance and guidance of the Installation EMWG. The Installation EM Plan supports the Regional EM Plan and Local emergency management plans as explained above. The Installation EM Plan focuses on the measures and actions that are vital for protecting assigned personnel, sustaining critical operations for up to twelve (12) hours, and restoring essential operations as quickly as possible.

To do so, the development of the Installation EM Plan requires that the Installation EMO, with the assistance of the Installation EMWG, complete the personnel categorization, resource inventory, and assessments shown above in order to effectively identify, prioritize, and manage all available resources within the plan. Critical tasks to be addressed at the Installation level include: mass warning and notification, public awareness training, evacuation/shelter/ shelter-in-place planning, and provision of emergency public information (EPI).

As detailed in the Regional EM Plan discussion above, the Installation EM Plan will have a direct impact on multiple supporting plans, which must be appropriately updated and/or modified to support the overarching concept of operations provided by the EM Program. An additional requirement at the Installation level is the development, approval, maintenance, and execution of a COOP Plan(s) in support of the Mission Essential Functions (MEFs) supported by the Installation as shown in Figure G2-3. Additional details on the COOP Planning Concept may be found in this standard, Standard 6, and in Appendix P.

Figure G2-3: COOP Planning Concept



An outline of a sample Installation EM Plan included in Appendix B. Each Installation's planning team should assess its own need for functional annexes. The primary concern is that all important activities be covered properly in the plan.

Continuity of Operations (COOP)

Background. In the past, Navy Continuity of Operations (COOP) efforts were an individual agency responsibility primarily in response to nuclear emergencies or other such catastrophic events within the confines of the organization. The content and structure of COOP plans and operational standards, and interagency coordination, if any, were left to the discretion of the organization.

The changing threat environment and recent emergencies, including localized acts of nature, accidents, technological emergencies, and terrorist events, have shifted awareness to the need for COOP capabilities that enable Navy organizations to continue their Mission Essential Functions (MEFs) across a broad spectrum of emergencies in accordance with references (h) and (i). Since the end of the cold war, there has been an increased potential for terrorist use of CBRNE agents/materials that emphasizes the need to provide a capability to ensure the continuity of MEFs within the Navy and the Department of Defense (DoD).

Overview. Per references (h) through (j), the purpose of the COOP Program is to provide for the continual operation of the Region/Installation's MEFs and associated Critical Mission Facilities (CMFs) throughout an emergency. The focus of the COOP

Program is the ability of the Region/ Installation to maintain or restore Mission Essential Functions (MEFs) at the MEF's primary or alternate site and the ability of the identified Category 1 personnel to perform these functions for up to 30 days before returning to normal operations.

These MEFs may be performed in one or more Critical Mission Facilities (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.

Based upon references (h) through (j), the Mission Essential Functions (MEFs) and associated Critical Mission Facilities (CMFs) must be able to sustain operations for up to 12 hours or less at the primary site, depending on the speed and efficacy of MEF relocation to the ERS. A limited number of MEFs, which require specialized facilities and equipment, may not be able to relocate to an ERS either due to the unique nature of their MEF or due to the lack of warning and relocation time during an emergency. These MEFs and their supporting CMFs may receive specialized collective and individual protection capabilities from supporting DoD or Joint Staff programs in order to sustain critical operations at the primary CMF despite the presence of contamination from an accidental or terrorist release of CBRN agents or materials.

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

In accordance with reference (j), the COOP Plan is established by the MEF personnel and supporting essential service providers (termed the "COOP Team"). Navy Regional/Installation COOP Plans will address both the relocation and the reconstitution of MEFs during a crisis. Within the Navy, the COOP Plan is developed with oversight and cross-functional support provided by the Regional/ Installation EM Program and the supporting Regional/ Installation EMWGs, chaired by the Regional/Installation Commander.

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

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.

The COOP Program involves:

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

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

Detailed planning guidance may be found in Standard 7 (Planning) and Appendix P (COOP Planning Guide) of this manual.

Mutual Aid Agreements

In accordance with references (a) and (b), all Regional and Installation Commanders shall develop Mutual Aid Agreements (MAAs) with civil first and emergency responders, including local EM agencies. These MAAs should outline cooperative measures where Navy Category 5 personnel may assist the civilian community and vice versa in response to and recovery from natural and man-made emergencies, including CBRNE events.

Response actions taken in support of approved, written MAAs do not involve the application of the Immediate Response Rule under Defense Support to Civil Authorities (see Standard 6 – DSCA). Therefore, MAAs shall not commit or obligate operational forces

under the authority of the Fleet Commander or equivalent command to any response actions without specific written permission to do so by the Fleet Commander (or equivalent operational commander) and the CNI Public Safety Program Director.

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

Regions and Installations located overseas may have significant difficulty in achieving signed agreements due to language and procedural barriers. All overseas locations must coordinate their efforts with the appropriate Department of State officials.

MAAs are pre-arranged, non-binding agreements between two or more entities, public and/or private, to render human and/or materiel resources or services when resources of one party are not adequate to meet the needs of an emergency. A MAA is sometimes also written as a Memorandum of Agreement (MOA), a Memorandum of Understanding (MOU), or an Inter-Service Support Agreement (ISSA).

MAAs supporting Emergency Management response and recovery operations are developed by the Installation EMO and reviewed and approved by the Regional EM. All concerned parties must maintain a copy of the MAA for its applicable duration.

Sample formats for MAAs supporting fire and/or hazardous materials response in the US or an overseas location are provided in Appendix H. Additional MAA samples are under development to support other EM functional areas. The Regional and/or Installation JAG office should assist in preparation and perform a legal review of MAAs before execution.

Installation Emergency Operations Center (EOC)

In accordance with reference (a), Installation Commanders shall establish, maintain, and operate an EOC onboard all Group 1, 2, and 3 Installations.

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

Each Installation has an EOC appropriate to the size, scope, location, and requirements of the specific Installation, as delineated within Standard 3. The mission of the Installation EOC is to support the Incident Commander (IC) or Unified Commander (UC) during emergencies with resource management support and establishing strategic/operational-level objectives, as necessary. The EOC is responsible for coordination and liaison with Local, Other Service, and/or private response and recovery assets. From the Installation EOC, the Installation Commander exercises operational control of installation forces and allocates resources. A significant variety of capability, reflecting the assigned Required Operational Capability Level (ROC Level) construct (see Standard 3), exists among Installation EOCs. A basic communication capability already exists at all Installations capable of notifying both higher and subordinate headquarters during times of emergency. When an Installation controls its own assigned response capabilities, such as Fire & Emergency Services, Emergency Medical Services, and other similar responders, then an additional communications capability must exists in order to link the Installation EOC with the assigned IC/UC as well as identified municipal response partners at the Local, Other Service, and/or private (or Host Nation) level and Federal, DoD, or State responders operating at the local level. The Installation EOC must also provide the Installation staff with the appropriate amount/type of collaboration space. Secure communications are highly desirable and required at higher priority installations.

Activation of the Installation EOC shall follow the tiered activation concept described in this Standard. An Installation EOC has no requirement to operate daily on a 24/7 basis or to be staffed during working hours every day. If an Installation EOC is a dedicated space, then it is a workspace dedicated to contingency operations as well as associated preparedness activities. Many Installation EOCs are shared-use spaces, which support a daily function possibly unrelated to Emergency Management or Force Protection, and which is configured to support contingency operations only when required. All Installation EOCs supporting assigned, organic response capabilities would have the ability to support 24/7 operations for a limited duration during an emergency.

Operation. The EOC is responsible for coordination and liaison with Local and/or private response and recovery assets adjoining or near Installation.

The mission of the Installation EOC is to support the Incident Commander (IC) during emergencies by setting strategic and operational-level objectives. The EOC should:

- Establish priorities between incidents and/or Area Commands in concert with the ICs involved
- Acquire & allocate resources in concert with the priorities established by the ICs
- Anticipate & identify future resource requirements
- Coordinate & resolve policy issues arising from the incident
- Coordinate with higher authorities
- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information

The EOC executes operational control over all assigned Installation assets and may reallocate those assets on its own volition to support effected areas during an emergency.

Additional guidance on EOC operations will be provided by CNI during the implementation phase. See Figure G1-4 for EOC organization per reference (k).

Administration. Onboard Group 1 and Group 2 Installations, an EOC shall consist of dedicated or shared use space(s) under the operational and administrative control of the Installation EMO when activated. An EOC Manager shall be designated in writing and shall be responsible for the administration, maintenance, and routine operations and use of the EOC. The Installation EMO and the EOC Manager should not be the same individual, whenever possible.

Onboard Group 3 Installations, an EOC shall consist of one shared-use space under the operational and administrative control of the Installation EMO when activated. The Installation EMO shall serve as the EOC Manager. A Group 3 EOC is typically no more that a conference room utilized by the Command Staff to plan and execute an awareness level response in coordination with the Local, State, or Host Nation emergency management organization(s).

An alternate EOC, with the minimum required equipment and supplies shown in Figure G1-4, shall be designated and maintained onboard Group 1 and 2 installations. The EOC shall have a well-defined communications plan that may include the capability to communicate with civil authorities and standard operating procedures for monitoring incident development. The EOC should be co-located with the Installation Dispatch center, if one exists.

All overseas EOCs shall meet the requirements for a Base Defense Operations Center (BDOC) or Base Cluster Operations Center (BCOC) as set forth in reference (g).

Each Group 1 & designated Group 2 EOCs will also employ incident management software shown in Table G1-4 as required for their operations. Group 1 & designated Group 2 EOCs may have modeling & simulation capability depending on the availability of trained operators and additional response requirements (i.e. – nuclear propulsion/weapons) within their area of responsibility. Additional software information may be found in Appendix E.

In accordance with references (a) and (b), all EOCs shall have an EM Team designated in writing and trained to complete the command and control tasks. Organizational information may be found in Table G1-1 below. EOC personnel should be identified as Category 5 personnel**.** Training and equipment details are contained within Standards 8 and 9, respectively.

The EOC Development Guide in Appendix F may be used to assist in the physical development of the EOC. The EOC assessment checklist in Appendix G may be used to assess an EOC's capability.

Figure G2-4: EOC Structure

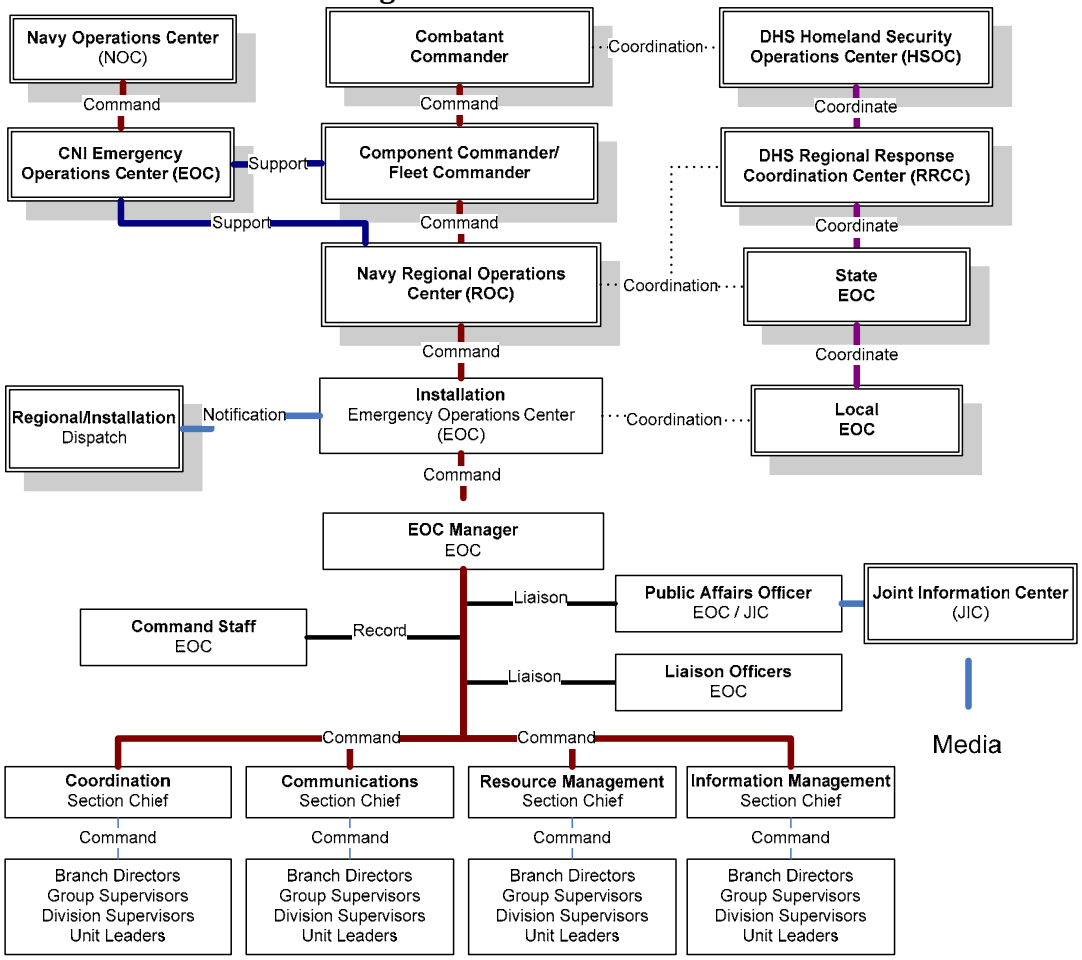


Table G2-1: EOC Capabilities Matrix

	Group 1 EOC	Group 2 EOC	Group 3 EOC
Primary Space Requirement	Secure, Dedicated Space(s) w/ Separate Command Suite	Dedicated Space	Shared Space
Secondary Space Requirement	Shared Alternate EOC	Shared Alternate EOC (Optional)	No EM Program Requirement
Non-Secure Voice (Landline)	Multiple, Dedicated Phones (Dedicated Switch/Priority)	Multiple, Dedicated Phones (Shared Switch)	Shared or Dedicated Phones
Secure Voice (Landline)	Multiple, Dedicated STU III/STE Phones	Multiple, Dedicated or Shared STU III/STE Phones	Single, Shared STU III/STE Phone
Non-Secure Voice (Radio)	Enterprise Land Mobile Radio System (ELMRS)	Enterprise Land Mobile Radio System (ELMRS)	As Determined by Region
Secure Voice (Radio)	Enterprise Land Mobile Radio System (ELMRS)	Enterprise Land Mobile Radio System (ELMRS)	No EM Program Requirement
Non-Secure/Secure Voice (Satellite)	No EM Program Requirement	No EM Program Requirement	No EM Program Requirement
Non-Secure Computer Systems	Dedicated NIPRNET Computers	Dedicated or Shared NIPRNET Computers	Shared NIPRNET Computers
Secure Computer Systems	Dedicated SIPRNET Computers	Dedicated or Shared SIPRNET Computers	No EM Program Requirement
Decision Support System (DSS)*	DMIS (U.S. Only) / IM Software	DMIS (U.S. Only) / IM Software	Paper-Based Decision Matrix
Dispersion Modeling Systems*	HPAC/CATS-JACE	ALOHA/CAMEO/MARPLOT	ALOHA/CAMEO/MARPLOT (Optional)
Geographical Information Systems (GIS)	3D Electronic Maps/ Fully GIS capable	2D Electronic Maps	Paper-Based Maps
Scanner System	Dedicated Scanner	Dedicated or Shared Scanner	Shared Scanner (Optional)
Non-Secure Video-Teleconference (VTC)	Dedicated Non-Secure VTC	Dedicated or Shared Non-Secure VTC	Non-Secure VTC (Optional)
Secure Video-Teleconference (VTC)	Secure VTC	Secure VTC (Optional)	No EM Program Requirement
Non-Secure Fax Machine	Non-Secure, Dedicated Fax Machine	Non-Secure, Dedicated Fax Machine	Non-Secure, Shared Fax Machine
Secure Fax Machine	Secure, Dedicated Fax Machine	Secure, Dedicated or Shared Fax Machine	No EM Program Requirement

Defense Message System (DMS)	Dedicated Access to Unclassified & Secure DMS	Dedicated or Share Access to Unclassified DMS	Shared Access to Unclassified DMS
Video Displays	PowerPoint Projectors & Wall-Mounted Plasma/Flat-Screen TVs	PowerPoint Projectors & TVs	Shared PowerPoint Projector & Shared Access to TV/TVs
Cable Access	Dedicated Cable Access (24/7)	Dedicated or Shared Cable Access	Shared Cable Access
Closed-Circuit TV (CCTV) Systems	Video Feed from AT CCTV Systems	Video Feed from AT CCTV Systems	No EM Program Requirement
Electrical Generator	Dedicated Generator	Dedicated or Shared Generator	Shared Generator (Optional)
Legend	See Appendix F (EOC Development Guide) for detailed guidance on material requirements. *See Table 6-1 & Appendix E (Modeling, Simulation, and Incident Management Software Systems) for detailed descriptions of software.		

Organization

The emergency response organization for any emergency shall be comprised of the following elements as a minimum: Regional Operations Center, EOC, Dispatch, ICP, and the assigned Category 5 personnel.

Table G2-2 shows the recommended assignment and distribution of installation personnel in support of both the command & control and response missions. Manning and administrative organization may result in different personnel titles or the absence of specific personnel due to regionalization or manning shortfalls. It is the intent of these charts to present the notional organizational structure only. It should not be considered an all-inclusive requirement, but rather a guideline to be thoroughly examined on the basis of Installation needs.

Functional area guidance may be found in Section 3. Dark shaded training & equipment requirements are those requirements **not** available for designated personnel under the Navy Installation EM Program.

Nothing in Table G2-2 mandates development of a specific capability, only the most efficient organizational structure in which these capabilities may be utilized during an emergency if such a capability is required by the Installation EM Plan.

Table G2-2: Group 2 - Installation Response Organization (Recommended)

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
Category 1 Personnel																			
Category 1 Personnel	NOT APPLICABLE																		
Category 2, 3, & 4 Personnel																			
Non-emergency Essential	NOT APPLICABLE																		
Category 5 (On-Scene)																			
Incident Commander					X														L
Fire-Rescue Personnel					X				X							O	O	X	
Casualty Decon Corridor									X										
Naval Security Force					X					X	X	X	X	X					
Medical Triage Team (On-Scene)*																X			
Emergency Medical Services (EMS)*																X	X		
Mortuary Affairs Team*																		X	
Debris Clearance Team*																		X	
Damage Assessment Team*																		X	
Mass Care Management Team*															X				
Emergency Management Staff*					P														P
Emergency Response Teams**					D				D		D				D	D	D	D	
Evidence Collection & Recovery Teams***					D					D	D	D							
Category 5																			

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
(EOC)																			
Emergency Management Officer			X																
EOC Staff*			X																
Commanding Officer			X																
Executive Officer*			X																
Command Duty Officer (CDO)*			X																
Security Representative*			X																
Fire-Rescue Representative*			X																
EMS Representative*			X																
Finance Officer/ Comptroller*			X																
Preventive Medicine*			X																
Public Works*			X																
METOC/Hazard Prediction*			X																
Occupational Safety*			X																
Industrial Hygiene*			X																
Environmental Program*			X																
JAG/Legal*			X																
Intelligence*			X																
Public Affairs*			P																
Mortuary Affairs*			X																
Mass Care Coordinator*			X																
Fleet & Family Services*			X																
Category 5																			

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center
(Dispatch)																			
Dispatch Staff				X															
Category 5 (JIC)																			
Joint Information Center Staff		X																	

Legend	X = Recommended Assignment (if representative/function present onboard Installation) L = Liaison Responsibility (individuals should maintain physical or virtual liaison with identified position) P = Preferred Secondary Assignment (if more than one personnel present in particular functional area) O = Optional Assignment (notable benefit to response organization if assignment made – manning dependent) D = As determined by scope of assignment * If assigned to Installation ** = Emergency Response Teams, usually employed overseas, may perform functions typically assigned to HAZMAT teams and must meet all requisite training & equipment requirements. Required equipment list represents requirements to perform offensive operations in a contaminated environment. *** = Evidence Collection & Recovery Teams, employed in remote overseas locations only, may perform functions as the HAZMAT Technician level in up to Level B PPE and must meet all requisite training & equipment requirements.

Emergency Dispatch Centers

All Regional Commanders are encouraged to establish, maintain, and operate an Emergency Call-taking and Dispatch Center (Dispatch Center) at the Regional or multi-Regional level per reference (a). Installation Commanders may maintain a Dispatch center at the Installation level with Regional concurrence and when deemed necessary.

Overview. Dispatch Centers provide emergency call-taking, alarm monitoring, sensor monitoring, video monitoring/control, communications support, channel/frequency assignments/allocation, emergency notification to Category 1 personnel, mass warning to Category 2-4 personnel (public), Category 5 personnel dispatching, responder reach-back capability during emergencies, and notification of an emergency to the receiving MTFs/Hospitals. A Dispatch Center is a 24/7 operation that exists to receive notification of an emergency and then direct the correct responders (Category 5 personnel including Fire & Emergency Services, EMS, NSF, EOD, ERTs, Public Works, etc.), to the right place, with the right capability, as quickly as possible. Dispatch Centers are tactical level operations that direct the day-to-day movement of responders to all types of emergency and non-emergency incidents. Dispatch Centers are identified separately from Regional Operations Centers and Installation EOCs in reference (a), but should be co-located with these operations centers whenever possible.

Navy Dispatch is not required if emergency call-taking and dispatch of Category 5 personnel is provided by State, Local, Other Service, and/or private (or host nation) agencies or departments.

Navy Emergency Response Management System (NERMS). NERMS will geographically and functionally consolidate emergency call-taking and dispatch functions for Fire & Emergency Services, NSF, EMS, EOD, and EM functional areas. NERMS will also consolidate security alarm monitoring, sensor monitoring, and channel/frequency allocation during events. NERMS will consolidate these functions at two or more facilities nationwide for all of the Regions and Installations located within the Continental U.S. and Navy Region Hawaii while decreasing overall Dispatch Center manning requirements. Local operations will be maintained with a redundant, but simplified, dispatching capability within every Region and onboard designated Installations.

NERMS will employ three main components:

- Records Management System (RMS)
  - Records database centrally hosted for all first responders
  - Automatically updated with calls and updates other databases, including the National Fire Incident Reporting System (NFIRS)
- Computer Aided Dispatch (CAD)
  - Enhanced, Efficient & Effective (E3) dispatching

  - Automated incident/event tracking
  - Enhanced Graphic User Interface (GUI) with Geographical Information System (GIS) visual display that delivers spatial awareness
  - Unit availability and Automatic Vehicle Locator (AVL)
- Mobile Data Computers (MDC)
  - Delivers CAD to field first responder vehicles
  - Real time input to the RMS application
  - GIS Maps, AVL, & incident reports in designated vehicles used by Category 5 personnel

Navy National Dispatch Center (NDC). The Navy will establish two NDCs utilizing NERMS as required by reference (a). The two NDCs will eventually provide dispatch services to most or all U.S. Regions. The NDCs will receive all emergency calls, monitor all alarms, monitor all sensors, provide video monitoring, and dispatch all responders, as required by the situation. The NDCs are complimentary, although each will be designated as a primary Public Safety Answering Point (PSAP) for particular regions, and will support fail-over and transfer of responsibility from the alternate NDC.

The NDCs will use GIS-based CAD to efficiently and effective identify the location of alarms and determine the correct first responder. AVLs will be used to manage field assets and improve coordination while providing dispatchers and operations centers with a Common Operating Picture (COP) of all response assets. MDCs in vehicles will provide responders with the COP and additional CAD information and allow field completion of applicable reports. The Enterprise Land Mobile Radio System (ELMRS, see below) will provide the digital, trunked, & mobile backbone for communications of both the alarm system and the responders. RMS will provide automatic logging of incidents and responses.

The NDCs are being established to significantly improve the standard of dispatch and raise it to the level of municipal operations, to centralize functionality in order to allow investment in upgrades at an economical rate, and to reduce the total number of Navy dispatchers. The NDCs will be staffed by professional dispatchers and will have support and management personal commensurate with their significant size and importance.

Regional Dispatch Center (RDC). Legacy dispatch centers that consolidate dispatching functions at the Regional level. RDCs generally make some use of CAD and GIS. RDCs will be decommissioned as each Region is subsumed by the NDCs.

Local Dispatch Center (LDC). Legacy centers that provide dispatching at an installation or solely to one response component of an Installation. The LDCs will continue to exist to support Continuity of Operations (COOP) requirements after the installation is subsumed by the NDC. Alarms will be routed to the NDC, but can also be monitored in the LDC (one per installation following

NERMS fielding), if connectivity to the NDC is lost. Additionally, video recording will occur at the LDC. Responders at the installations will be trained to operate the LDC as a collateral duty in case the COOP Plan is activated and support of Installation Mission Essential Functions (MEFs) is required.

Training & Certification. If Dispatch is established and operated by the Navy, the Dispatch staff should be civilian or military personnel who have received the appropriate DoD Telecommunicator training – Level I for Operators and Level II for Supervisor – and, when required, Emergency Medical Dispatcher (EMD) certification and training.

Role of Regional/Installation EM Program. Funding for all dispatch centers, regardless of operating sponsor, shall be provided via the EM function within the Public Safety core business area of the CNI Installation Core Business Model (see Standard 14 for additional details).

The Regional or Installation EM Program shall assume operational and administrative control of the RDC/LDC, respectively, through a phased transition from the current sponsor. This phased transition will include transfer of all supporting resources to execute all current operations, administration, and management of the RDC/LDC, to include programmed capability improvements and/or manpower changes, assigned personnel, and billet control authorities. The Regional/Installation EM Program shall not assume control of the RDC/LDC until all related authorities and resources have been transferred from the current program sponsor(s).

Once control and responsibility has been transferred, the RDC/LDC space shall consist of dedicated use space(s) under the operational and administrative control of the Regional EM/ Installation EMO, respectively. A full-time Dispatch Manager shall be assigned in writing, trained & certified as appropriate, and report directly to the Regional EM/Installation EMO.

Training

Table G2-3 provides a list of recommended training for various functional areas involved in a response. It should not be considered an all-inclusive requirement, but rather a guideline to be thoroughly examined on the basis of Installation needs. Functional area guidance may be found in Section 3.

Nothing in Table G2-3 mandates development of a specific capability, only the training required to develop such a capability correctly if such a capability is required by the Installation EM Plan.

Table G2-3: Group 2 - Response Organization Training

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Category 1																			
Category 1 (Critical Operations) with Collective Protection	X				X					X[1]							X	X	
Category 1 (Critical Operations) with Individual Protection	X				X					X[1]							X	X	
Category 1 (Critical Operations) without Protective Equipment	X				X												X	X	
Category 1 (Essential Operations) with Individual Protection	X				X					X[1]							X	X	
Category 1 (Essential Operations) without Protective Equipment	X				X												X	X	

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Category 2, 3, 4 Personnel																			
Non-emergency Essential																		X	
Category 5 (Scene)																			
Incident Commander	X	X	X	P	X	X	P	O	X		P		X			X	X		
Fire-Rescue Personnel	X	X	X		X	X	O	O					X				X		
Casualty Decon Corridor	X	X			X	X											X		
Naval Security Force	X	O	O		X					X[1]							X		
Medical Triage Team (On Scene)*	X	O											X	X	X		X		
Emergency Medical Services (EMS)*	X	O											X	X	X		X		
Mortuary Affairs Team *	X	P			X					X[1]							X		
Debris Clearance Team*	X	P			X					X[1]							X		
Damage Assessment Team*	X	P			X					X[1]							X		
Mass Care Management Team*	X	P			X	O											X		

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Emergency Management Staff*	X	X	X	X	X	P			P								X		X
Emergency Response Teams**	X	X	X	O	X	X			P		O		O				X		
Evidence Collection & Recovery Teams***	X	X	X		X	X					X						X		
Category 5 (ROC)																			
Emergency Management Officer	X	X	X	X	X	X			P							X	X		
EOC Manager	X	X	X	X	X												X		
EOC Staff*	X	X	P	X	O												X		
Installation EM Staff*	X	X	P	X	O												X		
Commanding Officer	X	O	O	X	O												X		
Executive Officer*	X	O	O	X	O												X		
Command Duty Officer (CDO)*	X	R	O	X	O												X		
Security Representative*	X	X	P	X	X					X[1]							X		
Fire-Rescue Representative*	X	X	X	X	X	X	O		O				X				X		

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
EMS Representative*	X	X	X	X									X	X	P		X		
Finance Officer/ Comptroller*	X	R	O	R													X		X
Preventive Medicine*	X	R	O	R													X		
Public Works*	X	R	O	R													X		
METOC/Hazard Prediction*	X	R	O	R												X	X		
Occupational Safety*	X	R	O	R													X		
Industrial Hygiene*	X	R	O	R													X		
Environmental Program*	X	R	O	R													X		
JAG/Legal*	X	R	O	R													X		
Intelligence*	X	R	O	R													X		
Public Affairs*	X	R	O	R													X		
Supply/Logistics Support*	X	R	O	R													X		
Mortuary Affairs*	X	R	O	R													X		

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Mass Care Coordinator*	X	R	O	R													X		
Fleet & Family Services*	X	R	O	R													X		X
Category 5 (Dispatch)																			
Dispatch Staff*	X											X					X		R
Category 5 (JIC)																			
Joint Information Center Staff	X															X	X		X
Category 5 (Shelter)																			
Shelter Manager*	X	P	O														X	X	

Legend	X = Required Training (if representative/function present onboard Installation) X^1 = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) * = If assigned to Region or Installation ** = Emergency Response Teams, usually employed overseas, may perform functions typically assigned to HAZMAT teams and must meet all requisite training & equipment requirements. Required equipment list represents requirements to perform offensive operations in a contaminated environment. *** = Evidence Collection & Recovery Teams, employed in remote overseas locations only, may perform functions as the HAZMAT

Job Position / Training Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
	Technician level in up to Level B PPE and must meet all requisite training & equipment requirements.																		

Equipment

Table G2-4 matches the Installation EM Program's organizational structure to equipment requirements by personnel category. This table serves as a useful tool for the Installation EMO in determining the required equipage to complete each assigned task.

Table G2-4 provides Installation emergency management with the suggested equipment solution sets based on an Installation's unique resource set and required EM capability. The Installation EMO must coordinate Installation equipment requirements with their assigned Regional EM. Functional area guidance may be found in Section 3.

Note: Nothing in Table G2-4 mandates development of a specific capability, only the equipment required to field such a capability correctly if such a capability is required by the Installation EM Plan.

Table G2-4: Group 2 – Response Organization Equipment

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 1																	
Category 1 (Critical Operations) with Collective Protection		+	+														
Category 1 (Critical Operations) with Individual Protection		+	+														
Category 1 (Critical Operations) without Protective Equipment																	
Category 1 (Essential Operations) with Individual Protection		+	+														
Category 1 (Essential Operations) without Protective Equipment																	
Category 2,3,4																	
Non-emergency Essential																	
Category 5 (On Scene)																	
Incident Command Post Staff	+																
Fire-Rescue Personnel	+	+	+	S			+	+							+		
Casualty Decon Corridor	+	+		D			+	+									+

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Naval Security Force	+	+	+	D	E	E											
Medical Triage Team (On-Scene)*	+	+	+														
Emergency Medical Services (EMS)*	+	+	+														
Mortuary Affairs Team*	+	+	+	S													
Debris Clearance Team*	+	+	+														
Damage Assessment Team*	+	+	+														
Mass Care Management Team*	+																
Emergency Management Staff*	+	+	+														
Emergency Response Teams**	+	+	+	S			+	+	+	+	+	+	+	+	+	+	+
Evidence Collection & Recovery Teams***	+	+	+				+	+									
Category 5 (EOC)																	
Emergency Management Officer	+																
EOC Manager																	
EOC Staff*																	
Installation EM Staff*																	
Commanding Officer																	
Executive Officer*																	
Chief of Staff*																	
Command Duty Officer (CDO)*																	

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Security Representative*																	
Fire-Rescue Representative*																	
EMS Representative*																	
Finance Officer/ Comptroller*																	
Preventive Medicine*																	
Public Works*																	
METOC/Hazard Prediction*																	
Occupational Safety*																	
Industrial Hygiene*																	
Environmental Program*																	
JAG/Legal*																	
Intelligence*																	
Public Affairs*																	
Supply/Logistics Support*																	
Mortuary Affairs*																	
Mass Care Coordinator*																	
Fleet & Family Services*																	
Category 5 (Dispatch)																	
Dispatch Staff*																	
Category 5 (JIC)																	

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Joint Information Center Staff*																	
Category 5 (Shelter)																	
Shelter Manager*	+																

Legend	+ = Required Equipment S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.) D = On-Scene Decontamination Team Personnel only (including assigned Security Forces) E = MOPP Gear for use by designated military personnel as directed by Theater Combatant Commanders (Bahrain, Korea, Japan) * = If assigned to Region or Installation ** = Emergency Response Teams, usually employed overseas, may perform functions typically assigned to HAZMAT teams and must meet all requisite training & equipment requirements. Required equipment list represents requirements to perform offensive operations in a contaminated environment. ** = Evidence Collection & Recovery Teams, employed in remote overseas locations only, may perform functions as the HAZMAT Technician level in up to Level B PPE and must meet all requisite training & equipment requirements.

NOTE: * Military IPE (known as Mission Oriented Protective Posture) is not equivalent to Level C because JSLIST does not pass penetration standards established by reference (l), MCU-2/P or M-40A1 masks do not pass penetration testing established by NIOSH CBRN standard for APRs, and C2/C2A1 canisters do not pass multiple filtration standards established by NIOSH CBRN standard for APRs (see reference (m)).

Exercise & Evaluation. Table G2-5 summarizes EM exercise requirements. Detailed information on exercise design, execution, and evaluation is available in Standard 10 of Section 1.

Table G2-5: Group 2 – Installation Exercise Requirements

		Three Year Exercise Cycle		
Group	**Priority**	**Year 1**	**Year 2**	**Year 3**
2	**Medium**	TTX	TTX ➔ CPX	TTX ➔ CPX ➔ FTX
Notes:	Group 2 installations may either actively participate in an existing Regional and/or Installation FTX or conduct their own FTX on the third year of the exercise cycle, as directed by the Regional Commander.			

Exercise requirements by group for a three year exercise cycle.

Emergency Management Capability Assessment (EMCA). Group 2 Installations shall conduct the annual EMCA in accordance with the schedule shown in Table G2-6.

Table G2-6: EM Capability Assessment Schedule

		Three Year Assessment Cycle		
Group	**Priority**	**Year 1**	**Year 2**	**Year 3**
2	**Medium**	Self-Assessment	Self-Assessment	Self-Assessment & Regional Assessment

Mitigation. Mitigation guidance is available in Standard 11 of Section 1.

Response. Response guidance for a Group 2 Installation is available in Standard 12 of Section 1.

Recovery. Recovery guidance is available in Standard 13 of Section 1.

Sustainment. The Installation Commander is responsible for the proper programming and budgeting to support EM requirements onboard assigned Installation.

Group 3 Installations

Scope. All Group 3 Installations are responsible for executing the EM Program as delineated within this instruction and in accordance with the Implementation Plan.

References.

(a) OPNAV Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Program (22 July 2005)
(b) National Fire Protection Association (NFPA) Standard 1600 "National Preparedness Standard on Disaster/Emergency Management and Business Continuity Programs" (5 February 2004)
(c) OPNAV Instruction 3440.16(Series) Navy Civil Emergency Management Program (10 Mar 1995)
(d) OPNAV Instruction 3440.15(Series) Department of Navy Nuclear Weapon Accident Response Management (30 May 1997)
(e) CJCS Instruction 3214.01(Series) Military Support to Foreign Consequence Management Operations (1 Apr 2003)
(f) OPNAV Instruction 3400.10(Series) Chemical, Biological and Radiological (CBR) Defense Requirements Supporting Operation Fleet Readiness (22 May 1998)
(g) NTTP 3-11.23 Multiservice Procedures for Nuclear, Biological, and Chemical (NBC) Defense of Theater Fixed Sites, Ports, and Airfields (September 2000)
(h) DoD Directive 3020.26 Defense Continuity Program (DCP) (8 September 2004)
(i) Federal Preparedness Circular 65 "Federal Executive Branch Continuity of Operations" (26 July 1999)
(j) Department of the Navy Critical Infrastructure Protection: Consequence Management Planning Guide (February 2003)
(k) National Incident Management System (1 March 2004)
(l) NFPA Standard 1994 "Protective Ensembles for Chemical/Biological Terrorism Incidents" (2 August 2001)
(m) Office of the Assistant Secretary of Defense for Nuclear and Chemical and Biological Defense Programs Memorandum "M40 and MCU-2/P Masks Used for Non-Military Operations" (19 December 2003)

Preparedness. The information presented below provides a guide to the most significant aspects of a Group 3 Installation EM Program. Detailed program guidance is provided within Section 1, functional area guidance is provided within Section 3, and hazard-specific guidance is provided within Section 4 as well as additional task-specific guidance within the Appendices. Nothing within this Section supercedes the guidance contained within the remainder of this instruction.

Command Structure

The recommended command structure for the EM Program is represented in Figure 1-1 of Standard 1 of Section 1. This command structure may require modification to meet the requirements and structure of specific Regional and Installation commands.

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 Commanders exercise OPCON over the Installation Public Safety Program Director (if assigned).

All Installation Commanders shall designate a full-time or collateral-duty Installation Emergency Management Officer (EMO) (as appropriate per the Installation group designation – see Standard 3) in writing per reference (a). The Installation Commander shall designate an appropriate number of personnel to serve as a collateral duty or full-time staff to support the Installation EM Program, including the administration and operations of the Installation Emergency Operations Center (EOC) and Installation Dispatch Center (if assigned).

Installation Emergency Management Officers (Installation EMOs). Installation EMOs shall operationally report to the Installation Commanding Officer and administratively report to the Regional Emergency Manager. The Installation EMO shall serve as the Program Coordinator at the Installation level as identified within reference (b). Installation EMOs are responsible for preparing for, mitigating potential effects from, responding to, and recovering from all natural and man-made hazards, including CBRNE events, which may effect their assigned Installation(s). Installation EMOs may be assigned as Sub-Regional EMOs, where sub-regions are designated by the Regional Commander. The Installation EMO is responsible for the management, administration, and operation of the Installation EOC and Installation Dispatch Center (if assigned).

Installation Emergency Management Organization. As described above, the Installation EMO is responsible for developing and maintaining the Installation EM Program and the appropriate response capabilities as identified by their Installation Group Designation (see Standard 3). Each Installation is unique in terms of operational requirements, area of operations, scope, manpower, resources, and priority. Some Installation Commanders may be assigned command responsibility over two or more facilities combined

within one installation title, unit identification code (UIC), and/or designated sub-region (as in the case of Navy Region Southwest's sub-regional structure). In the case of those installations consisting of multiple facilities, support areas, industrial areas, housing areas, ranges, or other sites located either outside of the perimeter of the primary facility or contained within their own perimeter or perimeter of another Service's installation, installation guidance contained within this manual and the term "jurisdiction," when used, applies to all of the identified facilities assigned to the particular Installation Commander vice solely the principal facility.

U.S. Installations. Those Installations located within the U.S. have Defense Support to Civil Authorities (DSCA) responsibilities (see Standard 6 - DSCA) above and beyond the Navy Installation EM Program requirements and may be tasked to support DSCA operations through the provision of resources, supported tenant commands assigned to the Fleet Commander, or the establishment of a Base Support Installation (BSI, see Standard 6 - BSI). U.S. Installations within the Pacific Command area of responsibility (AOR) may have additional requirements identified in writing to their assigned Regional Commander by their supported theater Combatant Commander (CoCom).

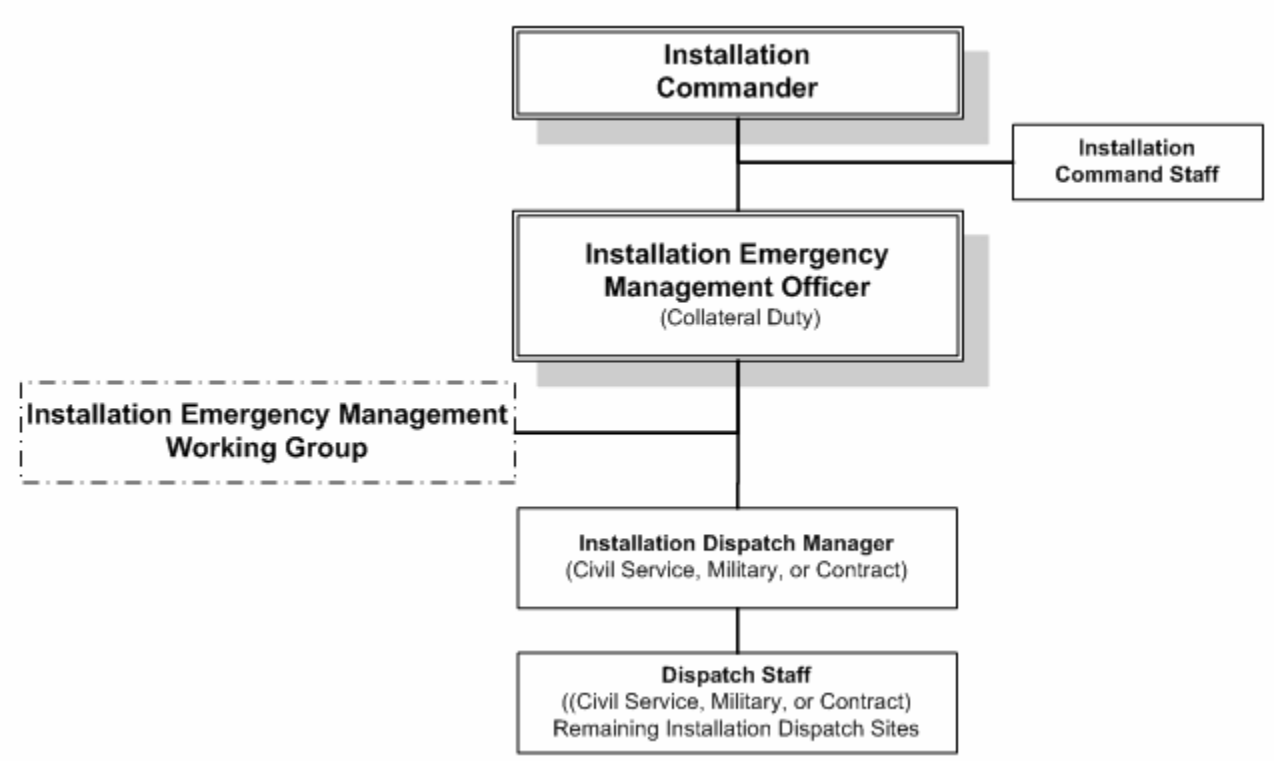
Overseas Regions. Those Installations located overseas may have Foreign Consequence Management (Foreign CoM) responsibilities per reference (e). Overseas Installations may also have additional CBR/NBC Defense requirements as detailed in references (f) and (g) identified in writing to their assigned Regional Commander by their supported theater Combatant Commander (CoCom).

CBRNE Coordinators. As discussed above, some U.S. and Overseas Regions receive specialized contract assistance. Where multiple high priority (see Standard 3) installations are located within close proximity as judged by CNI EM and where at least one of these installations also contains all or a component of the Regional Headquarters, one of the assigned CBRNE Coordinators may be provided to the Regional EM Program as the Fleet Concentration Area (FCA) CBRNE Coordinator. In such cases, the FCA CBRNE Coordinator will still directly support the Regional EM Program, but will be authorized to liaison directly with the appropriate Installation EM point of contact.

Organizational Construct. CNI has provided Figure G3-1 as a notional organizational construct for Group 3 Installation Emergency Management. Installation EMOs should request appropriate resources from their supported Regional EM for developing and maintaining the appropriate Installation organization through CNI's Capabilities-Based Budgeting (CBB) process at the appropriate time, based upon the CNI EM Implementation Plan (see Standard 3 for additional information on the implementation plan).

See the legend in the Regional Emergency Management Organization discussion above for details on Figure G3-1.

Figure G3-1: Notional Group 3 Installation Emergency Management Organization



Responsibilities Summary

Installation Commander. The Installation Commander has the following responsibilities under the EM Program:

- Coordinate with assigned Region in determining the appropriate Installation group designation (Standard 3).
- Conduct categorization of personnel at the Installation level and provide results to Regional Commander for validation (Standard 2).
- Designate in writing an Installation Emergency Management Officer (Installation EMO) appropriate to the established Installation group designation (Standard 1).

- Ensure EM Program Standards are properly addressed onboard Installation (Standard 1).
- Designate Category 1 personnel in writing (Standard 2).
- Charter an Installation Emergency Management Working Group (Installation EMWG) (Standard 6).
- Participate within the Installation EMWG (Standard 6).
- Ensure that all required threat, hazard, vulnerability, and consequence assessments are conducted prior to approval of the Installation Emergency Management Plan (EM Plan) (Standard 4).
- Review and approve the Installation EM Plan (Standard 7).
- Support tenant operational commands in the identification of Mission Essential Functions (MEFs) and associated Critical Mission Facilities (CMFs) onboard Installation.
- Ensure that essential operations supporting these MEFs are identified by appropriate Installation programs and that procedures are identified within the Installation EM Plan for prioritized restoration of these essential operations.
- Designate appropriate Installation EM staff (Standard 1).
- Establish operable and, when possible, interoperable communications across assigned response community.
- Establish an Installation Emergency Operations Center (EOC) (Standard 6).
- Designate an EOC Manager in writing to support the Regional EM (Standards 1 & 6).
- Identify and designate in writing appropriate personnel to support ROC manning during times of emergency (Standards 1 & 6).
- Participate in EOC training and exercises (Standards 6, 7, & 12).
- Assist the Regional Commander in the consolidation of individual Dispatch centers at the Regional or multi-Regional level, if at all possible (Standard 6).
- Designate a Joint Information Center in coordination with Local representatives (Standard 6).
- Ensure that all EM efforts coordinated with Region, State, Local, Other Service, and/or private agencies and departments (Standard 6).
- Review and approve all support agreements, to include Installation Mutual Aid Agreements, Memoranda of Understanding, Memoranda of Agreement, Inter-Service Support Agreements, and contracts (Standard 6).
- Review Installation Exercise After Action Reports (AARs).
- Review results of annual Installation EM Capability Assessments (EMCA) (Standard 4).
- Ensure proper resources are programmed for during the budget process (Standard 14).
- Ensure participation in the Installation EM Program by Tenant Commands (Standard 7).

Emergency Management Working Group (EMWG)

In accordance with references (a) and (b), all Regional and Installation Commanders shall establish and maintain Regional and Installation EMWGs, respectively, to assist the Regional Emergency Manager and/or Installation EMO in the development, execution, exercising, and assessment of the installation EM Program. The principal goal of the EMWGs is the coordination of plans and concepts of operations between multiple functional areas and between organic response organizations and their mutual aid partners. EMWGs should encourage participation by appropriate Federal, State, Local, Other Service, and/or private (or host nation) EM-related agencies and departments.

EMWGs may be consolidated with the AT Working Group to form a single Public Safety Working Group (PSWG) at the discretion of the Regional/Installation Commander chairing the EMWG.

The Installation EMWG will be chaired by the Installation Commander. The Installation EMO shall serve as the principal action officer for the Installation EMWG. At a minimum, the Installation EMWG will include the following:

- Installation Commanding Officer (or CO's representative)
- Installation Executive Officer (if assigned)
- Installation EMO
- Installation Security Officer
- Installation Fire Chief
- Installation EOC Manager (if assigned)
- Installation Operations Officer (if assigned)
- Installation Engineer (if assigned)
- Installation Environmental Coordinator (if assigned)
- Installation Public Affairs Officer (if assigned)
- Installation Fleet & Family Services Representative (if assigned)
- Major Tenant Command EMOs (as required)

Depending on availability, the Installation EMWG membership will also include:

- Installation Air Operations Officer (if assigned)
- Installation Port Operations Officer (if assigned)
- Regional EOD Detachment OIC (if resident onboard Installation)

Regional and Installation EMWGs should:

- Provide a forum for the Commander to execute directions and decisions on issues related to all-hazards emergency response.
- Include representatives of all relevant functions and offices that would be affected by or be involved in EM at the Regional or Installation level.
- Invite and include liaison personnel from appropriate Federal, State, Local, Other Service, and/or private (or Host Nation) responder communities and tenant organizations, as necessary. Existing support agreements should be evaluated and modified, when and where appropriate.
- Integrate Regional and Installation EM initiatives into Regional and Installation resource planning.
- Collect and prioritize Regional and Installation EM resource requirements for the appropriate budget submissions.
- Ensure that the Regional and Installation EM Plans are integrated with Local/State/Host Nation EM plans, as necessary.
- Ensure that the Regional and Installation EM training programs are developed and executed to support Category 1-5 personnel.
- Conduct and/or support all required assessments.

Installation Emergency Management (EM) Plans. Installation EM Programs develop Installation EM Plans to effectively and efficiently prepare for, mitigate the potential effects of, respond to, and recover from emergencies resulting from identified hazards/threats utilizing all available organic, Regional, and external resources. Depending on the nature and size of the emergency, Regional and mutual aid assistance may be required in order to complete all response and recovery tasks. This requirement to coordinate with Local, Other Service, and/or private (or Host Nation) representatives (and those Federal or State assets operating at the local level) means that the Installation EM Plan must be compatible and supportive of not only with the plans of the Installation's military chain of command, but simultaneously integrate with the broad variety of emergency management-related plans at the Local level as shown in Figure G3-2 (see Figure Program-3 in the introduction of the Program Standards for additional details on how Installation EM planning fits with the other actions directed by this manual).

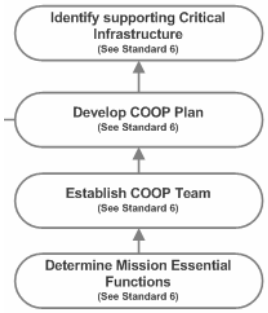
Figure G3-2: Installation Planning Concept

The Installation Plan is developed by the Installation EMO with the assistance and guidance of the Installation EMWG. The Installation EM Plan supports the Regional EM Plan and Local emergency management plans as explained above. The Installation EM Plan focuses on the measures and actions that are vital for protecting assigned personnel, sustaining critical operations for up to twelve (12) hours, and restoring essential operations as quickly as possible.

To do so, the development of the Installation EM Plan requires that the Installation EMO, with the assistance of the Installation EMWG, complete the personnel categorization, resource inventory, and assessments shown above in order to effectively identify, prioritize, and manage all available resources within the plan. Critical tasks to be addressed at the Installation level include: mass warning and notification, public awareness training, evacuation/shelter/ shelter-in-place planning, and provision of emergency public information (EPI).

As detailed in the Regional EM Plan discussion above, the Installation EM Plan will have a direct impact on multiple supporting plans, which must be appropriately updated and/or modified to support the overarching concept of operations provided by the EM Program. An additional requirement at the Installation level is the development, approval, maintenance, and execution of a COOP Plan(s) in support of the Mission Essential Functions (MEFs) supported by the Installation as shown in Figure G3-3. Additional details on the COOP Planning Concept may be found in this standard, Standard 6, and in Appendix P.

Figure G3-3: COOP Planning Concept



An outline of a sample Installation EM Plan included in Appendix B. Each Installation's planning team should assess its own need for functional annexes. The primary concern is that all important activities be covered properly in the plan.

Mutual Aid Agreements

In accordance with references (a) and (b), all Regional and Installation Commanders shall develop Mutual Aid Agreements (MAAs) with civil first and emergency responders, including local EM agencies. These MAAs should outline cooperative measures where Navy Category 5 personnel may assist the civilian community and vice versa in response to and recovery from natural and man-made emergencies, including CBRNE events.

Response actions taken in support of approved, written MAAs do not involve the application of the Immediate Response Rule under Defense Support to Civil Authorities (see Standard 6 – DSCA). Therefore, MAAs shall not commit or obligate operational forces under the authority of the Fleet Commander or equivalent command to any response actions without specific written permission to do so by the Fleet Commander (or equivalent operational commander) and the CNI Public Safety Program Director.

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

Regions and Installations located overseas may have significant difficulty in achieving signed agreements due to language and procedural barriers. All overseas locations must coordinate their efforts with the appropriate Department of State officials.

MAAs are pre-arranged, non-binding agreements between two or more entities, public and/or private, to render human and/or materiel resources or services when resources of one party are not adequate to meet the needs of an emergency. A MAA is sometimes also written as a Memorandum of Agreement (MOA), a Memorandum of Understanding (MOU), or an Inter-Service Support Agreement (ISSA).

MAAs supporting Emergency Management response and recovery operations are developed by the Installation EMO and reviewed and approved by the Regional EM. All concerned parties must maintain a copy of the MAA for its applicable duration.

Sample formats for MAAs supporting fire and/or hazardous materials response in the US or an overseas location are provided in Appendix H. Additional MAA samples are under development to support other EM functional areas. The Regional and/or Installation JAG office should assist in preparation and perform a legal review of MAAs before execution.

Installation Emergency Operations Center (EOC)

In accordance with reference (a), Installation Commanders shall establish, maintain, and operate an EOC onboard all Group 1, 2, and 3 Installations.

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

Each Installation has an EOC appropriate to the size, scope, location, and requirements of the specific Installation, as delineated within Standard 3. The mission of the Installation EOC is to support the Incident Commander (IC) or Unified Commander (UC) during emergencies with resource management support and establishing strategic/operational-level objectives, as necessary. The EOC is

responsible for coordination and liaison with Local, Other Service, and/or private response and recovery assets. From the Installation EOC, the Installation Commander exercises operational control of installation forces and allocates resources. A significant variety of capability, reflecting the assigned Required Operational Capability Level (ROC Level) construct (see Standard 3), exists among Installation EOCs. A basic communication capability already exists at all Installations capable of notifying both higher and subordinate headquarters during times of emergency. When an Installation controls its own assigned response capabilities, such as Fire & Emergency Services, Emergency Medical Services, and other similar responders, then an additional communications capability must exists in order to link the Installation EOC with the assigned IC/UC as well as identified municipal response partners at the Local, Other Service, and/or private (or Host Nation) level and Federal, DoD, or State responders operating at the local level. The Installation EOC must also provide the Installation staff with the appropriate amount/type of collaboration space. Secure communications are highly desirable and required at higher priority installations.

Activation of the Installation EOC shall follow the tiered activation concept described in this Standard. An Installation EOC has no requirement to operate daily on a 24/7 basis or to be staffed during working hours every day. If an Installation EOC is a dedicated space, then it is a workspace dedicated to contingency operations as well as associated preparedness activities. Many Installation EOCs are shared-use spaces, which support a daily function possibly unrelated to Emergency Management or Force Protection, and which is configured to support contingency operations only when required. All Installation EOCs supporting assigned, organic response capabilities would have the ability to support 24/7 operations for a limited duration during an emergency.

Operation. The EOC is responsible for coordination and liaison with Local and/or private response and recovery assets adjoining or near Installation.

The mission of the Installation EOC is to support the Incident Commander (IC) during emergencies by setting strategic and operational-level objectives. The EOC should:

- Establish priorities between incidents and/or Area Commands in concert with the ICs involved
- Acquire & allocate resources in concert with the priorities established by the ICs
- Anticipate & identify future resource requirements
- Coordinate & resolve policy issues arising from the incident
- Coordinate with higher authorities
- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information

The EOC executes operational control over all assigned Installation assets and may reallocate those assets on its own volition to support effected areas during an emergency.

Additional guidance on EOC operations will be provided by CNI during the implementation phase. See Figure G1-4 for EOC organization per reference (k).

Administration. Onboard Group 1 and Group 2 Installations, an EOC shall consist of dedicated or shared use space(s) under the operational and administrative control of the Installation EMO when activated. An EOC Manager shall be designated in writing and shall be responsible for the administration, maintenance, and routine operations and use of the EOC. The Installation EMO and the EOC Manager should not be the same individual, whenever possible.

Onboard Group 3 Installations, an EOC shall consist of one shared-use space under the operational and administrative control of the Installation EMO when activated. The Installation EMO shall serve as the EOC Manager. A Group 3 EOC is typically no more that a conference room utilized by the Command Staff to plan and execute an awareness level response in coordination with the Local, State, or Host Nation emergency management organization(s).

An alternate EOC, with the minimum required equipment and supplies shown in Figure G1-4, shall be designated and maintained onboard Group 1 and 2 installations. The EOC shall have a well-defined communications plan that may include the capability to communicate with civil authorities and standard operating procedures for monitoring incident development. The EOC should be co-located with the Installation Dispatch center, if one exists.

All overseas EOCs shall meet the requirements for a Base Defense Operations Center (BDOC) or Base Cluster Operations Center (BCOC) as set forth in reference (g).

Each Group 1 & designated Group 2 EOCs will also employ incident management software shown in Table G1-4 as required for their operations. Group 1 & designated Group 2 EOCs may have modeling & simulation capability depending on the availability of trained operators and additional response requirements (i.e. – nuclear propulsion/weapons) within their area of responsibility. Additional software information may be found in Appendix E.

In accordance with references (a) and (b), all EOCs shall have an EM Team designated in writing and trained to complete the command and control tasks. Organizational information may be found in Table G1-1 below. EOC personnel should be identified as Category 5 personnel**.** Training and equipment details are contained within Standards 8 and 9, respectively.

The EOC Development Guide in Appendix F may be used to assist in the physical development of the EOC. The EOC assessment checklist in Appendix G may be used to assess an EOC’s capability.

Figure G3-4: EOC Structure

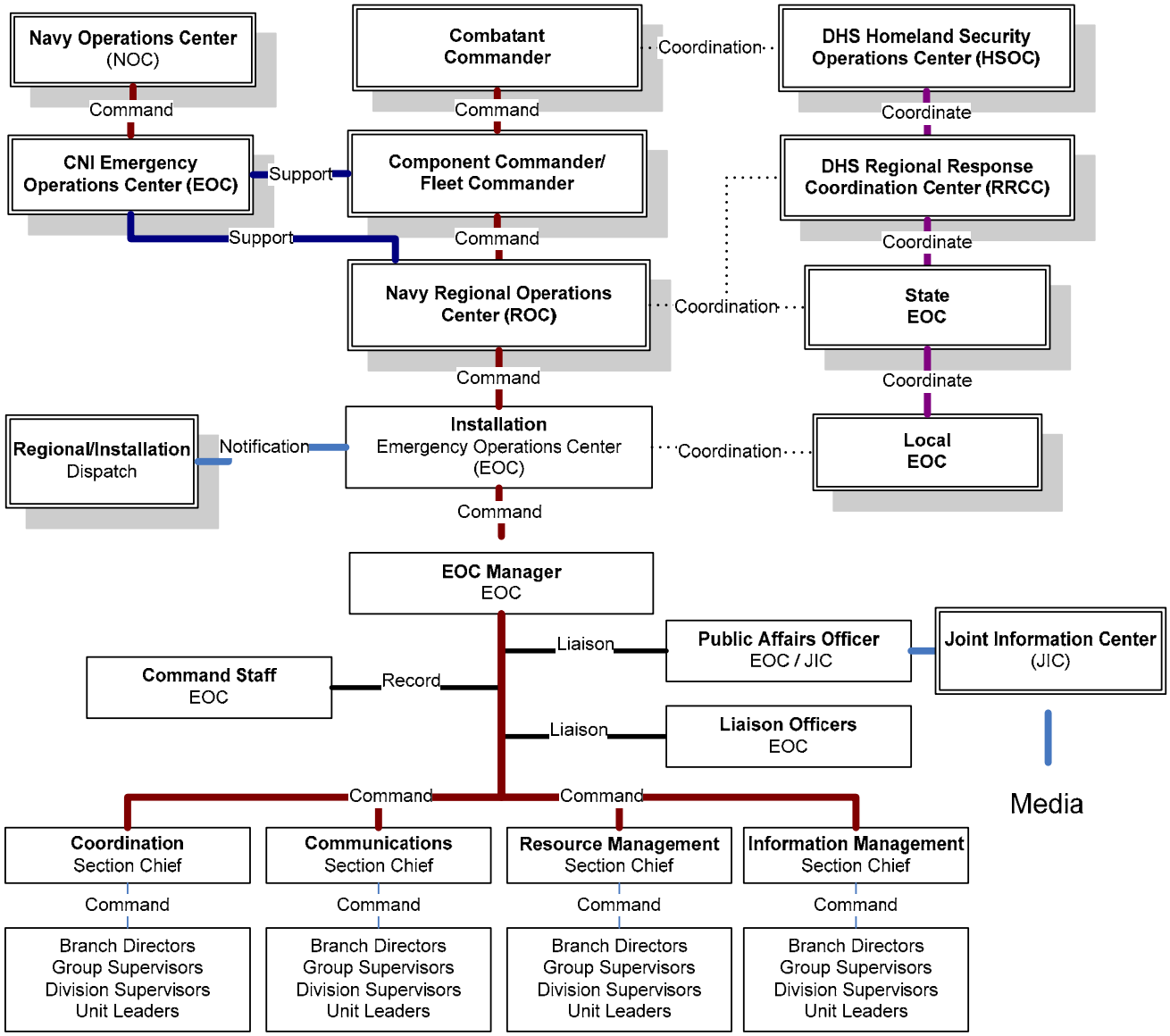


Table G3-1: EOC Capabilities Matrix

	Group 1 EOC	Group 2 EOC	Group 3 EOC
Primary Space Requirement	Secure, Dedicated Space(s) w/ Separate Command Suite	Dedicated Space	Shared Space
Secondary Space Requirement	Shared Alternate EOC	Shared Alternate EOC (Optional)	No EM Program Requirement
Non-Secure Voice (Landline)	Multiple, Dedicated Phones (Dedicated Switch/Priority)	Multiple, Dedicated Phones (Shared Switch)	Shared or Dedicated Phones
Secure Voice (Landline)	Multiple, Dedicated STU III/STE Phones	Multiple, Dedicated or Shared STU III/STE Phones	Single, Shared STU III/STE Phone
Non-Secure Voice (Radio)	Enterprise Land Mobile Radio System (ELMRS)	Enterprise Land Mobile Radio System (ELMRS)	As Determined by Region
Secure Voice (Radio)	Enterprise Land Mobile Radio System (ELMRS)	Enterprise Land Mobile Radio System (ELMRS)	No EM Program Requirement
Non-Secure/Secure Voice (Satellite)	No EM Program Requirement	No EM Program Requirement	No EM Program Requirement
Non-Secure Computer Systems	Dedicated NIPRNET Computers	Dedicated or Shared NIPRNET Computers	Shared NIPRNET Computers
Secure Computer Systems	Dedicated SIPRNET Computers	Dedicated or Shared SIPRNET Computers	No EM Program Requirement
Decision Support System (DSS)*	DMIS (U.S. Only) / IM Software	DMIS (U.S. Only) / IM Software	Paper-Based Decision Matrix
Dispersion Modeling Systems*	HPAC/CATS-JACE	ALOHA/CAMEO/MARPLOT	ALOHA/CAMEO/MARPLOT (Optional)
Geographical Information Systems (GIS)	3D Electronic Maps/ Fully GIS capable	2D Electronic Maps	Paper-Based Maps
Scanner System	Dedicated Scanner	Dedicated or Shared Scanner	Shared Scanner (Optional)
Non-Secure Video-Teleconference (VTC)	Dedicated Non-Secure VTC	Dedicated or Shared Non-Secure VTC	Non-Secure VTC (Optional)
Secure Video-Teleconference (VTC)	Secure VTC	Secure VTC (Optional)	No EM Program Requirement
Non-Secure Fax Machine	Non-Secure, Dedicated Fax Machine	Non-Secure, Dedicated Fax Machine	Non-Secure, Shared Fax Machine
Secure Fax Machine	Secure, Dedicated Fax Machine	Secure, Dedicated or Shared Fax Machine	No EM Program Requirement

Defense Message System (DMS)	Dedicated Access to Unclassified & Secure DMS	Dedicated or Share Access to Unclassified DMS	Shared Access to Unclassified DMS
Video Displays	PowerPoint Projectors & Wall-Mounted Plasma/Flat-Screen TVs	PowerPoint Projectors & TVs	Shared PowerPoint Projector & Shared Access to TV/TVs
Cable Access	Dedicated Cable Access (24/7)	Dedicated or Shared Cable Access	Shared Cable Access
Closed-Circuit TV (CCTV) Systems	Video Feed from AT CCTV Systems	Video Feed from AT CCTV Systems	No EM Program Requirement
Electrical Generator	Dedicated Generator	Dedicated or Shared Generator	Shared Generator (Optional)
Legend	See Appendix F (EOC Development Guide) for detailed guidance on material requirements. *See Table 6-1 & Appendix E (Modeling, Simulation, and Incident Management Software Systems) for detailed descriptions of software.		

Organization

The emergency response organization for any emergency shall be comprised of the following elements as a minimum: Regional Operations Center, EOC, Dispatch, ICP, and the assigned Category 5 personnel.

Table G3-2 shows the recommended assignment and distribution of installation personnel in support of both the command & control and response missions. Manning and administrative organization may result in different personnel titles or the absence of specific personnel due to regionalization or manning shortfalls. It is the intent of these charts to present the notional organizational structure only. It should not be considered an all-inclusive requirement, but rather a guideline to be thoroughly examined on the basis of Installation needs.

Functional area guidance may be found in Section 3. Dark shaded training & equipment requirements are those requirements **not** available for designated personnel under the Navy Installation EM Program.

Nothing in Table G3-2 mandates development of a specific capability, only the most efficient organizational structure in which these capabilities may be utilized during an emergency if such a capability is required by the Installation EM Plan.

Table G3-2: Group 3 - Installation Response Organization (Recommended)

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center*
Category 1 Personnel																			
Category 1 Personnel	NOT APPLICABLE																		
Category 2, 3, & 4 Personnel																			
Non-emergency Essential	NONE ASSIGNED																		
Category 5 (On-Scene)																			
Incident Commander					X														L
Fire-Rescue Personnel*					X											O	O	X	
Naval Security Force*					X					X	X	X	X	X					
Category 5 (EOC)																			
Emergency Management Officer			X																
Commanding Officer			X																
Executive Officer*			X																
Command Duty Officer (CDO)*			X																
Security Representative*			X																
Fire-Rescue Representative*			X																
Other Command Staff*			X																
Category 5 (Dispatch)																			
Dispatch Staff	NONE ASSIGNED																		

	Regional Operations Center	Joint Information Center	Emergency Operations Center	Regional/Installation Dispatch	Incident Command Post	Hot Zone – Survey/ Detect	Hot Zone – Secondary Device Search/Render Safe Operations	Warm Zone – Team Decon	Warm Zone – Casualty Decon	Warm Zone – Casualty Decon Security/Evidence Preservation	Cold Zone – Entry/Exit Control	Cold Zone – Inner Perimeter	Cold Zone – Evacuation per IC	Cold Zone – Traffic Control	Cold Zone – Shelter Management	Cold Zone – Casualty Triage	Cold Zone – Casualty Transport	Cold Zone – Responder Staging	MTF Emergency Operations Center*
(JIC)																			
Joint Information Center Staff	NONE ASSIGNED																		

Legend	X = Recommended Assignment (if representative/function present onboard Installation) L = Liaison Responsibility (individuals should maintain physical or virtual liaison with identified position) P = Preferred Secondary Assignment (if more than one personnel present in particular functional area) O = Optional Assignment (notable benefit to response organization if assignment made – manning dependent) D = As determined by scope of assignment * If assigned to Installation

Emergency Dispatch Centers

All Regional Commanders are encouraged to establish, maintain, and operate an Emergency Call-taking and Dispatch Center (Dispatch Center) at the Regional or multi-Regional level per reference (a). Installation Commanders may maintain a Dispatch center at the Installation level with Regional concurrence and when deemed necessary.

Overview. Dispatch Centers provide emergency call-taking, alarm monitoring, sensor monitoring, video monitoring/control, communications support, channel/frequency assignments/allocation, emergency notification to Category 1 personnel, mass warning to Category 2-4 personnel (public), Category 5 personnel dispatching, responder reach-back capability during emergencies, and notification of an emergency to the receiving MTFs/Hospitals. A Dispatch Center is a 24/7 operation that exists to receive notification of an emergency and then direct the correct responders (Category 5 personnel including Fire & Emergency Services, EMS, NSF, EOD, ERTs, Public Works, etc.), to the right place, with the right capability, as quickly as possible. Dispatch Centers are tactical level operations that direct the day-to-day movement of responders to all types of emergency and non-emergency incidents. Dispatch Centers are identified separately from Regional Operations Centers and Installation EOCs in reference (a), but should be co-located with these operations centers whenever possible.

Navy Dispatch is not required if emergency call-taking and dispatch of Category 5 personnel is provided by State, Local, Other Service, and/or private (or host nation) agencies or departments.

Navy Emergency Response Management System (NERMS). NERMS will geographically and functionally consolidate emergency call-taking and dispatch functions for Fire & Emergency Services, NSF, EMS, EOD, and EM functional areas. NERMS will also consolidate security alarm monitoring, sensor monitoring, and channel/frequency allocation during events. NERMS will consolidate these functions at two or more facilities nationwide for all of the Regions and Installations located within the Continental U.S. and Navy Region Hawaii while decreasing overall Dispatch Center manning requirements. Local operations will be maintained with a redundant, but simplified, dispatching capability within every Region and onboard designated Installations.

NERMS will employ three main components:

- Records Management System (RMS)
    - Records database centrally hosted for all first responders
    - Automatically updated with calls and updates other databases, including the National Fire Incident Reporting System (NFIRS)

- Computer Aided Dispatch (CAD)
  - Enhanced, Efficient & Effective (E3) dispatching
  - Automated incident/event tracking
  - Enhanced Graphic User Interface (GUI) with Geographical Information System (GIS) visual display that delivers spatial awareness
  - Unit availability and Automatic Vehicle Locator (AVL)
- Mobile Data Computers (MDC)
  - Delivers CAD to field first responder vehicles
  - Real time input to the RMS application
  - GIS Maps, AVL, & incident reports in designated vehicles used by Category 5 personnel

Navy National Dispatch Center (NDC). The Navy will establish two NDCs utilizing NERMS as required by reference (a). The two NDCs will eventually provide dispatch services to most or all U.S. Regions. The NDCs will receive all emergency calls, monitor all alarms, monitor all sensors, provide video monitoring, and dispatch all responders, as required by the situation. The NDCs are complimentary, although each will be designated as a primary Public Safety Answering Point (PSAP) for particular regions, and will support fail-over and transfer of responsibility from the alternate NDC.

The NDCs will use GIS-based CAD to efficiently and effective identify the location of alarms and determine the correct first responder. AVLs will be used to manage field assets and improve coordination while providing dispatchers and operations centers with a Common Operating Picture (COP) of all response assets. MDCs in vehicles will provide responders with the COP and additional CAD information and allow field completion of applicable reports. The Enterprise Land Mobile Radio System (ELMRS, see below) will provide the digital, trunked, & mobile backbone for communications of both the alarm system and the responders. RMS will provide automatic logging of incidents and responses.

The NDCs are being established to significantly improve the standard of dispatch and raise it to the level of municipal operations, to centralize functionality in order to allow investment in upgrades at an economical rate, and to reduce the total number of Navy dispatchers. The NDCs will be staffed by professional dispatchers and will have support and management personal commensurate with their significant size and importance.

Regional Dispatch Center (RDC). Legacy dispatch centers that consolidate dispatching functions at the Regional level. RDCs generally make some use of CAD and GIS. RDCs will be decommissioned as each Region is subsumed by the NDCs.

Local Dispatch Center (LDC). Legacy centers that provide dispatching at an installation or solely to one response component of an Installation. The LDCs will continue to exist to support Continuity of Operations (COOP) requirements after the installation is subsumed by the NDC. Alarms will be routed to the NDC, but can also be monitored in the LDC (one per installation following NERMS fielding), if connectivity to the NDC is lost. Additionally, video recording will occur at the LDC. Responders at the installations will be trained to operate the LDC as a collateral duty in case the COOP Plan is activated and support of Installation Mission Essential Functions (MEFs) is required.

Training & Certification. If Dispatch is established and operated by the Navy, the Dispatch staff should be civilian or military personnel who have received the appropriate DoD Telecommunicator training – Level I for Operators and Level II for Supervisor – and, when required, Emergency Medical Dispatcher (EMD) certification and training.

Role of Regional/Installation EM Program. Funding for all dispatch centers, regardless of operating sponsor, shall be provided via the EM function within the Public Safety core business area of the CNI Installation Core Business Model (see Standard 14 for additional details).

The Regional or Installation EM Program shall assume operational and administrative control of the RDC/LDC, respectively, through a phased transition from the current sponsor. This phased transition will include transfer of all supporting resources to execute all current operations, administration, and management of the RDC/LDC, to include programmed capability improvements and/or manpower changes, assigned personnel, and billet control authorities. The Regional/Installation EM Program shall not assume control of the RDC/LDC until all related authorities and resources have been transferred from the current program sponsor(s).

Once control and responsibility has been transferred, the RDC/LDC space shall consist of dedicated use space(s) under the operational and administrative control of the Regional EM/ Installation EMO, respectively. A full-time Dispatch Manager shall be assigned in writing, trained & certified as appropriate, and report directly to the Regional EM/Installation EMO.

Training

Table G3-3 provides a list of recommended training for various functional areas involved in a response. It should not be considered an all-inclusive requirement, but rather a guideline to be thoroughly examined on the basis of Installation needs. Functional area guidance may be found in Section 3.

Nothing in Table G3-3 mandates development of a specific capability, only the training required to develop such a capability correctly if such a capability is required by the Regional and/or Installation EM Plan.

Table G3-3: Group 3 - Response Organization Training

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Category 1 Personnel																			
Category 1 Personnel	**NONE ASSIGNED**																		
Category 2, 3, 4 Personnel																			
Non-emergency Essential																		X	
Category 5 (Scene)																			

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Incident Commander	X	X	X	P	X	X			X				X			X	X		
Fire-Rescue Personnel	X	X	X		X	X							X				X		
Naval Security Force	X	O	O		X					X[1]							X		
Category 5 (ROC)																			
Emergency Management Officer	X	X	X	X	X											X	X		X
Commanding Officer	X	O	O	X	O												X		X
Executive Officer*	X	O	O	X	O												X		X
Command Duty Officer (CDO)*	X	R	O	X	O												X		X
Security Representative*	X	X	P	X	P												X		X
Fire-Rescue Representative*	X	X	X	X	P												X		X
Other Command Staff*	R	R	O	R	O												R		R
Category 5 (Dispatch)																			

Training Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician – Basic	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Dispatch Staff*	X											X					X		R
Category 5 (JIC)																			
Joint Information Center Staff	**NONE ASSIGNED**																		
Category 5 (Shelter)																			
Shelter Manager*	**NONE ASSIGNED**																		

Legend	
	X = Required Training (if representative/function present onboard Installation) X[1] = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) * = If assigned to Region or Installation

Equipment

Table G3-4 matches the Installation EM Program's organizational structure to equipment requirements by personnel category. This table serves as a useful tool for the Installation EMO in determining the required equipage to complete each assigned task.

Table G3-4 provides Installation emergency management with the suggested equipment solution sets based on an Installation's unique resource set and required EM capability. The Installation EMO must coordinate Installation equipment requirements with their assigned Regional EM. Functional area guidance may be found in Section 3.

Note: Nothing in Table G3-4 mandates development of a specific capability, only the equipment required to field such a capability correctly if such a capability is required by the Installation EM Plan

Table G3-4: Group 3 – Response Organization Equipment

Equipment Requirements / **Functional Areas or Positions**	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 1																	
Category 1 Personnel	NONE ASSIGNED																
Category 2,3,4																	
Non-emergency Essential																	
Category 5 (On Scene)																	

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Incident Command Post Staff*	+																
Fire-Rescue Personnel*	+	+	+												+		
Naval Security Force*	+	+	+		E	E											
Category 5 (EOC)																	
Emergency Management Officer	+																
Commanding Officer																	
Executive Officer*																	
Command Duty Officer (CDO)*																	
Security Representative*																	
Fire-Rescue Representative*																	
Other Command Staff*																	
Category 5 (Dispatch)																	
Dispatch Staff*	+																
Category 5 (JIC)																	

Equipment Requirements / Functional Areas or Positions	Level D PPE (based on assigned tasks)	Level C (Class 3) PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Military JSLIST w/ assoc. IPE*	Military MCU-2A/P or M-40 Series Gas Mask w/ C2A1 Filter	Level B (Class 2) PPE	Level B Respiratory Protection – 3.0 SCBA	Level A (Class 1) PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection - Chemical	Portable Point Detection - Biological	Portable Point Detection - Radiological	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Joint Information Center Staff	NONE ASSIGNED																
Category 5 (Shelter)																	
Shelter Manager	NONE ASSIGNED																

Legend	+ = Required Equipment E = MOPP Gear for use by designated military personnel as directed by Theater Combatant Commanders (Bahrain, Korea, Japan) * = If assigned to Region or Installation

NOTE: * Military IPE (known as Mission Oriented Protective Posture) is not equivalent to Level C because JSLIST does not pass penetration standards established by reference (l), MCU-2/P or M-40A1 masks do not pass penetration testing established by NIOSH CBRN standard for APRs, and C2/C2A1 canisters do not pass multiple filtration standards established by NIOSH CBRN standard for APRs (see reference (m)).

Exercise & Evaluation. Table G3-5 summarizes EM exercise requirements. Group 3 Installations shall be provided with template exercise design & standardized evaluation materials by CNI during the implementation phase. Detailed information on exercise design, execution, and evaluation is available in Standard 10 of Section 1.

Table G3-5: Group 3 – Installation Exercise Requirements

		Three Year Exercise Cycle		
Group	**Priority**	**Year 1**	**Year 2**	**Year 3**
3	**Low**	Annual TTX with a FTX once every three years		
Notes:	Group 3 installations shall utilize a template design and should coordinate with civil (or host nation) EM agencies and departments for their standardized warning and evacuation/sheltering FTX.			

Exercise requirements by group for a three year exercise cycle.

Emergency Management Capability Assessment (EMCA). Group 3 Installations shall conduct the annual EMCA in accordance with the schedule shown in Table G3-6.

Table G3-6: EM Capability Assessment Schedule

		Three Year Assessment Cycle		
Group	**Priority**	**Year 1**	**Year 2**	**Year 3**
3	**Low**	Self-Assessment	Self-Assessment	Self-Assessment

Mitigation. Mitigation guidance is available in Standard 11 of Section 1.

Response. Response guidance for a Group 3 Installation is available in Standard 12 of Section 1.

Recovery. Recovery guidance is available in Standard 13 of Section 1.

Sustainment. The Installation Commander is responsible for the proper programming and budgeting to support EM requirements onboard assigned Installation.