



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 3440.2
G-3/5

06 SEP 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
3440.2

From: Commanding General
To: Distribution List

Subj: REGIONAL EMERGENCY MANAGEMENT PLANNING GUIDANCE

Ref: (a) DODI 6055.17 Ch 1, "DOD Installation Emergency Management (IEM) Program," of January 13, 2009
(b) MCO 3440.9
(c) MARADMIN 563/11 of 28 Sep 11
(d) DODD 3025.18 "Defense Support of Civil Authorities (DSCA)," December 29, 2010

1. Situation. Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) faces a multitude of diverse threat/hazardous events, both natural and human-made. This Order provides guidance and critical direction for implementing measures to mitigate against, prepare for, respond to, and recover from an all-hazards event to ensure operational readiness and mission success.

2. Mission. To delineate the Commanding General, MCIEAST-MCB CAMLEJ policies and responsibilities for providing regional Installation Emergency Management (IEM) Planning guidance to subordinate installations. The mission of the IEM Program is to provide policy and oversight on all IEM initiatives in order to ensure mitigation, preparation, response, and recovery to emergencies and disasters in an all-hazards environment. The IEM planning efforts will focus on saving lives, reducing human suffering, and reducing great property loss. MCIEAST-MCB CAMLEJ Installations shall develop plans and procedures to ensure the highest level of mitigation, preparation, response, and recovery utilizing a comprehensive, risked-based, multi-hazard emergency management (EM) plan. This Order administers policy and guidance for the establishment of IEM planning within the MCIEAST-MCB CAMLEJ area of responsibility (AOR).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The IEM Plan serves as the conduit within MCIEAST-MCB CAMLEJ's AOR for implementing the all-hazards preparedness requirements and guidelines directed by the references. The IEM Plan compliments and supports all Mission Assurance Program requirements, ensuring coordination and synchronized planning and

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execution efforts aboard the installation. Per references (a) through (c), and the mission statement above, MCIEAST-MCB CAMLEJ and subordinate installations shall establish and implement an IEM Plan.

(2) Concept of Operations. The Commander's intent shall be accomplished through the establishment of the Installation's IEM plan and programs that shall:

(a) Develop an IEM Program implementation plan to ensure final operating capability by 3 January 2014.

(b) Establish an IEM Working Group, either independently or in combination with other working groups that meet at least quarterly, to include all required representatives.

(c) Designate an Installation Emergency Manager in writing.

(d) Develop a system whereby the Installation Emergency Manager can employ and implement resource activities.

(e) Develop and maintain an IEM Plan that includes, but is not limited to: promulgation letter, cover page, record of changes, table of contents, basic plan, staff functional annexes or emergency support functions, hazard-specific annexes, support agreements, and glossary, that is reviewed at least annually.

(f) Coordinate with local, state, Federal, and other military service emergency managers, including the local public health emergency officer and medical emergency manager, in order to achieve the highest level of IEM plan integration and interoperability.

(g) Categorize all assigned personnel (e.g., emergency responders, critical personnel, essential personnel, and other personnel).

(h) Establish an installation exercise evaluation team experienced in EM and the homeland security exercise and evaluation program (HSEEP) process.

(i) Conduct a local hazard and/or threat assessment which identifies hazards and associated risks to person, property, and structures in order to improve protection from all hazards, taking into consideration the pre-identified hazards in table 3 of the Appendix to enclosure (4) of reference (a).

(j) Conduct a vulnerability assessment that addresses the broad range of hazards and threats in coordination with the antiterrorism (AT) and defense critical infrastructure program.

(k) Conduct a capability assessment to identify capabilities for responding to, and recovering from, natural or manmade disasters, hazards, or threats.

(l) Establish an IEM Plan that implements policies to ensure procedural compliance with the national response framework (NRF) and national incident management system (NIMS).

(m) Ensure the IEM plan assigns responsibilities to organizations and individuals and supports the areas of pre-incident planning, emergency response, medical and public health needs, equipment, law enforcement, training, intelligence support, security, response, and recovery.

(n) Ensure the IEM Plan addresses preparedness, response, recovery, and communications planning (including mission, goals, and objectives of the IEM Program, functional roles, responsibilities, and lines of authority for all personnel, organizations, and agencies assigned responsibilities).

(o) Ensure the installation IEM Plan provides guidance and addresses: evacuation, shelter-in-place, mass care planning, family assistance, local and remote safe havens and civilian shelters, personnel accountability, special needs, and animal management.

(p) Ensure the IEM plan is coordinated with other protection-related program plans, including, but not be limited to: AT, physical security, and defense critical infrastructure.

(q) Ensure the availability of Enhanced 911 automatically associating a physical address with the calling party's telephone number, with recording capabilities.

(r) Establish an education and training program to create awareness across the installation and to enhance the skills of individuals assigned EM functions or responsibilities.

(s) Establish and maintain a senior leaders "all-hazards" orientation program that includes the Incident Command System (ICS) 402.

(t) Ensure the Installation Emergency Manager is trained in: NIMS; NRF, ICS 100, 200, 300, 400, 402, 700, 800; HSEEP; and "all-hazards" concepts and policies in order to fulfill the responsibilities.

(u) Ensure first responders, first receivers; ICS staff, emergency operations centers (EOC) managers, and AT Officers have completed task-specific training, including the appropriate ICS courses.

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(v) Ensure the IEM community awareness and emergency preparedness information is made available to all assigned personnel, including the civilian and dependent population.

(w) Ensure the IEM plan contains guidance for the installation to provide accurate and verifiable emergency public information to their protected population prior to, during, and after an emergency.

(x) As new IEM equipment is deployed, ensure EM assigned personnel are trained per the service policy and procedures regarding the equipment.

(y) Ensure the installation has implemented an exercise and evaluation program that assesses the components of the IEM Plan and EM response capabilities. Specific components are the activation of local support agreements, to include: Mutual Aid Agreements, Memoranda of Understanding, Memoranda of Agreement, and external support agreements with local, state, and other military services, mass warning and notification, command and control, first responders and receivers, medical response, and religious and family assistance support response.

(z) Ensure exercises assess and validate proficiency levels, clarify and familiarize personnel and responsibilities, improve interagency coordination and communication, and identify opportunities for improvement.

(aa) Ensure exercises include participation of appropriate leaders and decision makers representing each of the emergency response functions on the installation and, whenever possible, appropriate local, state, tribal, other military service(s), private-sector, and non-governmental organization partners.

(ab) Ensure exercises are conducted annually.

(ac) Ensure shelter-in-place, continuity, and mass notification functions are exercised semiannually, including a thorough and objective exercise evaluation process.

(ad) Ensure exercises contain a mechanism for incorporating corrective actions through the development of after-action reports. At the end of each exercise, installations shall conduct formal reviews among exercise participants and observers of EM actions performed successfully, outcomes achieved, and areas for improvement.

(ae) Ensure the installation conducts an annual review of the IEM Program, plans and procedures, incorporates lessons learned, and opportunities for improvement identified during exercises and risk management activities.

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(af) Ensure the installation has established support agreements with the local community, or other services to enhance the installation's capabilities for all-hazards response and recovery. Ensure agreements are reviewed annually and the legal office reviews the agreements prior to execution.

(ag) Ensure the Installation Emergency Manager has established procedures to maintain listings of all related support agreements, integrate support agreements, and exercise all support agreements annually.

(ah) Ensure procedures are established for civil authorities to request immediate support under imminently serious conditions, per reference (d).

(ai) Ensure the installation's IEM Program equipment is maintained, replenished and disposed of, per the equipment's specified life cycle.

(aj) Ensure the emergency response equipment is interoperable with equipment used by mutual aid partners.

(ak) Ensure the IEM Program accounts for the following public health and medical response actions: health threat surveillance and investigation operations, characterization of threat impacts, maintenance of plans, procedures, programs, and systems, mass prophylaxis plan, and patient care.

(al) Develop an installation communication plan with the capability to communicate within the Department of Defense personnel engaged in the response, and with civil authorities.

(am) Ensure the installation has established an EOC for monitoring incident development and supporting the following functionality or capabilities: common operating picture; interoperable communications; continuous warning point; mass warning and notification; and communicating chemical, biological, radiological, nuclear, and high-yield explosives detection incidents.

(an) Ensure the installation's Mass Notification Warning System (MNWS) is capable of warning all personnel immediately, but no longer than 10 minutes after an all-hazards incident notification. MNWS includes demonstrated capabilities to provide voice communications, visible signals, text, text messaging, computer notification, tactile, or other communication methods.

(ao) Ensure the installation has applied emergency support functions or equivalent functional areas and assigned lead personnel to each.

(ap) Ensure the installation has a plan in place to establish a recovery working group for every emergency where recovery operations require coordination. Ensure the installation has initiated a recovery planning process.

(aq) Ensure the installation has developed organic capabilities to conduct damage assessments and limited debris clearance operations.

(ar) Ensure the Installation Emergency Manager has coordinated with appropriate functional areas to establish procedures for ensuring effective fatality management.

b. Subordinate Element Missions. Installations shall review and update their existing IEM Plans and procedures, per this Order and associated standing operating procedures annually, and as required.

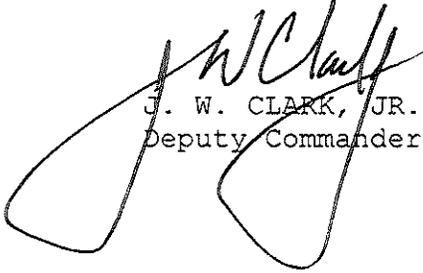
c. Coordinating Instructions. MCIEAST-MCB CAMLEJ subordinate and tenant commands shall report cases where implementation of the IEM Program requirements will adversely affect or significantly hamper the accomplishment of their mission.

4. Administration and Logistics. Recommendations concerning this Order should be submitted to the Assistant Chief of Staff, G-3/5 Regional IEM Manager.

5. Command and Signal

a. Command. This Order is applicable to all military and civilian personnel aboard MCIEAST-MCB CAMLEJ subordinate installations.

b. Signal. This Order is effective the date signed.



J. W. CLARK, JR.
Deputy Commander

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