



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

MCIEAST-MCB CAMLEJO 3000.10
G-3/5

3 JUL 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 3000.10

From: Commanding General
To: Distribution List

Subj: EMERGENCY OPERATIONS CENTER (EOC) STANDING OPERATING PROCEDURES (SOP)
(SHORT TITLE: EOC SOP)

Ref: (a) MCIEAST-MCB CAMLEJO 3440.6A
(b) Marine Corps Warfighting Publication 5-1
(c) MCIEAST-MCB CAMLEJO 3040.1
(d) MCO 3040.4
(e) MCO 3504.2
(f) Department of Homeland Security National Incident Management System, March 2004
(g) Department of Homeland Security National Response Plan, December 2004
(h) 42 U.S.C. 5122
(i) Homeland Security Act of 2002, Pub. L. 107 296, 116 Stat. 2135 (2002)
(j) Federal Response Plan
(k) Homeland Security Presidential Directive-5
(l) 16 U.S.C. 742
(m) 29 CFR 553.101
(n) BO P3302.1A (NOTAL)
(o) MCB Mobilization Plan of 18 Jul 00
(p) CO MCB CAMP LEJEUNE NC S3 270917Z Jun 07
(q) CO MCB CAMP LEJEUNE NC S3 231546Z Oct 07
(r) MCIEASTO 3302.1 (NOTAL)
(s) MCIEAST-MCB CAMLEJO 3440.1

Encl: (1) EOC SOP

1. Situation. The recent restructure of Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) resulted in the amalgamation of command responsibilities to a single Commanding General (CG). As a result of this amalgamation, what were previously two separate and distinct EOCs have been combined to provide the dual-hatted commander with an EOC/Command Post capable of serving both the regional (MCIEAST) and local (MCB CAMLEJ) needs. The enclosure in this Order provides guidance, information, and instructions for the establishment of the combined MCIEAST-MCB CAMLEJ EOC, in accordance with the references.

2. Cancellation. BO P3000.10C.

3. Mission. The CG has assigned the Assistant Chief of Staff (AC/S), G-3/5 staff cognizance for coordinating both the MCIEAST (regional) and MCB CAMLEJ

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(local) contingency response. Effective response to any major incident or contingency will require support from the MCIEAST staff, working in close coordination with both the MCIEAST component installations and the various local tenant commands. Once activated, the EOC serves as the single command and control (C2) node (both regionally and locally) to ensure the seamless integration of all required assets/agencies. This SOP supersedes and consolidates information from all previous EOC directives.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To ensure those personnel involved in the administration and preparation of emergency operations response are provided adequate information pertaining to tactics, techniques, and procedures.

(b) The CG, MCIEAST-MCB CAMLEJ is responsible for disaster mitigation, preparation, response, and recovery operations. The CG will order the execution of applicable aspects of this Order, as required by any potential or actual emergency. The CG's tasking authority will be exercised through the MCIEAST-MCB CAMLEJ EOC, including the authority to task II Marine Expeditionary Force (MEF) assets, through the II MEF Command Operations Center.

(2) Concept of Operations. This Order shall be used in conjunction with the references and other current regulations and directives to ensure compliance with established policies and procedures and higher headquarters. Deviations from procedures and instructions must be approved by, or referred to, the CG, MCIEAST-MCB CAMLEJ (Attn: AC/S, G-3/5).

b. Subordinate Element Missions. Refer to the enclosure.

c. Coordinating Instructions. Refer to the enclosure.

5. Administration and Logistics

a. Recommendations for changes to this Order are invited and should be submitted to CG, MCIEAST-MCB CAMLEJ (Attn: AC/S, G-3/5).

b. This Order has been coordinated with and concurred in by the CG of II MEF, and the Commanders, U.S. Marine Corps Forces, Special Operations Command (MARSOC) and Marine Corps Installations Command (MCICOM).

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6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ subordinate and tenant commands.

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

A handwritten signature in black ink, appearing to read 'B. T. Palmer', with a stylized flourish at the end.

BRIAN T. PALMER
Deputy Commander

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(SHORT TITLE: EOC SOP)

Location: _____
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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Overview

1. Purpose. This Order establishes a basic set of SOPs that will frame the C2 effort in the MCIEAST-MCB CAMLEJ EOC during a serious emergency. This Order coordinates staff action by establishing basic relationships, responsibilities, and procedures regarding primarily the establishment of, and flow of information through, the EOC. Additionally, this Order provides basic guidance which will be useful to MCIEAST-MCB CAMLEJ component installations as they develop and refine their own local installation EOCs. This SOP is a single reference document to provide organizational and procedural information for the MCIEAST-MCB CAMLEJ EOC.

2. Concept of C2 During Emergencies

a. In the case of emergencies that are anticipated such as tropical cyclones, the C2 system (normally an EOC) is activated prior to the emergency. This is done to allow the command to supervise and coordinate preparations and to conduct any storm-specific planning that may be deemed necessary. Activation circumstances are normally described in an order which clearly specifies when and in which configuration the C2 facilities are activated. Once the emergency occurs, the already-established C2 mechanism is in place to supervise response and recovery operations without the necessity to assemble a team during or immediately after the emergency.

b. In the case of an unanticipated emergency, and in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS), Incident Command (IC) is established by the initial, first responder on-scene, and thereafter, expands as appropriate for the circumstances, from the ground up. The IC is responsible for designing and leading the on-scene tactical effort to address the incident. Initially, the ICs are supported by the installation's 911 dispatcher, and then reports via their emergency responder/public safety chain, ultimately to the installation Commanding Officer (CO). The installation CO (and his G-3/S-3) in turn, reports to MCIEAST-MCB CAMLEJ, as appropriate, under the given circumstances.

c. In the event that the incident expands significantly in size or complexity, the IC may transfer on-scene command to a more experienced or qualified emergency responder and an Incident Command Post (ICP) (of the ICS model) may be established to assist the IC in performing his tasks as the on-scene leader. Additionally, if warranted by the circumstances of the emergency, the IC may be joined by senior personnel from other emergency response disciplines or jurisdictions to create a unified command (UC). At any point, an installation's CG or CO may activate the installation's EOC in order to provide a higher level of support, oversight, and coordination to the ICs than is possible from the 911 dispatcher.

d. EOCs are a component of both the MCIEAST-MCB CAMLEJ and individual ICPs and are established to enable the Commanders to exercise cross-functional C2 over resources, support an IC, and to coordinate the installation's actions with those of the major tenant commands and civilian authorities.

e. In addition to providing support to an IC or UC, the EOC may also serve as an Area Command to facilitate a Commander's larger emergency

management effort. This larger effort may include changes in the Force Protection (FP) or Destructive Weather Condition, Defense Support to Civilian Authorities, supporting other military installations, or managing multiple incident sites.

3. WebEOC. WebEOC is a web-based collaborative planning and execution tool which promotes information sharing across all levels of response, management, and command, regardless of geographic location. It is in common use at the state and county level throughout the Eastern United States. It has been adopted for implementation by the Federal Emergency Management Agency (FEMA). The MCIEAST-MCB CAMLEJ EOC will develop, maintain, and disseminate a Common Operating Picture (COP) using the WebEOC application. Additionally, the MCIEAST-MCB CAMLEJ EOC will use the WebEOC tool to collect and track requests for information and support, to pass information, and to manage tasks associated with the emergency management effort. It is therefore critically important that all participants in the emergency response and management effort be trained and equipped to access and use the application in all foreseeable circumstances.

4. Activation Authority and Circumstances

a. Activation Authority. EOCs activate when directed by the CG, MCIEAST-MCB CAMLEJ or the affected installation's CO (or their authorized representative). Additionally, direction may come in the form of a standing order which specifies the EOC has been activated. Also, activation may be warranted when certain conditions exist (identified in reference (a)) or those conditions are expected to result from an unanticipated incident (e.g., the receipt of a credible security threat requiring immediate action, such as a change in a installation's FP posture).

b. Activation Circumstances

(1) Installation-level first responders and 911 Centers are normally sufficient to coordinate responses to routine emergencies (such as a building fire or motor vehicle accident) and limited emergencies (such as a chemical spill and fire or a search for a missing person). These small-scale emergencies typically require minimal cooperation and coordination with tenant commands and civilian authorities to resolve, and therefore do not require an additional layer of C2.

(2) Installation EOCs are activated when the installation is faced with a potential disaster, such as a hurricane forecasted to make landfall in vicinity of the installation, or an emergency with potentially disastrous implications (such as a wildfire that sweeps across the installation and threatens a housing area). Emergencies of this nature typically require considerable cooperation with tenant commands and civilian authorities in excess of that covered in existing mutual aid agreements (MAA).

(3) Under some circumstances, an installation CO may choose to activate an Area Command to coordinate efforts and prioritize the allocation of resources between multiple incident sites and commands. Normally, this Area Command is collocated with the EOC (as is the case with the MCIEAST-MCB CAMLEJ EOC) and an additional function of the EOC becomes achieving the necessary economy of communications equipment, trained personnel, and to promoting a high level of cooperation between the support and operational efforts.

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5. Role of an EOC aboard an MCIEAST Installation. As a C2 and coordination center, an EOC is primarily concerned with the gathering, assimilation, and distribution of information in support of ICs and the Commander. The key to success is the ability to assemble accurate and relevant information in time to support actions by the Commander and his/her staff members. The EOC serves that purpose by performing and accomplishing the following core functions and tasks:

a. Maintains a Current COP. The EOC directs and receives reports, assembles and displays data, and seeks information critical to the development and maintenance of the Commander's understanding of the situation, status of resources, and special interests in order to facilitate plans and decisions. The EOC shares this picture appropriately with component installations, their tenants, and adjacent Department of Defense (DoD), civil, and Federal authorities who are engaged in managing the same emergency.

b. Maintains Communications Links. The EOC ensures the establishment and maintenance of communications links required to facilitate the collection of information, dissemination of instruction, and the coordination of efforts with higher headquarters (HHQ) and adjacent DoD, civil, and Federal authorities. The EOC also ensures the proper means exist to pass imagery, voice, and data information, and to participate in collaborative planning with activities positioned outside the local area.

c. Interfaces with Civilian Emergency Management Services and State and Federal Government. Locally, the MCIEAST-MCB CAMLEJ EOC will coordinate Camp Lejeune Emergency response and management activities with those of local civil authorities located off base. At the Regional level, MCIEAST-MCB CAMLEJ will support component installations in major emergencies by assuming responsibility for coordination with state and Federal authorities and activities when doing so will assist the efforts of the affected MCIEAST-MCB CAMLEJ component installation(s). In either case, the EOC must be able to facilitate coordination by ensuring interoperability of the EOC's technologies and methodologies with those used by Federal and civilian counterpart organizations.

d. Supervises and Facilitates the Execution of Plans and Orders. The EOC deconflicts, clarifies, interprets, adjudicates, and drives actions to ensure proper implementation of MCIEAST-MCB CAMLEJ Orders.

e. Develops and Issues Incident-Specific Plans and Orders. The EOC prepares and issues Fragmentary Orders (FRAGO) which tailor standing orders to the specifics of a given emergency, as directed by the Base Operations Officer (OpsO) and Commander.

f. Manages Resource Requests. An EOC receives, validates, and facilitates requests for resources from supported activities and local civilian authorities in accordance with priorities established by the Commander, at both regional and local levels.

g. Reporting. The MCIEAST-MCB CAMLEJ EOC is responsible for the generation and submission of reports required by HHQ on behalf of the CG, MCIEAST-MCB CAMLEJ. At the regional level, the MCIEAST-MCB CAMLEJ Senior Watch Officer (SWO) will establish a reporting battle rhythm, ensure that all affected component installations understand reporting requirements, and will

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generally supervise the flow of information. At the local level, the MCIEAST-MCB CAMLEJ SWO will ensure that all reports which originate from MCB CAMLEJ are reviewed, validated, and properly staffed before submission to MCIEAST-MCB CAMLEJ.

h. Record Keeping. The MCIEAST-MCB CAMLEJ EOC will maintain an accurate record using WebEOC of all significant events and emergency management (EM) efforts connected with the event, including OPREP-3 Serious Incident Reports (SIR), Personnel Casualty Reports (PCRs), message traffic, and orders issued and received at both regional and local levels. The EOC will initiate and coordinate the conduct of damage assessments and the assembly of records of fiscal expenditure at the MCB CAMLEJ level.

i. Coordinates Public Information. The EOC provides relevant and timely information for public dissemination during the course of an emergency, including response to public query, general hazard warnings, instructions concerning protective actions, and changes to installation policies, schedules, or services at the local level only.

6. Composition of an EOC. EOCs are task-organized entities. In their largest configuration, EOCs consists of three components, including an Operations Center (OC), a Planning Center (PC), and a Joint Information Center (JIC).

7. Installation-Level Standing Incident Management Concept of Operation. The MCIEAST-MCB CAMLEJ EOC fulfills its local purpose by accomplishing the core functions across the five stages of emergency response listed below and the initial phases of recovery:

- a. Alert and mobilization of emergency response and EM personnel.
- b. Provide a warning to the Base population and public.
- c. Implement protective actions for people, property, and the ability of the Base to continue its mission.
- d. Provide for public welfare.
 - (1) Inform the public of circumstances as they develop.
 - (2) Restore and maintain critical services.
 - (3) Ease human suffering.
 - (4) Minimize property damage.
- e. Regenerate emergency response and management resources.

8. MCIEAST-MCB CAMLEJ Regional-Level Standing Incident Management Concept of Operation. The MCIEAST-MCB CAMLEJ EOC fulfills its regional purpose by accomplishing the core functions across the five stages of emergency response listed below and the initial phases of recovery:

- a. Alert EM personnel at higher, adjacent, and supported commands.

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b. Establish COP and a report battle rhythm with HHQ and the affected installation(s).

c. Engage the HHQ of tenant commands of the affected installation(s) to identify near, mid, and long-term concerns and challenges stemming from the emergency. Engage in appropriate planning and actions necessary to confront those issues and challenges in order to simplify the installation fight.

d. Facilitate and support the installations' emergency response and EM efforts.

(1) Engage state and Federal Emergency Response and EM agencies on behalf of the affected installation(s) when doing so is beneficial to the installation(s).

(2) Engage tenant command HHQ on behalf of the affected installation(s).

(3) Assist with the transfer or relocation of tenant personnel and assets away from the affected installation(s).

9. EOC Interaction with the MCIEAST-MCB CAMLEJ Staff and Tenant Commands

a. The MCIEAST-MCB CAMLEJ staff and tenants are linked to the EM effort at several different points of contact through either direct personal contact (e.g., Crisis Management Team (CMT)) or through the watch officers, representatives, and liaison officers (LNOs), each staff section/tenant will assign to work in the different components of the EOC.

b. When a threat materializes, the CG or their representative may make a determination to assemble the MCIEAST-MCB CAMLEJ CMT. When the CMT is assembled, the AC/S, G-3/5 will coordinate the delivery of a Staff Orientation Brief intended to provide the CMT with the salient facts of the emergent threat. The CMT will then discuss the event in detail with the CG. This discussion leads to the formation of the CG's initial guidance to the staff and EOC leadership concerning MCIEAST-MCB CAMLEJ response, plans, and information requirements. Typically, if not already done, the CG will direct the activation of the EOC at this point.

c. The components of the EOC are staffed by representatives from each involved MCIEAST-MCB CAMLEJ staff section. These representatives are referred to as watch officers and support the SWO on behalf of their AC/S or Director. These watch officers also serve as a conduit of information back to their AC/S or Director concerning operational developments as they occur in the OC. Additionally, the SWO will conduct a watch turnover brief with each watch rotation (normally at 0800 and 2000 daily). This brief's intent is to provide the Commander and Staff an opportunity to refresh their common understanding of events which occurred during the preceding watch, as well as the SWO's intentions for the upcoming watch. This turnover brief is a forum for the Commander and Staff to provide updated and refined guidance to the SWO at the start of each watch period.

d. The EOC's PC is staffed by representatives from each involved staff section. These representatives will keep their own AC/S or Director informed of the development of the plan. Additionally, the PC will use the Marine Corps Planning Process (MCP), and will therefore periodically come before

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the CO and CMT to brief progress and seek decisions in accordance with that process.

10. MCIEAST-MCB CAMLEJ EOC and IC/ICP Interaction. Once the EOC is activated, the IC communicates directly with the EOC SWO located in the OC. The SWO's chief duty is to provide support to the IC in accordance with priorities and guidance established by the CG. Additionally, members of the IC's command (Public Affairs Officer (PAO), Director of Safety (DOS), and LNOS) and general staff (operations, plans, finance, and logistics), communicate directly with their counterparts in the EOC on behalf of the IC.

11. Emergency Plans and Orders

a. The basic planning for emergency operations is normally completed well prior to the emergence of a physical threat or specific event. Standing orders are developed by MCIEAST-MCB CAMLEJ and individual installation's G-3/S-3 that cover broad categories of potential emergency threats such as destructive weather, terrorist attack, and general evacuation of the installation. In the event that an emergency becomes imminent or occurs, MCIEAST-MCB CAMLEJ and the affected installation will direct initial actions in accordance with the applicable standing order and may issue FRAGOs which tailor the standing order to the specific event as time and circumstances permit.

b. In the event that a specific emergency is anticipated and develops over time, the installation's G-3/S-3 will develop specific orders and plans using the MCPP, as detailed in reference (b). These orders will be prepared, written, and briefed in a style commensurate with the amount of time available for the planning process, as determined by the effected installation's G-3/S-3.

c. During the course of an emergency, the AC/S, G-3/5 may activate a task-organized PC as a component of the EOC to develop and write orders specific to the subject emergency. This PC will locate itself in Building 1 and will provide the EOC SWO with executable orders specific to the event that will direct Base and tenant unit actions past the first three stages of emergency response. These specific plans are normally derived from the applicable standing order and information developed during the initial stages of the emergency.

MCIEAST-MCB CAMLEJ EOC Organization and Lay Down.

[illegible]

2. OC. As previously stated, the OC is sub-divided into regional and local cells. The regional cell addresses what would formerly have been considered "MCIEAST" issues (largely concerning installations other than CAMLEJ or which involve multiple installations) while the local cell handles what would have formerly been considered "CAMLEJ" issues. Both cells are configured on the existing military staff construct, augmented by LNOs drawn from tenants and adjacent military and civilian stakeholders. Due to the limited space available on the OC floor, not all watch officers are assigned seats in the OC. The AC/S, G-3/5 may direct some watch officers to work at an "off-floor" workspace and remote-in via internet and/or telephone. Figure 2-2 shows the basic watch and LNO requirement/Basic Staffing Plan for the regional cell, while figure 2-3 shows the same for the local cell.

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Regional Operations Cell Billet	Providing Agency
MCIEAST-MCB CAMLEJ SWO	AC/S, G-3/5
MCIEAST-MCB CAMLEJ G-1	AC/S, G-1
MCIEAST-MCB CAMLEJ G-4	AC/S, G-4
MCIEAST-MCB CAMLEJ G-6 (Off-Floor)	AC/S, G-6
MCIEAST-MCB CAMLEJ G-7 (Off-Floor)	AC/S, G-7
MCIEAST-MCB CAMLEJ G-F (Off-Floor)	AC/S, G-F
MCIEAST-MCB CAMLEJ Security and Emergency Services (SES)	AC/S, SES
MCIEAST-MCB CAMLEJ PAO	PAO
MCIEAST-MCB CAMLEJ G-8 (Off-Floor)	AC/S, G-8
MCIEAST-MCB CAMLEJ Staff Judge Advocate (SJA) (Off-Floor)	SJA
MCIEAST-MCB CAMLEJ Safety (Off-Floor)	SAFETY
Regional Contracting Office (RCO) (Off-Floor)	RCO
II MEF LNO	CG, II MEF

Figure 2-2.--Basic Staffing Plan for the Regional Operations Cell

Local Operations Cell Billet	Providing Agency
MCIEAST-MCB CAMLEJ SWO	AC/S, G-3/5
MCIEAST-MCB CAMLEJ G-1	AC/S, G-1
MCIEAST-MCB CAMLEJ G-4	AC/S, G-4
MCIEAST-MCB CAMLEJ G-6	AC/S, G-6
MCIEAST-MCB CAMLEJ G-7 (Off-Floor)	AC/S, G-7
MCIEAST-MCB CAMLEJ G-F	AC/S, G-F
MCIEAST-MCB CAMLEJ SES	AC/S, SES
Fire and Emergency Services Division (FESD)	AC/S, SES
Provost Marshal Office (PMO)	AC/S, SES
Marine Corps Community Service (MCCS)	AC/S, MCCS
MCIEAST-MCB CAMLEJ PAO	PAO
MCIEAST-MCB CAMLEJ G-8 (G-4 DOC)	AC/S, G-8
MCIEAST-MCB CAMLEJ SJA (Off-Floor)	SJA
MCIEAST-MCB CAMLEJ SAFETY (Off-Floor)	SAFETY
MCIEAST-MCB CAMLEJ Contracting (G-4 DOC)	RCO
Naval Hospital (NAVHOSP) LNO	CO, NAVHOSP
II MEF LNO	CG, II MEF

Figure 2-3.--Basic Staffing Plan for the Local Operations Cell

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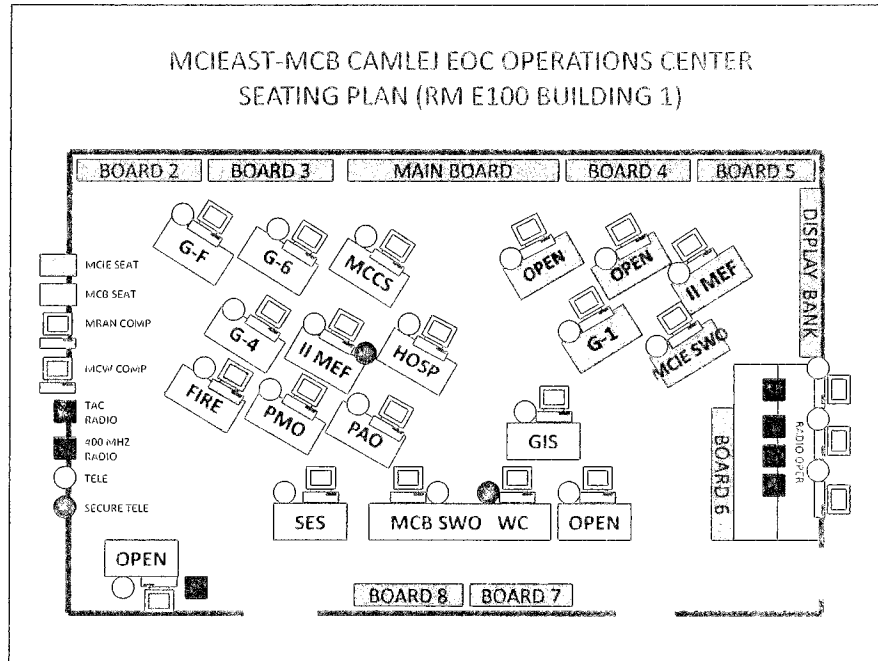


Figure 2-4.--Layout of the EOC OC Room E100

3. PC. When activated, the PC supports the Combined Regional and Local OC and the JIC (if activated). Organization of the OC is circumstantially dependent, but will typically follow the basic military staff construct or the basic NIMS three-part organization (Situation Unit, Orders Unit, and Reports and Records Unit). The MCIEAST-MCB CAMLEJ Future Operations or Plans Officer serves as the Planning Officer and works under the staff cognizance of the AC/S, G-3/5. Figure 2-5 shows the Basic Staffing Plan for the PC using the military staff construct.

Planning Center Billet	Providing Agency
Planning Officer	AC/S, G-3/5
Planning Chief	AC/S, G-3/5
G-1 Planner	AC/S, G-1
G-4 Planner	AC/S, G-4
G-6 Planner	AC/S, G-6
G-7 Planner	AC/S, G-7
G-F Planner	AC/S, G-F
MCCS planner	AC/S, MCCS
SES Planner	AC/S, SES
G-8 Planner	AC/S, G-8
Contracting	RCO
SJA	SJA
PAO	PAO
Safety	DOS
II MEF	CG, II EMF
NAVHOSP	CO, NAVHOSP

Figure 2-5.--Basic Staffing Plan for the PC

4. JIC. When activated, the JIC supports the Combined Regional and Local OC, and the PC (if activated). Organization is circumstantially dependent, but will typically be determined by the MCIEAST-MCB CAMLEJ PAO. When

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established, the JIC must maintain liaison presence in the OC and with the PC. Figure 2-6 displays the Basic Staffing Plan for the JIC.

JIC Billet	Providing Agency
PAO	PAO
Public Information Officer	PAO
NAVHOSP	CO, NAVHOSP
MCCS	AC/S, MCCS
DoD Education Activity Schools	Superintendent, CAMLEJ Schools
II MEF LNO PAO	CG, II MEF
MARSOC LNO PAO	COMMARFORSOC
Onslow County LNO	Emergency Manager, Onslow County

Figure 2-6.--Basic Staffing Plan for the JIC

5. General Information Concerning the Assignment of Watch Standers and LNOs

a. Organization of the Watch. The watch force is built around a core of permanent staff members from the Operations and Plans Division of the G-3/5. This core staff is supplemented by watch standers and LNOs drawn from across the MCIEAST-MCB CAMLEJ Staff and the tenant commands. When the OC is staffed for 24-hour operations, the watch force is divided to form two identical watch sections, one "Day Watch" and one "Night Watch." Each watch section stands one 12-hour watch rotation during each 24-hour period.

b. Each tasked staff section/agency/unit will provide relief for their personnel in the event 24-hour EOC operations are required. Relief personnel are assigned to the EOC immediately upon activation of the EOC. They report and are briefed along with the first watch, and are then released until their rotation begins.

c. EOC staff/agency/unit representatives must be fully familiar with their staff/agency/unit policies and procedures, and be empowered to conduct coordination and make decisions for their organization.

d. Under some circumstances the EOC may be required to operate under secure conditions. In these circumstances, all personnel assigned to the EOC should possess a current SECRET security clearance. The EOC Facilities Manager will normally identify security clearance requirements in the EOC Activation Warning Order.

e. All personnel assigned to the watch should expect to serve until the emergency has passed and the EOC is stood down, and should therefore be prepared to be confined to the Base Command Post (CP) (Building 1) area for the duration of the activation.

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6. Key EOC Staff Members and Their Duties

a. EOC Manager. Responsible for the readiness of the EOC for activation. They design internal procedures, arrange training, and ensure the MCIEAST-MCB CAMLEJ EOC is procedurally compatible with local civilian, tenant, and HHQ EOCs and CPs. During an activation, the EOC Manager will assist the SWO by ensuring that the watch is conducted in accordance with this SOP and direction provided by the AC/S, G-3/5 and the CG. This position is not normally seated on the EOC floor.

b. EOC Facilities Manager. Responsible for the physical readiness of the EOC and its equipment for activation. He/she maintains the equipment and ensures the EOC is technically compatible with local civilian, tenant, HHQ EOCs, and CPs. During activation, the EOC Facilities Manager will assist the SWO and Watch Chief (WC) by ensuring that the equipment operates as intended and is adjusted as directed by the SWO, G-3/5, or the CG. This position is not normally seated on the EOC floor.

c. SWO. Is the direct representative of the CG in the EOC. He/she is the senior member of the watch and exercises directive authority over all members of the watch and tasking authority over all MCIEAST-MCB CAMLEJ assets and tenant assets attached to MCIEAST-MCB CAMLEJ for the purpose of addressing the emergency (such as the Destructive Weather Task Force). The SWO normally serves as the Operations Section Chief in NIMS terminology. The SWO is ultimately responsible for the conduct of watch in the EOC in accordance with this SOP and as directed by the AC/S, G-3/5 and the CG.

d. G-1 Watch Officer. Serves as a member of both the Regional and Local OC Cells. At the local (MCB) level, the G-1 Watch Officer maintains accountability of personnel belonging to MCIEAST-MCB CAMLEJ (including Fleet Assistance Program (FAP) personnel) and persons from tenant commands activated to support the Base in the form of temporary augments (such as the Destructive Weather Task Force). This includes casualties. The counting and identification of casualties during emergencies is extremely complex and likely to involve a cross-section of the installation population (including active duty, dependents, civil service, non-appropriated funded (NAF) employees, contractors, sub-contractors, and guests). They will monitor the whereabouts and circumstances of all casualties whose injuries occurred on Base (whether evacuated to the NavHosp or a civilian hospital). They will ensure the appropriate casualty notification process is initiated for each casualty and that PCRs are initiated, reviewed for consistency where multiple reporting units are involved in a single incident, and released on time, per references (c) and (d). At the regional (MCIEAST) level, the G-1 Watch Officer will provide functional area assistance and oversight to involved component installations. They will serve as a conduit for reach back concerning requirements associated with the G-1's functional responsibilities at both local and regional levels.

e. WC. Assists the SWO in the conduct of the watch in accordance with this SOP and guidance provided by the SWO. He/she oversees the access control, logistical support, turnover of workstations in connection with the rotation of the watch, and the upkeep of the equipment in the EOC.

f. G-4 Watch Officer. The Logistics Chief in NIMS terminology functions as the local level (MCB) EOC Logistics Chief. In that role, they monitor, validate, locate, task, and supervise the resourcing of the logistical

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requirements of the IC and SWO. As the Logistics Chief, the G-4 Watch Officer exercises the tasking authority of the SWO. At the regional (MCIEAST) level, the G-4 Watch Officer provides functional area assistance and oversight to involved component installations. They serve as a conduit for reach back to the G-4 DOC concerning requirements associated with the G-4's functional responsibilities at both the local and regional levels.

g. SES Watch Officer. At the local level, the primary role of the SES Watch Officer is to assist the SWO with the employment and coordination of SES assets used to provide support to IC(s) and/or to affect the CG, MCIEAST-MCB CAMLEJ's larger (but still local) fight. Working through the subordinate Fire and Police Watch Standers, they will provide the SWO expert appraisal of situations and advice concerning incident response and management. At the regional level, the SES Watch Officer interacts with senior SES personnel at MCIEAST component installations and state and Federal Law enforcement organizations on behalf of the SWO in order to develop a detailed understanding of events, actions taken, and to affect coordination.

h. Planning Officer. The Planning Officer (Planning Section Chief in NIMS terminology) is responsible for the conduct of planning required to support the EM effort. When directed to activate the PC by the AC/S, G-3/5, the Planning Officer will make recommendations to the AC/S, G-3/5 regarding the composition of the planning section and will coordinate their establishment in Building 1. Once established, the Planning Officer will conduct the planning, orders preparation, and coordination necessary to support operations, at both regional and local levels.

i. PAO. The PAO (Public Information Officer in NIMS terminology) is responsible for the planning and conduct of PA activities required to support the EM effort at both regional and local level. The PAO will conduct necessary planning, coordination, and activities in accordance with established Marine Corps procedures and which are deemed appropriate to the circumstances. The PAO will normally be seated on the EOC Floor, however, under some circumstances which require a greater level of PA support, the AC/S, G-3/5 may direct the establishment of a JIC. When directed to activate the JIC by the AS/S, G-3/5, the PAO will make recommendations to the AC/S, G-3/5 regarding the staffing of the JIC and will coordinate its establishment in Building 1. Once established, the JIC will conduct activities necessary to support operations at both regional and local levels.

j. G-8 Watch Officer. The G-8 Watch Officer (Finance Section Chief in NIMS terminology) is responsible for the accounting of expenditures connected to the EM effort at both regional and local levels. At the local level, the G-8 Watch Officer normally works from within the G-4 DOC and reaches out to MCCS, G-1, and tenant commands to capture costs, including special contracts, purchases, use of consumables, damage to equipment, and labor expenditures. At the regional level, the G-8 Watch Officer works directly with the G-8/S-8/Comptrollers working at the various component installations to capture all costs expended by MCIEAST-MCB CAMLEJ in connection with the EM effort.

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Chapter 3

MCIEAST-MCB CAMLEJ EOC Activation

1. General. The AC/S, G-3/5 will make every reasonable effort to anticipate threats and emergencies well before the Command is forced to take action and manage consequences. Such anticipation will allow for a measured and deliberate activation of the EOC, as is the case with most tropical cyclones. However, some emergencies cannot be anticipated and the EOC may be forced to initiate an emergency activation.

2. EOC Emergency Activation. EOC emergency activation is a three-phase process designed to take maximum advantage of the available time and to ensure a smooth, orderly, and systematic activation. The process can be deliberate and slow, or it can be abbreviated and fast, depending on the circumstances of the activation. The process is as follows:

a. Phase I - Alert

(1) The AC/S, G-3/5 receives notification of a situation which may require an activation of the EOC. All members of the EOC Permanent Staff are recalled to the EOC immediately.

(2) The EOC Facilities Chief creates an incident in WebEOC if not already done by first responders.

(3) The EOC Manager contacts MCICOM, U.S. Marine Corps Forces Command, and the Headquarters, U.S. Marine Corps Command Center, makes the initial voice report, and establishes the EOC as the point of contact (POC) for subsequent communication.

(4) The EOC Facilities Chief issues an EOC Operations Center and/or CMT Activation Order (via AtHoc, Wide Area Network, and OMNI LINE). This order will specify a time and place and specifically whether it is the CMT, EOC OC Staff, or both, which are required to assemble.

(5) The EOC Facilities Chief initiates EOC system checks.

b. Phase II - Partial Activation

(1) The EOC Facilities Chief completes EOC system checks.

(2) The OpsO prepares the OPREP-3 SIR (if/as required), per references (c) and (e), and the CMT/EOC Staff Orientation Brief.

(3) Permanent staff monitors the situation, establishes communications with HHQ, tenant, and civilian activities, and builds situational awareness.

(4) EOC Facilities Chief sets appropriate EOC access control measures.

(5) EOC watch officers and LNOs begin to report as directed in the EOC Activation Order, are checked-in, and test their systems and equipment.

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(6) EOC WC reports status of communications systems and staffing to the SWO.

(7) SWO delivers EOC Watch Standers Orientation Brief.

(8) SWO reports status of communications systems and staffing to the AC/S, G-3/5 and waits for direction to activate the EOC.

c. Phase III - Full Activation

(1) When the CG (or their authorized representative) authorizes the activation of the EOC, the EOC will activate and assume responsibility for the conduct of emergency operations at both regional and/or local levels.

(2) If the emergency is local and an IC structure has been established by first responders, the senior SES representative in the EOC will then inform the IC that the EOC has been activated and is ready to assume responsibility for support and coordination of operations at the incident.

(3) If the emergency is regional or involves a component installation, the SWO will contact the affected installation(s) EOC (or failing that, the installation's command group) and assume responsibility for support operations.

3. Staff Check-In and Orientation

a. All personnel assigned to the EOC will report to the EOC (ground floor, Building 1) for orientation at the time specified in the EOC Activation Order.

b. Watch standers and LNOs can expect to be provided with a cot, access to head facilities, coffee, water, soda, snack machine, and the opportunity to purchase field rations. Limited and unsecure refrigeration is available. Watch standers must bring their own bedding, toiletries, lock, and provide for their own special dietary needs.

4. Watch Standers Orientation Brief. Prior to full activation of the EOC, the SWO will deliver an Orientation Brief to watch officers consisting of the following components:

a. Situation Orientation. The Current OpsO will deliver a Situation Orientation Brief (using ICS 201 Format) to ensure that all watch standers possess a complete and common understanding of the nature of the emergency prior to their assumption of duty.

b. Publish the EOC Watch Bill. The EOC Facilities Manager will publish the EOC Watch Bill. This will include any "task organization" or deviation from the basic staffing plan to ensure that the EOC is properly staffed to manage the specific event/emergency. All personnel assigned to the OC will be assigned a specific watch rotation and workstation. The Operations Chief is the sole approving authority for changes to the EOC Watch Bill once it has been published.

c. EOC SOP. The EOC Manager will brief the EOC's standing internal operating procedures, focusing on accountability and information management.

d. Logistics and Emergency Action Brief. The EOC Facilities Manager will brief the billeting, messing, and emergency action plans (including the designation of a rally point in case of evacuation).

5. Staff Responsibilities. The following staff responsibilities are established to facilitate activation of the EOC:

a. AC/S, G-1 shall:

(1) Assign one senior representatives to serve as an EOC watch officer for each watch rotation in the EOC.

(2) Be prepared to assign one senior representative and appropriate Subject Matter Experts (SME) to serve in the EOC PC.

(3) Maintain a staff/agency-specific log of events and actions.

(4) Maintain accountability of personnel belonging to MCIEAST-MCB CAMLEJ (including FAPS) and persons from tenant commands activated to support the Base in the form of temporary augments (such as the Destructive Weather Task Force).

(5) Coordinate the tracking of casualties with all involved units/agencies/activities (FESD, Hospitals, owning unit(s)). Oversee and coordinate the casualty reporting process (includes process used for all persons who could be injured on base, DoD, civil service, NAF employees, contractors, sub-contractors, dependents, and guests).

(6) Provide staff/agency-specific support, as required.

b. AC/S, G-3/5 shall:

(1) Maintain the OC in a constant state of readiness for short-notice activation.

(2) Ensure the maintenance of the basic training qualifications of the permanently assigned EOC staff, per applicable orders and this SOP.

(3) In cases when the activation of the EOC can be anticipated (hurricane, special event), publish an activation time line and any instructions specific to the circumstances.

(4) Make recommendations to the CG regarding the scale and task organization of the EOC in the event of activation.

(5) Assign a SWO and WC for each watch rotation in the EOC.

(6) Supervise EOC operations throughout all periods of activation.

(7) Maintain a PC workspace in constant state of readiness for short-notice activation.

(8) Assign a Planning Officer and Planning Chief to lead the PC in the event of PC activation.

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c. AC/S, G-4 shall:

(1) Assign one senior representative to serve as EOC Logistics Chief for each watch rotation in the EOC.

(2) Be prepared to assign one senior representative and appropriate SME to serve in the EOC PC.

(3) Staff, equip, and activate a DOC to support your watch officer on the EOC floor with a robust reach back resource to provide expertise, problem solving, and resourcing capability, including contracting.

(4) Maintain a staff/agency-specific log of events and actions.

(5) Provide staff/agency-specific support, as required.

d. AC/S, G-6 shall:

(1) Assign one senior representative to serve as an EOC watch officer for each watch rotation in the EOC.

(2) Be prepared to assign one senior representative and appropriate SME to serve in the EOC PC.

(3) Ensure the alternate EOC location is able to receive the EOC in the event an emergency relocation of the EOC becomes necessary during the course of the activation. Chapter 8 of this SOP addresses relocation and the alternate facility in detail.

(4) Maintain a staff/agency-specific log of events and actions.

(5) Provide staff/agency-specific support, as required.

e. AC/S, G-7 shall:

(1) Assign one senior representatives to serve as an EOC watch officer during the course of the emergency. This officer is not normally seated on the EOC floor, but will maintain contact with, and be accessible from, all active components of the EOC (OC, PC, and the JIC).

(2) Maintain a staff/agency-specific log of events and actions.

(3) Provide staff/agency-specific support, as required.

f. AC/S, G-F shall:

(1) Assign one senior representative to serve as an EOC watch officer for each watch rotation in the EOC.

(2) Be prepared to assign one senior representative and appropriate SME to serve in the EOC PC.

(3) Maintain a staff/agency-specific log of events and actions.

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(4) Provide staff/agency-specific support, including the organization and management of a Damage Control and Recovery Center, to monitor the status of public works services during an emergency and coordinate repair as required.

g. AC/S, MCCC shall:

(1) Assign one senior representative to serve as an EOC watch officer for each watch rotation in the EOC.

(2) Be prepared to assign one senior representative and appropriate SME to serve in the EOC PC.

(3) Maintain a staff/agency-specific log of events and actions.

(4) Provide staff/agency-specific support, as required. Be prepared to make recommendations to the AC/S, G-3/5 and the CG concerning the suspension and resumption of services during emergency operations.

h. AC/S, SES shall:

(1) Respond to incidents as they emerge. Develop situations on-scene and report the Commander's Critical Information Requirements (CCIR) as they become evident.

(2) Ensure the creation of IC at the incident site. Ensure the IC is properly supported with the personnel, expertise, and equipment necessary to establish an ICP of the ICS model appropriate to the incident.

(3) Ensure the actions of the IC and at the ICP are compliant with NIMS/ICS.

(4) Assign one senior SES representative, one senior FESD representative, and one senior PMO representative to serve as EOC watch officers for each watch rotation in the EOC.

(5) Be prepared to assign one senior SES representative and appropriate SME to serve in the EOC PC.

i. Command Chaplain shall:

(1) Assign one senior representative to serve as a member of the Commander's Staff during the course of the emergency. This officer will maintain contact with, and be accessible from, all active components of the EOC (OC, PC, and the JIC).

(2) Maintain a staff/agency-specific log of events and actions.

(3) Provide staff/agency-specific support, as required.

j. AC/S, G-8 shall:

(1) Assign one senior representatives to serve as a member of the Commander's Staff during the course of the emergency. This officer will maintain contact with, and be accessible from, all active components of the EOC (OC, PC and the JIC).

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(2) Maintain a staff/agency-specific log of events and actions.

(3) Provide staff/agency-specific support, as required.

k. RCO shall:

(1) Assign one senior representatives to serve as an EOC watch officer during the course of the emergency. This officer is not normally seated on the EOC floor, but will maintain contact with, and be accessible from, all active components of the EOC (OC, PC, and the JIC).

(2) Maintain a staff/agency-specific log of events and actions.

(3) Provide staff/agency-specific support, as required.

l. PAO shall:

(1) Assign a senior representative to serve as an EOC Watch Officer and, simultaneously, as a member of the Commander's Staff, for each watch rotation in the EOC.

(2) Prepare and maintain plans and equipment to support a JIC in Building 1. Be prepared to activate a JIC on short notice.

(3) Be prepared to assign one senior representative to serve in the EOC PC.

m. DOS shall:

(1) Assign one senior representative to serve as a member of the Commander's Staff during the course of the emergency. This officer will maintain contact with, and be accessible from, all active components of the EOC (OC, PC and the JIC).

(2) Maintain a staff/agency-specific log of events and actions.

(3) Provide staff/agency-specific support, as required.

n. SJA shall:

(1) Assign one senior representatives to serve as a member of the Commander's Staff during the course of the emergency. This officer will maintain contact with, and be accessible from, all active components of the EOC (OC, PC, and the JIC).

(2) Maintain a staff/agency-specific log of events and actions.

(3) Provide staff/agency-specific support, as required.

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Chapter 4

MCIEAST-MCB CAMLEJ EOC Internal Procedures

1. General. To facilitate operations and spread workload, the following paragraphs standardize internal procedures for the EOC.

2. Watch Rotation and Work Station Turnover

a. Each watch section will stand one 12-hour rotation during each 24-hour period. Turnover of the regional cell is set for 0700 and 1900. Turnover for the local cell is set for 0800 and 2000 daily.

b. The watch formally rotates with the relief of the Local Cell and is marked by a short Watch Turnover Brief (ICS 201 format) delivered by the Regional and the on-coming Local SWOs. The EOC WC will open the OC to all MCIEAST-MCB CAMLEJ staff members and authorized visitors so they can view the Watch Rotation Brief and hear the Commander's comments.

c. The proper turnover of individual workstations is critical to the maintenance of operational momentum and is the individual responsibility of each member assigned to the OC watch. The procedures for turnover of individual workstations, which are common to all, are as follows:

(1) Each member of an on-coming watch section is required to arrive at his or her post not less than twenty minutes prior to the scheduled watch rotation.

(2) The off-going member will provide their replacement with a synopsis of events that occurred during the preceding 12 hours and a detailed description of ongoing activities. Once turnover is complete the off-going watch stander reports turnover complete to the WC.

(3) Each member of the off-going watch section will remain at their post until the turnover is completely affected and the WC approves them for departure.

3. WebEOC and the COP

a. The development, continuous update, and dissemination of the COP is a primary task of the EOC during emergency operations. The WebEOC application is a web-based collaborative EM tool used by MCIEAST-MCB CAMLEJ as the primary tool for COP. The WebEOC application rides on the civilian internet and is therefore accessible from any device capable of internet access, requiring only an account and a password.

b. When MCIEAST-MCB CAMLEJ is faced with an emergency the AC/S, G-3/5 will create and name an incident in the WebEOC application specific to the emergency (past examples include "MCIEAST Hurricane Irene" and "MCB Greater Sandy Run Fire"). The WebEOC event will feature a control board from which the operator can access a series of boards that display a variety of information critical to situational awareness and managing the emergency. Using these boards, any operator can view and participate, through collaboration with other operators, in managing the emergency. The boards that feed or constitute the COP are described below:

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(1) Position Log. Each watch officer position in the EOC is provided a Position Log for each event. This log is accessed from the control board and allows the watch stander to maintain an electronic record of all activities he/she participates in during their watch. A watch officer can make entries of routine information to the collective General Information Board and can nominate critical elements of information or occurrences for inclusion on the Significant Events Board.

(2) Significant Events Board. Displays information and occurrences of significant importance to the overall incident management effort. Content of the board is controlled by the SWO. Watch officers nominate entries to the Significant Event Board from their Position Log and those nominations are reviewed and possibly placed on the Significant Events Board by the SWO.

(3) General Information Board. Displays information and occurrences of a general nature. It is a forum to facilitate informal coordination and to promote situational awareness. Watch standers place entries directly onto the General Information Board from their position log.

(4) Resource Request and Resource Request Tracking Boards. Watch standers place resource requests onto the Resource Request Board (using a fill-in format that appears when someone opens a request). The EOC Logistics Chief and SWO review requests and, if they approve them for action, place them on the Resource Request Tracking Board for all to see. Once the request has been approved for action and placed on the Resource Request Tracking Board, the requester can follow the progress of the request from approval, to assignment, through to completion. The data fills on the Tracking Board provide estimated time of delivery, tasked unit identification, POC, and POC contact information. A detailed description of this process is contained in paragraph 4 of this chapter.

(5) Information Request and Information Request Tracking Boards. Watch standers place requests for information onto the Information Request Board (using a fill-in format which appears when someone opens a request). The EOC WC and SWO review requests and, if they approve them for action, place them on the Tracking Board for all to see. Once the request has been approved for action and placed on the Tracking Board, the requester can follow the progress of the request from approval, to assignment, through to completion. The data fills on the Tracking Board provide estimated time of delivery, tasked unit identification, POC, and POC information. A detailed description of this process is contained in paragraph 5 of this chapter.

(6) Message Traffic and Reports Board. Displays all official Automated Message Handling System (AMHS) message traffic and directed reports issued and received by the MCIEAST-MCB CAMLEJ EOC during the course of the EM effort. The content of this board is controlled by the SWO.

4. Resource Request Process

a. The G-4 Watch Officer is the lead resourcing authority working on behalf of the SWO in the EOC. They assume responsibility to process and track all requests for equipment, operators, supply items, communications, logistical, and facilities support (such as a "bulldozer and operator," "14 Jersey Barriers," or "a fuel bladder and fuel").

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b. The efficient and organized resourcing of personnel, equipment, and consumable supplies is critical to successful EM, and an important function of the EOC. A Resource Request Board, a Resource Manager Board, and a Resource Request Tracking Board have been established in WebEOC to organize, track, and otherwise facilitate the process. These boards are organized along the lines of the ICS Form 259 and together serve as the primary tools for managing resource requests within the EOC.

c. Requests will be posted to the Resource Request Board by the receiving Watch Officer or activity (such as the IC, Shelter Team, or one of the DOCs). Once posted to the Request Board, the request will be reviewed by the SWO and G-4 Watch Officer (using the Resource Manager Board), and marked as either approved or disapproved for action. The request then appears on the Resource Request Tracking Board.

d. The G-4 Watch Officer will work in close coordination with the various resource-owning activities to locate, order, and dispatch approved resource requests. Requestors can track the progress of their requests using the Tracking Board.

e. Once the resource arrives at its destination it is entered onto the Status of Resources Board where it is tracked until demobilization by the IC (or his Logistics Chief).

f. The G-4 Watch Officer periodically scrubs the Resource Request Tracking Board to ensure that approved resource requests are met in a timely fashion and that no requests have been overlooked or forgotten.

5. Information Request Process

a. The WC assumes responsibility for processing and tracking all requests for information received by the OC from outside the MCIEAST-MCB CAMLEJ community.

b. The efficient and organized response to requests for information is critical to successful EM and an important function of the EOC. Requests for information which originate from outside the MCIEAST-MCB CAMLEJ community require special attention in order to ensure that such requests are answered by knowledgeable people, are properly reviewed before release to the requestor, and are provided within the guidelines of Operational Security (OPSEC). An Information Request Board, an Information Request Manager Board, and an Information Request Tracking Board have been established in WebEOC to organize, track, and otherwise facilitate the process.

c. Requests will be posted to the Information Request Board by the receiving Watch Officer or activity (such as the IC, Shelter Team, or one of the DOCs). Once posted to the Information Request Board, the request will be reviewed by the SWO and the WC (using the Information Request Manager Board), and marked as either approved or disapproved for action. The request then appears on the Resource Request Tracking Board.

d. The SWO and WC will assign the request to the appropriate staff section for action. Requestors can track the progress of their requests using the Tracking Board.

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e. When the answer to the request is prepared, the SWO and WC ensure the answer is properly reviewed before giving authority to the answering watch officer to release the answer to the requestor.

f. The WC periodically scrubs the Information Request Tracking Board to ensure that requests are answered in a timely fashion and that no requests have been overlooked or forgotten.

6. Official Records

a. As previously stated in this SOP, each watch officer position in the EOC is provided a Position Log for each event in the WebEOC application. This log serves as an electronic record of the activities of that watch officer during their watch. Because this log is positional (not individual) it is turned over between watch rotations, and serves as a continuous record for all holders of that position to reference.

b. Resource and information requests, as well as their assignments for action, are officially tracked on the Request for Resources and the Information Request Tracking Boards. It is important that all watch officers monitor this board to ensure that the information shown is current and correct. Discrepancies should be identified to the SWO, G-4 Watch Officer (in the case of Resource Requests), or the WC as soon as practical.

c. The Significant Events Board will be continually monitored and postings to it controlled by the SWO. It is important that all Watch Officers monitor this board to ensure that the information shown is current and correct. Any discrepancies should be identified to the SWO or WC as soon as is practical.

d. The WC will ensure that the WebEOC Technician periodically saves critical boards to an external hard drive as a hedge against loss of internet connectivity.

7. Reports. The timely flow of relevant information is critical for the development and maintenance of a COP. The MCIEAST-MCB CAMLEJ EOC will make maximum use of reports and report formats already directed/mandated by Marine Corps Orders to streamline the reporting of critical events. All activities, component and tenant commands (at either/both the MCB CAMLEJ and MCIEAST levels) must report events of interest as quickly and completely as possible. When the MCIEAST-MCB CAMLEJ EOC is active, initial, informal, reports are best made via WebEOC, telephone (use any active EOC phone number), or by messenger. The basic "five Ws" format is sufficient when reporting an event (Who was involved, What happened, When did the event take place, Where did/is the event take place, Why/How did it happen).

a. Reports prepared by Regional Cell of the MCIEAST-MCB CAMLEJ EOC.

(1) Regional Destructive Weather Situation Report (DW SITREP) will be prepared in accordance with reference (a).

(2) Changes in Tropical Cyclone Condition (TCC) at any MCIEAST-MCB CAMLEJ component installation: Use FLASH format, follow up with details in next DW SITREP.

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(3) Changes in FP Condition (FPCON) at any MCIEAST-MCB CAMLEJ component installation: Use FLASH format.

b. Reports prepared by/at MCIEAST-MCB CAMLEJ component installations for the MCIEAST-MCB CAMLEJ EOC.

(1) OPREP-3 SIR: Prepared by the owning unit if possible, in accordance with reference (e). Otherwise, the installation should prepare a preliminary report, in accordance with references (d) and (e).

(2) PCR: Prepared by the owning unit if possible, in accordance with reference (d). Otherwise, the installation should prepare a preliminary report, in accordance with references (c) and (d).

(3) Installation DW SITREP: Report made in accordance with reference (a).

(4) FLASH: Used as preliminary notification of OPREP-3 SIR or PCR reportable events and for the appearance of a CCIR. Sent by various means (not including AHMS) and consists of five W's as known at the time the report is made. This is intended to be a preliminary report used to inform higher/adjacent/supporting of a significant occurrence very quickly.

(5) CG MCIEAST-MCB CAMLEJ CCIR (Use FLASH and follow up with a description in greater detail)

(6) Changes in TCC

(7) Changes in FPCON

(8) Incident Action Plans (IAP) and ICS 201 forms are to be posted to the MCIEAST-MCB CAMLEJ Significant Event Nomination Board as they become available.

c. Reports prepared by ICs onboard CAMLEJ for the MCIEAST-MCB CAMLEJ EOC.

(1) Incident Action Plans: Due to the installation EOC by the start of each operational period. (Refer to NIMS/ICS Forms available at <http://www.fema.gov/national-incident-management-system>).

(2) ICS 201: Should be posted to the General Information Board whenever updated or used or in lieu of an IAP when an IAP has not been prepared. (Refer to NIMS Forms available at) [<http://www.fema.gov/national-incident-management-system>].

(3) FLASH: Used as preliminary notification of OPREP-3 or PCR reportable events and for the appearance of CCIRs. Sent by various means (not including AMHS) and consists of the "five Ws" as known at the time the report is made. This is intended to be a preliminary report used to inform higher/adjacent/supporting of a significant occurrence very quickly.

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Chapter 5

Communications

1. General. Camp Lejeune has adopted the WebEOC application as its primary tool for the development, upkeep, and real time dissemination of a working COP. This COP can be viewed and contributed to (with permissions) by Base Staff components, tenants, higher and adjacent military commands, and local civilian emergency managers. Additionally, several redundant means of voice communications are used to ensure the most survivable communications package reasonably possible.

2. Means of Communicationa. COP

(1) WebEOC is an unclassified, web-based, collaborative planning and execution tool that promotes information sharing across all levels of response, management, and command, regardless of geographic location. The MCIEAST-MCB CAMLEJ EOC will develop, maintain, and disseminate a COP using the WebEOC application during DW events that warrant the activation of the EOC.

(2) Additionally, the MCIEAST-MCB CAMLEJ EOC will use the WebEOC tool to collect and track requests for information and support, pass information via the applications messaging feature, and manage tasks associated with the EM effort. The WebEOC application-messaging feature is the primary means of unsecured electronic mail communication during DW operations. It is therefore critically important that all participants in the emergency response and management effort be trained and equipped to access and use the application in all foreseeable circumstances. Assistance with the set-up and use of this application is available through the AC/S, G-3/5.

b. Voice Communication

(1) Telephone. Plain, unsecured telephone is the primary means of voice communications during DW operations.

(2) Enterprise Land Mobile Radio (ELMR). Handheld (black brick portable radio) is the first alternate means of voice communication between fixed EM activities and constitutes the primary means of voice communications with mobile EM activities during DW operations.

(3) Tactical Radio. Military VHF is the tertiary means of unsecured voice communications between fixed EM activities during DW operations.

(4) Secure Telephone. Secure telephone is the primary means of secure voice communication during DW operations.

c. Electronic Mail

(1) Nonsecure Internet Protocol (IP) Router Network (NIPRnet). NIPRnet is the first alternate means of unsecured electronic mail communication during DW operations.

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(2) Secure IP Router Network (SIPRnet). SIPRnet is the primary means of secured electronic mail communication during DW operations.

d. Emergency Notification

(1) OMNI. Plain Old Telephone (POTS) with direct access to Local Area Commanders using a multi-line conference call/broadcast type system.

(2) AtHoc. Network-Centric Emergency Mass Notification System.

(3) Wide Area Network. Simple Mail Transfer Protocol is an Internet standard for electronic mail transmission across IP networks.

3. Communications Procedures

a. WebEOC. AC/S, G-3/5 will establish a WebEOC event within the WebEOC application for each major tropical cyclone that threatens Camp Lejeune and any local weather emergency that results in the activation of the MCIEAST-MCB EOC. The MCIEAST-MCB CAMLEJ EOC staff will notify all concerned activities and individuals using the means of emergency notification identified in paragraph 2d, above. Thereafter, and for the duration of the emergency, WebEOC will serve as the COP tool and primary means for unsecure electronic mail.

b. Voice Communication

(1) Telephone. During emergencies, unsecured telephone will operate as it does during normal operations. Remember to keep EOC phone numbers readily accessible.

(2) ELMR. The ELMR will operate using the talk groups established in figure 5-1 below.

c. Tactical Radio. Will operate uncovered on 30.300 (primary) and 38.300 (alternate). Tactical radio teams will deploy from the Staging Area to their final destinations late in TCC III or very early in TCC II.

(1) Once the radio teams reach their final destination, it is imperative that they immediately test their equipment and achieve sound radio checks with the MCIEAST-MCB CAMLEJ EOC. Thereafter, weather conditions must be closely monitored so that antennas are struck before the onset of damaging winds.

(2) Once the storm has passed, antennae are reset and communications re-established with the Camp Lejeune EOC for use during TCC IR.

d. Secure Telephone. During emergencies, secured telephone will operate as it does during normal operations. Remember to keep EOC phone numbers readily accessible.

e. Electronic Mail

(1) NIPRnet. During emergencies, NIPRnet will operate as it does during normal operations for as long as connectivity is maintained. Remember that most CAMLEJ activities are secured during emergency operations and their essential functions are passed to the MCIEAST-MCB CAMLEJ EOC.

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(2) SIPRnet. Commands and activities passing secure information via the SIPRnet should advise the intended recipient of the message via plain telephone to ensure quick receipt.

f. Emergency Notification. The MCIEAST-MCB CAMLEJ EOC will use the means of emergency notification described in paragraph 2 above to pass information of a significant and emergent nature as a back up to the WebEOC application.

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EOC TALK GROUPS		EOC	G3/5	G4	G6	SES	G-F	NAWMOF	HOSPEN S-3	SHELTER TT-2	SHELTER BMS	SHELTER LEI	FIELD HOUSE	DPC/SU	W/TEH	MCES	MCSSS	SOLE	FWGEN	II MHC G-6	II MHC DMOC	2D MARIU	2D M/G	MCOS NR	MARSOE
MCB CAMLEJ PRIMARY	MCBEOC CMD1 801247	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	P	P	✓	P	✓	✓	X	X	✓	P
	MCBEOC CMD2 801249	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	P	P	✓	P	✓	✓	X	X	✓	P
	MCBCL TAC1 801251	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	P	P	✓	P	✓	✓	X	X	✓	P
	MCBCL TAC2 801253	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	P	P	✓	P	✓	✓	X	X	X	P
	MCBCL TAC3 801255	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	P	P	✓	P	✓	✓	X	X	X	P
DESTRUCTIVE WEATHER SPECIFIC	MCBCL OPS 801275	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	X	X	X	X	P	✓	X	X	✓	X
	MCBCL TAC4 801257 STAGING	✓	✓	✓	✓	P	P	X	✓	✓	✓	✓	✓	P	✓	P	P	X	P	P	✓	X	X	X	X
	MCBCL TAC5 801259 SHELTER	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	P	P	X	P	P	✓	X	X	X	X
	MCBCL TAC6 801261 DCRC	✓	✓	✓	✓	P	P	X	✓	✓	✓	✓	✓	P	✓	P	P	X	P	P	✓	✓	✓	X	X
ADDITIONAL INCIDENT SPECIFIC	MCBCL TAC7 801263	✓	✓	✓	✓	P	P	X	✓	✓	✓	✓	✓	P	✓	P	P	X	P	✓	✓	✓	✓	X	P
	MCBCL TAC8 801265	✓	✓	✓	✓	P	P	X	✓	✓	✓	✓	✓	P	✓	P	P	X	P	✓	✓	✓	✓	X	P
	MCBCL TAC9 801267	✓	✓	✓	✓	P	P	X	✓	✓	✓	✓	✓	P	✓	P	P	X	P	✓	✓	✓	✓	X	P
	MCBCL TAC10 801269 DW AG	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	P	P	X	P	✓	✓	✓	✓	X	P
MCIEAST PRIMARY	MCIE CMD1 801243	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	X	X	X	X	✓	✓	X	X	✓	X
	MCIE CMD2 801245	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	X	X	X	X	✓	✓	X	X	✓	X
	MCIE TAC1 801271	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	X	X	X	X	✓	✓	X	X	✓	X
	MCIE TAC2 801273	✓	✓	✓	✓	P	P	✓	✓	✓	✓	✓	✓	P	✓	X	X	X	X	✓	✓	X	X	X	X

Figure 5-1.--Communications and Information Equipment
(✓=Authorized, X=Not Authorized, P=Pending Administrative Action)

Chapter 6

MCIEAST-MCB CAMLEJ EOC Emergency Action1. Emergency Actiona. Circumstances

(1) Fire. In the event of a fire at Building 1, the first person to become aware of the fire should pull the fire alarm and, if possible, report to the MCIEAST-MCB CAMLEJ Command Duty Officer (CDO) at (910) 451-2414/3031 to describe the details of the fire. The CDO will call 911 to ensure the FESD is aware of the alarm. All other personnel assigned to the EOC will evacuate the building per the evacuation instructions in this Chapter.

(2) Armed Incursion (Active Shooter). In the event that Building 1 is approached or entered by an armed hostile person(s), the first person to detect the approach or presence of the hostile person(s) will notify the CDO. The CDO will call 911 to alert law enforcement and will announce "Lock Down". All other personnel assigned to the EOC will "Lock Down" per the "Lock Down" instructions in this chapter.

(3) Bomb Threat. In the event that anyone assigned to the EOC receives a bomb threat he/she will follow the procedures detailed in the Bomb Threat Checklist attached to the phone and then notify their component leader (SWO in the OC, Future OpsO in the PC, and the PAO in the JIC), immediately. The component leader will notify the CDO immediately and he/she will initiate actions per his/her standing orders.

b. Evacuation. The SWO orders and directs evacuation of the OC. Upon receipt of an evacuation order, any off-watch personnel in the OC, PC, JIC, or in Building 1 will leave the building by the most direct route and proceed to the rally point (designated during the Watch Orientation Brief). Persons on duty in the OC, PC or the JIC will immediately collect critical personal property, classified material, and lap top computers, and prepare to leave the building when directed to do so. The WC will position himself at the back door of the OC with a large trashcan (to receive classified material from watch officers as they exit). On order from the SWO, watch officers will leave the OC via the back door and proceed to the rally point. The SWO will be the last person to leave the OC and will conduct a final sweep of the room before leaving and proceeding to the rally point. Once at the rally point, the SWO will take a roll call of watch officers to identify any missing persons.

c. Shelter-in-Place. In the event of circumstances which necessitate that personnel assigned to the EOC be confined for their own safety within Building 1, the CDO will announce "Shelter-In-Place" over the building PA system. All personnel assigned to the on-duty watch section will remain at their workstation and carry on with their assigned duties. The WC (Planning Chief and PAO in the case of the PC and the JIC) will ensure that all entrances to the OC (or PC and/or JIC) are sealed using the Shelter-in-Place Kit located in the EOC. All other EOC personnel will remain where they are and await further instructions. Any EOC personnel who are outside of the building will come inside immediately.

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d. Lock Down. In the event of circumstances which necessitate that personnel assigned to the EOC take immediate emergency measures to protect themselves against violent attack, the CDO will announce "Lock Down" over the building PA system. All personnel assigned to the on-duty watch section will remain at their workstation and carry on with their assigned duties. The WC (Planning Chief and PAO in the case of the PC and the JIC) will ensure that all entrances to the OC (PC and/or JIC) are secured and barricaded against forced entry, call 911, and establish a text message link with PMO. All other EOC personnel will remain where they are, secure the rooms they are in, seek available cover and concealment, and await instruction from law enforcement. Any EOC personnel who are outside of the building will seek immediate cover and concealment, and await instruction from law enforcement.

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Chapter 7

The Planning Section1. Purpose and Scope of the Planning Section

a. The Planning Section conducts those planning activities necessary to organize and direct the installation's EM effort and to enable the CG to adequately support IC tactical efforts at a serious incident site.

b. The Planning Section is activated as a component of the EOC when directed by the G-3/S-3. Normally, this is done when the G-3/S-3 foresees the need to deviate from, or make plans in addition to, one of the installation's standing orders.

c. The Planning Section normally concerns itself with planning above the tactical level (NIMS uses the term "tactical" to refer to plans and actions taken by the IC at the actual incident site).

d. The Planning Section provides the EOC SWO with executable orders specific to the event that will direct base and tenant unit actions past the first three stages of emergency response. These specific plans are derived from the applicable standing order and information developed during the initial stages of the emergency.

2. Methodology

a. The basic planning for emergency operations is normally completed well prior to the emergence of a physical threat or specific event. Standing orders are developed by the Base Operations and Plans Division (Future Operations Section) which cover broad categories of potential emergency threats such as DW, terrorist attack, and general evacuation of the installation. In the event that an emergency becomes imminent or occurs, the Base will direct initial actions in accordance with the applicable standing order and issue FRAGOs which tailor the standing order to the specific event as time and circumstances permit.

b. The Planning Section uses the MCPPE as detailed in reference (b). Products are prepared, written, and briefed in a style commensurate with the amount of time available for the planning process, as determined by the Plans Officer and the G-3/S-3.

3. Planning Section Staffing Plan. The Future OpsO serves as the Plans Cell Leader and works under the staff cognizance of the G-3/5. Although the cell is task-organized specifically to meet the requirements of each event, the list of participants detailed in figure 7-1 is considered the base line:

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Planning Center Billet	Providing Agency
Planning Officer	AC/S, G-3/5
Planning Chief	AC/S, G-3/5
G-1 Planner	AC/S, G-1
G-4 Planner	AC/S, G-4
G-6 Planner	AC/S, G-6
G-7 Planner	AC/S, G-7
G-F Planner	AC/S, G-F
MCCS planner	AC/S MCCS
SES Planner	AC/S, SES
G-8 Planner	AC/S, G-8
Contracting Planner	RCO
SJA	SJA
PAO	PAO
SAFETY	SAFETY
II MEF	CG, II EMF
NAVHOSP	CO, NAVHOSP

Figure 7-1.--Basic Staffing Plan for the Planning Center

4. Location and Layout of the EOC Planning Section. The Planning Section convenes in the CG's Brief Room, Building 1. See figure 7-2 below:

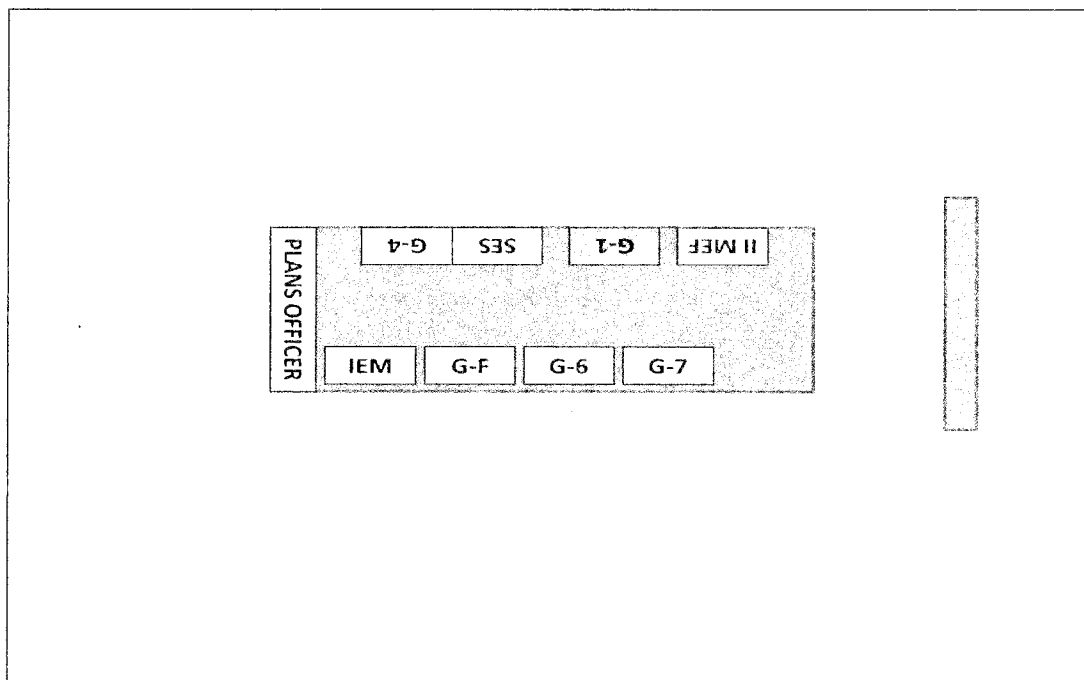


Figure 7-2.--Layout of the Planning Section

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5. Key Billets and Responsibilities

a. The Planning Officer. The Planning Officer (Planning Section Chief in NIMS terminology) is responsible for the conduct of planning required to support the EM effort. When directed to activate the PC by the AC/S, G-3/5, the Planning Officer will make recommendations to the AC/S, G-3/5 regarding the composition of the planning section and will coordinate their establishment in Building 1. Once established, the Planning Officer will conduct the planning, orders preparation, and coordination necessary to support operations at both regional and local levels.

b. The Planning Chief. The Planning Chief is the Planning Officer's primary assistant and is responsible for the accountability, upkeep, and preparedness of the PC, its hardwired equipment, and consumable supplies.

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Chapter 8

The Alternate EOC

1. General. The Alternate EOC is located in Building 24 (Communications Center) and provides the CG, MCIEAST-MCB CAMLEJ with a secondary location for the EOC and CP. The alternate EOC is occupied when Building 1 becomes untenable for any of a variety of possible reasons, including fire, structural failure, and unacceptable exposure to a security threat.

2. Preparations. The EOC Facilities Manager and the G-6 Operations Chief will periodically meet to review the status of systems and equipment requirements in the alternate EOC. The two will develop a list of equipment at the alternate site needed to support EOC operations, as well as a list of EOC-unique equipment that should be moved (circumstances permitting) from the primary EOC to the alternate site in the event of a displacement. When the Primary EOC is activated in response to an emergency, the EOC Facilities Manager will advise the G-6 Operations Chief, who will then test the equipment at the alternate location. The G-6 Operations Chief will report the status of the alternate facility to the EOC Facilities Manager as soon as is practical, and the two discuss specific plans to cover a relocation during that particular event.

3. Relocation of the EOC

a. Relocation of the EOC from Building 1 to the alternate location will take one of two forms, deliberate or emergency, depending of the circumstances driving the relocation.

b. Deliberate relocation of the EOC occurs when the need to relocate the EOC is specifically anticipated and there is sufficient time to plan and execute the movement of equipment and personnel in a deliberate fashion.

c. Emergency relocation of the EOC occurs when the need to relocate is not specifically anticipated and must be executed on short notice, and possibly, during emergency operations.

4. Process. Regardless of which form the relocation takes, the fundamental concept of operation remains the same. Relocation is the responsibility of the SWO and will be executed in three phases.

a. Phase 1 - Planning and Warning. The EOC Facilities Manager alerts the G-6 WC at Building 24 of the intended move and identifies and prepares equipment for movement. The SWO notifies the AC/S, G-3/5, watch personnel, supported activities, and emergency management partners of the move with as much advanced warning as the circumstances allow. The SWO will organize personnel into three groups to facilitate displacement in echelon. Watch personnel collect their personal and organizational property and await specific movement instructions from the SWO.

b. Phase 2 - Movement. Displacement is conducted in three echelons. The first echelon will normally be led by the EOC Facilities Manager and serves as a technical quartering party. The second echelon will be led by the SWO and will consist of representation from Operations, Finance, Logistics, the II MEF LNO, and Administration. The third echelon is led by the WC and is made up of all remaining watch personnel.

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When possible, the primary EOC will remain active and in control of operations until the alternate EOC has completed at least a partial activation and the second echelon has arrived at the alternate EOC and can assume control of operations.

c. Phase 3 - Consolidation. The focus of this phase is to refine the establishment at the alternate EOC location to the greatest degree possible. The EOC Facilities Manager will focus on the physical arrangement of equipment and workstations while the SWO and WC will ensure the COP is current and that communications with all supported activities and EM partners that might have been lost during the displacement is reestablished.

5. Lay Down

a. Figure 8-1 illustrates the standing lay down for the Alternate EOC in Building 24. The EOC Facilities Manager and the G-6 Operations Chief will review and modify this plan as required.

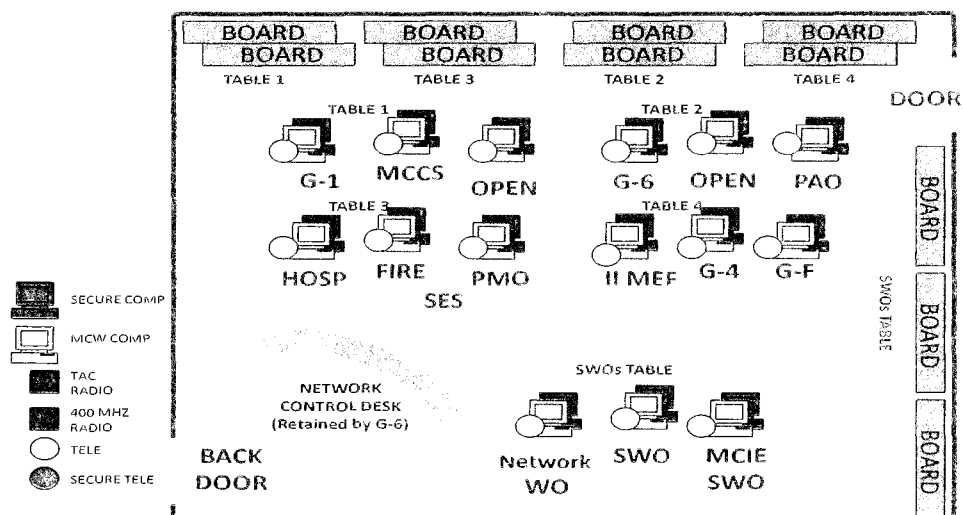


Figure 8-1.--Layout of Alternate EOC Building 24

b. Figure 8-2 lists basic equipment requirements to be maintained at the Alternate EOC in Building 24 by the G-6. In the event of an activation of the primary EOC, the G-6 Operations Chief will test this equipment and report its readiness to the EOC Facilities Manager.

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1.	WebEOC Access	Common Access Card-enabled system access to internet/intranet for WebEOC application.
2.	POTS Access	Individual phones and numbers that will be assigned and/or made available to key personnel (Department Watch Standers).
3.	Telephone Roster	Request advance notice of phone numbers with Class A capability to call off Base to Onslow County EOC and MCIEAST-MCB CAMLEJ EOCs.
4.	Floor Plan	Request advance copy of floor plan for Continuity of Operations Program planning and briefing to Watch Standers prior to deployment.
5.	Access Procedures	Requesting a sequence of events/protocol for personnel with classified and unclassified access status to enter alternate EOC during an activation (scenarios fall into exercise and general requirements).
6.	Satellite Phone	Iridium Satellite phone used inside and/or around the Building 24 complex.
7.	ELMR	Black radio gear used inside, and/or around the OC/ Building 24 complex.
8.	Secured Telephone Equipment Phone	Request at least one Secured Telephone Equipment in a closed off space for SWO and/or CG Staff communications.
9.	OMNI phone	Base telephone phone system (M5312/M5316/M6320 series) with Area Commanders on conference call capability at immediate contact once phone is picked up.
10.	Tactical Radio	Tactical Radio set up, use of equipment inside, and/or around Building 24 complex.
11.	CMT	CMT and/or 'PC' meeting/conference area for information coordination, planning discussion, that is away from the main floor.

Figure 8-2.--List of Equipment Requirements in Building 24

c. Figure 8-3 lists equipment which is unique to the primary EOC and should be moved to the Alternate facility in the event of a relocation, if possible.

Government Vehicles
Tough-books
Digital camera, Global Positioning Systems
ELMR - Motorola XTS 2500
Administrative Pack (paper, pens, notebook)
Technical Pack (550 cord, duct tape, zip ties, tools)
SOP and Jobs Binder

Figure 8-3.--List of Equipment to be Relocated to the Alternate EOC

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APPENDIX A

GLOSSARY OF KEY NIMS TERMS

Actual Event:	A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health, or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc. Man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, or biological attacks.
Administrative Control (ADCON):	Direction or exercise of authority over subordinate or other organizations in respect to administrative matters such as personnel management, supply, services, and other matters, not included in the operational missions of the subordinate or other organizations.
Agency:	A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).
Agency Representative:	A person assigned by a primary, assisting, or cooperating state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
All Hazards:	Any incident caused by terrorism, natural disasters, or any chemical, biological, radiological, nuclear, or explosive (CBRNE) accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.
Area Command (Unified Area Command (UAC)):	An organization established: (1) to oversee the management of multiple incidents that are each being handled by an ICS organization, or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes UAC when incidents are multijurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.
Assessment:	The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

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Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Available Training Facilities: Locations that are readily and immediately available to be utilized for NIMS training.

Available Resources: Resources assigned to an incident, checked-in, and available for a mission assignment, normally located in a Staging Area.

Branch:. The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the ICP, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Classified Information: Official information which has been determined to require, in the interests of national security, protection against unauthorized disclosure, and which has been so designated.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command and Control (C2): The exercise of authority and direction by a properly designated commander over assigned forces in the accomplishment of the mission.

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Command Staff: In an incident management organization, the Command Staff consists of the IC and the special staff positions of PIO, DOS, LNO, and other positions as required, who report directly to the IC. They may have an assistant or assistants, as needed.

Committed Activities: Actions that an individual or an agency/department have agreed to see through until completion.

Common Communications Plan (CCP): An interoperable communications plan designed to be utilized for multi-agency and multi-jurisdictional incident management operations. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.

Common Operating Picture (COP): A broad view of the overall situation as reflected by SITREPS, aerial photography, and other information or intelligence. (Reference (f), page 128; reference (g), page 64.)

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Constraints or Impediments: Limitations or restrictions in conducting NIMS activities. The following list defines the constraints/impediments:

Education: The knowledge or skill obtained or developed by a learning process.

Equipment: Instrumentality needed for an undertaking or to perform a service, including its associated supplies. Equipment can range from small personal items such as search and rescue gear (flashlights, dust masks) to large-scale multi-jurisdictional systems (radio repeater systems, computer networks).

Exercise: Opportunity provided to demonstrate, evaluate, and improve the combined capability and interoperability of elements to perform assigned missions and tasks to standards necessary to achieve successful outcomes.

Federal Standards: Common rules, conditions, guidelines or characteristics established by the Federal Government.

Funding: Sources of revenue that are allocated, or can be allocated (pre-designated emergency funds), to support preparedness initiatives.

Organization: Individual teams, an overall organizational structure, and leadership at each level in the structure that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks.

Personnel: Paid and volunteer staff who meet required qualification and certification standards necessary to perform assigned missions and tasks.

Plans: Documents such as procedures, MAAs, strategies, and other publications that may describe some of the following: governance, management, SOPs, technology, and activities in

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support of defined missions and tasks.

Policy: A course of action, guidance, or principle intended to influence and guide decisions, actions, and other matters.

Training: Specialized instruction and practice to improve performance and lead to task proficiency.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Action: Improved procedures that are based on lessons learned from actual incidents or from training and exercises.

Corrective Action Plan (CAP): A process implemented after incidents or exercises to assess, investigate, identify, and implement appropriate solutions to prevent repeating problems encountered. For additional information on CAPs refer to: (<https://hseep.dhs.gov/caps>).

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (Reference (g), page 64.).

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the IC, General Staff, and Branch Directors.

Direct Support (DS): A mission requiring a force to support another specific force and authorizing it to directly answer the supported force's request for assistance.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under reference (h), an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and

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public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Incident: An urgent need for assistance or relief as a result of an action that will likely lead to grave consequences.

Emergency Management Assistance Compact (EMAC): An interstate mutual aid agreement that allows states to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The "steady-state" plan maintained by various jurisdictional levels for managing a wide variety of potential hazards. (Reference (g), page 65; reference (f), page 129.)

Emergency Public Information (EPI): Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), reference (i). Also known as *Emergency Responder*.

Equipment: The set of articles or physical resources necessary to perform or complete a task.

Equipment Acquisition: The process of obtaining resources to support operational needs.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Exercise: A planned and coordinated activity allowing homeland

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security and emergency management personnel (from first responders to senior officials) to demonstrate training, exercise plans, and practice prevention, protection, response, and recovery capabilities in a realistic, but risk-free environment. Exercises are valuable tools for assessing and improving performance, while demonstrating community resolve to prepare for major incidents.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Preparedness Funding: Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds.

Flexibility: A principle of the NIMS that provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation. (Reference (f), page 2.)

Force Protection: Security program designed to protect service members, civilian employees, family members, facilities, and equipment, in all locations and situations, accomplished through planned and integrated application of combating terrorism, physical security, OPSEC, personal protective services, and supported by intelligence, counterintelligence, and other security programs.

Framework: A conceptual structure that supports or contains a set of systems and/or practices.

Function: The five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

Funding: Financial resources available to assist in achievement of tasks associated with NIMS implementation.

General Staff: A group of incident management personnel organized according to function and reporting to the IC. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure

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into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Improvement Plan: The After Action Report (AAR) documents the performance of exercise-related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. For additional information, see reference (f), page 96.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized, on-scene, EM system which provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies, and is applicable to small as well as large and complex incidents. For additional information, see reference (f), page 14.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

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Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident-Specific Hazards: Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: Responsible for managing internal information, intelligence, and OPSEC requirements supporting incident management activities. These may include information security and OPSEC activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Interagency: An organization or committee comprised of multiple agencies.

Interoperability and Compatibility: A principle of the NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards. (Reference (f), page 55.)

Interstate: A region comprised of multiple states.

Intrastate: A region within a single state.

Inventory: An itemized list of current assets such as a catalog of the property or estate, or a list of goods on hand.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. For additional

information, refer to reference (f), page 14, or reference (g), page 68.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, and timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), reference (i).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under reference (h), any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under

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reference (h) to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective:	A management approach that involves a four-step process for achieving the incident goal. The Management by Objective approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities, and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.
Measure:	A determination of a jurisdiction's specific level of NIMS compliance, evaluated according to that jurisdiction's responses to the NIMS metrics established by the NIMS Integration Center.
Metric:	Metrics are measurements in the form of questions that were derived from NIMS implementations activities. These metrics were separated into two categories; Tier 1 and Tier 2.
Mitigation:	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
Mobilization:	The process and procedures used by all state, local, and tribal organizations, for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Multiagency Coordination Entity:	Functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.
Multiagency Coordination System (MACS):	A combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting

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domestic incident management activities (Reference (f), page 33).

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under UC.

Mutual-Aid Agreement (MAA): A written agreement between agencies, organizations, and/or jurisdictions that they will assist one another, on request, by furnishing personnel, equipment, and/or expertise in a specified manner. For additional information on mutual aid, visit <http://www.fema.gov/emergency/nims>

National: Of a nationwide character, including the state, local, and tribal aspects of governance and policy.

National Disaster Medical System (NDMS): A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the DHS, and the DoD. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in reference (j).

National Incident Management System (NIMS): A system mandated by reference (k) that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities. The NIMS includes a core set of concepts, principles, and terminology. Reference (k) identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

NIMS Adoption: The establishment of a legal authority (e.g., executive order, proclamation, resolution, legislation, or other legal mandate) that requires all departments and agencies operating within the jurisdiction to use NIMS principles and methodologies in their all-hazards incident management system.

Nongovernmental Organization (NGO): An entity with an association that is based on the interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

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No-Notice Events: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e., terrorist attacks and threats, wild and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accidents, earthquakes, hurricanes, tornadoes, public health, and medical emergencies)

Operations Center (OC): The facility or location on an installation, base, or facility used by the commander to command, control, and coordinate all crisis activities. At MCB CAMLEJ the OC is a component of the EOC.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the IAP. Operational periods can be of various lengths, although usually not over 24-hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf

Planning: A method of developing objectives to be accomplished and incorporated into an Emergency Operations Plan.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the IAP.

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-

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sector and NGOs to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness
Assistance Funding
Streams:**

Funds made available by Federal Departments and agencies to support state, local, and tribal entities to prepare for, respond to, and manage the consequences of an all-hazards incident. Allocation of preparedness funding is stipulated in a grant or guidelines of a particular program. Monies can be used toward equipment acquisition, planning, operations, training, management and administration, exercises, and mitigation against all hazards.

**Preparedness
Organizations:**

The groups that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Preplanned Event:

A preplanned event is a non-emergency activity. ICS can be used as the management system for events such as parades, concerts, or sporting events etc. For additional information, see reference (f), page 129.

Prevention:

Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Principle
Coordinator:**

The position designated by the State Administrative Agency primarily responsible for coordination of all NIMS-related directives. This includes dissemination and collection of information and monitoring and reporting on compliance activities.

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Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering, tracking, and coordination.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media, or with other agencies with incident-related information requirements.

Public Information Systems: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations. For additional information, see reference (f), page 35.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a state, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and

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may be used in OPSEC or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes MAAs; the use of special state, local, and tribal teams; and resource mobilization protocols.

Resource Typing: The categorization of resources that are commonly exchanged through MAAs, during disasters. Resource typing definitions help define resource capabilities for ease of ordering and mobilization during a disaster. For additional information visit <http://www.fema.gov/emergency/nims>

Resource Typing Standard: Categorization and description of response resources that are commonly exchanged in disasters through MAAs. The FEMA/NIMS Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. For additional information, see reference (g), page 72 or reference (f), page 136.

Response Asset Inventory: An inventory of the jurisdiction's resources that have been identified and typed according to NIMS Resource Typing Standards. Development of a Response Asset Inventory requires resource typing of equipment, personnel, and supplies identified in the inventories of state resources.

Response Assets: Resources that include equipment, personnel, and supplies that are used in activities that address the effect of an incident.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

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Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Equipment List (SEL): A list issued annually to promote interoperability and standardization across the response community at the local, state, and federal levels by offering a standard reference and a common set of terminology. It is provided to the responder community by the Interagency Board for Equipment Standardization and Interoperability (IAB). The SEL contains a list of generic equipment recommended by the IAB to organizations in preparing for and responding to all-hazards.

Standard Operating Procedures (SOPs): A complete reference document that details the procedures for performing a single function or a number of independent functions.

Standardization: A principle of the NIMS that provides a set of standardized organizational structures—such as the ICS, multi-agency coordination systems, and public information systems—as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (See reference (f).)

Standardized Terminology: Commonly accepted language that is consistent with policies, plans, or procedures in the NIMS and NRP to facilitate multi-agency, multi-disciplinary or multi-jurisdictional communications during an incident.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), reference (i).

Strategic: Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials.

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These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: Plans, policies, and procedures for how the State or Territory will achieve NIMS implementation.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Terrorism: Under reference (i), terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs, and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), reference (i).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command (UAC): A UAC is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

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Unity of Command: The concept by which each person within an organization reports to one, and only one, designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See references (1) and (m).