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

MCIEAST-MCB CAMLEJO 3000.10B
G-3/5
Feb 15 2022

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

From:  Commanding General
To:    Distribution List

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

Ref:   (a) MCIEAST-MCB CAMLEJO 3440.6H
       (b) MCIEAST-MCB CAMLEJO 3302.2
       (c) Mobilization Plan of May 18 (MOBPLN)
       (d) CG Policy Ltr 007-17
       (e) MCIEAST-MCB CAMLEJO 3302.1A
       (f) MCIEAST-MCB CAMLEJO 3440.1D
       (g) Marine Corps Warfighting Publication 5-1
       (h) MCO 3504.2A
       (i) MCIEAST-MCB CAMLEJO 3040.1E
       (j) MCO 3040.4

Encl:  (1) EOC SOP

1.  Situation.  Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) is a single command with local and regional responsibilities under a Commanding General (CG).  As a result of this amalgamation, the MCIEAST-MCB CAMLEJ EOC is designed to facilitate command and control at both the Base (local) and Installations East (regional) levels.  The enclosure in this Order provides guidance, information, and instructions for the conduct of command post operations in the (combined) MCIEAST-MCB CAMLEJ EOC, in accordance with the references.

2.  Cancellation.  MCIEAST-MCB CAMLEJO 3000.10A.

3.  Mission

    a.  This Order establishes procedures which govern the organization and operation of the MCIEAST-MCB CAMLEJ EOC.  Its purpose is to establish procedures which will facilitate coordinated staff and tenant response during emergencies at both the MCIEAST Regional and MCB CAMLEJ local levels.

    b.  Summary of Revision.  This Order has been revised to update the references and should be reviewed in its entirety.

4.  Execution

    a.  Commander's Intent and Concept of Operations

        (1) Commander's Intent

            (a) To ensure those personnel involved in emergency operations are provided adequate information pertaining to the conduct of command and control during local and regional emergencies.

(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. During emergencies, the CG's tasking authority is exercised by the G-3/5 through the MCIEAST-MCB CAMLEJ EOC.

(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 CG (HHQ). Deviations from procedures and instructions must be approved by or referred to the CG MCIEAST-MCB CAMLEJ (Attn: AC/S, G-3/5).

b. Tasks. 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 by the CG of II Marine Expeditionary Forces, and the Commander, U.S. Marine Corps Forces, Special Operations Command (COMMARFORSOC).

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST, subordinate and tenant commands.

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

M. JERNIGAN
Chief of Staff

DISTRIBUTION: A/B/C

Copy to: COMMARFORCOM
COMMCICOM
CG II MEF

RECORD OF CHANGES

Log completed change action as indicated.

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

**TABLE OF CONTENTS**

Chapter 1

Overview

1.  Purpose.  This Order establishes procedures that support the C2 effort in the MCIEAST-MCB CAMLEJ EOC during emergencies.  This Order coordinates staff action by establishing basic relationships, responsibilities, and procedures regarding the establishment of, and flow of information through, the EOC.  Additionally, this Order provides basic guidance, which will be useful to MCIEAST component installations as they develop and refine their own local installation EOC procedures.  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.  Early activation allows the command to supervise and coordinate preparations and to conduct any storm specific planning deemed necessary.  In the case of tropical cyclones, activation circumstances are described in reference (a).  Once the emergency occurs, the already established C2 and control 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.  The IC draws initial support from the installations 911 dispatcher and reports to the installation commander via their normal daily chain of command.  That commander, in turn, reports to the CG MCIEAST-MCB CAMLEJ as appropriate under the given circumstances.  During normal working hours the EOC should be included in all notifications.  During after hours the CDO should be notified and any EOC activation can be determined.

    c.  If the incident expands significantly in size or complexity the on-scene IC may transfer 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 to perform tasks as the on-scene tactical leader.  When warranted by the circumstances, 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 Installations' Commander may choose to fully activate the installations EOC in order to provide a higher level of support, oversight, and coordination to the IC than is possible from the 911 dispatcher.

    d.  Installation EOCs are components of both the regional and local C2 structure and are established to enable the Commanders to exercise cross functional C2 over resources, support an IC, and to coordinate the Installations 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 or Destructive Weather Condition, Defense Support to Civilian Authorities or other military installations, or the management of multiple incident sites simultaneously.

3.  <u>Marine Corps Installations Command (MCICOM) Common Operating Picture (MCOP)</u>.  As of 1 April 2018, MCIEAST-MCB CAMLEJ uses the MCICOM sponsored web based emergency management application commonly referred to as MCOP.  The MCIEAST-MCB CAMLEJ EOC uses MCOP to develop, maintain, and disseminate a Common Operating Picture (COP).  Additionally, the EOC will use MCOP 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 and the MCIEAST Staff are trained and equipped to use the application under all foreseeable circumstances.

4.  <u>Activation Authority and Circumstances</u>

    a.  <u>Activation Authority</u>.  EOCs activate when directed by the CG, MCIEAST-MCB CAMLEJ (or his/her authorized representative), or the affected Installation Commander.  Direction may be verbal and given in reaction to an emerging circumstance, (e.g., the receipt of a credible security threat requiring immediate action), or may be directed in a standing order, (e.g., the MCB CAMLEJ Local Destructive Weather Order specifies that the MCB CAMLEJ EOC will activate when Tropical Cyclone Condition II is set for MCB CAMLEJ).

    b.  <u>Activation Circumstances</u>

        (1) First responders and 911 Centers are normally sufficient to coordinate response 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) Commanders activate their EOCs when their installation faces a potential disaster, such as a hurricane forecasted to make landfall in vicinity of the installation or an no-notice emergency with potentially disastrous implications, (such as a wildfire that sweeps across the Installation and threatens a housing area, active shooter, or mass casualty incident).  Emergencies of this nature typically require considerable cooperation with tenant commands and civilian authorities in excess of which is covered in existing mutual aid agreements.

        (3) Under some circumstances Commanders 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), and becomes an additional function of the EOC to achieve a necessary economy of communications equipment, trained personnel, and to promote a high level of cooperation between the support and operational effort.

5.  <u>Role of EOCs aboard MCIEAST Installations</u>.  As a C2 and coordination center, an EOC is primarily concerned with the gathering, assimilation, and

distribution of information in support of the Commanders decision making process and with the coordination of physical support needed by the on scene IC.  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.  <u>Maintain a Current COP</u>.  The EOC directs and receives reports, assembles, and displays data and seeks information critical to the development and maintenance of 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.  <u>Provide Assistance to on scene IC(s)</u>.  Establishes communication and provides the IC(s) with a higher level of resourcing and coordination capability than can be achieved by the on scene team.  Orchestrates staff and tenant actions in support of on scene operations.

c.  <u>Maintain Communications Links</u>.  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 HHQ and adjacent DoD, civil, and Federal authorities.  Ensures the proper means exist to pass imagery, voice, and data information and to participate in collaborative planning with activities positioned outside of the local area.

d.  <u>Interface with Civilian Emergency Management Services and State and Federal Government</u>.  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 will support component installations caught up 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 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.

e.  <u>Supervise and Facilitate the Execution of Plans and Orders</u>.  The EOC de-conflicts, clarifies, interprets, adjudicates, and drives actions to ensure proper implementation of MCIEAST-MCB CAMLEJ Orders.

f.  <u>Develop and Issue Incident Specific Plans and Orders</u>.  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.

g.  <u>Manage and Prioritize use of key Resources</u>.  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.

h.  <u>Official Reporting</u>.  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 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.

    i.  <u>Record Keeping</u>.  The MCIEAST-MCB CAMLEJ EOC will maintain an accurate record 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.

    j.  <u>Coordinate Public Information</u>.  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.  <u>Composition of an EOC</u>.  EOCs are task-organized to meet the management requirements of the emergency.  According to the NIMS, EOCs, in their largest configuration, consist of three components including an Operations Center (OC), a Planning Cell (PC), and a Joint Information Center (JIC).

7.  <u>MCB CAMLEJ Standing Incident Management Concept of Operation</u>.  The MCIEAST-MCB CAMLEJ EOC fulfills its local (CAMLEJ specific) 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 tenant commands, base population, and concerned civilian entities.

    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.  <u>MCIEAST Regional Level Standing Incident Management Concept of Operation</u>. 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.

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 effort.

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

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

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

9.  <u>EOC Interaction with the MCIEAST-MCB CAMLEJ Staff and Tenant Commands</u>

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) that each staff section/tenant will assign to work in the different components of the EOC.

b.  When a significant threat materializes, the CG or designated representative will assemble the MCIEAST-MCB CAMLEJ's CMT.  When the CMT is assembled the Assistant Chief of Staff (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 response, plans, and information requirements.

c.  When activated, the EOC is staffed by watch officers assigned by involved MCIEAST-MCB CAMLEJ staff sections, components, and/or tenants. These watch officers support the MCIEAST-MCB CAMLEJ SWO on behalf of their AC/S, Director, or command.  Watch officers also serve as a conduit of information back to their AC/S, Director, or commander 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 1700 daily).  These briefs will provide the Commander and Staff an opportunity to refresh their common understanding of events that occurred during the preceding watch, a description of the SWO's intentions for the upcoming watch, and a forum for the Commander and Staff to provide updated and refined guidance to the SWO at the start of each watch period.

10.  <u>MCIEAST-MCB CAMLEJ EOC and IC/ICP Interaction</u>.  Once the EOC is activated, the IC communicates directly with the EOC SWO located in the OC. One of the SWO's chief duties is to provide support to the IC in accordance with priorities and guidance established by the CG.  Members of the IC's command (Public Affairs Officer (PAO), Director of Safety (DOS), and LNO's)

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 and individual installations that cover broad categories of potential emergency threats.  In the event that an emergency becomes imminent or occurs, MCIEAST and the affected installation(s) direct initial actions in accordance with the applicable standing order and may issue FRAGO's 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 installations G shop or S-3 will develop specific orders and plans using the MCPP as detailed in reference (h).  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 installations G shop or 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.  Aboard MCB CAMLEJ this PC will locate itself in Building 1 (or Building-11/Spring'22) and will provide the EOC SWO with executable FRAG orders 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.

Chapter 2

MCIEAST-MCB CAMLEJ EOC Organization and Lay Down

1.  Location and Task Organization.  The MCIEAST-MCB CAMLEJ EOC is located on the ground floor of Building 1 (or Building-11/Spring'22) (Primary Location) or in Building 24 (alternate Location), and consists of an OC augmented by a separate PC and JIC when the activation of the later is deemed necessary.  The AC/S G-3/5 will make the determination to activate the PC and JIC depending on the size and scope of the emergency.  If the PC and/or JIC are not activated, their functions will be performed in the OC by the standard set of watch officers under the direction of the MCIEAST-MCB CAMLEJ SWO.  Separate staff sections may activate a Department Operations Center at the direction of their AC/S or Director in order to provide a higher level of functional support to the EM effort.  Figure 2-1 is a wire diagram that illustrates the organization of the EOC including the major subdivisions of its three major components.
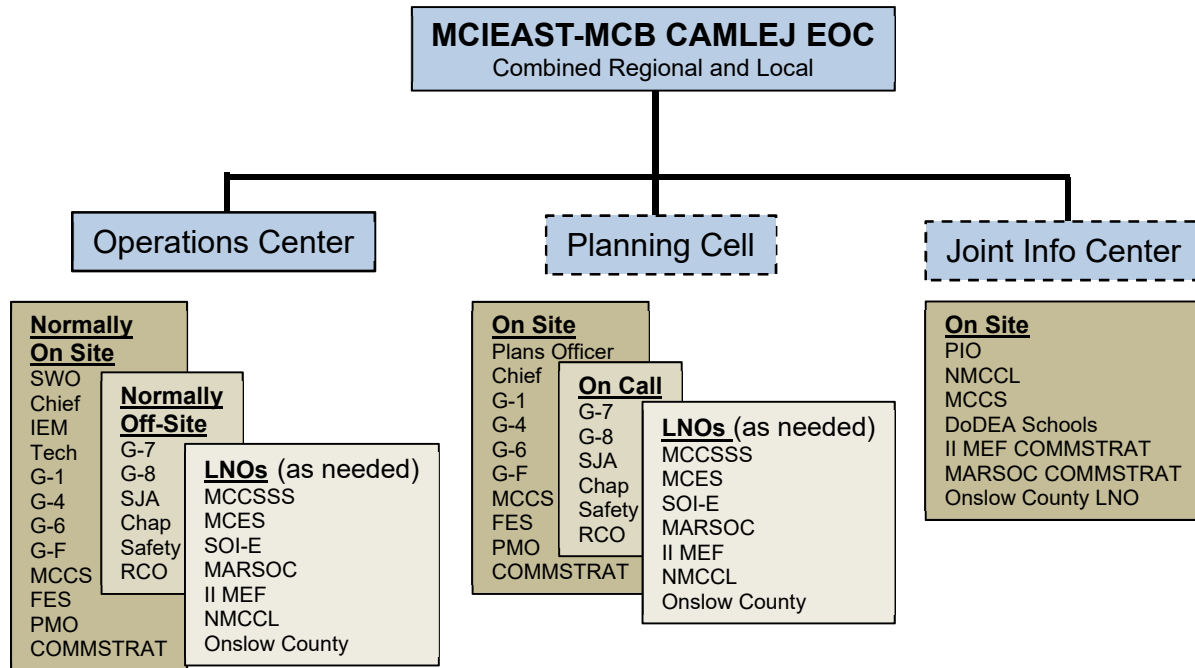


Figure 2-1.--Wire Diagram of the MCIEAST-MCB CAMLEJ EOC

2.  Operations Center (OC).  The EOC Operations Center (OC) is staffed by watch officers drawn from the MCIEAST-MCB CAMLEJ staff and by liaison officers drawn from tenants and adjacent military and civilian stakeholders.  The organization mirrors the existing MCIEAST-MCB CAMLEJ staff construct and can be task organized by the G-3/5 to fit the specific circumstance or emergency.  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 telephone.  However, it is critically important that all staff and special staff sections identify watch officers to be available to the SWO in the event that their expertise or services are required.  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.

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

| Operations Center Billet | Providing Agency |
|---|---|
| Senior Watch Officer | AC/S, G-3/5 |
| Watch Chief | AC/S, G-3/5 |
| Emergency Management Watch Officer | AC/S, G-3/5 |
| G-1 Watch Officer | AC/S, G-1 |
| G-4 Watch Officer | AC/S, G-4 |
| G-6 Watch Officer | AC/S, G-6 |
| G-7 Watch Officer | AC/S, G-7 |
| G-8 Watch Officer | AC/S, G-8 |
| G-F Watch Officer | AC/S, G-F |
| MCCS Watch Officer | AC/S MCCS |
| PMO Watch Officer | H&S Bn |
| FES Watch Officer | H&S Bn |
| Contracting Watch Officer | RCO |
| SJA Watch Officer | SJA |
| COMMSTRAT Watch Officer | COMMSTRAT |
| Safety Watch Officer | DOS (G-4) |
| II MEF LNO | CG, II MEF |
| NMCCL LNO | CO, NMCCL |
| MARSOC LNO (when requested) | COMMARFORSOC |
| Area Command LNOs* (when requested) | Area Commanders |

*Includes TECOM Commanders at Court House Bay, Camp Geiger, and Camp Johnson
Figure 2-2.--Staffing Plan For the OC
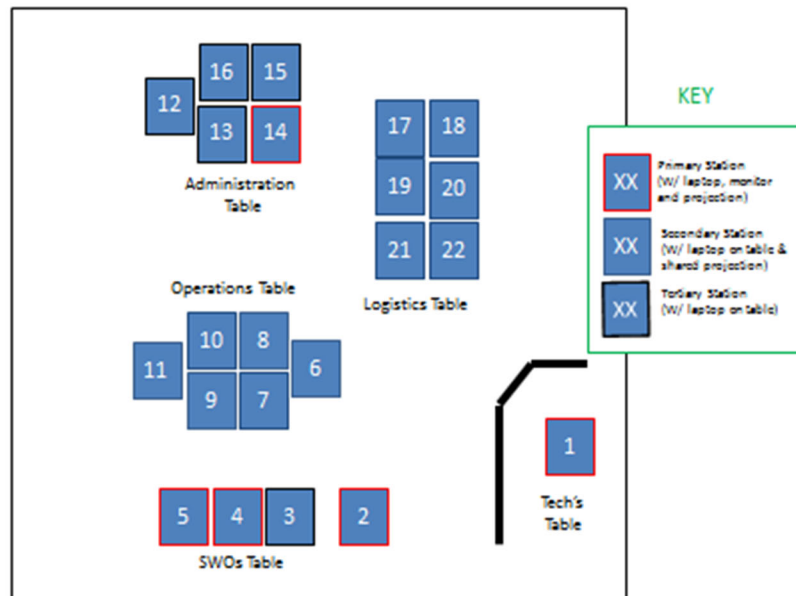


Figure 2-3.--Layout of the EOC OC Room E100

3. <u>Planning Cell (PC)</u>. When activated, the PC supports the Combined Regional and Local OC. Organization of the PC 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 2-4 shows the Basic Staffing Plan for the PC using the military staff construct.

| Planning Cell 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-8 Planner | AC/S, G-8 |
| G-F Planner | AC/S, G-F |
| MCCS Planner | AC/S MCCS |
| PMO Planner | H&S Bn |
| FES Planner | H&S Bn |
| Contracting | RCO |
| SJA | SJA |
| COMMSTRAT | COMMSTRAT |
| Safety | DOS (G-4) |
| II MEF | CG, II MEF |
| NMCCL | CO, NMCCL |

Figure 2-4.--Staffing Plan For the PC

4. <u>Joint Information Center (JIC)</u>. 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 established, the JIC must maintain liaison presence in the OC and with the Planning Cell. Figure 2-5 displays the Basic Staffing Plan for the JIC.

| JIC Billet | Providing Agency |
|---|---|
| JIC Leader | COMMSTRAT |
| Public Information Officer | COMMSTRAT |
| NMCCL | CO, NMCCL |
| MCCS | AC/S, MCCS |
| DoDEA Schools | Superintendent, Camp Lejeune Schools |
| II MEF COMMSTRAT LNO | CG, II MEF |
| MARSOC COMMSTRAT LNO | COMMARFORSOC |
| Onslow County LNO | Emergency Manager, Onslow County |

Figure 2-5.--Staffing Plan For the JIC

5. <u>General Information Concerning the Assignment of Watch Standers and LNOs</u>

    a. <u>Organization of the Watch</u>. 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 LNO's drawn from across the MCIEAST-MCB CAMLEJ Staff, components, 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 twelve hour watch rotation during each 24-hour period.

b. Each tasked staff/component/tenant will provide for 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/component/tenant 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 circumstance's 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 twelve hours on and 12 hours off until the emergency has passed and the EOC is stood down. Assigned watch officers should be prepared to be confined to the Base Command Post (CP) (Building 1 or Building-11/Spring'22) area for the duration of the activation.

6. <u>Key EOC Staff Members and their Duties</u>

a. <u>EOC Manager</u>. Responsible for the readiness of the EOC for activation. He/she designs internal procedures, arranges training, and ensures 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. <u>EOC Facilities Manager</u>. 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. <u>Senior Watch Officer (SWO)</u>. Is the direct representative of the CG in the EOC. He/she is the senior member of the watch and exercises direct authority over all members of the watch and tasking authority over all MCIEAST-MCB CAMLEJ assets and tenant assets attached to MCIEAST 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 Order and as directed by the AC/S, G-3/5 and the CG.

d. <u>WC</u>. 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.

e. <u>Emergency Management Watch Officer</u>: Responsible for the tracking of local and regional significant events (SigEvents) and assisting the in the management of information flow to the EOC Manager and/or the SWO. He/She develops and maintains a contact list of point of contacts (POC's) for Federal, state, and local emergency or supporting agencies that would support the installation or region. They will maintain MCOP operation to assist in the development of local and/or regional situation awareness (SA) reports to ensure all personnel have a common operating picture (COP). They will assist the EOC Manager and/or SWO in the tracking process for Request for Information (RFI's) and Request for Assistance/Assets (RFA's) and ensure they are delivered to the correct personnel and are acted upon in a timely manner while reporting back to the EOC Manager and/or the SWO.

f. <u>G-1 Watch Officer</u>. Serves both Regional and Local rolls. At the local (MCB) level, the G-1 Watch Officer will maintain accountability of personnel assigned 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). The G-1 Watch Officer will monitor the whereabouts and circumstances of all casualties whose injuries occurred on Base (whether evacuated to the Naval Medical Center Camp Lejeune or a civilian hospital). He/she 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 (i) and (j). At the regional (MCIEAST) level, the G-1 Watch Officer will provide functional area assistance and oversight to involved component installations and will serve as a conduit for reach back concerning requirements associated with the G-1's functional responsibilities at both local and regional levels.

g. <u>G-4 Watch Officer</u>. The G-4 Watch Officer (The Logistics Chief in NIMS terminology) functions as the Local Level (MCB) Lead logistics coordinator. He/she will monitor, validate, locate, task, and supervise the delivery of logistical support requested by the IC and SWO. The G-4 Watch Officer exercises the tasking authority of the SWO. At the regional (MCIEAST) level, the G-4 Watch Officer will provide functional area assistance and oversight to involved component installations. He/she serves 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 level.

h. <u>G-F Watch Officer</u>. The G-F Watch Officer functions as the local level facilities and utilities coordinator. He/she will monitor, task and supervise the sustainment and recovery action sets of all installation facilities and Public Works via the Disaster Control Recovery Center (DCRC) located in Building 1005. The G-F Watch Officer will keep the EOC appraised of all emergency repairs to public works infrastructure, power generation at critical facilities and traffic control devices, and debris clean-up. He/she will also maintain situational awareness as it applies to the status, location and activities of deployed Response and Recovery Teams (RRTs).

h. <u>Planning Officer</u>. The Planning Officer (Planning Cell Chief in NIMS terminology) is responsible for the conduct of planning required to support the EM effort. When directed by the AC/S, G-3/5 to activate the PC the Planning Officer will make recommendations regarding the composition of the planning cell and will coordinate their establishment in Building 1 (or -11/Spring'22). Once established the Planning Officer will conduct the planning, orders preparation, and coordination necessary to support operations, at both regional and local levels.

i. <u>Communication Strategy and Operations Field Watch Officer (COMMSTRAT WO)</u>. The COMMSTRAT WO (Public Information Officer in NIMS terminology) is responsible for the planning and conduct of COMMSTRAT activities required to support the EM effort at both regional and local levels. The COMMSTRAT WO conducts necessary planning, coordination, and activities in accordance with established Marine Corps procedures and which are deemed appropriate to the circumstances. The COMMSTRAT WO will normally be seated on the EOC Floor, however, under some circumstances which require a greater level of COMMSTRAT support, the AC/S, G-3/5 may direct the establishment of a JIC. When directed to activate the JIC by the AC/S, G-3/5, the Director COMMSTRAT will make recommendations to the AC/S, G-3/5 regarding the staffing of the JIC and will coordinate its establishment in Building 1 (or Building-11/Spring'22). Once established the JIC will conduct activities necessary to support operations at both regional and local levels.

j. <u>G-8 Watch Officer</u>. The G-8 Watch Officer (Finance Section Chief in NIMS terminology) is responsible for the accounting of expenditures connected to the emergency management effort at both regional and local levels. At the local level, the G-8 Watch Officer normally works from an off – floor location and reaches out to Marine Corps Community Service (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 will work 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. At both the regional and local levels, the G-8 WO ensures that MOAs, MOUs, and delegation of authority necessary to the management of the emergency are appropriately reviewed by the G-7/Business Performance Office prior to command signature.

Chapter 3

Emergency Activation of the EOC

1. <u>General</u>. 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. However, some emergencies cannot be anticipated and the EOC may be forced to initiate an emergency activation.

2. <u>EOC Emergency Activation</u>. 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. <u>Phase I – Alert</u>

        (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 will open the MCOP application and make an initial entry establishing the event (if not already done by first responders).

        (3) The EOC Manager contacts the MCICOM Watch Officer and the Headquarters, U.S. Marine Corps (HQMC) Command Center (MCOC), to make initial voice report and establish 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 and Wide Area Network). This Order will specify a time and place and specifically whether it is the CMT, EOC Staff, or both, which is required to assemble.

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

    b. <u>Phase II - Partial Activation</u>

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

        (2) The Operations Officer prepares the OPREP-3 SIR (if/as required) per references (h) and (i), and the CMT/EOC Staff Orientation Brief.

        (3) The EOC permanent staff monitors 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 and liaison officers begin to report as directed in the EOC Activation Order, are checked-in, and test their systems and equipment.

        (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 his/her authorized representative) authorizes the activation of the EOC, the EOC will activate and assume responsibility for the conduct of emergency operations.

(2) If the emergency is local and an IC structure has been established by first responders the senior Security Company 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 installations command group) and assume responsibility for support operations.

3.  Staff Check-In and Orientation

a.  All personnel assigned as Watch or Liaison Officers to the EOC will report to the EOC (ground floor, Building 1 or Building-11/Spring'22) for orientation at the time specified in the EOC Activation Order.

b.  Watch standers and LNOs can expect to be provided 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, 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 SWO will deliver an 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 to 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 Review.  The EOC Manager will brief the EOC's SOPs 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 (Fire and Emergency Services Division, Hospitals,
owning unit(s)).  Oversee and coordinate the casualty reporting process
(includes process used for all persons who could be injured on base,
Department of Defense (DoD), civil service, Non-appropriated Funds (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 qualification 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.

    c.  <u>AC/S, G-4 shall</u>:

        (1) Assign one senior representative to serve as G-4 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) 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.  <u>AC/S, G-6 shall</u>:

        (1) Assign one senior representative to serve as G-6 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 alternate EOC location is able to receive EOC in the event that 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.  <u>AC/S, G-7 shall</u>:

        (1) Assign one senior representative to serve as G-7 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) and will attend all watch turnover briefs unless excused by the G-3.

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

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

    f.  <u>AC/S, G-8 shall</u>:

        (1) Assign one senior representative to serve as G-8 Watch Officer for each watch rotation in the EOC.  This officer is not normally seated on the EOC floor, but will maintain contact with and be accessible to all active components of the EOC (OC, PC, and the JIC) and will attend all watch turnover briefs unless excused by the G-3.

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

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

g. <u>AC/S, G-F shall</u>:

(1) Assign one senior representative to serve as G-F 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, 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.

h. <u>AC/S, MCCS shall</u>:

(1) Assign one senior representative to serve as MCCS 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.

i. <u>Command Chaplain shall</u>:

(1) Assign one senior representative to serve as a member of the Commanders 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) and will attend all watch turnover briefs unless excused by the G-3/5.

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

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

j. <u>RCO shall</u>:

(1) Assign one senior representative 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) and will attend all watch turnover briefs unless excused by the G-3/5.

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

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

k.  COMMSTRAT shall:

(1) Assign a senior representative to serve as COMMSTRAT WO and, simultaneously, as a member of the Commanders Staff for each watch rotation in the EOC.

(2) Prepare and maintain plans and equipment to support a JIC in Building 1 (or Building-11/Spring'22).  Be prepared to activate a JIC on short notice.

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

l.  Safety (G-4) shall:

(1) Assign one senior representative to serve as a member of the Commanders Staff during the course of the emergency.  This officer will maintain contact with and be accessible to all active components of the EOC (OC, PC and the JIC) and will attend all watch turnover briefs unless excused by the G-3.

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

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

m.  SJA shall:

(1) Assign one senior representative to serve as a member of the Commanders Staff during the course of the emergency.  This officer will maintain contact with and be accessible to all active components of the EOC (OC, PC, and the JIC) and will attend all watch turnover briefs unless excused by the G-3.

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

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

n.  H&S Bn shall:

(1) Assign one senior Police Officer and one senior Fire Chief to serve as EOC watch officers for each watch rotation in the EOC.

(2) Be prepared to assign one Police Officer and one senior Fire Chief to serve in the EOC Planning Cell (PC).

(3) Ensure Fire and PMO Incident Commanders:

(a) Respond to incidents as they emerge.  Develop situations on scene and report the Commanders Critical Information Requirements' (CCIR) as they become evident.

(b) Ensure the creation of ICP at the incident site.  Properly support the IC with personnel, expertise, and equipment necessary to establish an ICP of the ICS Model appropriate to the incident.

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

    o.  <u>2d Network Battalion request</u>:

      (1) Provide the EOC Operations Chief with the names and contact information of LNOs to serve in the Building 24 in the event of EOC activation in connection with the subject cyclone.

      (2) Provide watch officers and technical SME to serve at Building 24 to assist MCIEAST G-6 with communications matters.

      (3) When directed activate Alternate EOC ports.  Ports at Alternate EOC will remain on until TCC-IR or the site is no longer needed on Order from the MCIEAST-MCB CAMLEJ EOC Senior Watch Officer.

Chapter 4

MCIEAST-MCB CAMLEJ EOC Internal Procedures

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

2.  <u>Watch Rotation and Work Station Turnover</u>

     a.  The EOC watch can be organized as a 12 hour sleeping post or for 24 hour operation depending on the Commanders estimate of the situation and identified/anticipated requirements.

     b.  In the event of 24 hour operation the EOC will activate two watch sections; one Day Watch and one Night Watch.  Each watch section will stand one twelve-hour rotation during each 24 hour period.  Watch turnover is set for 0700 and 1900 daily.  The Day Watch is on duty from 0700-1900; the Night Watch is on duty from 1900-0700 the following morning.

     c.  The proper turnover of individual workstations is critical to the maintenance of operational momentum and is the individual responsibility of each Watch Officer and LNO 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 (0640 for personnel assigned to the day watch and 1840 for personnel assigned to the night watch).

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

     d.  During 24 hour Operations the watch formally rotates with the relief of the SWO and is marked by a short Watch Turnover Brief (ICS 201 format) delivered with both oncoming and off going SWOs present.  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.

3.  <u>Use of MCOP and the MCIEAST-MCB CAMLEJ Common Operating Picture</u>

     a.  The development, continuous update, and dissemination of the COP is a primary task of the EOC during emergency operations.  The MCOP application is used by MCIEAST-MCB CAMLEJ as the primary tool for COP.  The application rides on the Marine Corps Enterprise Network (MCeN) and is accessible by account holders from MCeN computers using a Common Access Card and by account holders using any device capable of accessing the internet using a user name and password.

     b.  MCIEAST has established a "Regional" MCOP site to track and manage emergencies from the Regional perspective and separate subordinate sites for each component installation (and Marine Corps Recruit Depot Parris Island) to manage events locally.  The following description, instruction and notes will be observed by MCIEAST component installations when using MCIEASTs Regional MCOP Site.

(1) Use of the MCIEAST "Regional" MCOP Site.

(a) The MCIEAST "Regional" site is active when MCIEAST or one of its component installations activate their EOC in response to an emergency. As currently configured, the Regional Site features a mapping tool, an Installation Status Portlet, an Event Log Tab and Significant Events Tab; the use of each is described below:

(b) Mapping Tool:  The Mapping Tool is available for use by any MCIEAST component wishing to graphically portray the location and laydown at the incident site.

(c) Installation Status Portlet:  The Installation Status Portlet is a stoplight chart.  The user assigns a color, (green, yellow, or red), to describe the status of each aspect of his installation listed on the chart, (gates, power, airfield, etc.).  *(Operator Notes: some of the installation Status portlets are equipped w/ a comments block that can be used to explain the reason behind red or yellow assessments, some are not.  Installations without a "comments block" must be sure to post an explanatory entry to the MCIEAST Event Log Portlet when choosing to use a color other than green to describe their status.  Be sure to name the entry w/ your installation's name and the label "Installation Status Explanation" and the aspect of the chart it pertains to…so it would look like "MCSF Installation Status Explanation; Gates" and then in the body of the entry explain why you chose "yellow" or "red" to describe your gates).*

(d) Event Log Tab:  The Event Log houses information regarding the general circumstances aboard each Base and the progress of various important tasks associated with the management and response to the emergency. Regional users post Installation Daily Intentions Messages, Destructive Weather SITREPS, damage assessments, ICS Forms, and Installation Status Explanations.  *(Operator Notes: Make certain to clearly label the entry with the installations name and time of entry.)*

(e) Significant Events (SIGEVENTS) Tab:  The **Significant Events Tab** displays information and occurrences of significant importance to the overall incident management effort.  Regional users post Conditions of Readiness, (Tropical Cyclone and other Destructive Weather Conditions), Force Protection Conditions, OPREP-3s, PCRs, and MCIEAST CCIRS.  *(Operator Notes: Changes in TCC and other conditions of readiness require just a simple statement that clearly articulates the change.  OPREP-3s and PCRs come w/ a MCO directed format…use that, and CCIRs are the "5 Ws".  Make certain that the person who writes the submission knows how to make the situation clearly understood.  As currently configured MCOP does not allow easy attachment of documents to entries.  If you have trouble attaching a supporting document to your entry you can send the attachment to the MCIEAST EOC via the MCIEAST EOC OMB at MCIERegionalEOC@usmc.mil.  Make certain to clearly label the entry with the installations name and time of entry).*

(2) Use of the MCB CAMLEJ "Local" MCOP Site.

(a) The separate subordinate sites belong to the installation to which they are assigned and the use of those sites falls within the purview of the owning commander.  The instructions provided below pertain to the MCB CAMLEJ site and will be observed by units aboard MCB CAMLEJ.

(b) As currently configured the CAMLEJ Local Site features a mapping tool, an Installation Status Portlet, an Event Log Portlet, a

Significant Events Portlet and a General Information Portlet; the use of each is described below:

   (1) <u>Mapping Tool</u>:  The Mapping Tool is used by Incident Commanders to graphically portray the location and laydown at the incident site.

   (2) <u>Installation Status Portlet</u>:  The Installation Status Portlet is a stoplight chart.  The MCB CAMLEJ SWO assigns a color, (green, yellow, or red), to describe the status of some aspect of his installation (like gates, power, airfield etc.).

   (3) <u>Event Log Portlet</u>:  The Event Log houses information regarding the general circumstances aboard Base and the progress of various important tasks associated with the management and response to the emergency. Local users post information regarding the damage assessments, road/gate closures, emergency response covered by established mutual aid agreements, (typically as a "SPOT REPORT"), area PW service interruptions and restorations, completion and exceptions to TCC checklists, and entries from ICs to describe on scene circumstances/actions/intentions, (typically on ICS forms).  *(**Operator Notes:** Make certain to clearly label the entry with the contributing units name and time of entry).*

   (4) <u>Significant Events (SIGEVENTS) Portlet</u>:  The SIGEVENTS Portlet displays information and occurrences of significant importance to the overall incident management effort.  The MCB SWO posts Conditions of Readiness, (Tropical Cyclone and other Destructive Weather Conditions), Force Protection Conditions, OPREP-3s, PCRs and MCB CAMLEJ CCIRS.  Major Base tenants, (MARSOC, II MEF, NMCCL, TECOM Schools), and MCB components post notification of OPREP-3 level occurrences, casualty reports, and the loss or compromise of mission essential capabilities and resources.  *(**Operator Notes:** OPREP-3s and PCRs come w/ a MCO directed format…use that; and for CCIRs use the "5 Ws.  Make certain that the person who writes the submission knows how to make the situation clearly understood.  As currently configured MCOP does not allow easy attachment of documents to entries.  If you have trouble attaching a supporting document to your entry you can send the attachment to the MCB EOC via the CAMLEJ EOC OMB at CAMLEJ_LOC_EOC@usmc.mil.  Make certain to clearly label the entry with the contributing units name and time of entry).*

   (5) <u>General Information Portlet</u>:  The General Information Portlet displays information and occurrences of a general nature.  It is a forum to facilitate informal coordination and to promote situational awareness.  *(**Operator Notes:**  this is the place for information that will be of interest to others but which isn't specifically slated for either the Significant Event or Event Log Portlets.  Make certain to clearly label the entry with the contributing units name and time of entry).*

4.  <u>Resource Request Process</u>

 a.  The G-4 Watch Officer is the lead resourcing authority working on behalf of the SWO in the EOC.  He/she will 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").

b.  The efficient and organized resourcing of personnel, equipment, and consumable supplies is critical to successful emergency response and is an important function of the EOC.

c.  Requests for resources, (equipment w/ operators, equipment w/o operators, and consumables), support which originate from MCIEAST component installations are sent to the MCIEAST EOC OMB *MCIERegionalEOC@usmc.mil*. Requests originating from MCB CAMLEJ tenants or which pertain to MCB CAMLEJ only go to the MCB LOCAL EOC via the CAMLEJ EOC OMB *CAMLEJ_LOC_EOC@usmc.mil*. Resource requests should be submitted using the MCB CAMLEJ Resource Request Template whenever possible.  The template can be found in MCOP by accessing the Documents and Media Tab and the Folder titled "MCB CAMLEJ Resource Requests".

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.  The G-4 Watch Officer will provide requesters updates concerning the progress and status of their requests until the request is closed out, (delivered, denied by the EOC, or canceled by the requestor).

5.  <u>Information Request Process</u>

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

b.  The efficient, organized and accurate response to requests for information is critical to successful emergency management and is an important function of the EOC.  Requests for information that originate from outside of the MCIEAST-MCB CAMLEJ community require special attention in order to ensure that such requests are answered by knowledgeable people, properly reviewed before release to the requestor, and are provided within the guidelines of Operational Security (OPSEC).

c.  Requests for information that originate from MCIEAST component installations are sent to the MCIEAST EOC OMB <*MCIERegionalEOC@usmc.mil*>. Requests originating from MCB CAMLEJ tenants or which pertain to MCB CAMLEJ only go to the MCB LOCAL EOC via the CAMLEJ EOC OMB <*CAMLEJ_LOC_EOC@usmc.mil*>.  All requests should clearly identify the requestor, provide requestor contact information, and specify any suspense time/date.

d.  The WC will review requests received in the OMBs and assign actionable requests to an appropriate staff section to prepare an answer.

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

f.  The WC will provide requesters updates concerning the progress and status of their requests until the request is closed out (delivered, denied by the EOC, or canceled by the requestor).

6. <u>Status Boards</u>.  Status boards which provide up-to-date information concerning the Destructive Weather Task Force, the state of electrical power distribution aboard the Base and the three shelters, (Wallace Creek, Brewster

Middle School, and Tarawa Terrace Elementary School), have been relocated to the MCIEAST-MCB CAMLEJ Portal **at https://eis.usmc.mil/sites/mcieast/EOC/ Pages/Dashboard.aspx**. (POC for access and permissions is Mr. Sheldon Phillip <Sheldon.Phillip@usmc.mil>.

7. <u>Official Records</u>. MCOP Portlet entries are to be considered official documents and when archived after the event, become the historical record of the event. Although the MCOP application allows operators to edit entries this capability should be judiciously exercised. No one should ever alter the factual information or scope of the content of an existing entry for any purpose; rather they should post a new entry that clearly articulates the new or corrected information. (Operator Notes: simple corrections of misspellings, grammar, contact information and punctuation are permissible. Significant corrections or additions to supporting information or central content are not. Such significant changes will be the subject of a new entry. Operators can reference the original entry and describe the new entry as "update", "corrected", or "supplemental").

8. <u>Reports</u>. 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 Order 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 by NIPR via the appropriate OMB, telephone, (use any active EOC phone number), or radio. The basic 5 W's format is sufficient when reporting an event, (**Who** was involved, **What** happened, **When** did the event take place, **Where** did/is the event take/taking place, **Why/How** did it happen).

   a. <u>Reports prepared by the MCIEAST-MCB CAMLEJ EOC</u>

        (1) <u>Regional Destructive Weather Situation Reports (DW SITREP)</u>: Prepared in accordance with MCIEAST-MCB CAMLEJO 3440.

        (2) <u>Changes in Tropical Cyclone Condition (TCC) at any MCIEAST-MCB CAMLEJ component installation</u>: In AMHS using FLASH format and posted to the MCIEAST MCOP site in the SIGEVENT Portlet.

        (3) <u>Changes in Force Protection Condition (FPCON) at any MCIEAST-MCB CAMLEJ component installation</u>: In AMHS using FLASH format and posted to the MCIEAST MCOP site in the SIGEVENT Portlet.

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

        (1) <u>OPREP-3 SIR</u>: Prepared by owning unit if possible, in accordance with reference (i), otherwise the hosting installation should prepare a preliminary report, in accordance with references (i) and (k). Notification posted to the MCIEAST MCOP site in the SIGEVENT Portlet.

        (2) <u>PCR</u>: Prepared by owning unit if possible in accordance with reference (k), otherwise the hosting installation should prepare a preliminary report, in accordance with references (i) and (j). Notification posted to the MCIEAST MCOP site in the SIGEVENT Portlet.

(3) <u>Installation DW SITREP</u>:  Report made in accordance with reference (a) and posted to the MCIEAST MCOP site Event Log Portlet.

(4) <u>FLASH</u>:  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) <u>CG MCIEAST-MCB CAMLEJ CCIR</u>.  Report in AMHS using FLASH format and posted to the MCIEAST MCOP site in the SIGEVENT Portlet.

(6) <u>Changes in TCC</u>.  Report in AMHS using FLASH format and posted to the MCIEAST MCOP site in the SIGEVENT Portlet.

(7) <u>Changes in FPCON</u>.  Report in AMHS using FLASH format and posted to the MCIEAST MCOP site in the SIGEVENT Portlet.

(8) <u>Incident Action Plans (IAP)</u>.  ICS 201 forms are to be posted to the MCOP MCIEAST MCOP site in the Event Log Portlet as they become available.

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

(1) <u>Incident Action Plans</u>:  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].  Posted to the MCIEAST MCOP site in the Event Log Portlet when/as available.

(2) <u>ICS 201</u>:  Posted to the MCIEAST MCOP site in the Event Log Portlet whenever updated or used 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) <u>FLASH</u>:  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 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.

Chapter 5

Communications

1. <u>General</u>.  Camp Lejeune has adopted the MCOP 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 and redundant means of
voice communications are used to ensure the most survivable communications
package reasonably possible.

2. <u>Means of Communication</u>

   a. <u>COP</u>

      (1) MCOP 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 EOC will develop, maintain, and disseminate a COP using the MCOP
application during destructive weather events that warrant the activation of
the EOC.

      (2) The MCIEAST-MCB EOC will use the MCOP application to collect and
track requests for information and support, pass information via the
applications messaging feature, and manage tasks associated with the
emergency management effort.  The MCOP applications messaging feature is the
primary means of unsecured electronic mail communication during destructive
weather 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. <u>Voice Communication</u>

      (1) <u>Non-secure Telephone</u>.  Primary means of voice communications
during destructive weather operations.

      (2) <u>Secure Telephone</u>.  Primary means of secure voice communication
during destructive weather operations.  Digital encryption keys are secured
within a GSA approved security container and will only be issued/recovered by
the WC as required when the SWO directs such action.

      (3) <u>Enterprise Land Mobile Radio (ELMR)</u>.  Handheld, (black brick
portable radio), is the first alternate means of voice communication between
fixed emergency management activities and constitutes the primary means of
voice communications with mobile emergency management activities during
destructive weather operations.

      (4) <u>Tactical Radio</u>.  Military VHF is the second alternate means of
unsecured voice communications between fixed emergency management activities
during destructive weather operations.

      (5) <u>Iridium Phone</u>.  Standard, unsecured satellite phone is third
alternate means of voice communications during destructive weather
operations.

    c.  Electronic Mail

      (1) Non-secure Internet Protocol (IP) Router Network (NIPRnet). Primary means of non-secure electronic mail communication during destructive weather operations.

      (2) Secure Internet Protocol Router Network (SIPRnet). Primary means of secure electronic mail communication during destructive weather operations.

    d.  Emergency Notification

      (1) AtHoc. Network-Centric Emergency Mass Notification System is the primary means of notification.

      (2) OMNI. Plain Old Telephone System (POTS) with direct access to Local Area Commanders using a multi-line conference call/broadcast type system is the first alternate means of notification.

      (3) Wide Area Network (WAN). Simple Mail Transfer Protocol (SMTP) is an Internet standard for electronic mail (e-mail) transmission across Internet Protocol (IP) networks is the second alternate means of notification.

3.  Communications Procedures

    a.  MCOP. AC/S, G-3/5 will establish the MCIEAST MCOP Site for each emergency that threatens MCIEAST interests or for any local weather emergency that threatens the local Camp Lejeune area. The MCIEAST-MCB 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, MCOP 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 6-1 below.

    c.  Tactical Radio

      (1) Tactical radios will operate uncovered on 30.300 (primary) and 38.300 (alternate).

      (2) Tactical radio teams deployed prior to the arrival of a tropical cyclone will conduct communications checks once they arrive at their destination. Once the checks are complete, crews will take down their antennas until the storm passes. Once the storm has passed, antennas 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 Camp Lejeune activities are secured during emergency operations and their essential functions are passed to the MCIEAST-MCB EOC.

(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 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 MCOP application.

| Legend | CL EOC AG (1000) | CL MCIEAST CMD1 (1001) | CL MCIEAST CMD2 (1002) | CL MCIEAST TAC1 (1003) | CL MCIEAST TAC2 (1004) | CL MCBCL OPS (1005) | MCBCL EOC CMD 1 (1006) | MCBCL EOC CMD 2 (1007) | MCBCL TAC-1 (1008) | MCBCL TAC-2 (1009) | MCBCL TAC-3 (1010) | MCBCL TAC-4 (1011) Staging | MCBCL TAC-5 (1012) Shelter | MCBCL TAC-6 (1013) Recovery | MCBCL TAC-7 (1014) | MCBCL TAC-8 (1015) | MCBCL TAC-9 (1016) | MCBCL TAC-10 (1017) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| C-NET CONTROL | | | | | | | | | | | | | | | | | | |
| X-GUARD | | | | | | | | | | | | | | | | | | |
| M-MONITOR | | | | | | | | | | | | | | | | | | |
| A-AS REQUIRED | | | | | | | | | | | | | | | | | | |
| W-WHEN DIRECTED | | | | | | | | | | | | | | | | | | |
| LMR- Land Mobile Radio | | | | | | | | | | | | | | | | | | |
| U-UNCOVERED | | | | | | | | | | | | | | | | | | |
| S-SATCOM | | | | | | | | | | | | | | | | | | |
| HF-HIGH FREQUENCY | | | | | | | | | | | | | | | | | | |
| VHF-VERY HIGH FREQUENCY | | | | | | | | | | | | | | | | | | |
| UHF-ULTRA HIGH FREQUENCY | | | | | | | | | | | | | | | | | | |
| EMISSION | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 401 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz | 400 Mhz |
| DEVICE | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR | LMR |
| CRYPTO | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U |
| RESTORATION PRIORITY | | | | | | | 5 | 1 | 2 | 2 | 2 | 5 | 4 | 6 | | | | |
| **UNITS** | | | | | | | | | | | | | | | | | | |
| MCIEAST-MCB CAMLEJ G-3/5 OPERATIONS-EOC | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C |
| MCIEAST-MCB CAMLEJ G-3/5 - GOETTGE FIELD HOUSE-STAGING AREA | | W | M | A | A | A | X | M | A | A | A | M | M | W | A | A | A | A |
| NMCCL | | X | M | A | A | A | X | M | A | | A | | M | W | | | | A |
| MCIEAST-MCB CAMLEJ / H&S Bn | | | | | | | X | M | M | A | A | | M | W | | | | |
| WEAPONS TRAINING BATTALION | W | X | M | A | A | A | X | M | M | A | A | M | M | W | A | A | A | A |
| MCIEAST-MCB CAMLEJ / WALLACE CREEK-SHELTER | | W | M | A | A | A | X | M | A | A | A | M | M | W | A | A | A | A |
| MCIEAST-MCB CAMLEJ / BREWSTER MIDDLE SCHOOL-SHELTER | | W | M | A | A | A | X | M | A | A | A | M | M | W | A | A | A | A |
| MCIEAST-MCB CAMLEJ / TARAWA TERRACE II SCHOOL-SHELTER | | W | M | A | A | A | X | M | A | A | A | M | M | W | A | A | A | A |
| ATLANTIC MARINE CORPS COMMUNITIES - MCB CAMLEJ | | W | M | A | A | A | X | M | A | A | A | M | M | W | A | A | A | A |
| MCIEAST-MCB CAMLEJ H&S Bn FES | | X | M | | | | X | M | | | | M | | W | | | | |
| MCIEAST-MCB CAMLEJ H&S BN PMO | | X | M | | | | X | M | | | | | | W | | | | |
| MCIEAST-MCB CAMLEJ G-3/5 RCD | | | | X | | | | | | | | | | | | | | |
| MCIEAST-MCB CAMLEJ G-3/5 EOD | | | | | | | X | M | | | | | | | | | | |
| MCIEAST-MCB CAMLEJ G4 / FUELS | | | | | | | X | | | | | M | M | W | | | | |
| II MEF / G-3 / DWOC | | | | | | | X | M | M | | | M | | W | | | | |
| 2D MARINE DIVISION G-6 | | | | | | | | | | | | | | | | | | |
| 2D MARINE LOGISITICS GROUP G-6 | | | | | | | | | | | | | | | | | | |
| MCAS NEW RIVER | | | | | | A | X | M | M | A | | | | W | | | | |
| TRAINING AND EDUCATION COMMAND - TRAINING SUPPORT CENTER | | | | | | | X | M | A | A | A | | | W | | | | |
| SOI-EAST | | | | | | | X | M | M | A | A | | | W | | | | |
| SOI-EAST / INFANTRY TRAINING BATTALION | | | | | | | X | M | A | A | A | | | W | | | | |
| MCES | | | | | | | X | M | | | | M | M | W | | | | |
| MCCSSS | W | W | M | A | A | A | X | M | A | A | A | M | M | W | A | A | A | A |
| FIELD MEDICAL TRAINING BATTALION-EAST | | | | | | | X | M | M | A | A | | | W | | | | |
| DEPLOYMENT PROCESSING COMMAND / RESERVE SUPPORT UNIT-EAST | | X | M | | A | | X | M | A | A | A | | W | | | | | A |
| MARSOC | | | | | | | X | M | M | A | A | | | W | | | | |

Figure 5-1.--Communications and Information Equipment
(C=Net Control, X=Guarded, M=Monitor, A=As Required, W=When Directed)

Chapter 6

MCIEAST-MCB CAMLEJ EOC Emergency Action

1. Emergency Action

    a. Circumstances

        (1) Fire. In the event of a fire at Building 1 (or Building-11/Spring'22), the first person to become aware of the fire should pull the fire alarm and, if possible, report to the MCIEAST-MCB CAMLEL 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 (or Building-11/Spring'22) 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 OCC, Future OpsO in the PC, and the PAO in PIC), 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 Operations Center. Upon receipt of an evacuation order, any off watch personnel in the OC, PC, JIC, or in Building 1 (or Building-11/Spring'22) 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, lap top computer, 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 trash can (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 role 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 (or Building-11/Spring'22), 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 COMMSTRAT Chief 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, PC and JIC. Any EOC personnel who are outside of the building will come inside immediately. All other EOC personnel will remain where they are and await further instructions.

   d.  <u>Lock Down</u>.  In the event in which circumstances necessitate that personnel assigned to the EOC take immediate emergency measures to protect themselves against violent attack, designated personnel will announce "Lock Down" over the Installation 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 JIC Chief 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 the Provost Marshalls Office.  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.

Chapter 7

The Planning Cell

1.  Purpose and Scope of the Planning Cell

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

    b.  The Planning Cell is activated as a component of the EOC when directed by the G/S-3.  Normally, this is done when the G/S-3 foresees the need to deviate from, or make plans in addition to, one of the Bases Standing Orders.

    c.  The Planning Cell 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 Cell 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 before the emergence of a physical threat or specific event.  Standing orders are developed by the Operations and Plans Division, (Plans Section), which 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 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 Cell uses the MCPP as detailed in reference (h).  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/S-3.

3.  Planning Cell 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:

| Planning Cell 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-8 Planner | AC/S, G-8 |
| G-F Planner | AC/S, G-F |
| MCCS planner | AC/S, MCCS |
| FIRE/EMS Planner | H&S Bn |
| PMO Planner | H&S Bn |
| Contracting Planner | RCO |
| SJA | SJA |
| COMMSTRAT | COMMSTRAT |
| SAFETY | DOS (G-4) |
| II MEF | CG, II EMF |
| NMCCL | CO, NMCCL |

Figure 7-1.--Staffing Plan for the PC

4.  <u>Location and Layout of the EOC PC</u>.  The PC convenes at a location to be specified in the activation order.

5.  <u>Key Billets and Responsibilities</u>

    a.  <u>The Planning Officer</u>.  The Planning Officer (Planning Cell Chief in NIMS terminology) is responsible for the conduct of planning required to support the EM effort.  When directed to activate the Planning Cell 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 cell and will coordinate their establishment in Building 1 (or Building-11/Spring'22).  Once established the Planning Officer will conduct the planning, orders preparation, and coordination necessary to support operations at both regional and local levels.

    b.  <u>The Planning Chief</u>.  The Planning Chief is the Planning Officers primary assistant and is responsible for the accountability, upkeep, and preparedness of the PC, its hardwired equipment, and consumable supplies.

Chapter 8

The Alternate EOC

1.  General.  The alternate EOC is located in Building 1043, (Range Control), and provides the CG MCIEAST-MCB CAMLEJ with a secondary location for the EOC and CP.  The alternate EOC is occupied when Building 1 (or Building-11/Spring'22) becomes untenable for any reason including fire, structural failure, or unacceptable exposure to a security threat.

2.  Preparations.  The EOC Facilities Manager and the Range Control Officer 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 Range Control Officer who will then test the equipment at the alternate location.  The Range Control Officer 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 (or Building-11/Spring'22) 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 alerts the assigned Range Control Duty Personnel at Building 1043 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 is led by the EOC Facilities Manager and includes one or two others he selects and serves as a technical quartering party.  The second echelon is 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.
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 that 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 1043.  The EOC Facilities Manager will review and modify this plan as required.
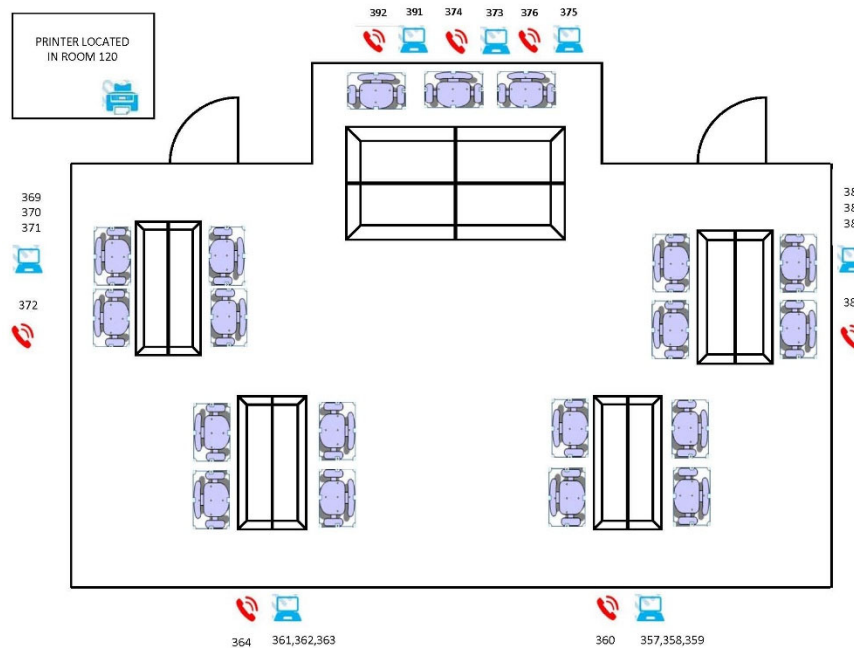


Figure 8-1.--Layout of Alternate EOC Building 1043

    b.  Figure 8-2 lists basic equipment requirements to be employed at the Alternate EOC in Building 1043.

| 1. | MCOP Access | Common Access Card enabled system access to internet/intranet for MCOP application. |
| 2. | POTS (plain old telephone system) 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 EOC's. |
| 4. | Floor Plan | Request advance copy of floor plan for COOP 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 use inside and/or around the Building 24 complex. |
| 7. | Enterprise Land Mobile Radio (ELMR) | Black radio gear use 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 with encryption digital key code and GSA approved security container. |
| 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 Employed in Building 1043

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 |
| Government Owned and Independent Laptop Computers |
| Digital camera, Global Positioning Systems |
| ELMR – Harris Unity XG-100 |
| Admin Pack (paper, pens, notebook) |
| Tech 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

**APPENDIX A**

**GLOSSARY OF KEY 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, 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 Unified Area Command 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.

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

**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.  See also Supporting Agency.

**Available Training Facilities:**     Available facilities refers to 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 incident command post, 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.

**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 situation reports, aerial photography, and other information or intelligence. (Department of Homeland Security (DHS), NIMS (March 2004), page 128; DHS, National Response Plan (NRP) (December 2004), 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, dusk 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 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:** | A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered. For additional information on CAPs please visit [https://hseep.dhs.gov/caps/Login.jsp]. |
| **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. (DHS, NRP (December 2004), 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 answer directly 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 the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 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 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):**   The Emergency Management Assistance Compact is 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 (NEMA).

**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. (DHS, NRP (December 2004), page 65; DHS, NIMS (March 2004), 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), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).  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:** | Exercises are a planned and coordinated activity allowing homeland 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 a valuable tool 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. (DHS, NIMS (March 2004), page 2.)

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

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

**Function:**   Function refers to 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 Incident Commander.  The General Staff normally consists of the Operations Section Chief, Planning Cell Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:**   Established to divide the incident management structure 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, e.g. 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, please see the NIMS, 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 please refer to the NIMS, page 14 at the following website: *https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf.*

**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.

**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:** The intelligence officer is 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 & 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. (DHS, NIMS (March 2004), 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 please refer to the NIMS, page 14 or the NRP, page 68.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, 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), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**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 the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is 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 this Act 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 Objectives 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 that have been 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 organizations-state, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multiagency Coordination Entity:** A multiagency coordination entity functions within a broader multiagency coordination system.  It may establish the priorities among incidents and associated resource allocations, deconflict agency

policies, and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System (MACS):** A Multi-Agency Coordination System is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities (NIMS, 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, please visit http://www.fema.gov/emergency/nims/rm/ma.shtm.

**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 the FRP.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 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.  HSPD-5 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 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.

**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 accident, 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 Cell:** 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-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 a events such
as parades, concerts, or sporting events etc.  For
additional information please refer to the NIMS, 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.

**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 please refer to the NIMS, 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 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:**   Resource typing is 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 please visit *http://www.fema.gov/emergency/nims/rm/rt.shtm.*

**Resource Typing Standard:**   Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements.  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 Cell 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 please see the NRP, page 72 or the NIMS, 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.

**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. (DHS, NIMS (March 2004), 2.) |
| **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), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). |
| **Strategic:** | Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. 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 the Homeland Security Act of 2002, 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), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**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.

**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, a volunteer is 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, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.