



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

MCIEAST-MCB CAMLEJ 3440.2B
G-3/5

JAN 23 2019

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

From: Commanding General
To: Distribution List

Subj: REGIONAL EMERGENCY MANAGEMENT (EM) PLANNING GUIDANCE

Ref: (a) MCIEAST-MCB CAMLEJO 3302.2A
(b) Presidential Policy Directive, "PPD-8: National Preparedness," March 30, 2011
(c) DoD Instruction 6055.17 Ch 3, "DoD Emergency Management (EM) Program," June 12, 2019
(d) MCO 3440.9
(e) MARADMIN 563/11 of 28 Sep 11
(f) MCWP 3-38.1, "Multi-Service Tactics, Techniques, and Procedures for Installation Emergency Management," April 26, 2013
(g) DoD Directive 3025.18 Ch 2, "Defense Support of Civil Authorities (DSCA)," March 19, 2018
(h) DoD Manual 3025.01 Ch 1, "Defense Support of Civil Authorities," Vol. 1-3, April 13, 2017

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

2. Cancellation. MCIEAST-MCB CAMLEJO 3440.2A.

3. Mission

a. To provide regional Emergency Management (EM) planning guidance to MCIEAST subordinate commands and Installations to develop plans and procedures to ensure the highest level of mitigation, preparation, response, and recovery utilizing a comprehensive, risked-based, multi-hazard EM Plan.

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b. Summary of Revision. This Order has been revised to update references and other administrative edits, it should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Installation EM Plan serves as the tool for implementing the all hazards preparedness requirements and guidelines directed by the references as well as supporting Mission Assurance (MA) Program requirements. Per references (a) through (h) and the mission statement above, all MCIEAST Installations shall establish and implement an EM Plan.

(2) Concept of Operations. Establish an Installation's EM plan and program that:

(a) Establishes an EM Working Group, either independently or in combination with MA working groups that meet at least quarterly.

(b) Designates an Installation Emergency Manager in writing.

(c) Utilizes the Installation Emergency Manager to assist in the prioritization and allocation of resources at the installation which supports the EM Plan and program.

(d) Develops and maintains an EM Plan that is consistent with reference (c) and covers all hazards, and is designed to support pre-incident planning, mitigation, emergency response, and recovery.

(e) Coordinates with local, state, Federal, and other military service emergency managers, including the local public health emergency officer and medical emergency manager, in order to achieve the highest level of EM Plan integration and interoperability.

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

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(g) Implements policies that are consistent with the components of reference (b) such as the, prevention, protection, mitigation, response, and recovery frameworks and the National Incident Management System (NIMS).

(h) Assigns responsibilities to organizations and individuals which supports the areas of pre-incident planning, emergency response, medical and public health needs, equipment, law enforcement, training, intelligence support, security, response, and recovery.

(i) Addresses preparedness, response, recovery, and communications planning.

(j) Addresses evacuation, lockdown, shelter-in-place, mass care planning, family assistance, local and remote safe havens and civilian shelters, personnel accountability, special needs, and animal management.

(k) Coordinated with other protection related program plans, including, but not limited to: Anti-Terrorism, physical security, and defense critical infrastructure.

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

(m) Establishes and maintains a senior leader's orientation program that consists of the EM-100 Emergency Management: Senior Leaders Orientation course.

(n) Requires the Installation Emergency Manager be trained in: NIMS; National Response Framework, Incident Command System (ICS)-100, 200, 300, 400, EM-100, Independent Study (IS)-700, IS-800; Homeland Security Exercise and Evaluation Program; and "all hazards" concepts and policies in order to fulfill the responsibilities.

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(o) Requires first responders, first receivers; ICS staff, and Emergency Operations Center managers, to have completed task-specific training, including the appropriate ICS courses as per reference (e).

(p) Addresses EM community awareness and emergency preparedness information is made available to all assigned personnel, including the civilian and dependent population.

(q) Addresses guidance to Communications Strategies (COMSTRAT) office for the provision of accurate and verifiable emergency public information to their protected population prior to, during, and after an emergency.

(r) Addresses EM equipment deployment and training resources are made available by Headquarters, U.S. Marine Corps to ensure EM assigned personnel are trained per the service policy and procedures regarding the equipment (i.e., portable radios, portable computers, computer software, etc.) as per reference (c).

(s) Implements an exercise and evaluation program that assesses the components of the EM Plan and EM response capabilities. Specific components to be exercised include: activation of local support agreements, mass warning and notification, command and control, first responders and receivers, medical response, continuity of operations planning, lockdown, shelter-in-place and religious and family assistance support response, and Continuity of Operations.

(t) Exercises and validates proficiency levels, clarify and familiarize personnel and responsibilities, improve interagency coordination and communication, and identify opportunities for improvement through the development of after-action reports.

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

(v) Plans exercises to be conducted annually.

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(w) Addresses established support agreements with the local community, or other services to enhance the installation's capabilities for all hazards response and recovery. Ensure agreements are reviewed in accordance with schedules and the legal office reviews the agreements prior to execution.

(x) Addresses established procedures to maintain listings of all EM related support agreements, integrate support agreements, and exercise all support agreements annually.

(y) Addresses procedures for DSCA to request immediate support under imminently serious conditions per reference (g).

(z) Addresses any EM Program equipment to include maintenance, replenishment and disposal, per the equipment's specified life cycle as per reference (c).

(aa) Address the Installation's enterprise Mass Notification System capability of warning all personnel immediately, but no longer than 10 minutes after an all hazards incident notification as per reference (c).

(ab) Addresses coordination with appropriate functional areas to establish procedures for ensuring effective fatality management.

b. Tasks. MCIEAST Installations shall review and update existing EM Plans and procedures, and all associated standing operating procedures annually, and as required for substantial changes.

c. Coordinating Instructions. MCIEAST subordinate commands and tenant commands aboard MCIEAST Installations shall report cases where implementation of the EM Program requirements will adversely affect or significantly hamper the accomplishment of their mission.

5. Administration and Logistics. Recommendations concerning this Order should be submitted to the Assistant Chief of Staff, G-3/5, (Attn: Regional EM Manager).

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6. Command and Signal

a. Command. This Order is applicable to all military and civilian personnel aboard MCIEAST Installations.

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


S. A. BALDWIN
Deputy Commander

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