



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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AirStaO 3010.1H
ADJ
30 Nov 06

AIR STATION ORDER 3010.1H

From: Commanding Officer, Marine Corps Air Station, Cherry Point

To: Distribution List

Subj: EMERGENCY RECALL PLAN AND FROST CALL SYSTEM

Encl: (1) Emergency/Frost Recall Flow Chart

1. Situation. To publish instructions and procedures for the emergency recall of military and civilian personnel from liberty or off-duty status and procedures to expeditiously pass information of an operational nature.

2. Cancellation. AirStaO 3010.1G.

3. Mission

a. It is necessary to have efficient, rapid means of recalling Marine Corps Air Station (MCAS), Cherry Point personnel and advising tenant Commanders of disasters, national emergencies, destructive weather or any other such emergency or operational information. This Order assigns responsibilities and establishes procedures for frost calls and emergency recall of MCAS Cherry Point personnel who are in a liberty or non-duty status and will be executed during regular working and non-working hours. After the recall has been executed and regular working spaces manned, additional information and instructions will be issued via frost call, which will consist of one sentence and will be submitted to the Executive Officer via the Adjutant for approval.

b. Civilian employees, who are recalled after normal working hours, are entitled to two hours call back overtime even though they may be needed less than two hours. Should the employee be required more than two hours, overtime payment would be made for the amount of time retained. Additionally, supervisors are directed to adhere to those provisions contained within their respective negotiated agreements related to call back overtime, for bargaining unit employees.

30 Nov 06

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Emergency recall/frost call of MCAS, Cherry Point personnel and notification of tenant Commanders will be accomplished by a series of telephone calls as set forth in the enclosure, or by the use of motorized public address teams and local television/radio station announcements.

(2) Concept of Operations

(a) The Adjutant shall ensure that a current copy of the Emergency Personnel Recall List is maintained in the MCAS Command Duty Officer (CDO) binder.

(b) Directors, Department Heads, Commanding Officers, and Special Staff Officers shall ensure:

1 Emergency personnel are designated for recall purposes in response to destructive weather and other emergent situations.

2 That procedures exists within their organizations to pass frost call information expeditiously and for the recall of assigned personnel during non-working hours.

3 That sufficient copies of the Emergency Personnel Recall List are maintained in the home environment of responsible subordinate Staff Officers or civilian employees to adequately execute this Order.

b. Coordinating Instructions

(1) Actual Emergency Recall/Frost Call

(a) The Adjutant or MCAS CDO will activate the emergency recall/frost call system when directed by the Commanding Officer, the Executive Officer or Director, Operations as specified in the enclosure. The Execution Order will specify "THIS IS AN ACTUAL EMERGENCY, ACTIVATE YOUR EMERGENCY RECALL PLAN" or "THIS IS A FROST CALL."

(b) When notified, Directorates, will successively notify the activities listed under their cognizance in accordance with the diagram contained in the enclosure.

(c) When directed by the responsible officers shown in the enclosure, Commanding Officers, Directorates, Department Heads, will execute their internal organizational emergency recall/frost call systems.

(d) When directed, the Director, Security and Emergency Services will dispatch public address teams to announce the recall in specified areas on and off MCAS, Cherry Point.

(e) The assistance of the local television/radio stations will be requested only on order of the Commanding Officer.

(f) Tenant commanders/activities as indicated by a (T) in the enclosure will be notified by the Adjutant or CDO at the discretion of the Commanding Officer, Executive Officer, or Director of Operations.

(2) Practice of Emergency Recall

(a) Practice Personnel Emergency Recall

1 A practice personnel emergency recall will require personnel to physically report to their assigned posts. Practice personnel emergency recall drills will not include assigned civilian employees unless Directorates, Department Heads, and/or Department Heads consider it vitally necessary. (See paragraph 5 below.)

2 The Adjutant or CDO will activate the practice personnel emergency recall system when directed by the Commanding Officer, Executive Officer, or Director, Operations. The Adjutant or CDO will notify the officers and other designated personnel specified in enclosure. The Execution Order will specify, "THIS IS AN PRACTICE PERSONNEL EMERGENCY RECALL, ACTIVATE YOUR PERSONNEL EMERGENCY RECALL."

(b) Practice Communications Emergency Recall

1 A practice communications emergency recall will require Commanding Officers, Directorates, and Department Heads to establish voice contact with their key personnel in accordance with the enclosure. Personnel will not be required to report physically to their assigned posts. Civilian employees may be contacted at the discretion of the Directorates or Department Heads.

2 The Adjutant or CDO will activate the practice communications emergency recall system when directed by the Commanding Officer, Executive Officer or Director, Operations. The Adjutant or CDO will notify the officers and other designated personnel specified in the enclosure. The Execution Order will specify "THIS IS A PRACTICE COMMUNICATIONS EMERGENCY RECALL, ACTIVATE YOUR COMMUNICATIONS EMERGENCY RECALL PLAN."

5. Administration and Logistics

a. Justification for recalling assigned civilian personnel will be submitted to the Director of Operations upon completion of the exercise.

b. All Commanding Officers, Directorates, Department Heads, and Staff Officers shown in the enclosure will submit a verbal and/or written report to the office originally notifying them of a recall. Reports will be submitted in 30-minute intervals from the time the recall is initiated until otherwise directed. Reports will contain the percentage of personnel on board/contacted as required by type of recall:

Examples

Actual Emergency Recall/Frost Call

"HQHQRON reports 35% of personnel on board."

Practice Personnel Emergency Recall

"Airfield Operations reports 60% of personnel on board."

Practice Communications Emergency Recall

"FAC reports 65% of personnel contacted."

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

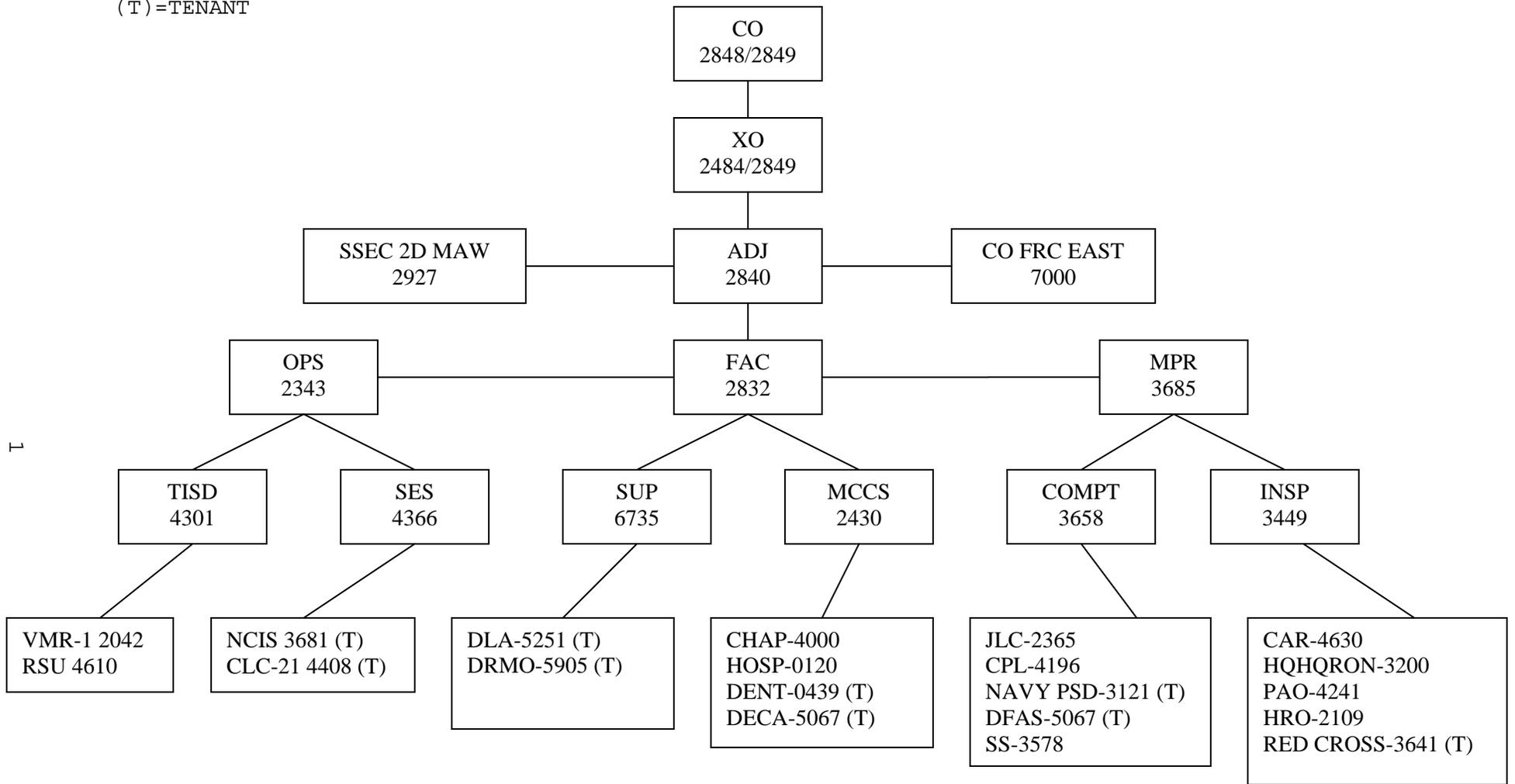
b. Signal. This Order effective date signed.


R. C. MANN
By direction

DISTRIBUTION: A

FROST/EMERGENCY
 RECALL FLOWCHART
 NOVEMBER 2006

(T) =TENANT



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