



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
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Canc: Sep 2016

ASB 3440
OPS

31 AUG 2016

AIR STATION BULLETIN 3440

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: NATIONAL PREPAREDNESS MONTH

1. Purpose. The month of September has been identified as National Preparedness Month (NPM) by the Federal Emergency Management Agency (FEMA). To support this initiative, the Department of Defense has requested that all military installations participate in "America's PrepareAthon". MCAS Cherry Point will join this effort by focusing on both national and Station-specific initiatives.

2. Background. NPM serves as a reminder that we all must take action to prepare for the types of emergencies that could affect us. Locally, this campaign is designed to ensure that all personnel and their dependents are aware of mass notification procedures, and how to develop emergency action plans (EAPs) to prepare for various types of threats and hazards. As most know, eastern North Carolina is vulnerable to numerous natural hazards that include hurricanes, floods, and tornadoes. Additionally, recent threats to the homeland and active shootings that impact military personnel are dangers that deserve immediate attention and adequate preparation.

3. Commander's Intent. It is my intent and expectation that all personnel aboard MCAS Cherry Point understand emergency mass notification procedures and have action plans for specific threats and hazards. I place the weight of this responsibility on our military leaders and civilian supervisors at all levels.

4. Action

a. Week 1 (1-3 September)

(1) National and Station-Specific Initiative: Kickoff to National Preparedness Month

(a) The Joint Public Affairs Office (JPAO) will release kickoff information via an all-hands email and social media to announce the beginning of NPM.

(b) Mission Assurance Working Group (MAWG) members will receive planning guidance and tools from the MCAS Cherry Point Mission Assurance Department. MAWG members are to disseminate this information to individual workplace supervisors for implementation and review with personnel.

b. Week 2 (6-9 September)

(1) National Initiative: Preparing Family and Friends. JPAO will release information on focusing how to prepare emergency plans for your family members, friends, and neighbors.

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(2) Station Initiative: Emergency Action Plan Development

(a) Supervisors are to review current workplace-specific EAPs with personnel. If you work in a multi-directorate/command building, this may require coordination with supervisors from other directorates/commands to develop building-specific EAPs. EAPs should include shelter-in-place (destructive weather), lockdown, fire safety, and bomb threat procedures.

(b) An All-Hands Emergency Mass Notification System (eMNS) test will be conducted on 9 September. The eMNS consists of the Giant Voice System (GVS) and the AtHoc net-centric system (desktop pop-up, phone, email, text). This test will demonstrate how emergency information will be released and confirm if personnel have all preferred contact information within the AtHoc eMNS.

c. Week 3 (12-16 September)

(1) National Initiative: Preparing Through Service. JPAO will release information pertaining to involvement with community-based emergency planning, and will highlight local preparedness efforts.

(2) Station Initiative: Destructive Weather Planning

(a) Based on the progress from Week 2, supervisors are to focus specifically on destructive weather plans. All personnel should be aware of how to plan for an imminent weather event (i.e. tornado), as well as workplace preparedness for a hurricane.

(b) A Tornado Shelter-in-Place (SIP) drill will be conducted on 16 September. The exercise message will be released via eMNS and supervisors are to walk through SIP procedures with personnel during the drill. An "all-clear" will be broadcasted via eMNS at the conclusion of the drill.

(c) A MAWG meeting will be held in the MCAS Cherry Point Emergency Operations Center (EOC) at 1300 on 15 September. This meeting will focus on any issues and concerns affiliated with National Preparedness Month efforts.

d. Week 4 (19-23 September)

(1) National Initiative: Individual Preparedness. JPAO will release information pertaining to individual emergency readiness.

(2) Station Initiative: Active Shooter/Lockdown Planning

(a) Per the guidance from the MAWG representative, supervisors are to concentrate on validating workspace and building lockdown procedures. Additionally, all personnel should be aware of active shooter response actions (run, hide, fight) in relation to their workplace. It is highly recommended that supervisors both talk and walk through these actions with personnel.

(b) A Lockdown drill will be conducted on 23 September. The exercise message will be released via eMNS and supervisors are to walk through lockdown and active shooter response (run, hide, fight) procedures during the drill. An "all-clear" will be broadcasted via eMNS at the conclusion of the drill.

e. Week 5 (26-30 September)

(1) National Initiative: Lead up to National PrepareAthon Day. On National PrepareAthon Day (30 September), a preparedness question and answer session will be held. All personnel and dependents are welcome to attend this discussion-based planning session. Representatives from Mission Assurance, Emergency Management, Fire & Emergency Services, the Provost Marshal's Office, and Naval Health Clinic Cherry Point will be available. The location and time of the event will be released via an all-hands email.

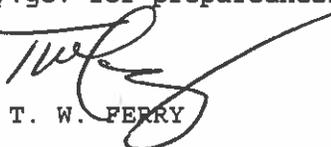
(2) Station Initiative: Focus on Fire Safety and Power Outage/EAP Confirmation

(a) Supervisors are to focus on fire safety EAPs within the workplace, along with procedures during a power outage.

(b) By close of business, Friday, 30 September, MAWG members are to provide Mission Assurance with confirmation of EAP validation, along with any necessary eMNS updates.

5. This Bulletin is applicable to MCAS Cherry Point and its subordinate commands. Tenant commands are requested to also participate in this initiative.

6. The Point of Contact for this bulletin is Grant DeHaven, Mission Assurance Program Manager, at 252-466-2343, or grant.dehaven@usmc.mil. Visit www.ready.marines.mil/ and/or www.ready.gov for preparedness planning resources.


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