



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

Canc frp: Jun 2014

ASB 3440
OPS
11 Jun 13

AIR STATION BULLETIN 3440

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

Subj: INSTALLATION EMERGENCY MANAGEMENT PROGRAM IMPLEMENTATION
PLAN

Ref: (a) DODI 6055.17
(b) MCO 3440.9
(c) MARADMIN 563/11

Encl: (1) IEM Plan of Action and Milestones (POA&M)
(2) All-Hazards Plan Checklist

1. Purpose. To provide guidance for the implementation of the Installation Emergency Management (IEM) Program aboard Marine Corps Air Station (MCAS) Cherry Point.

2. Background. The references provide specific guidance and direction relative to the implementation of IEM programs aboard Department of Defense (DoD) and Marine Corps installations. Reference (a) directs DoD installations to achieve Initial Operational Capability (IOC) by January 2011 and Full Operational Capability (FOC) by the end of fiscal year (FY) 2014.

3. Situation. Marine Corps Air Station, Cherry Point and its tenant organizations face a multitude of diverse threats. The references provide specific guidance, to include timeframes for compliance, with regards to activities required by Marine Corps installations to prepare for, prevent, mitigate, respond to, and recover from all-hazards incidents.

a. Per references (a) and (b), enclosure (1) provides a POA&M that lists the current status of accomplishing IEM Program FOC.

b. Per references (a) and (b), the following immediate actions are directed:

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distribution is unlimited.

(1) The doctrine, principles, and practices of the National Incident Management System (NIMS) and Incident Command System (ICS) are to be used in incident response.

(2) The IEM is assigned to the MCAS Cherry Point Mission Assurance Department within the Operations Directorate.

4. Mission. Establish and set forth a comprehensive plan for the implementation of the Marine Corps IEM Program for MCAS Cherry Point. Provide the coordinated and synchronized planning, execution, and management of efforts to minimize the effects of an all-hazard incident in order to protect personnel, critical assets, and facilities, as well as allow the accomplishment of Mission Essential Tasks (MET) associated with MCAS Cherry Point and tenant organizations.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure the accomplishment of MCAS Cherry Point's assigned mission and the protection of assigned personnel, their families, government facilities, critical assets, and property. This responsibility extends to tenant organizations assigned to MCAS Cherry Point.

(a) Maintain a formal IEM Program that preserves mission readiness and embeds emergency management functions into disaster operations to ensure MCAS Cherry Point is postured to prevent, prepare for, respond to, recover from, and mitigate incidents in a consistent, safe and efficient manner; and allow the most effective and efficient conduct of emergency activities with other Services and Civil Authorities per federal policies.

(b) The MCAS Cherry Point IEM Program serves as the conduit for implementing all-hazards preparedness requirements and guidelines directed by reference (a) through the Mission Assurance Program Manager.

(2) Concept of Operations. Implementation of the IEM Program aboard MCAS Cherry Point will be phased in order to accomplish FOC in a systematic and coordinated manner.

(a) Phase 1. The tasks below are affiliated with the IOC and all associated tasks have been accomplished. Using Enclosure (1) as a guide, the MCAS Emergency Manager has:

11 Jun 13

1. Coordinated IEM Senior Leader Orientation training for the MCAS Cherry Point Commanding Officer, Executive Officer, Director of Operations, and requested the attendance of the Commanding Officers of tenant organizations.

2. Coordinated an IEM Working Group (IEMWG) within the Mission Assurance Working Group (MAWG) which meets at least quarterly.

3. Participates regularly in other working groups tasked with completing all-hazards risk management, to include the initiation and review of the all-hazards threat assessment (AHTA) and associated vulnerability assessment.

4. Drafted a MCAS Cherry Point Capability Assessment (CA), to include capabilities offered by tenant organizations. The objectives of the capability assessment include the identification of response capabilities, key installation resources, and their functions.

5. Identified billets required to implement, support, and sustain the IEM Program.

6. Established emergency management points of contact and agreements with local community governments, state agencies, as well as local DoD installations.

7. Maintained membership in the North Carolina Emergency Management Association (NCEMA) and attends annual local, state and international forums and conferences to remain up to date on Emergency Management trends and techniques.

8. Established public health resource management activities with the MCAS Cherry Point Naval Clinic (NHCCP) and the Public Health Officer (PHEO).

ASB 3440

9. Established post-disaster support with the Command Chaplain through the Mission Assurance Department and the MAWG.

(b) Phase 2. The Emergency Manager, with the support of Mission Assurance and the IEMWG, has accomplished:

1. Training

a. Coordinated basic NIMS/ICS training requirements with the MCAS Training Department.

b. Coordinated intermediate and advanced ICS training for designated managers, incident command personnel and staff with the Training Department.

c. Maintained training outlined for Installation Emergency Managers.

2. Initiated drafting of the All-Hazards Plan with input from Mission Assurance and members of the IEMWG.

3. Initiated all Emergency Support Functions (ESFs) are represented by subject matter experts within the EOC and coordinating ESF training.

4. Ensures emergency responders, Command & Staff, and appropriate external agencies maintain a common operating picture.

5. Maintains an exercise program that utilizes a comprehensive all-hazards approach encompassing all readiness programs.

6. Coordinated and established an Installation Exercise and Evaluation Team (IEET) within MAWG. The IEET consists of the Emergency Manager, the Mission Assurance Program Manager and other members recommended by the MAWG/IEMWG based on exercise objectives and the scenario.

Phase 3. The following tasks are directed to ensure continuity of the IEM Program:

1. The Emergency Manager and Mission Assurance Program Manager will coordinate the development and publishing of public service announcements regarding emergency awareness and preparedness with the Public Affairs Officer (PAO).

2. The Emergency Manager will support Security and Emergency Service (SES) and the Telecommunication and Information Systems Department (TISD) with the implementation of the Enhanced 911 system (e911).

a. Ensure additional training is offered through outside resources is offered and provided to 911 communicators, Fire and Emergency Service personnel, PMO, and appropriate EOC staff.

b. Provide education for base personnel and their families regarding capabilities of the e911 system.

11 Jun 13

c. Ensure SES and TISD establish connectivity of the e911 system to the EOC in order to aid analysis and reporting.

d. Ensure SES and TISD establish e911 system connectivity with local 911 dispatch systems for interoperability and backup operations.

3. The Emergency Manager and Mission Assurance Department, in conjunction with MCAS Cherry Point PMO/Physical Security, will ensure the ongoing capability to warn and notify within 10 minutes of an incident or verification of an incident by means of the Mass Warning Notification System.

4. The Emergency Manager, in coordination with the Mission Assurance Program Manager and IEMWG, will constitute a standing Recovery Working Group (RWG) which will be activated and task-organized at the time of an actual incident to accomplish:

a. Ensure rapid initial and follow-on damage assessments.

b. Identify recovery priorities in coordination with Command and staff.

c. Ensure recovery and debris removal planning.

d. Ensure continuous dissemination of emergency preparedness information in coordination with Mission Assurance Program Manager and the PAO.

e. Ensure effective fatality management and mortuary affairs.

5. The IEMWG will maintain continuous coordination of emergency management priorities, practices, procedures, and protocols with tenant commands.

6. The Emergency Manager and Mission Assurance Program Manager will coordinate with Marine Corps Community Services (MCCS) to ensure readiness for crisis and mass casualty response and recovery.

7. The Emergency Manager will ensure refresher training will be coordinated as necessary in relation to preparedness, response, and recovery.

11 Jun 13

8. The Emergency Manager will consistently review and refine policies and procedures associated with continuity of operations (COOP) and personnel accountability.

(3) Coordinating Instructions

(a) The Emergency Manager, through the Mission Assurance Department, is the Officer of Primary Responsibility for coordinating the activities outlined in this Bulletin.

(b) All MCAS Cherry Point directorates and departments are directed to cooperate fully in the fulfillment of emergency preparedness actions and activities outlined in this Bulletin.

(c) The Director of Operations has responsibility for addressing any and all concerns relative to the tasks directed by this Bulletin.

(d) All-hazards incident response measures shall be consistent with Occupational Safety and Health Administration (OSHA) requirements and in accordance with established criteria or guidance.

6. Administration and Logistics

a. Recommendations concerning the content of this Bulletin may be forwarded to the MCAS Cherry Point Emergency Manager.

b. Minutes of the IEMWG and other working groups, committees or councils formed as a result of this Bulletin shall be retained by the IEM for a minimum of three years.

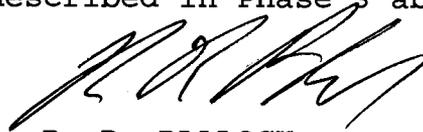
c. The Commanding General, 2d MAW and the Commanding Officers of FRC-E, the Naval Health Clinic, Combat Logistics Company 21, and the Center for Naval Aviation Technical Training (Marine Unit) concur with the contents of this Bulletin in so far as it pertains to members of their respective Commands.

7. Command and Signal

a. Command. This Bulletin is applicable to all MCAS Cherry Point directorates, departments, and tenant commands.

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

8. Cancellation Contingency. This Bulletin is cancelled upon publication of a comprehensive MCAS All-Hazards Plan that addresses all ongoing actions described in Phase 3 above.



B. R. BLALOCK
Executive Officer

DISTRIBUTION: A

IEM Implementation Plan – POA&M

ASB 3340

11 JUN 2013

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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IOC	I	COMPLETE	Adapt NIMS/ICS as primary doctrine and guiding principles for installation emergency response.	Para 4.c. above Signature	940 02 004
IOC	I	COMPLETE	Designate Installation Emergency Manager.	Enclosure (3) Para 4.b.	940 01 003
IOC	I	COMPLETE	Commence IEM Training.	MARADMIN 563/11 dtd 281931Z SEP 11	940 03 001 940 03 002 940 03 003 940 03 004 940 03 005
IOC	I	COMPLETE	Identify and designate personnel to participate in IEMWG, which will require support from the following: Installation Emergency Manager, Law Enforcement, F&ES, AT, CBRNE, Environmental Health, Medical, Public Works, Security, Information Technology, Logistics, Intelligence, Senior Chaplain, Legal, Public Affairs, Occupational Safety, MCCA, and tenant commands. IEMWG meets at least quarterly.	Enclosure (3) Para 4.a.(1) and (3)	940 01 002
IOC	I	COMPLETE	Identify installation's Mission Essential Tasks (MET) and functions.	Enclosure (4) Para 3.b.(3)(d)	940 02 001
IOC	P	COMPLETE	Establish IEM Program Charters for committees, working groups, and councils, and maintain a record of minutes for a minimum of three years	MCO 3440.9 Para 3.c.(3)	940 01 002

IEM Implementation Plan – POA&M

ASB 3340
11 JUN 2010

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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IOC	P	H/T/V COMPLETE DRAFT CAPABILITY ASSESSMENT COMPLETED HQMC STANDARDIZED PRODUCT	<p>Conduct Coordinated Risk Assessment, using USMC Risk Management Methodology, and include the following:</p> <ul style="list-style-type: none"> - Hazard/Threat Assessment – identify and characterize potential hazards/threats. - Vulnerability Assessment – Identify critical assets and infrastructure and potentially exploitable vulnerabilities. Recommend options for eliminating or mitigating vulnerabilities. - Capability Assessment – consider range of identified and projected capabilities required for response to specific hazards. Leverage AT/DCIP efforts to include critical infrastructure, infrastructure inter-dependencies, consequence management, criticality, and needs. 	<p>Enclosure (4) Para 3.a.(1)</p> <p>Enclosure (4) Para 3.a.(2)</p> <p>Enclosure (4) Para 3.a.(3)</p>	<p>940 02 001 940 02 002 940 02 003</p>
IOC	P	COMPLETE	Designate in writing all billets required to implement, support, and sustain the IEM Program. Include personnel with MET EM responsibilities.	<p>Enclosure (4) Para 3.(d)</p> <p>MCO 3440.9 Para 3.c.(2)</p>	<p>940 02 006 & ASO 3302.1B</p>
IOC	P	COMPLETE	<p>Define initial IEM resource requirements:</p> <ul style="list-style-type: none"> - Personnel - Facilities - Equipment - Funding - Timeframe for acquisition 	<p>Enclosure (3) Para 4.b.(1)(a)<u>1</u></p>	<p>940 02 006</p>

IEM Implementation Plan – POA&M

ASB 3340
11 JUN 2013

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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IOC	P	COMPLETE	Begin coordination with State, local, and/or host governments, in developing MOU, MAA, MOA, etc. relative to emergency preparedness and response.	Enclosure (3) Para 4.b. (1)(a)3.	940 03 015
IOC	P	COMPLETE	Coordinate with the installation medical treatment facility emergency manager and public health emergency officer (PHEO) regarding medical input to the IEM Plan, to include medical and public health resource management activities.	Enclosure (3) Para 4.b.(4)	940 04 001 940 05 003
IOC	P	COMPLETE	Coordinate with the Command Chaplain relative to post-disaster religious support.	Enclosure 4 Para 4.b.(4)(e)	940 05 003
IOC	P	COMPLETE	Complete basic NIMS/ICS training requirements for designated personnel, to include: <ul style="list-style-type: none"> - Senior leadership - Installation Emergency Manager - Emergency First-Responder/Receiver personnel, emergency dispatchers, etc. - Key EOC Staff 	Enclosure (5) Para 3.a., b. & c. MARADMIN 563/11 dtd 281931Z SEP 11	940 03 001 940 03 002 940 03 003

IEM Implementation Plan – POA&M

ASB 3340

1 1 JUN 2013

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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FOC	P	<p>IN PROGRESS</p> <p>HQMC and MCAS Cherry Point IEM are developing All Hazards Plan utilizing Emergency Support Functions (ESF)</p>	<ul style="list-style-type: none"> - Develop All-Hazards Plan. Employing IEMWG, develop comprehensive All-Hazards Plan that is coordinated with all MA, FP, and readiness plans with other emergency support and response functions for the installation. - Plan is written to lowest handling instruction, generally For Official Use Only and as appropriate applies ESF structure to installation emergency response. It is structured to reflect the three phases of incident management, i.e. prepare, respond and recover, and addresses among other things: <ul style="list-style-type: none"> - Procedural compliance with NIMS/ICS. - Mission, goals, and objectives of the IEM Program - Functional roles, responsibilities, and lines of authority for all personnel, organizations, and agencies assigned EM response. - Considerations identified in risk management process . - Contingency plans based on All-hazards Risk Management Methodology assessments. - Define "Event triggers" that will activate All-Hazards Plan - EOC Activation procedures. - Emergency response resource management procedures prior to, during and subsequent to an incident – describe processes for describing, requesting, tracking and taking inventory. - Processes and procedures for managing and activating MOU, MAA, MOA established with State, local, and/or 	<p>Enclosure (3) Para 4.b.(1)(b) and 4.e. and Appendix – FOC Checklist</p> <p>Enclosure (4) Para 4.</p> <p>Enclosure (5) Para 5.</p> <p>Enclosure (6) Para 2.</p> <p>Enclosure (7) Para 2.a.</p>	<p>Currently included in MA All Hazards Plan</p> <p>Writing IEM Plan (Draft)</p> <p>940 01 005</p>
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IEM Implementation Plan – POA&M

ASB 3340

11 JUN 2013

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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			<p>host governments.</p> <ul style="list-style-type: none"> - Procedures for addressing support for domestic operations in accordance with MCO 3440.7B. 		
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IEM Implementation Plan – POA&M

ASB 3340

11 JUN 2013

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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FOC	P	<p>IN PROGRESS</p> <p>HQMC and MCAS Cherry Point IEM are developing All Hazards Plan utilizing Emergency Support Functions (ESF)</p>	<p>All-Hazards Plan development (continued)</p> <ul style="list-style-type: none"> - Dynamic protocols for allowing non-DOD first responders to access installation in an emergency. - A well-defined communication plan that includes the capability to communicate within the USMC chain of command and with emergency response personnel and local authorities. - Enhanced 911 and Mass Notification and Warning System as one aspect of a comprehensive Emergency Public Information (EPI) system. - Community Awareness information program. - Plan for dissemination of Emergency Public Information (EPI). - Medical response actions integrated within IEM. - Evacuation and mass care planning. - Sheltering-in-place, Lockdown protocols and safe havens, special needs management and animal management. - Family assistance, to include religious support, support for individuals with special needs, and animal needs management. - Recovery Working Group responsibilities, to include: <ul style="list-style-type: none"> o Damage Assessment, o Fatality/Injured personnel management, o Debris management and removal, o Other Recovery priorities. 	<p>Enclosure (3) Para 4.b.(1)(b) and 4.e. and Appendix – FOC Checklist</p> <p>Enclosure (4) Para 4.</p> <p>Enclosure (5) Para 5.</p> <p>Enclosure (6) Para 2.</p> <p>Enclosure (7) Para 2.a.</p> <p>MCO 3440.9 Para 3.b.(1)</p>	
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IEM Implementation Plan – POA&M

ASB 3340
11 JUN 2013

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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			<ul style="list-style-type: none"> - Sustainment of necessities (water, food, medical supplies, and shelter) during all-hazard incidents. - Debris Management. - Procedures for After-Action Reporting and incorporating lessons learned, per MCO 3440.9A. 		
IOC	P	IN PROGRESS CROSSWALK STAFF FUNCTIONS INTO ESFs)	Designate in writing installation lead for each ESF or functional area Command Directorate lead identified in All-Hazards Plan.	Enclosure (6) Para 2.c. MARADMIN 563/11 dtd 281931Z SEP 11	940 04 005
IOC	P	COMPLETE	Conduct contingency planning for shortfalls of emergency response resources.	Enclosure (3) Para 4.b.(1)(b)5	940 01 006 940 03 010

IEM Implementation Plan – POA&M

ASB 3340
1 JUN 2013

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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FOC	P	COMPLETE	Establish the ability to establish/share a common operating picture for emergency responders and local, State, DOD, and Federal authorities.	Enclosure (6) Para 2.b.(2)(a)	940 04 003
FOC	P	COMPLETE	Establish/activate an emergency operations center (EOC).	Enclosure (6) Para 2.b.(2)	940 04 003
FOC	P	COMPLETE	Define staffing requirements for EOC and conduct training for EOC staff.	Enclosure (6) Para 2.b.(2)	940 04 003 940 03 005
FOC	P	COMPLETE	Using HSEEP principles and processes for development of exercise goals and objectives, develop rolling Five-year Coordinated Exercise Plan that incorporates a combination of Discussion-based and Functional/Field-based exercises to: <ul style="list-style-type: none"> - Test and evaluate IEM plans, procedures and protocols. - Exercise support agreements. - Capture lessons learned. - Employ comprehensive, All-Hazards, All-Hands approach – see Exercise Annex for detailed discussion. 	Enclosure (5) Para 3.f. and Para 4.	940 03 009 940 03 010 940 03 011 940 03 012 940 03 013
FOC	P	COMPLETE	Establish Installation Exercise and Evaluation Team (IEET) to lead development and conduct of training exercises.	Enclosure (3) Para 4.d.	940 01 008
FOC	D	Ongoing / StormReady	Conduct Community Awareness training regarding Emergency Preparedness.	Enclosure (5) Para 3.d.	940 03 006
FOC	D	IN PROGRESS / AWAITING	Maintain ability to warn/notify within 10 minutes of an incident: <ul style="list-style-type: none"> - Personnel on-duty at the time of the incident. 	Enclosure (6) Para 2. b.(2)(d)	940 04 004

IEM Implementation Plan – POA&M

ASB 3340
11 JUN 2013

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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		HQ FUNDING	<ul style="list-style-type: none"> - Base populace on installation at time of incident. - Common facilities (e.g., schools, commissary, gym, community center). 		
FOC	D	COMPLETE	Constitute a standing Recovery Working Group.	MARADMIN 563/11 dtd 281931Z SEP 11	940 05 001
FOC	D	IN PROGRESS	Human Capital Requirements and Emergency Management: <ul style="list-style-type: none"> - Define emergency response staffing requirements. - Identify telework opportunities and define protocols. - Develop personnel accountability protocols for EM. 	Enclosure (2) Para 10.b.(1)	940 02 07
FOC	P	TBD by HQMC	Installation and operation of Enhanced 911 system.	Enclosure (4) Para 5	940 02 0010
FOC	P	Ongoing	Coordinate emergency preparedness planning with tenant commands.	Enclosure (5) Para 2	940 02 009 940 03 001
FOC	P	Ongoing	Ensure all-hazards incident response measures are consistent with OSHA requirements and in accordance with established criteria or guidance.	Enclosure (6) Para 2.	940 04 001
FOC	D	Ongoing	Conduct training for appropriate personnel in: <ul style="list-style-type: none"> - Preventing and responding to Workplace Violence. - Active Shooter Response to include Safe Haven protocols. - Mass casualty response and planning – installation chaplains. - Personal and Family Emergency Preparedness. 	Enclosure (5) Para 3. and MCO 3440.9 Para 3.b.(1)(m)	940 03 005 940 03 009
FOC	D	Ongoing	Annually review All-Hazards Plan and Risk Assessment for changes	Enclosure (4)	940 01 008

IEM Implementation Plan – POA&M

ASB 3340

11 JUN 2013

Required for IOC/FOC	Priority*	Projected Milestone Completion	Task	DODI 6055.17 unless otherwise indicated	MCAS CHERRY POINT REF CGI
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			in hazards, threats, vulnerabilities, and/or capabilities.	Para 3. and 4.	
FOC	D	Ongoing	Annually review support agreements, MOA, MOU, MAA, etc.	Enclosure (3) Appendix – FOC Checklist	940 03 015 940 03 016
FOC	D	Ongoing	Annually Review Risk-Management Assessment for POM submission to address resource gaps identified in vulnerability assessments.	Enclosure (4) Para 3.d.MCO 3440.9A Enclosure (2)	940 03 014

A comprehensive IEM exercise and evaluation program includes exercises conducted in coordination with other tabletop, full-scale, or functional exercises (e.g., anti-terrorism, CBRNE, critical infrastructure, MA) and includes a thorough and objective evaluation process. Annual exercises should be designed to clarify roles and responsibilities, identify capability gaps, identify opportunities for improvement, identify available resources (including operational forces and equipment, as well as resources acquired through MAA), and to test IEM All-Hazard and other plans. The Hazard Identification List (Appendix to Enclosure (4) of DODI 6055.17) provides a list of potential hazards to be used as the basis for exercise scenarios. In addition, per Ref (b), ensure that IEM Exercises include testing of:

- a. COOP.
- b. Family Assistance.
- c. All mission essential information and interoperability notification functions for voice, video and data; both internally (e.g., installation personnel, tenant organizations) and externally (e.g., higher headquarters, state, local, and tribal governments, other Services, host nation partners).
- d. Mass Notification Systems (MNS).
- e. First-responders and first-receivers.
- f. Emergency Managers and supporting staff.
- g. Mass casualty response.
- h. Active shooter response.
- i. Medical and Public Health systems.
- j. 911 and other emergency communication center systems and staff.
- k. Common Operating Picture systems.
- l. Emergency Operation Center(s).
- m. Interagency coordination and communication.
- n. Multidiscipline and multijurisdictional all-hazard incidents.
- o. Emergency access procedures for civil authorities, including partnership arrangements essential to the installation (e.g., mutual aid agreements).

The above should be evaluated at least annually through a combination of tests, drills, workshops, seminars, table-top, functional, and full-scale exercises as part of a multi-year training and exercise calendar.

Exercise #	EXERCISE ELEMENT	TYPE OF EXERCISE	DATE EXERCISED
1	COOP		
2	FAMILY ASSISTANCE	FSE	24 April 2012
3	ALL MISSION ESSENTIAL INFORMATION AND INTEROPERABILITY NOTIFICATION FUNCTIONS FOR VOICE, VIDEO AND DATA; BOTH INTERNALLY (E.G., INSTALLATION PERSONNEL, TENANT ORGANIZATIONS) AND EXTERNALLY (E.G., HIGHER HEADQUARTERS, STATE, LOCAL, AND TRIBAL GOVERNMENTS, OTHER SERVICES, HOST NATION PARTNERS).		
4	MASS NOTIFICATION SYSTEMS (MNS)	Tested monthly	
5	FIRST-RESPONDERS AND FIRST-RECEIVERS	FSE	24 April 2012
6	EMERGENCY MANAGERS AND SUPPORTING STAFF	FSE	24 April 2012
7	MASS CASUALTY RESPONSE	FSE	24 April 2012
8	ACTIVE SHOOTER RESPONSE	FSE	24 April 2012
9	MEDICAL AND PUBLIC HEALTH SYSTEMS	FSE	24 April 2012
10	911 AND OTHER EMERGENCY COMMUNICATION CENTER SYSTEMS AND STAFF	RWE Weather alert	31 Jan 2012
11	COMMON OPERATING PICTURE SYSTEMS	RWE – Off Inst Bomb Threat	17 Aug 2012
12	EMERGENCY OPERATION CENTER(S)	RWE – Off Inst Bomb Threat	17 Aug 2012
13	INTERAGENCY COORDINATION AND COMMUNICATION	RWE– Off Inst	17 Aug 2012
14	MULTIDISCIPLINE AND MULTIJURISDICTIONAL ALL-HAZARD INCIDENTS	RWE– Off Inst Bomb Threat	17 Aug 2012
15	EMERGENCY ACCESS PROCEDURES FOR CIVIL AUTHORITIES, INCLUDING PARTNERSHIP ARRANGEMENTS ESSENTIAL TO THE INSTALLATION (E.G., MUTUAL AID AGREEMENTS)	RWE	3-6 May 2012

Exercise / Event Type:

TTX Table Top Exercise

FX Functional Exercise

FSE Full Scale Exercise

RWE Real World Event

ENCLOSURE (1)

All-Hazards Plan Checklist

ASB 3440
11 JUN 2013

Employ the IEMWG to develop a comprehensive All-Hazards Plan that is coordinated with all MA, FP, and readiness plans with other emergency support and response functions for the installation.

An All-Hazards Plan is written to lowest handling instruction, generally "For Official Use Only", and as appropriate, applies ESF structure to installation emergency response. It is structured to reflect the phases of incident management, i.e. prepare, respond and recover, and addresses among other things:

√	Key Element
	Procedural compliance with NIMS/ICS Ref (a) Encl (4) Par 4a.
	Mission, goals, and objectives of the IEM Program Ref (a), Encl (4), Par 4b(1).
	Functional roles, responsibilities, lines of authority, delegations of authority, and orders of succession for all personnel, organizations, and agencies assigned EM response duties. Ref (a), Encl (4), Par 4b(2).
	Delegation of authority for Mass Notification Warning System activation
	Risk Management Process, with annual reviews - <ul style="list-style-type: none"> • All-Hazard Threat Assessment • Vulnerability Assessment • Capability Assessment Ref (a), Encl (4), Par 3.
	Considerations identified in risk management process. Ref (a), Encl (4), Par 4b.
	Identify contingency plans based on shortfalls noted in the Coordinated Risk Management Methodology. Ref (a), Encl (3), Par 4b(1)(b)5.
	Prevention and mitigation planning Ref (a) Encl (4) Par 4b(3).
	Recognition of requirements for OPREP-3 incident reporting Per Ref (b), Par 4c(4)(k).
	Define "Event triggers" that will activate IEM Plan. Ref (a), Encl (6), Par 2a.
	Protocol for responding to increases/decreases in force protection condition. Ref (a), Encl (3) Appendix Table 2 FOC Checklist.
	EOC Activation procedures Ref (a) Encl (6) Par 2a(2).
	Emergency response resource-management procedures prior to, during and subsequent to an incident - describe processes for describing, requesting, tracking and taking inventory of key resources. Ref (a) Encl (3) Par 4b(1).
	Processes and procedures for managing and activating MOU, MAA, MOA established with State, local, and/or host governments. Ref (a) Encl (3) Par 4e.
	Procedures for addressing support for domestic operations, to include "Immediate Response Rule", per MCO 3440.7B.

Enclosure (2)

All-Hazards Plan Checklist

ASB 3440
11 JUN 2013

√	Key Element
	Dynamic protocols for allowing non-DOD first responders to access installation in an emergency. Ref (a), Encl (4), Par 4b(4)(f).
	Procedures for addressing interoperability issues with mutual aid partners within the local area. Ref (a), Encl (5), Par 5g.
	Intelligence sharing before, during, and after events. Ref (a), Encl (6), Par 2a(3).
	A well-defined communication plan that includes the capability to communicate within the USMC chain of command and with emergency response personnel and local authorities. Ref (a), Encl (6), Par 2b.
	Enhanced 911 and Mass Notification and Warning System as key aspects of a comprehensive emergency public information system. Ref (a), Encl (3), Appendix Table 2 FOC Checklist.
	All-Hazard hazard-specific incident response annexes Ref (a), Encl (4), Par 4c.
	Community Awareness information program. Ref (a), Encl (5), Par 3d and Ref (b), Par 3b(1)(m)6.
	Plan for dissemination of Emergency Public Information (EPI). Ref (a), Encl (5), Par 5f.
	Medical response actions integrated within IEM. Ref (a), Encl (6), Par 2d.
	Activities in support of Strategic National Stockpile (SNS) for receipt, staging, storage and closed point of distribution SNS assets. Ref (b), Par 3b(5)(j).
	Evacuation and mass care planning. Ref (a), Encl (4), Par 4b(4)(b).
	Sheltering-in-place, Lockdown protocols and safe havens, special needs management and animal management. Ref (a), Encl (4), Par 4b(4)(b).
	Family assistance, to include religious support, support for individuals with special needs and animal needs management. Ref (a), Encl (4), Par 4b(4)(d).
	Recovery Working Group responsibilities, to include: Damage Assessment, Fatality/Injured personnel management, Debris management and removal, Other Recovery priorities. Ref (a), Encl (7), Par 2a.
	Continuity of operations planning. Ref (a), Encl (4), Par 4b(4)(a).
	Sustainment of necessities (water, food, medical supplies, and shelter) during all-hazard incidents. Ref (b), Par 3b(5)(f).
	Volunteer and donations management. Ref (a), Encl (4), Par 4b(4)(c).
	Establish HSEEP-based Exercise Program conducting annual exercises to evaluate installation's capability to respond to incidents using all-hazards emergency management approach. Ref (a), Encl (5), Par 3f & 4.

Enclosure (2)

All-Hazards Plan Checklist

ASB 3440
1-1 JUN 2013

✓	Key Element
	Debris Management. Ref (a), Encl (7), Par 2b.
	Procedures for After-Action Reporting and incorporating lessons learned. Ref (b), Par 3c(1).
	On-going Installation Emergency Management training program. Ref (a), Encl (5), Par 3.

Enclosure (2)