UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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CHERRY POINT, NORTH CAROLINA 28533-0003

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AIR STATION ORDER 3440.1A

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

Subj: MARINE CORPS AIR STATION CHERRY POINT EMERGENCY MANAGEMENT

Ref: (a) DoD Directive 3025.18
        (b) JP 3-28
        (c) MCO 3440.9
        (d) MCO 3058.1
        (e) MCO 3440.7C
        (f) Marine Corps Mission Assurance Benchmarks
        (g) ASO 3058.1
        (h) ASO 3140.1C
        (i) National Response Framework
        (j) Standard Operating Procedures for Emergency Management
        (k) ASO 3030.1

1. Situation

    a. General. This Order establishes policies and procedures for executing Emergency Management (EM) aboard MCAS Cherry Point. The type and scale of all-hazard events that may impact MCAS Cherry Point and the surrounding area vary significantly. Providing critical direction for utilizing resources, collaborating, and planning to facilitate efforts in order to prepare for, respond to, and recover from all-hazard incidents is vital in saving lives, ensuring operational readiness and mission success. The Commanding Officer has the authority and responsibility to protect personnel, equipment, and facilities subject to his control. This plan shall not detract from, or conflict with, the inherent and specified authorities and responsibilities of the Commanding Officer. Furthermore, this plan shall not legally bind military or governmental services and capabilities to be substituted for individual responsibility during an impending or actual all-hazard event. Accordingly, military and civilian personnel are expected to be aware of a developing or occurring all-hazard event and to respond in a safe, responsible manner. Personnel are also encouraged to be prepared and to be self-sufficient for at least seven days during a threat/hazard event.

    b. Enemy/Threats. Threats and hazards to installation assets and personnel can come from a variety of sources. These include, yet are not limited to terrorism, traditional physical attacks, cyber intrusions, as well as natural hazards such as destructive weather. The MCAS Cherry Point All-Hazard Threat Assessment (AHTA) serves as the analytical tool utilized by installation planners in order to compare possible threat and hazards in relation to likelihood.

    c. Terrain. In regard to this Order, any reference to MCAS Cherry Point also includes the additional properties that fall under the command and control of MCAS Cherry Point leadership, which include the Auxiliary Landing Field (ALF) Bogue, Operational Landing Field (OLF) Atlantic, OLF Oak Grove, BT-11, and BT-9.

d. Friendly

(1) Higher

(a) Marine Corps Installations East (MCIEAST).

(b) Marine Corps Installations Command (MCICOM).

(c) U.S. Marine Corps Forces North (MARFORNORTH).

(2) Supported Commands

(a) 2d Marine Aircraft Wing (2d MAW).

(b) Fleet Readiness Center East (FRCEAST).

(c) Naval Health Clinic Cherry Point (NHCCP).

(d) Center for Naval Aviation Technical Training (CNATT).

(e) Defense Commissary Agency (DeCA).

(f) Defense Logistics Agency (DLA).

(g) Naval Criminal Investigative Service (NCIS).

2. Cancellation. Cancellation ASO 3440.1.

3. Mission. To execute Emergency Management by coordinating preparedness, response, and recovery efforts to save lives, reduce injuries, and preserve property. This is accomplished by assembling, mobilizing and coordinating personnel and resources to efficiently and effectively manage incidents impacting MCAS Cherry Point.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCAS Cherry Point will maintain a robust EM program designed to reduce the vulnerabilities of personnel, missions, equipment, and facilities to all-hazard incidents. Additionally, this program shall ensure the establishment, monitoring, and assessment of the capabilities necessary to respond effectively to the consequences of an actual occurrence of a disaster or planned event. It is critical that our EM Program is also aligned and synchronized with the efforts and capabilities of the local community. The ability to support, and obtain support from local, state, and federal agencies must be appropriately coordinated. In order to maintain current emergency procedures that account for evolving threats and hazards, the attached Standing Operating Procedures (SOP), along with internal directorate/subordinate command procedures affiliated with emergency operations, remains up-to-date at all times.

(2) Concept of Operations

(a) Emergency Management Program. The Emergency Management program aboard MCAS Cherry Point is maintained by Mission Assurance and falls under the direct purview of the Installation Emergency Manager (IEM). The IEM serves as the EM advisor to the Mission Assurance Program Manager, Director of Operations, and Commanding Officer.

1. Shaping. As identified in reference (d), Emergency Management at MCAS Cherry Point is continuously evaluated and shaped by a multitude of planning, assessment, and exercise efforts. These efforts are addressed within this Order and include:

    a. Program Reviews and Inspections.

    b. Capability Assessment.

    c. Mission Assurance Risk Management.

    d. Continuity of Operations (COOP).

    e. Critical Infrastructure Protection.

    f. Antiterrorism Planning.

    g. After Action Reports (AARs).

    h. Support Agreements and Defense Support of Civil Authorities (DSCA).

2. National Response Framework (NRF). This plan supports the National Response Framework (NRF), National Incident Management System (NIMS) and the Incident Command System (ICS) per reference (i). This approach enables all involved organizations to work together effectively in order to prevent, prepare for, respond to, and recover from all-hazard incidents regardless of cause, size, or complexity. All personnel associated with this plan will be trained on the principles of NIMS.

3. Risk Management. The Mission Assurance Risk Management Methodology is utilized at MCAS Cherry Point in order to facilitate holistic risk management for all programs that fall under the MA umbrella. Reference (g) contains detailed information pertaining to the risk management process and associated products. The risk management process captures interim, short-term, and long-term actions that will reduce and/or eliminate the impact of identified hazards or threats to the installation.

4. Training and Exercises. MA maintains a robust training and exercise program that accounts for all respective requirements listed within reference (f). Reference (g) combines all MA training and exercise requirements and serves as the primary reference for this EM program component.

5. Interagency Coordination. Internal and external relationships are essential for ensuring sound emergency management. Internal coordination is primarily maintained through the Crisis Action Team (CAT) and working groups established per reference (g). External collaboration is captured within developed support agreements (i.e., MOUs, MOAs, MAAs).

6. Equipment

    a. Emergency Operations Center (EOC) Equipment. Mission Assurance maintains oversight of the sustainment of EOC equipment, as well as the projection and appropriate resourcing of equipment needs within the EOC and alternate EOC.

    b. Emergency Capabilities. Headquarters Marine Corps (HQMC) facilitates the completion of Capability Assessments (CA) for all Marine Corps installations. The CA is an evaluation of the identified and projected response capabilities necessary for responding to the consequences of any type of threat or hazard. This assessment identifies if MCAS Cherry Point is capable (by means of current resources), to respond effectively to a given all-hazard incident. The IEM maintains a copy of the CA and ensures the

coordination of the findings with appropriate stakeholders in order to seek necessary mitigation and adequately exercise capabilities. The resourcing of emergency response capabilities are the responsibility of the owning directorate or subordinate command.

7. Assessment. See reference (g) for information pertaining to EM program reviews, assessments, and inspections.

(b) Emergency Management Planning

1. Plan Integration. This Order serves as a companion document to reference (g). To comply with reference (c), this Order contains the program components and response actions necessary to sustain a holistic Emergency Management Program. During an emergency event, this Order serves as the primary policy for identifying response and recovery actions. As discussed, some EM plan requirements are shared with other MA programs to align with the Marine Corps Mission Assurance Construct. These components, identified below, are included within reference (g), which is the Mission Assurance programmatic policy for MCAS Cherry Point:

a. Organization.

b. Risk Management.

c. Training and Exercises.

d. Program Review.

2. Plan Construct

a. Base Order. This plan provides wave-top level guidance for how emergency management and emergency operations will be planned, coordinated, and conducted at MCAS Cherry Point. It describes the fundamental policies, strategies, and general concept of operations to be used in managing a significant incident or event from pre-onset through recovery.

b. Standing Operating Procedures (SOP). It is essential that emergency response actions remain current to ensure effective preparedness, response, and recovery. To maintain this critical requirement, all response/recovery actions are addressed within a separate EM SOP that is maintained as a sub-set to this base Order. Per the Commanding Officer's intent, this SOP shall be treated as a living document. It must be reviewed annually and updated upon the need of any change affiliated with threats, hazards, manpower, resources/equipment, or procedures. This Order and the associated SOP (referencej) do not attempt to define for each directorate/command how to perform their specific tasks as stated within reference (f). The manner in which the tasks are to be performed shall be contained within the policies established and maintained by the respective directorate/command.

(1) Emergency Support Functions. Effective EM requires close coordination with local, state, and Federal agencies. To improve coordination and communication with outside agencies, MCAS Cherry Point utilizes Emergency Support Functions (ESF). All emergency management stakeholders must become familiar with how ESFs correlate to the standard military staff construct (i.e., S6 to ESF 2, Communication and Warning). The ESF categories utilized at MCAS Cherry Point, along with the assigned ESF primary agency are identified within Table 1 below.

Table 1

ESF	Function	Primary Agency
ESF 1	Transportation	Logistics Services
ESF 2	Communication and Warning	TISD
ESF 3	Public Works and Engineering	Facilities
ESF 4	Fire Services	Fire and Emergency Services
ESF 5	Information and Planning	Operations/Mission Assurance
ESF 6	Mass Care, Emergency Assistance, Housing and Human Services	Operations/Mission Assurance
ESF 7	Logistics	Logistics Services
ESF 8	Public Health and Medical Services	Fire and Emergency Services
ESF 9	Search and Rescue	Fire and Emergency Services
ESF 10	Hazardous Materials	Fire and Emergency Services
ESF 11	Agriculture	Veterinary Services
ESF 12	Energy	Facilities
ESF 13	Public Safety and Security	PMO
ESF 15	External Affairs	Communication Strategy & Operations

3. Direction and Control

    a. Incident Command. In accordance with NIMS and ICS, Incident Commanders (ICs) will maintain control and responsibility for tactical level emergency response actions within the immediate area of the hazard or damage. Organic assets will be supported through mutual aid agreements as required.

    b. Emergency Operations Center (EOC). The CO shall maintain operational control of the installation and its forces to support the IC through the coordinated efforts of the EOC. The EOC serves as the central direction and control point for installation emergency response activities. Should this location be inoperable, an alternate EOC is addressed in reference (k).. The Crisis Action Team (CAT) is composed of personnel from each directorate, subordinate and supported commands that are assigned to staff the EOC during an all-hazard event and provide support to the IC and/or command. The construct and procedures pertaining to the CAT are included within reference (j).

    4. Planning Fundamentals. All threat/hazard events begin and end at the installation level. Emergency management is best described as a lifecycle that encompasses the following five phases: prevention, mitigation, preparedness, response, and recovery. These phases are part of a comprehensive process where each phase builds on the accomplishments of the preceding one, with the overall goal of minimizing the impact of a threat or hazard. The EM Program at MCAS Cherry Point will be executed with these fundamentals at the forefront of all planning and preparedness efforts. The EM SOP divides the tasks under the execution of each ESF by means of these phases.

    a. Prevention. Prevention actions include those taken to avoid an incident or to intervene to stop an incident from occurring. Activities include public awareness campaigns, threat information application, and countermeasure emplacement.

    b. Mitigation. Mitigation activities are those intended to reduce or eliminate risks to personnel or property or to lessen the actual or potential adverse effects of a disaster or emergency. Execution of the Mission Assurance Risk Management Process is a sound example of mitigation determination and execution.

c. Preparedness. Preparedness activities, programs and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, exercising, and support agreement development are among the activities conducted under this phase.

d. Response

(1) The onset of an all-hazard incident creates a need for time-sensitive response actions necessary to save lives and property, and stabilize the situation for eventual recovery. Response actions are best coordinated and executed at the lowest level of command involved in the event. Such response actions include:

(a) Notifying emergency management.

(b) Warning the population.

(c) Evacuating or sheltering.

(d) Rescue and medical treatment.

(e) Containment or mitigation.

(2) Emergency Response Priorities. Prior to any response, clear guidance is necessary in order to drive response efforts and facilitate the prioritization of work. The MCAS Cherry Point EM Program response priorities in an all-hazard event are annotated within Table 2.

Table 2

Order	Priority
1	Save lives and prevent human suffering
2	Sustain critical operations
3	Restore essential operations and services post-event

(3) Emergency Response Typing. Five Emergency Response Types are used to classify the estimated impact on the installation and supported commands. The categorization of a response under a given type will assist in the coordination and acquisition of additional resources and support. The emergency response type will initially be determined by an emergency dispatcher based on the information received and the guidelines provided in this Order. Once on scene, the IC may upgrade or downgrade the response based on their assessment of the incident. The response type will drive certain requirements, such as Incident Action Plan (IAP) development, EOC activation and reporting. Table 3 lists the response types utilized at MCAS Cherry Point.

Table 3

Type	Assets	EOC Activation	Operations	Examples
5	1-2	Not Required	- Normal Ops - No written IAP needed	Vehicle fire
4	3 or more	Not Required	- Normal Ops, requires monitoring - Mass notification - No written IAP needed	Severe weather Structure fire

3	Incident-specific	Partial EOC Activation (Emergency Services Personnel/ Essential Personnel)	- Written IAP required - Support Agreements may be required - Mass notification - HHQ Reporting	Aircraft mishap Active Shooter Hurricane (Cat 1-2)
2	Incident-specific Resources requested	Full CAT Activation	- Written IAP required - Multiple operational periods - Mass notification - HHQ Reporting	Hurricane (Cat 3-4) Large HazMat Release
1	National resource request	Full CAT Activation	- Written IAP required - Multiple operational periods - Mass notification - Possible evacuation - HHQ reporting	Wildland fire Domestic terrorism Hurricane (Cat 5)

e. Recovery. Recovery is the effort to restore mission capabilities and return the installation to normal operations and support. Short-term recovery actions include the assessment of damages and returning vital utilities to pre-event operational status. Additionally, it is critical that human services (i.e., counseling, sheltering, medical care, etc.) are at the forefront of recovery actions. Long-term recovery can only begin once short-term objectives have been achieved.

(1) Damage Assessment. After an all-hazard event, physical damage assessments must be conducted in order to determine the extent of the impact. The Facilities Directorate will maintain an organic damage assessment capability, as well as an optimal debris clearance and collection capability. These capabilities should support short-term recovery efforts and initial damage assessments, resource projections, and recovery planning requirements.

(a) Critical Infrastructure. MCAS Cherry Point Mission Assurance maintains a Priority of Response and Restoration Memorandum. This document, which is reviewed annually, provides response and restoration personnel with guidance pertaining to the order by which critical infrastructure should be responded to or restored based on the impact on installation and supported command missions. The damage assessment will account for the infrastructure annotated within this document. The damage assessment should include not only critical and essential facilities for mission requirements, but also office, industrial and residential structures for military personnel, contractors, and supported family members.

(2) Personal Safety. Safety during the recovery process is crucial to successful operations. Recovery personnel shall be equipped with appropriate Personal Protective Equipment (PPE) as determined by the IC with the advice of MCAS Cherry Point safety, CBRNE, and/or environmental personnel. Because of the difficulty in performing recovery operations in PPE, the IC must plan for work-rest rotation of recovery personnel, and the need to request for additional resources required for maintaining recovery operations.

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(3) Recovery Workforce Considerations. A moderate-scale to large-scale all-hazard incident will be labor intensive, and leadership must ascertain the quantities and capabilities of healthcare and response/recovery personnel and resources. The IC and EOC staffs must ensure that personnel who provide part-time support to different agencies are not counted twice in the inventory of resources. Some emergencies may last for weeks, resulting in an exhausted workforce, and the IC should plan for rest and recuperation within the IAP. Responders and recovery personnel must have adequate PPE, training, medical, and psychological support.

(a) Vaccination/immunization of key healthcare and response/recovery personnel who could be tasked to provide support during or after a threat/hazard event should be conducted in accordance with Marine Corps policy and shall be closely monitored. Critical personnel listings, such as those required for specific force protection conditions, should identify and permit installation access to those personnel required for conducting post-event actions and/or for supporting mission continuity.

(b) Sustainment planning shall include maintaining food, water, power, heating/ventilation/air-conditioning, security and shelter, as well as efforts to maintain general public health and safety. Further, sustainment planning should also include coordination with local authorities in order to advise the community on actions to take to assure the community's protection. Examples of community protection measures during a recovery effort include restriction of movement orders, schools and activities closures, cancellation of public gatherings, and establishment of no entry zones or evacuation routes.

(4) Health/Environmental Considerations. Long-term environmental remediation measures are much more complex and require coordination and cooperation with jurisdictional regulatory agencies and may include Federal and state health and environmental officials. The IC shall involve medical, environmental and industrial hygiene personnel in their performance of a health/environmental assessment.

(5) Decontamination. Decontamination during the recovery phase can be a long-term, complex operation and must address resource management, safety, extended health issues, environmental concerns and effect on mission accomplishment. MCAS Cherry Point will coordinate decontamination activities as necessary based on the threat/hazard.

(6) Remediation and Retrograde Operations. Installation restoration begins upon completion of the survey for contamination and continues until all contamination has been removed or remediated. The scope and duration of the remediation depends on the agent or material.

(7) External Support. Recovery efforts may quickly exhaust organic capabilities and require additional support from local, regional, state, Federal, private agencies, public works departments, and/or environmental and mass care-related agencies.

(8) Resource Requirements. Special attention and planning must be focused on the fiscal and logistical impact of recovery efforts, especially those events requiring long-term displacement of the population, decontamination, restoration, and/or environmental remediation of affected areas.

(9) Risk Communication. Risk communication and psychological support for responders, personnel, dependents, on-base residents, and the local community is necessary to ensure the well-being of those impacted by an event. Risk communication will be coordinated through the EOC.

b. Tasks

(1) Operations Directorate. Serve as the primary agency responsible for the EOC activation and operations.

(2) Mission Assurance

(a) Maintain a Crisis Action Team (CAT) at the appropriate staffing level in order to support EOC activation during times of emergency.

(b) Ensure the CO designates in writing an EM appropriate for MCAS Cherry Point.

(c) Coordinate the participation of command and staff in EOC training and exercises.

(d) Ensure EM program standards are properly addressed per references (a) through (j).

(e) Maintain an Emergency Management Working Group (EMWG) that can be incorporated into the Mission Assurance Working Group per reference (d).

(f) Ensure all required threat, hazard, vulnerability, and consequence assessments are conducted prior to the annual update of this EM Plan.

(g) Maintain collaborative and synchronized efforts with supported commands in relation to the EM program.

(h) Facilitate the review and update of this Order, annually or as necessary.

(i) Ensure that this Order identifies the restoration priorities for essential operations that support Mission Essential Tasks (METs).

(j) Establish operable, and when possible, interoperable communications with the local response community.

(k) Coordinate emergency management efforts with local, regional, state, Federal, and/or Non-Governmental Organizations (NGO) partners.

(l) Review and approve all installation EM support agreements and/or contracts.

(m) Review all installation exercise After Action Reports.

(n) Ensure installation resources for EM are included within the Mission Assurance budget, or appropriately aligned with funding per resourcing processes.

(o) During recovery operations, assists with the identification of resources and requests for HHQ resource support. These resources may be in support of environmental, safety, medical or mass care requests.

(3) Facilities Directorate

(a) Serve as the primary agency for ESF 3 and 12.

(b) Ensure that all contingency plans identified within reference (f) are maintained.

(c) Institute measures to mitigate physical structure damages in the short-term, if a threat of structural instability exists.

(d) Ensure access to debris and trash removal services as well as the restoration of sewage treatment and removal, water treatment and provision of water services, and power generation/distribution.

(4) PMO   Serves as the primary agency for ESF 13.

(5) Communication Strategy and Operations

(a) Serve as the primary agency for ESF 15.

(b) Be prepared to identify a Joint Information Center (JIC) in coordination with local, state, and national media representatives.

(c) Be prepared to advise the general public and provide information on measures being taken by the Commanding Officer to remediate an all-hazard event.

(6) Logistics Services Directorate. Serve as the primary agency for ESF 1, and 7.

(7) TISD. Serve as the primary agency for ESF 2.

(8) Manpower Directorate. Be prepared to support with HHQ reporting affiliated with accountability.

(9) Fire and Emergency Services Serve as the primary agency for ESF 4,8,9 AND 10.

(10) All Directorates/Supported Commands

(a) The Mission Assurance Benchmarks serve as official tasks to respective directorates in order to ensure compliance with Marine Corps policy in relation to Mission Assurance and Emergency Management. Ensure compliance with the requirements set forth within reference (f).

(b) Ensure that personnel are properly categorized per this Order, and rosters are created to support emergency operations.

(c) Be prepared to support ESF primary agencies as necessary.

(11) Naval Health Clinic Cherry Point (NHCCP). Ensure the Public Health Emergency Officer (PHEO), along with other medical authorities, issue health advisories in connection with an all-hazard event as necessary.

c. Coordinating Instructions

(1) Emergency Management Working Group. The Emergency Management Working Group (EMWG) is conducted in conjunction with the Mission Assurance Working Group (MAWG) per reference (d). Mission Assurance will ensure that all EMWG requirements per reference (f) are performed. The EMWG can be conducted separately from the MAWG if and when necessary.

(2) Defense Support of Civil Authorities (DSCA). The process by which military assets and personnel can be used to assist in missions normally carried out by civil authorities. When deemed feasible, MCAS Cherry Point personnel and assets will provide support to civil authorities in order to save lives, prevent human suffering, or mitigate great property damage. All subordinate commands shall be prepared to execute response operations.

(a) Immediate Response Authority (IRA). For time critical emergency situations, the Commanding Officer may approve an immediate response without pre-approval from higher headquarters. This response may require the temporary employment of resources based within MCAS Cherry Point in order to save lives,

prevent human suffering, or mitigate great property damage. The succession of the IRA, in the CO's absence, will be the MCAS Cherry Point Executive Officer (XO), followed by the Director of Operations.

    1. Prior to initiating IRA support, MCAS Cherry Point directorates/subordinate commands shall provide the proper notification and receive approval from one of the IRA decision authorities.

    2. The IRA will not be delayed or denied based on the requestor being unable or unwilling to reimburse the Department of Defense.

    3. Directorates/subordinate commands shall adhere to Standing Operating Procedures (SOPs) when conducting support based on IRA.

    4. Within one hour of initiating support, notify MCIEAST of Marine Corps personnel and assets engaging in immediate response.

    5. Within 72 hours of support being provided, a need reassessment will be conducted by those with IRA decision authority.

    6. An immediate response shall end when the necessity giving rise to the response is no longer present, proper civil capabilities arrive, or a designated authority directs an end to the response. Locally, this authority resides with the CO, or in their absence, the XO or Director of Operations. Higher Headquarters can also mandate the termination of a response.

    (b) Civil Authorities

    1. Per reference (b), civil authorities are those elected and appointed officers, as well as employees who constitute the government of the United States, the governments of the 50 states, and political subdivisions thereof. Civil authorities are designated by the local municipality, county, or state government and can act within an official capacity for the respective government under legal authorities and statutes. Civil authorities may include, but are not limited to, mayors, city managers, fire/police chiefs, emergency managers, and county commissioners.

    2. If the authority of someone requesting support is unknown, request additional information that validates this jurisdiction. This may include supplemental correspondence from a higher official within the respective government, or verification of what appointed or elected official is being represented. The Installation Emergency Manager can also be consulted since many of these relationships are already established.

    (c) Reimbursement. Reference (a) requires reimbursement to the DoD for the incremental costs of providing support, and permits Federal agencies to provide goods and services to other Federal agencies on a reimbursable basis.

    (3) Support Agreements

    (a) Support agreements may be created in order to foster response-oriented, reciprocal relationships with outside agencies. These agreements may come in the form of Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), or Mutual Aid Agreements (MAAs).

    (b) It is expected, per policy, that certain emergency response capabilities shall be made available to assist civil authorities under these support agreements, following a thorough review and appropriate approval. Civil authorities and DoD installations enhance preparedness through the coordination and sharing of capabilities by means of these agreements.

(4) <u>Base Support Installation (BSI) Designation</u>

(a) A BSI is a military installation of any service or agency designated by the DoD, in or near an actual or projected domestic operational area to support DoD forces conducting civil support operations. Installations selected as BSIs shall be expected to continue their assigned missions in addition to the BSI mission. If selected, the CO should be prepared to request personnel, material, and equipment augmentation from MCAS Cherry Point and/or supported commands.

(b) <u>BSI Selection</u>. Consideration of any installation to be deemed a BSI is situation dependent and primary consideration will be given to preservation of military mission effectiveness. However, MCAS Cherry Point shall provide capability information on an annual basis per respective data calls in order to address current capabilities to support such a designation.

(5) <u>Operational Staging Area (OSA) Designation</u>. An OSA is a military installation of any service or agency designated by the DoD, in or near an actual or projected domestic operational area to support civil response efforts. A Joint Staff Execute Order would establish a support relationship to enable the supported agency to receive necessary support from the OSA. The OSA serves in general support of the COCOM conducting response operations. Support provided by a designated OSA may include, but is not limited to, C2, communications support, general logistics and maintenance, transportation, contracting, personnel and equipment reception/staging, facilities, civil engineering, health, and other life support services (i.e., billeting, food service, and force protection).

5. <u>Administration and Logistics</u>

a. <u>Administration</u>

(1) <u>Update Policy</u>. Recommendations for changes to this Order shall be coordinated through the MAWG and/or EMWG, approved by the Mission Assurance Executive Council (MAEC), and submitted to the Adjutant for official staffing.

(2) <u>Personnel Categorizations</u>. Personnel that work on the installation shall be categorized for the purpose of accurately identifying their specific emergency response requirement.

(a) <u>Emergency Responders and First Responders</u>. Personnel who work closest to a known or suspected natural, technological, or CBRNE hazards (e.g., emergency responders) should be given the best protection (e.g., "Level A"). Responders should use the maximum possible protection until competent authority determines otherwise.

(b) <u>Critical Personnel</u>. Personnel (whether military, civilian, or contractor) deemed essential to the performance of critical military missions. Critical missions are those that are required to continue without interruption; therefore, critical personnel should be provided an appropriate level of protection to support continuity and sustainment of those critical military missions.

(c) <u>Essential Personnel</u>. Personnel (whether military, civilian, or contractor) deemed essential to the performance of essential military operations. Essential operations may be interrupted for relatively short periods (e.g., hours to days). Therefore, personnel should be provided an appropriate level of protection to support continuity for, and sustainment of those essential military operations (i.e., escape, survive, and restore essential operations).

b. <u>Logistics</u>. Refer to reference (j) for logistical requirements necessary or projected during designated phases of operation.

(1) <u>Emergency Orders (Emergency Declaration)</u>. The establishment and/or notification of a disaster are critical in determining the necessary manpower and resources needed to support response and recovery. There are three types of emergency orders.

(a) <u>Local Emergency</u>. The Commanding Officer, or his designated representative, may issue local emergency orders. A local emergency means that one or more all-hazard events will imminently impact or has impacted a portion of or the entirety of MCAS Cherry Point property and requires the immediate and coordinated mobilization of assigned and applicable response assets with the possible support of other service response partners. A local emergency order results in the appropriate mobilization of required first responders, and critical and essential personnel. A local emergency order may require activation of the EOC.

(b) <u>Regional Emergency</u>. The Commanding General, MCIEAST, or his designated representative, may issue regional emergency orders for an event or events that have or may impact the region. A Regional Emergency Order results in activation of the EOC, required first responders, and critical and essential personnel. A regional emergency order may also require appropriate activation of the EOC. A regional emergency order may require the provision of forces and/or material to support mission assignments with regards to DSCA tasking or the immediate response of such forces should conditions require such a response.

(c) <u>National Emergency</u>. The appropriate DoD, Joint Chiefs of Staff, or Marine Corps authority may issue a national emergency order. Higher Headquarters guidance will drive local efforts to support a national emergency.

(2) <u>Incident Reporting</u>. Incident reporting is a key element of response and recovery operations and serves to ensure complete, accurate and timely information is provided to Station leadership and HHQ. MCAS Cherry Point will submit required reports per established timelines. These reports include, but are not limited to, Commander's Critical Information Requirements (CCIR), Operational Reports (OPREP), and Situation Reports (SITREPs). The United States Marine Corps Common Operating picture (MCOP) will be maintained as the identified system of record for continuous emergency management incident reporting during an event.

(3) <u>Emergency Mass Notification System (EMNS)</u>. The purpose of mass notification is to protect life by indicating the existence of an emergency situation and instructing personnel of the appropriate response. EMNS actions are addressed within a separate EM SOP that is maintained as a sub-set to this base Order.

6. <u>Command and Signal</u>

a. <u>Command</u>. This Order is applicable to MCAS Cherry Point and its subordinate and supported commands, and all civilians and contractors assigned or attached to the Installation.

b. <u>Signal</u>. This Order is effective the date signed.

B. C. BURKS

DISTRIBUTION: A