



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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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". Marine Corps Air Station (MCAS) Cherry Point (CHERPT) will be participating by focusing, both, on 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, the campaign is designed to ensure that all personnel and their families 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, to include hurricanes, floods, and tornados. Additionally, recent threats to the homeland and active shootings that impact personnel and their families are dangers that deserve immediate attention and adequate preparation.
3. Commander's Intent. It is my intent and expectation that all personnel aboard MCAS CHERPT understand emergency mass notification system (MNS) 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, specifically those that manage specific work areas.
4. Action
 - a. Week 1 (3-6 September 2019)

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

(a) The Communication Strategy and Operations Office (COMMSTRAT) will release kickoff information via 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 CHERPT Mission Assurance Department. MAWG members are to disseminate this information to individual workplace supervisors for implementation and review with personnel.

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(c) Upon receipt of resources, directors and supported command leadership will ensure personnel are aware of how contact information can be added to and verified within the AtHoc emergency MNS. Dissemination validation is to be sent to the Mission Assurance Point of Contact (POC) below no later than Friday, 6 September 2019.

b. Week 2 (9-13 September 2019)

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

(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 MNS test will be conducted on 13 September. The emergency MNS 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 emergency MNS.

c. Week 3 (16-20 September 2019)

(1) National Initiative: Preparing Through Service. COMMSTRAT will release information pertaining how to get involved 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) and also workplace preparedness for a hurricane.

(b) A Tornado Shelter-in-Place (SIP) drill will be conducted on 20 September. The exercise message will be released via emergency MNS and supervisors are to walk through SIP procedures with personnel during the drill. An "all-clear" will be broadcasted via emergency MNS at the conclusion of the drill.

d. Week 4 (23-30 September 2019)

(1) National Initiative: Individual Preparedness. COMMSTRAT 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.

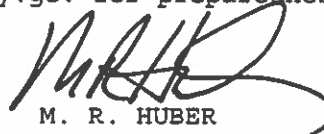
Additionally, all personnel should be aware of active shooter response actions (run, hide, fight) in relation to their workplace. It is highly recommended that supervisors not merely talk through these actions, but walk through them with personnel.

(b) A Lockdown drill will be conducted on 27 September 2019. The exercise message will be released via MNS 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 the emergency MNS at the conclusion of the drill.

(c) By close of business, Monday, 30 September 2019, MAWG members are to provide Mission Assurance with confirmation of EAP validation along with any necessary emergency MNS updates.

5. This bulletin is applicable to MCAS CHERPT 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.



M. R. HUBER

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