Section 3
Functional Area Guidance

Important Note: The group designation (Standard 3 of Section 1) of the Installation determines **what** level of response capability is required. The CNI EM Implementation and Transition Plan (Standard 3 of Section 1) determines **when** the response capability is required to be operational. The following functional area guidance identifies **how** these functional areas are employed, trained, and equipped, **if** the particular functional area is required by the group designation and the Regional/Installation EM Plans.

Scope. The following guidance is provided for the use of each identified functional area. The functional areas identified within the EM Program as important to the response to and recovery from an emergency are:

- Command Staff
- Category 1 Personnel
- Emergency Management
- Fire & Emergency Services (F&ES)
- Emergency Medical Services (EMS)
- Naval Security Forces (NSF)
- Explosive Ordnance Disposal (EOD)
- Public Works
- Public Affairs
- Mass Care
- Health Service Support (HHS)
- Occupational Safety and Health (OSH) Support
- Industrial Hygiene (IH) Support
- Meteorology and Oceanography (METOC) Support
- Supply & Logistics
- Mortuary Affairs
- Emergency Response Teams (ERT)

Not all functional areas listed within this Section exist on every Installation or within every Region. Nothing in this Section mandates development of a specific capability, only the organization, training, and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

As stated within Standard 12 of Section 1, the EM Program addresses all-hazards, but does not address specific requirements of each and every incident type due the breadth of hazards and threats faced by Navy Regions and Installations worldwide. The Navy EM Program does concentrate on addressing the hazards posed by CBRNE terrorism events and the functional area guidance included in this Section reflects that focus.

Terrorism Response Concept. Response to a CBRNE terrorism incident is described below. There are three critical differences between the concepts described within most DoD manuals and the approved concepts and procedures for the Navy Installation EM Program including:

1) **No** authorized use of structural firefighting clothing and standard-issue SCBA to conduct rescue of victims in the contaminated environment.
    i. **Exemption.** Unless fire hazards are present and the IC's risk-based evaluation of the scene require employment of structural firefighting clothing by some or all of the supporting responders.
2) **No** authorized operations by NSF within the designated Hot Zone with Warm Zone operations limited to supporting the casualty decontamination corridor.
    i. **Exemption.** Unless a specially trained, certified, and equipped Evidence Collection & Recovery Team (ECRT) has been approved by CNI and established at the Regional level.
3) **No** authorized decontamination of equipment, with the exception of emergency equipment required to support additional, physically-separated incident sites.

Geographical Caveat. As defined within Standard 3 in Section 1, there are three defined groups of installations. Installations may be further defined by their location – U.S., remote U.S., and Overseas. Remote U.S. is a term used here to define an Installation (or an entire Region) that, due to its remote location in relation to other U.S. or even Host Nation response assets, may require additional capability to adequately respond to and recover from a terrorism event. In some cases, this remote nature may actually decrease the risk of an event occurring, but – in most cases – this remote nature increases the time that the Installation (or Region) may have to survive independent of outside assistance, especially qualified assistance trained to equivalent standards. Proper consideration should be given to determining the need for increased capability in one or more of these functional areas due to geographical separation from other response assets, with due regard to the increased cost and manpower required to build and sustain these capabilities.

Notional Scenario. The response graphic which accompanies specific functional areas that are tasked to operate on-scene is representative solely of a notional response onboard a Group 1 installation to an overt event within the U.S., its territories or possessions. For further clarification, including the inherent assumptions utilized in developing the graphic, please refer to Standard 12 in Section 1.

Command Staff

Scope. Command Staff consists of all Regional, Installation, and Tenant Command staff members that are assigned tasks within the Regional and Installation EM Plans.

References.

(a) DoD Instruction 2000.18(Series) Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Emergency Response Guidelines (4 Dec 2002)

Preparedness. Command Staff may include the following personnel depending on Regional and Installation EM Plans:

- Regional and Installation Commanders
- Regional Chiefs of Staff
- Regional and Installation Executive Officers
- Regional Public Safety Program Director
- Regional Business Managers
- Regional Comptrollers
- Regional Casualty Assistance Calls Officer (CACO) Coordinators
- Regional and Installation Port Operations Officers
- Regional and Installation Air Operations Officers
- Regional and Installation Training Officers
- Regional and Installation Administration staff
- Regional and Installation Personnel staff
- Regional and Installation Environmental Program staff
- Regional and Installation Information Systems/Technology Support
- Regional and Installation Chaplains
- Regional and Installation JAG/Legal representatives
- All other designated Regional and Installation staff members
- Tenant command Commanders & designated staff

Regional and Installation Emergency Management, Fire & Emergency Services, Explosive Ordnance Disposal, Emergency Response Teams, Health Service Support (Medical), Public Works, Public Affairs, Mass Care (Fleet & Family Services), Occupational Safety and Health personnel, Industrial Hygiene personnel, Meteorological & Oceanographic (METOC) personnel, Mortuary Affairs, and Supply/Logistics personnel are not included within the term “Command Staff” due to the nature and scope of their specific duties within the Navy Installation EM Program. These functional areas are reviewed throughout the remainder of this Section.

Command Staff personnel shall organize, train, equip, and exercise response capabilities consistent with the guidelines established in reference (a). These response capabilities should support the concept of operations detailed within Standard 12 of Section 1. The employment of these response capabilities supports both the routine Command Staff requirements onboard the Regions and Installations and the requirements identified

within the Navy Installation EM Program to respond effectively to a small to moderate emergency onboard a Navy installation.

The attached table highlights specific training and equipment requirements based on a notional listing of organizational personnel.

Prevention & Mitigation. Command Staff personnel are not responsible for employing Modeling & Simulation tools. Command Staff are not responsible for developing, maintaining, or operating shelters or evacuation routes, but may be called upon to assist the ROC/EOC staff, including the Regional and/or Installation Commanders, in the decision-making process leading up to utilization of these procedures during a response.

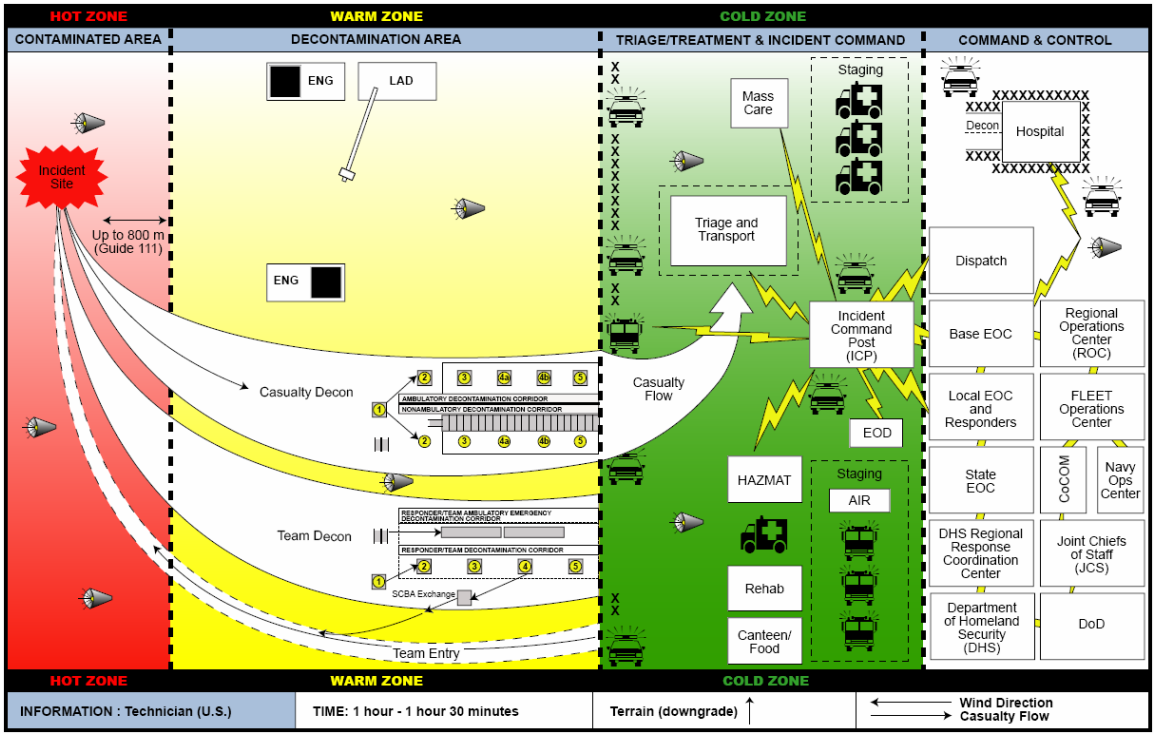
Response.

Command Staff are responsible for the manning of the Regional Operations Center (ROC) and Installation Emergency Operations Center (EOC) during identified emergencies and/or when activated during times of crisis by the appropriate Commander or designated staff (i.e. – Command Duty Officer (CDO)).

Additional information on ROC and EOC operations are contained within Standard 6.

See Figure FA-1 for a visual representation of the response phase.

Figure FA-1: Command Staff – Notional Response Graphic (Group 1, U.S.)



Recovery. Command Staff personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. Command Staff representatives are responsible for the proper programming and budgeting to support routine operations mandated by their particular programs. These functions include routine training, equipment, vehicles, and exercises (if called for by existing programs).

The Navy Installation EM Program is responsible solely for those additional requirements above and beyond those established existing programs discussed above and additional Regional and/or Installation-specific guidance. Examples include CBRN-specific unit & Installation-level training, Regional/Installation EM exercises, and enhanced command & control capabilities (with the exception of radio communications and IT support).

Requirements Table. Table FA-1 provides a summary listing of recommended training & equipment for various positions within Command Staff that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-1 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

Table FA-1: Command Staff – Training & Equipment Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	Task Specific Training	EOC Training	HAZMAT Level I – NFPA 472 Awareness
Category 5 (On Scene)							
	NONE ASSIGNED						
Category 5 (ICP)							
	NONE ASSIGNED						
Category 5 (EOC)							
EOC Staff*	X	X	P	X	X	X	O
Commanding Officer	X	O	O	X	X	X	O
Executive Officer*	X	O	O	X	X	X	O
Command Duty Officer (CDO)*	X	R	O	X	X	X	O
Finance Officer/ Comptroller*	X	R	O	R	X	X	
Preventive Medicine*	X	R	O	R	X	X	
Environmental Program*	X	R	O	R	X	X	
JAG/Legal*	X	R	O	R	X	X	
Intelligence*	X	R	O	R	X	X	
Fleet & Family Services*	X	R	O	R	X	X	
Other Assigned Staff*	X	R	O	R	X	X	
Category 5 (JIC)							
	NONE ASSIGNED						
Legend	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment						

Category 1 Personnel

Scope. Category 1 Personnel consist of Emergency-Essential U.S. Military Personnel, DoD Civilians, and DoD Contractor Personnel who perform Mission Essential Functions (MEFs) supporting the National Military Strategy, to include:

- Emergency-essential U.S. Military Service members.
- Emergency-essential DoD Civilian employees.
- Navy contractors (or subcontractors) or employees of Navy contractors (or subcontractors) performing emergency-essential Navy contractor services.

Only the specific individuals who are performing tasks that may not be interrupted due to their National significance and importance to ongoing combat operations or supporting command and control operations shall be designated as Category 1 (Critical Operations) personnel.

Personnel providing essential services in support of MEFs, to include facilities management, public works/engineering, or other support services, are to be designated as Category 1 (Essential Operations) personnel. First/emergency responders, including public works personnel directly supporting a preplanned response and/or recovery effort, shall remain designated as Category 5 personnel (see below).

References.

(a) OPNAV Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Program (22 July 2005)

Preparedness. Category 1 personnel shall organize, train, equip, and exercise operational, response, and recovery capabilities consistent with the guidelines established in reference (a), Standards 6 through 10 of this manual, and Appendix P of this manual. The employment of these operational capabilities supports the requirements identified within the Navy Installation EM Program to sustain critical operations through movement to an Emergency Relocation Site (ERS) or sustained operations at the primary Critical Mission Facility (CMF) for up to twelve (12) hours and to restore essential operations as soon as possible following an event.

Continuity of Operations (COOP) Training. Personnel assigned to the COOP Team must complete the FEMA IS-546 and IS-547 courses. Both courses may be found on the web at http://training.fema.gov/EMIWeb/IS/crslist.asp.

The attached table highlights specific training and equipment requirements.

Prevention & Mitigation. Category 1 personnel are responsible for development, maintenance, and execution of the Continuity of Operations (COOP) Plan for their supported MEFs and associated CMFs. This task will require sustained mitigation efforts on the part of the Category 1 personnel and their supporting staff, especially in the areas of route management for movement to a designated ERS, shelter-in-place procedures and capabilities, and, when provided by DoD or Joint programs, the operation of specialized protection equipment for shelter-in-place operations.

Response. Category 1 (Critical Operations) Personnel are responsible for the continuity of Mission Essential Functions (MEFs) and the manning of the identified Critical Mission Facilities (CMFs) or their designated Emergency Relocation Site (ERS) during identified emergencies and/or when activated during times of crisis by the appropriate Commander or designated staff.

Additional information on the Continuity of Operations (COOP) Program is contained within Standard 6 and Appendix P.

See Figures FA-2 and FA-3 for a visual representation of the notional concept of operations during the response phase.

Figure FA-2: Category 1 (Critical Operations) – Notional Concept of Operations (Group 1, U.S., 0-5 minutes)

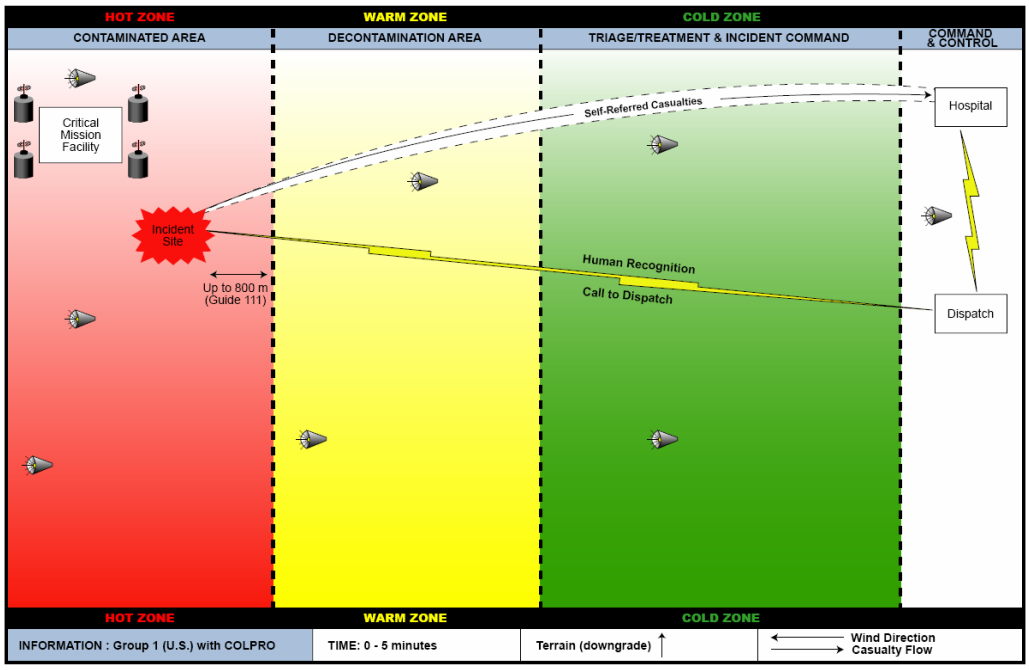
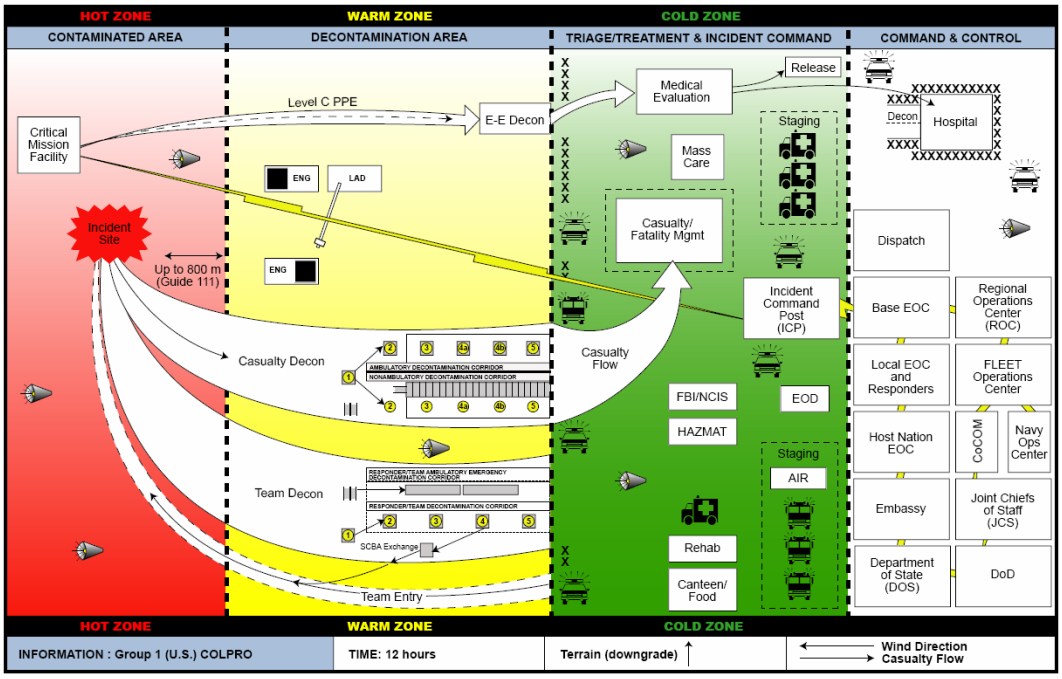


Figure FA-3: Category 1 (Critical Operations) – Notional Concept of Operations Graphic (Group 1, U.S., 12 hours)



Recovery. Category 1 personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. Tenant and/or operational commands supporting Category 1 personnel are responsible for the proper programming and budgeting to support routine operations mandated by their particular programs. These functions include all organization, manpower/staffing, planning, training, equipment, facilities, vehicles, and exercises.

Requirements Table. Table FA-2 provides a summary listing of recommended training & equipment for various Category 1 personnel. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-2 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation COOP Plan.

Table FA-2: Category 1 Personnel – Training & Equipment Requirements

Requirements / **Job Position**	ICS – Basic	Task Specific Training	HAZMAT Level I – DoD IFSAC HAZMAT Awareness	HAZMAT Level II (Operations) Tasks (PPE Employment)	Level C (Class 3) PPE with NIOSH CBRN-approved Air Purifying Respirator (APR)	**Task Training: Sustained Critical Operations within Collective Protection Systems**
Category 1 (Critical Operations)						
Category 1 Personnel with Collective Protection	X	X	X	X	+	X
Category 1 Personnel with Individual Protection	X	X	X	X	+	
Category 1 Personnel without Protective Equipment	X	X	R			
Category 1 (Essential Operations)						
Category 1 Personnel with Individual Protection	X	X	X	X	+	
Category 1 Personnel without Protective Equipment	X	X	R			

Legend	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment

Emergency Management (EM)

Scope. Emergency Management (EM) functional areas consists of Regional Emergency Managers (EM), Installation Emergency Management Officers (Installation EMO), EM Staff, Regional Operations Center Managers (ROC Manager), Installation Emergency Operations Center Manager (EOC Manager), and all other personnel assigned to support the EM function.

EM is responsible for the coordination of the overall preparedness and mitigation actions, response and recovery operations, ROC/EOC operations, and support to the Incident Commander (IC).

EM personnel may be organized to support or as members of an Emergency Response Teams (ERT), as defined later within this Section, based on Regional and Installation-specific guidance.

References.

(a) OPNAV Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Program (22 July 2005)

Preparedness. EM personnel shall organize, train, equip, and exercise response & recovery capabilities consistent with the guidelines established within this document. These response capabilities should support the concept of operations detailed within Standard 12 of Section 1 and implementation of the concepts detailed within reference (a).

Professional Training. The foundation of professional training for EM personnel is the Independent Study (IS) courses provided by the Department of Homeland Security through FEMA. These courses are self-paced and available online at http://training.fema.gov/EMIWeb/IS/crslinst.asp. Courses should be done in the order shown within Tables FA-3 through FA-6. Only Regional EMs and Group 1 Installation EMOs are required to complete both the Fundamentals and the Professional Development Series. Only Regional EMs are required to complete the Advanced Professional Series as shown in Table FA-3 due to the significant cost and time required to complete these classroom courses.

A formal training course is under development for Emergency Management personnel through the Naval Education and Training Command (NETC). Once online, this course will provide a thorough course in all aspects of Emergency Management. This course will become a billet requirement for Group 1 and 2 Installation EMOs per the schedule to be identified within the Implementation Plan.

Table FA-3: Professional Training for Regional Emergency Managers

Regional Emergency Managers		
Course #	**Course Title**	**Hours**
Fundamentals (Required)		
IS-1	**Emergency Manager: An Orientation to the Position**	**10**
IS-700	**National Incident Management System**	**3**
IS-800	**National Response Plan**	**3**
IS-100	**Introduction to Incident Command System**	**3**
IS-200	**ICS for Single Resources and Initial Action Incidents**	**3**
IS-2	**Emergency Preparedness – U.S.A.**	**10**
IS-292	**Disaster Basics**	**10**
IS-208	**State Disaster Management**	**10**
IS-275	**The EOC's Role in Community Preparedness, Response, and Recovery Actions**	**10**
IS-271	**Anticipating Hazardous Weather & Community Risk**	**10**
IS-513	**The Professional in Emergency Management**	**10**
IS-546	**Continuity of Operations (COOP) Awareness Course**	**1**
IS-547	**Introduction to Continuity of Operations (COOP)**	**5**
IS-120	**Orientation to Community Disaster Exercises**	**10**
IS-393	**Introduction to Mitigation**	**10**
Professional Development Series (Required)		
IS-230	**Principles of Emergency Management**	**10**
IS-235	**Emergency Planning**	**10**
IS-242	**Effective Communication**	**8**
IS-241	**Decision Making & Problem Solving**	**8**
IS-240	**Leadership & Influence**	**9**
IS-244	**Developing & Managing Volunteers**	**10**
IS-139	**Exercise Design**	**15**
Advanced Professional Series (Recommended)		
G275	**EOC Management & Operations**	**-**
G191	**ICS-EOC Interface**	**-**
G250.7	**Rapid Assessment Workshop**	**-**
G270.4	**Recovery from Disaster – The Local Government Role**	**-**
G318	**Mitigation Planning Workshop for Local Governments**	**-**
-	**Plus the completion of at least 5 of the 16 elective courses**	
Sources	**IS courses available via FEMA EMI – http://training.fema.gov/EMIWeb/IS/crslinst.asp** **G courses available via FEMA (& State EMA) – Contact FEMA at 301-447-1535**	

Table FA-4: Professional Training for Group 1 Installation Emergency Management Officers

Group 1 Installation Emergency Management Officers		
Course #	**Course Title**	**Hours**
Fundamentals (Required)		
IS-1	Emergency Manager: An Orientation to the Position	10
IS-700	National Incident Management System	3
IS-800	National Response Plan	3
IS-2	Emergency Preparedness – U.S.A.	10
IS-292	Disaster Basics	10
IS-275	The EOC's Role in Community Preparedness, Response, and Recovery Actions	10
IS-271	Anticipating Hazardous Weather & Community Risk	10
IS-513	The Professional in Emergency Management	10
IS-120	Orientation to Community Disaster Exercises	10
IS-546	Continuity of Operations (COOP) Awareness Course	1
IS-547	Introduction to Continuity of Operations (COOP)	5
IS-393	Introduction to Mitigation	10
Professional Development Series (Required)		
IS-230	Principles of Emergency Management	10
IS-235	Emergency Planning	10
IS-242	Effective Communication	8
IS-241	Decision Making & Problem Solving	8
IS-240	Leadership & Influence	9
IS-244	Developing & Managing Volunteers	10
IS-139	Exercise Design	15
Sources	**IS courses available via FEMA EMI – http://training.fema.gov/EMIWeb/IS/crslinst.asp**	

Table FA-5: Professional Training for Group 2 Installation Emergency Management Officers

Group 2 – Installation Emergency Management Officers		
Course #	**Course Title**	**Hours**
Fundamentals (Required)		
IS-1	Emergency Manager: An Orientation to the Position	10
IS-700	National Incident Management System	3
IS-800	National Response Plan	3
IS-2	Emergency Preparedness – U.S.A.	10
IS-230	Principles of Emergency Management	10
IS-292	Disaster Basics	10
IS-235	Emergency Planning	10
IS-275	The EOC's Role in Community Preparedness, Response, and Recovery Actions	10
IS-546	Continuity of Operations (COOP) Awareness Course	1
IS-547	Introduction to Continuity of Operations (COOP)	5

Group 2 – Installation Emergency Management Officers		
Course #	**Course Title**	**Hours**
Additional Training (Recommended)		
IS-271	**Anticipating Hazardous Weather & Community Risk**	**10**
IS-120	**Orientation to Community Disaster Exercises**	**10**
IS-139	**Exercise Design**	**15**
Source	**IS courses available via FEMA EMI – http://training.fema.gov/EMIWeb/IS/crslinst.asp**	

Table FA-6: Professional Training for Group 3 Installation Emergency Management Officers

Group 3 – Installation Emergency Management Officers		
Course #	**Course Title**	**Hours**
IS-1	**Emergency Manager: An Orientation to the Position**	**10**
IS-700	**National Incident Management System**	**10**
IS-2	**Emergency Preparedness – U.S.A.**	**10**
IS-230	**Principles of Emergency Management**	**10**
IS-292	**Disaster Basics**	**10**
Additional Training (Recommended)		
IS-271	**Anticipating Hazardous Weather & Community Risk**	**10**
Source	**IS courses available via FEMA EMI – http://training.fema.gov/EMIWeb/IS/crslinst.asp**	

Professional Qualifications. Regional EMs are encouraged to seek professional qualification through an applicable State Emergency Management Agency or through the International Association of Emergency Managers (IAEM) (for more information, visit http://www.iaem.org). Professional qualifications and membership in professional organizations is an invaluable aspect of the working together with Federal, State, Local, and Host Nation emergency management.

Prevention & Mitigation. Refer to Standard 11 of Section 1 for detailed guidance on the EM Program's overall responsibilities during the Mitigation phase.

Response. Refer to Standard 12 of Section 1 for detailed guidance on the EM Program's overall responsibilities during the Response phase.

Recovery. Refer to Standard 13 of Section 1 for detailed guidance on the EM Program's overall responsibilities during the Response phase.

Sustainment. The Navy Installation EM Program is responsible for all EM requirements defined within this task and additional Regional and/or Installation-specific guidance.

Requirements Table. Table FA-7 provides a summary listing of recommended training & equipment for various positions within EM that may be involved in a response. These requirements are in addition to the requirements identified by Tables F-3 through F-6. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-7 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

Table FA-7: Emergency Management – Training & Equipment Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III – NFPA 471 Technician	HAZMAT Level IV - NFPA 471Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 5 (On Scene)																												
EM Staff*	X	X	X	X			X	X	O		P			X	P	+	+	+	R									
Category 5 (ICP)																												
EM Staff*	X	X	X	X			X	X	O		P			X	P	+	+	+										
Category 5 (EOC)																												

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III – NFPA 471 Technician	HAZMAT Level IV - NFPA 471Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Installation EMO	X	X	X	X			X	X	O		P			X	X	+												
EOC Manager	X	X	X	X			X							X	X													
EOC Staff*	X	X	P	X			O							X	X													
Installation EM Staff*	X	X	P	X			O							X	X													
Category 5 (ROC)																												
Regional EM	X	X	X	X			X	X	P		P			X	X	+												
ROC Manager	X	X	X	X			X							X	X													
ROC Staff*	X	X	P	X			O							X	X													
Regional EM Staff*	X	X	P	X			O							X	X													

Legend	
	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III – NFPA 471 Technician	HAZMAT Level IV - NFPA 471Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
	* = If assigned to Region or Installation																										

Fire & Emergency Services (F&ES)

Scope. Fire and Emergency Services, along with established Hazardous Materials Response (HAZMAT) Teams where available, shall typically provide the following response functions: establishing command and control, responder accountability, fire suppression, technical rescue, victim/patient extrication, atmospheric monitoring and detection, establishment of control zones, establishment of entry and/or exit control procedures, environmental sampling to determine type and level of contamination, initial triage (depending on provision of Emergency Medical Services), technical team decontamination, and mass decontamination of ambulatory and non-ambulatory patients.

Fire Brigades, as defined within references (a) and (b), may assume some or all of the tasks identified for Fire and Emergency Services based on Regional and Installation-specific guidance. Emergency Response Teams (ERTs), as defined later within this section, may also assume some or all of the tasks identified for Fire & Emergency Services based on Regional and Installation-specific guidance.

References.

(a) DoD Instruction 6055.6(Series) DoD Fire and Emergency Services Program (10 Oct 2000)
(b) OPNAV Instruction 11320.23(Series) Shore Activities Fire Protection and Emergency Service Program (25 April 2001)
(c) Department of Transportation North American Emergency Response Guide (NAERG)
(d) National Response Plan (December 2004)

Preparedness. Fire & Emergency Services shall organize, train, equip, and exercise response capabilities consistent with the guidelines established in reference (a) and (b). These response capabilities should support the concept of operations detailed within Standard 12 of Section 1. The employment of these response capabilities supports both the routine Fire & Emergency Services requirements onboard the Regions and Installations and the requirements identified within the Navy Installation EM Program to respond effectively to a small to moderate emergency onboard a Navy installation.

Table FA-8 highlights specific training and equipment requirements based on a notional listing of organizational personnel.

Prevention & Mitigation. Fire & Emergency Services personnel, when designated as the Incident Commander (IC) or within the ICP staff, work together with both on-scene personnel and specialists available either at or through the EOC to utilize Modeling & Simulation tools. These tools permit the IC to develop hazard models and employ these models within the decision-making process to determine the extent of the hazard(s) and direct appropriate actions (i.e. – hazard control zones, shelter-in-place orders, evacuation orders). See additional Modeling & Simulation information in Standard 11 of Section 1, especially information on the limitations of each specific modeling system.

Fire & Emergency Services are not responsible for developing, maintaining, or operating shelters or evacuation routes, but may direct utilization of these procedures during a response.

Response.

Initial Response

The initial response phase begins when the Fire & Emergency Services personnel deploy to the scene of the incident. Responders must approach the incident area cautiously from an upwind or crosswind direction, maintaining a safe distance from the site as defined by reference (c). Responders must be cognizant of warning signs indicating the presence of lethal agents or potential hazards.

The Senior Fire Chief will typically assume the role of Incident Commander (IC) and assume control of the incident site. The IC will begin determining the nature of the incident, determine the parameters of the incident site hot and warm zones per reference (c), and provide command and control of the immediate incident site. Direct control of the hot zone is delegated to another designated officer.

The initial stages of incident response will proceed slowly due to the potential hazards, unknowns, and complexity of CBRNE incidents. A large number of responders may be required to mitigate a CBRNE emergency. Personnel should proceed with extreme caution to ensure their safety in planning an appropriate response. Delays will be inevitable if responders lack necessary resources or must await the arrival of properly trained personnel, specialized response equipment, vehicles, and/or support personnel. When follow-on forces are required, the IC will alert them to the extent and characteristics of the incident and direct these follow-on forces to a designated staging area.

Regardless of the nature of the situation, the incident site must be treated as a crime scene. Per reference (d)**,** the Department of Justice (DOJ), through the FBI, is the lead Federal agency for crisis management during a CBRNE event within the U.S., its territories and possessions, the District of Columbia, and other places subject to US jurisdiction. The Department of State (DOS) will have the lead in a CBRNE event against a US installation in a foreign country. Expect the involvement of these departments during a terrorist incident.

If CBRNE materials are suspected or detected, the installation commander will ensure that appropriate notification and reporting requirements are accomplished. While the FBI or DOS may assume jurisdiction for the investigation, the installation commander must provide the initial and immediate response to any incident occurring on the installation in order to isolate and contain the incident. In all cases, command of military elements remains within military channels.

If hostile forces are present, the senior NSF representative will retain on-scene command until the threat is neutralized or until command is relinquished to civilian law enforcement agencies or host nation forces.

Initiate Protective Measures

If there are suspected indications of a CBRNE incident and the presence of hazardous agents, qualified responders will use the appropriate level of personal protective equipment. Without proper protective clothing and breathing apparatus, any additional personnel entering the effected area may become casualties. Most agents will penetrate ordinary clothing, and standard protective clothing and masks may afford protection against only some agents, in which case efforts to rescue personnel will result in responder contamination or injury.

Contain the Hazard(s)

Before any rescuers enter the hot zone, the IC will determine the requirement for hazard/contamination control zones based on the presence or suspected presence of hazardous agents per reference (c). NSF will then establish the inner perimeter (Cold Zone/Warm Zone boundary) based on the recommendations of the IC.

NSF will control access to the site by establishing an entry/exit control point (ECP), serving as the sole entrance and exit from the incident site. Terrorists can conceivably be in the victim stream, therefore security forces must be observant to persons and their subsequent movement as they egress the site. NSF will allow only those with verified authorization by the IC to enter the site. NSF will establish entry/exit control procedures to control access and egress from effected areas (i.e. establishing entry authorization lists, checking identification cards, badging when possible, etc.).

Fire & Emergency Services personnel will establish and direct operation of all on-scene decontamination lanes for both casualties and responder personnel. Current manning levels within the Fire & Emergency Services and contract fire services may not permit thorough decontamination of casualties without significant trained and exercised support/augment personnel provides from the installation or through the execution of Mutual Aid Agreements (MAAs).

Fire & Emergency Services may provide Emergency Medical Services (EMS) when tasked to do so and properly trained & certified. EMS tasks include triage, patient stabilization, initial treatment, and transport of patients who are properly decontaminated by the casualty decontamination team. EMS tasks also include the provision of on-scene emergency medical support to responders.

The IC will establish and maintain communications between the incident site and the EOC to transmit the most up-to-date information, forming an accurate picture for the installation leadership and response forces. Responders should begin stabilizing the incident and limiting its impact.

Note: Terrorists may execute several incidents in quick succession. Initial responders must be aware of these tactics and alert to the possibility of secondary devices, not only when arriving at the incident site, but also throughout the response phase, until they can conduct a thorough search of the area.

Identify the Hazard(s)

Responders employ appropriate presumptive identification equipment to allow them the ability to detect specific threats. Trained personnel and response equipment or vehicles should be standing by, while the IC establishes the incident site. Responders should be able to make preliminary identification of agents used in the incident, but if the test results were negative or ambiguous, more sensitive detection methods may be employed for an accurate threat assessment. Once the incident site is established, trained detection teams will gather additional information through the employment of specialized detection equipment and methods. Biological and unknown chemical agent samples will be transported through controlled channels to a laboratory facility for confirmatory testing and definitive analysis, as required. Specific chain of custody, packaging, and marking requirements apply to all items removed from the scene and are discussed in Appendix L. If the detection capability does not exist or is not adequate for the incident at hand, the IC must be prepared to continue response operations until a specialized team (i.e. – National Guard WMD Civil Support Team) or other coordinated support can arrive at the installation.

Predict the Effects

Hazard prediction will be conducted based on the type of agent and weather conditions. Weather conditions are critical to effective prediction of hazard areas. The hazard prediction should identify the potential hazardous material, complete hazards analysis (plume or oil spill modeling), and identify resource management and emergency management assistance.

The HAZMAT team should compare the software capabilities against the required information for hazards identification, vulnerability analysis, risk analysis, capabilities assessment, and plan development to ensure that the software enhances the HAZMAT team's capabilities.

In responding to a terrorist CBRNE event, responders must be able to provide critical resources within the first few minutes to contain and mitigate the effects of the incident. After the IC's initial size-up of the situation, additional local responders may be requested from the local civilian community according to pre-established mutual aid agreements.

If it appears that the incident will exceed the base and local resource capabilities, it may be necessary to request assistance from higher levels. Although structures are in place within DoD and at the national level to respond to CBRNE events, National-level responders (such as FEMA, Department of Energy, or WMD Civil Support Teams) may not be immediately accessible or available to respond to an installation's needs.

Each installation must plan for a CBRNE event by focusing its response on its organic resources and mutual aid (local support). The installation must be prepared to conduct not only the initial response, but also sustained response operations until additional assets are notified and deployed to the site.

Protect the Installation

If it is apparent that the incident will affect a portion of the Installation populace and/or local community, the IC should initiate procedures for the EOC to warn, advise, or evacuate personnel. The designated installation EOC can activate their mass notification procedures and contact civilian authorities. The installation commander should implement Force Protection Condition (FPCON) measures as appropriate.

Avoid Contamination

Every effort must be made to avoid further casualties of responders and the base population. As a result of the plume analysis, the IC, with the assistance of the weather representatives, may be able to predict what area must be evacuated to avoid further contamination. NSF will implement evacuation procedures but will at no time enter the hazard area until approved by the IC and they will have the appropriate protective ensemble. Weather conditions may change or winds may shift, requiring movement of the hazard control zones and/or the ICP and resulting in the evacuation of additional effected areas.

Conduct Decontamination of Responders and Casualties

Firefighters must establish decontamination lanes to process responders, contaminated casualties, and contaminated, but uninjured persons. EMS personnel should set up a patient identification and tracking system. Information should be relayed to the receiving medical treatment facility if a patient enroute is suspected of not being fully decontaminated at the incident site. Notify all MTF, BMCs, and local hospitals of the possibility of contaminated ambulatory patients arriving at their facility and the type of contaminant to expect. Arrangements should be made to perform a more thorough decontamination of patients at the medical facility, if necessary. The IC will determine the requirement for vehicle and equipment decontamination and recommend to the installation commander, activation of decontamination teams, as necessary.

Site Management Operations

The IC will assemble the functional areas upwind from the incident site, outside the contamination control line. Site management should include a means to maintain rapid accountability for each member engaged in activities at the incident site. The procedures should include a means to specifically identify and keep track of members entering and leaving the hot zone and any area where special protective equipment is required. In the event Federal civil authorities assume command of the scene, the installation and local responders must be prepared to efficiently and properly transfer command. See Standards 6 and 12 for guidance on Incident Management.

Casualty Management

Emergency Medical Services (EMS) will provide medical response at the incident site, including lifesaving medical care and support for responders. Issuing of CB agent antidotes will be determined based on type of incident and availability. Ideally, patients should be decontaminated before leaving the scene. However, if decontamination is incomplete, or if contaminated persons leave the scene voluntarily, the receiving medical facility (military or civilian) must be prepared to decontaminate these patients. Once the medical facility is notified of a CBRNE event, all medical facility personnel engaged in the response should be notified of the nature of the emergency and the type of suspected contamination. The medical facility should equip medical personnel with appropriate PPE and prepare to accomplish any additional decontamination as necessary.

Note: Many Naval installations no longer have in-patient medical facilities or 24-hour operations. Civilian hospitals may not accept "contaminated" patients. Identification should be made in advance concerning which hospital facilities (Navy and civilian) can perform decontamination, as well as what their respective strengths are (i.e. trauma, burn centers, thoracic surgery, etc.) These issues need to be addressed in support agreements with Federal, State, Local, Other Service, and/or private (or Host Nation) agencies and departments.

Control the Incident Site

NSF should maintain the incident site as a crime scene until relieved by the applicable investigative element (Naval Criminal Investigative Service (NCIS) or FBI). Physical evidence is often the most reliable and serves a crucial part in connecting the perpetrator to the scene. No evidence, including a confession, is incontestable. It is everyone's responsibility to protect classified information, especially owners/users. The IC, in conjunction with NSF, should determine procedures for securing classified materials, weapons, and controlled equipment.

Contain Contaminated Material

The primary objective is to ensure that the incident does not extend beyond the cordoned area. The installation's populace should be notified to ensure that it takes proper precautions. It may be necessary to shelter the population in place rather than risk further danger. This entails ensuring ventilation systems, doors, and windows are airtight.

Implement Continued Shared Response

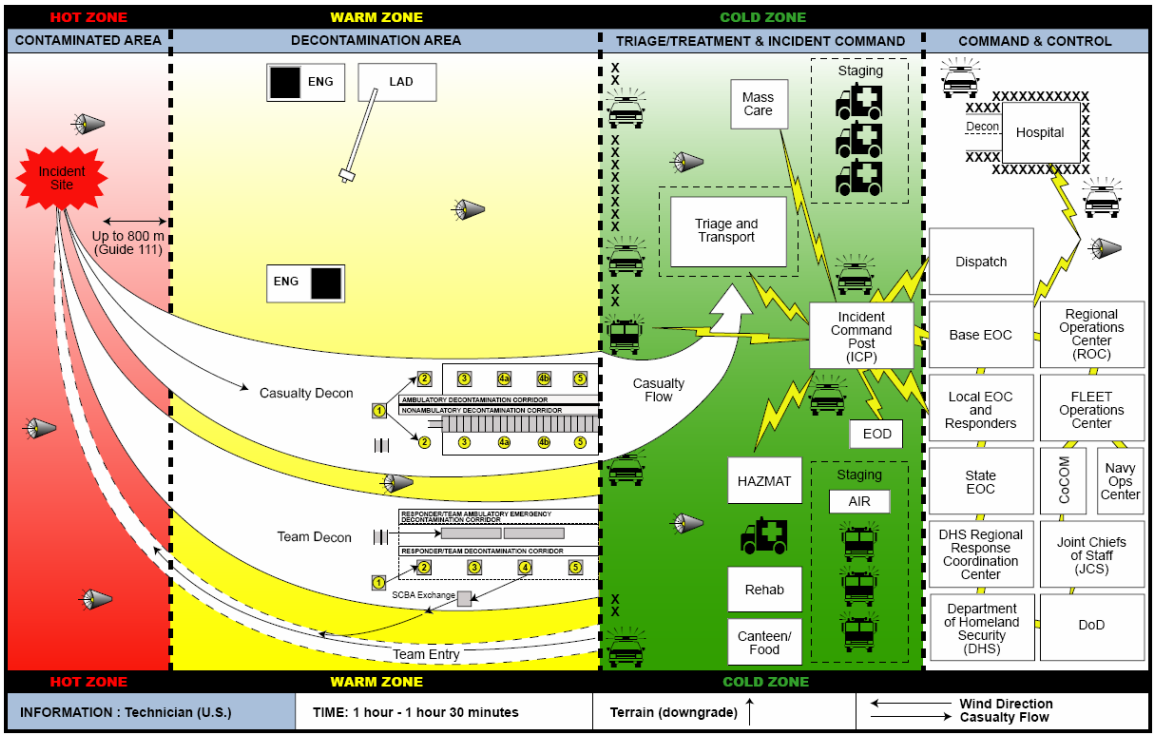
Each installation needs to have the knowledge and ability to contact and receive assistance from Federal, State, local, private, and host nation specialized teams, such as the National Guard's WMD Civil Support Teams and the FEMA Urban Search and Rescue Task Forces. The following provides guidance on notification and activation of resources for continued response**.** In the event of a terrorist CBRNE incident/attack, the installation should conduct the following complementary sets of actions:

- Activate the installation's initial response elements and MAA/MOU/MOA/ISSAs
- Initiate the notification process.
- Request resources to augment the installation's response capabilities.

- CBRNE terrorism events may overwhelm a Region or Installation's capability to adequately detect, assess, or contain the hazard. The Navy and DoD have neither the authority nor the expertise to respond unilaterally to all aspects of CBRNE events. National Response Plan provides help in developing an installation's response based on crisis and consequence management.

See Figure FA-4 for a visual representation of the response phase.

Figure FA-4: F&ES – Notional Response Graphic (Group 1, U.S.)



Recovery. Fire & Emergency Services personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. Fire & Emergency Services is responsible for the proper programming and budgeting to support routine fire prevention, fire suppression, EMS response (and transport, when provided), and HAZMAT response functions, among others. These functions include routine training, equipment (including HAZMAT PPE), vehicles, and unit-level exercises.

The Navy Installation EM Program is responsible solely for those additional requirements above and beyond those established by references (a) and (b) and additional Regional and/or Installation-specific guidance. Examples include CBRN-specific unit & Installation-level training, CBRN-specific equipment (PPE, detection, etc.), additional casualty decontamination capability, Regional/Installation EM exercises, and enhanced command & control capabilities (with the exception of radio and IT support).

Requirements Table. Table FS-8 provides a summary listing of recommended training & equipment for various positions within Fire & Emergency Services that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FS-8 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

Table FS-8: Fire & Emergency Services – Training & Equipment Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 5 (On Scene)																												
Fire Company Officer	X	X	X				X	X	O		P	X	O	X		+	+	+										
Fire-Rescue Personnel	X	X	X				X	X	O			X	O	X		+	+	+										
HAZMAT Team Leader	X	X	X				X	X	X	O	P	X	X	X		+	+	+	S	+	+	+	+					
HAZMAT – Technician Level Tasks	X	X	X				X	X	X	O	O	X	X	X		+	+	+	S	+	+	+	+	+	+	+		

Requirements / **Job Position**	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
HAZMAT – Operations Level Tasks	X	X	X				X	X	X	O			X	X		+	+	+	S	+	+					+		
Team Decon Corridor	X	X	X				X	X	X					X		+	+		+	+	+						+	
Casualty Decon Corridor	X	X	X				X	X	X					X		+	+		+									+
HAZMAT Team Medical Representative	X	X	X		X	X						X		X		+	+	+										
Casualty Triage Team	X	X	X		X	X						X		X		+	+	+										
Casualty Transportation Personnel	X	X	X		X	X						X		X		+	+	+										
Rehabilitation Team	X						X							X		+												
Category 5 (ICP)																												
Incident Commander	X	X	X	X			X	X	X	P	X		X	X		+												

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Liaison Officers	X	X	O											X		+												
Command Staff Officers	X	X	O											X		+												
Section Chief Positions	X	X	X											X		+												
Branch Directors	X	X	O											X		+												
Division Supervisors	X	X	O											X		+												
Group Supervisors	X	X	O											X		+												
Task Force Leaders	X	P	O											X		+												
Unit Leaders	X	O												X		+												
Other ICP Personnel	X													X		+												
Category 5 (EOC)																												
Fire-Rescue Representative	X	X	X	X										X	X													

Requirements / **Job Position**	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Legend	X = Required Training (if representative/function present onboard Installation) X^1 = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.) D = On-Scene Decontamination Team Personnel only (including assigned Security Forces) * = If assigned to Region or Installation																											

Emergency Medical Services (EMS)

Scope. Emergency Medical Services (EMS) typically provides patient triage, stabilization, treatment, and transport services. Due to the different EMS providers and different standard of care available onboard Navy Installations, this guidance is solely an overview of possible employment, training, and equipment requirements based upon a Basic Life Support (BLS) standard of care provided by personnel trained and certified at the Emergency Medical Technician – Basic level.

EMS may be provided in part or in its entirety by Fire & Emergency Services and/or Health Service Support. Emergency Response Teams (ERTs), as defined later within this section, may also assume some or all of the tasks identified for EMS based on Regional and Installation-specific guidance.

References.

(a) DoD Instruction 6055.6(Series) DoD Fire and Emergency Services Program (10 Oct 2000)
(b) OPNAV Instruction 11320.23(Series) Shore Activities Fire Protection and Emergency Service Program (25 April 2001)
(c) Department of Transportation North American Emergency Response Guide (NAERG)

Preparedness. EMS shall organize, train, equip, and exercise response capabilities consistent with the guidelines established in reference (a) and (b). These response capabilities should support the concept of operations detailed within Standard 12 of Section 1. The employment of these response capabilities supports both the routine EMS requirements onboard the Regions and Installations and the requirements identified within the Navy Installation EM Program to respond effectively to a small to moderate emergency onboard a Navy installation.

Table FA-9 highlights specific training and equipment requirements based on a notional listing of organizational personnel.

Prevention & Mitigation. EMS personnel, when designated as the Incident Commander (IC) or within the ICP staff, work together with both on-scene personnel and specialists available either at or through the EOC to utilize Modeling & Simulation tools. These tools permit the IC to develop hazard models and employ these models within the decision-making process to determine the extent of the hazard(s) and direct appropriate actions (i.e. – hazard control zones, shelter-in-place orders, evacuation orders). See additional Modeling & Simulation information in Standard 11 of Section 1, especially information on the limitations of each specific modeling system.

EMS are not responsible for developing, maintaining, or operating shelters or evacuation routes, but may direct utilization of these procedures during a response.

Response.

Initial Response

The initial response phase begins when the EMS personnel deploy after notification of the incident. EMS may deploy to the scene or to a designated staging area, as directed by the IC. If deploying to the scene, EMS must approach the incident area cautiously from an upwind or crosswind direction, maintaining a safe distance from the site as defined by reference (c). Responders must be cognizant of warning signs indicating the presence of lethal agents or potential hazards.

Initiate Protective Measures

If there are suspected indications of a CBRNE incident and the presence of hazardous agents, qualified responders will use the appropriate level of personal protective equipment. Without proper protective clothing and breathing apparatus, any additional personnel entering the effected area may become casualties. Most agents will penetrate ordinary clothing and standard protective clothing and masks may afford protection against only some agents, in which case efforts to rescue personnel will result in responder contamination or injury.

Contain the Hazard(s)

Fire & Emergency Services personnel will establish and direct operation of all on-scene decontamination lanes for both casualties and responder personnel. Current manning levels within the Fire & Emergency Services and contract fire services may not permit thorough decontamination of casualties without significant trained and exercised support/augment personnel provides from the installation or through the execution of Mutual Aid Agreements (MAAs).

EMS tasks include triage, patient stabilization, initial treatment, and transport of patients who are properly decontaminated by the casualty decontamination team. EMS tasks also include the provision of on-scene emergency medical support to responders.

The IC will establish and maintain communications between the incident site and the EOC to transmit the most up-to-date information, forming an accurate picture for the installation leadership and response forces. Responders should begin stabilizing the incident and limiting its impact.

Note: Terrorists may execute several incidents in quick succession. Responders must be aware of these tactics and alert to the possibility of secondary devices, not only when arriving at the incident site, but also throughout the response phase, until they can conduct a thorough search of the area.

Conduct Decontamination of Responders and Casualties

Firefighters must establish decontamination lanes to process responders, contaminated casualties, and contaminated, but uninjured persons. EMS personnel should set up a patient identification and tracking system. Information should be relayed to the receiving medical treatment facility if a patient enroute is suspected of not being fully

decontaminated at the incident site. Notify all MTF, BMCs, and local hospitals of the possibility of contaminated ambulatory patients arriving at their facility and the type of contaminant to expect. Arrangements should be made to perform a more thorough decontamination of patients at the medical facility, if necessary. The IC will determine the requirement for vehicle and equipment decontamination and recommend activation of decontamination teams to the installation commander, as necessary.

Site Management Operations

The IC will assemble the functional areas upwind from the incident site, outside the contamination control line. Site management should include a means to maintain rapid accountability for each member engaged in activities at the incident site. See Standards 6 and 12 for guidance on Incident Management.

Casualty Management

Emergency Medical Services (EMS) will provide medical response at the incident site, including lifesaving medical care and support for responders. Issuing of CB agent antidotes will be determined based on type of incident and availability. Ideally, patients should be decontaminated before leaving the scene. However, if decontamination is incomplete, or if contaminated persons leave the scene voluntarily, the receiving medical facility (military or civilian) must be prepared to decontaminate these patients. Once the medical facility is notified of a CBRNE event, all medical facility personnel engaged in the response should be notified of the nature of the emergency and the type of suspected contamination. The medical facility should equip medical personnel with appropriate PPE and prepare to accomplish any additional decontamination as necessary.

Note: Many Naval installations no longer have in-patient medical facilities or 24-hour operations. Civilian hospitals may not accept "contaminated" patients. Identification should be made in advance concerning which hospital facilities (Navy and civilian) can perform decontamination, as well as what their respective strengths are (i.e. trauma, burn centers, thoracic surgery, etc.) These issues need to be addressed in MAA/MOU/MOA/ISSAs with Federal, State, Local, Other Service, and/or private (or Host Nation) agencies and departments.

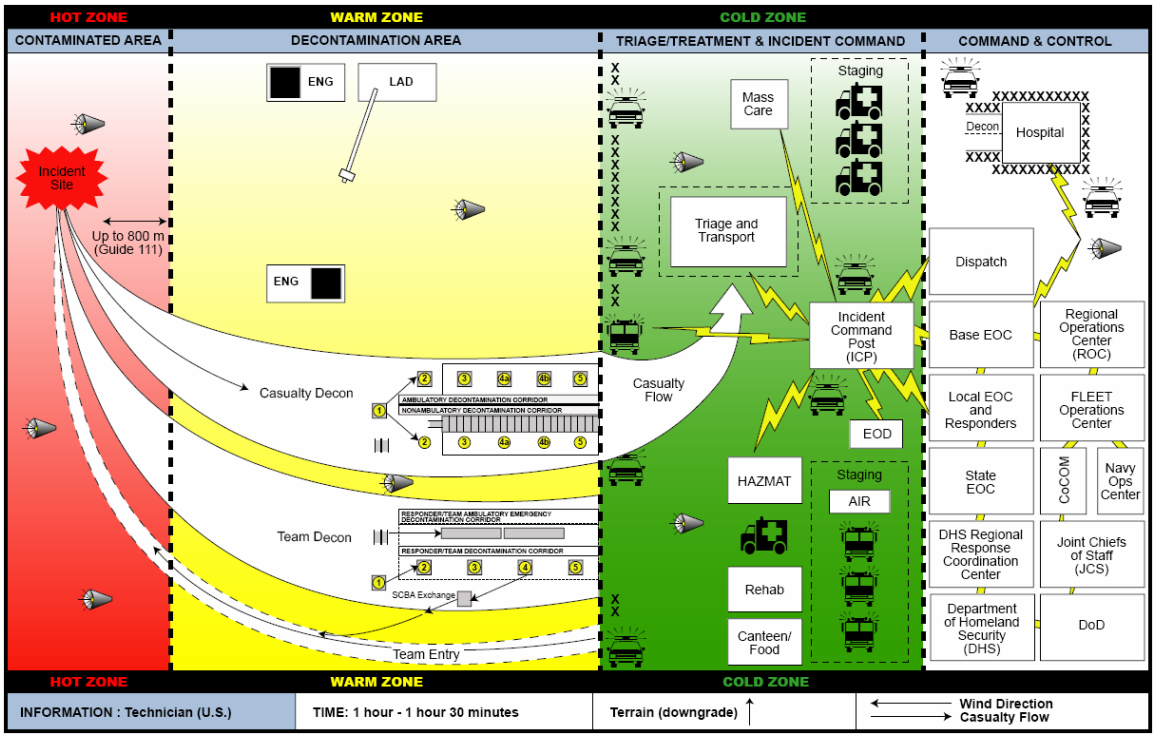
Implement Continued Shared Response

Each installation needs to have the knowledge and ability to contact and receive assistance from Federal, State, local, private, and host nation specialized teams, such as the National Guard's WMD Civil Support Teams and the FEMA Urban Search and Rescue Task Forces. The following provides guidance on notification and activation of resources for continued response**.** In the event of a terrorist CBRNE incident/attack, the installation should conduct the following complementary sets of actions:

- Activate the installation's initial response elements and MAA/MOU/MOA/ISSAs
- Initiate the notification process.
- Request resources to augment the installation's response capabilities.
- CBRNE terrorism events may overwhelm a Region or Installation's capability to adequately detect, assess, or contain the hazard.

See Figure F-5 for a visual representation of the response phase.

Figure F-5: EMS – Notional Response Graphic (Group 1, U.S.)



Recovery. EMS personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. The appropriate resource sponsor(s) for EMS, either Fire & Emergency Services and/or Health Service Support, are responsible for the proper programming and budgeting to support routine EMS operations. These functions include routine training, equipment, vehicles, and unit-level exercises.

The Navy Installation EM Program is responsible solely for those additional requirements above and beyond those established by references (a) and (b) and additional Regional and/or Installation-specific guidance. Examples include CBRN-specific unit & Installation-level training, Regional/Installation EM exercises, and enhanced command & control capabilities (with the exception of radio communications and IT support).

Requirements Table. Table FA-9 provides a summary listing of recommended training & equipment for various positions within EMS that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-9 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

Table FA-9: Emergency Medical Services – Training & Equipment Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 5 (On Scene)																												
EMS Supervisor	X	X	X				X	X	O		P	X	O	X		+	+	+										
HAZMAT Team Medical Representative	X	X	X		X	X						X		X		+	+	+										
EMS Personnel	X	X	X		X	X						X		X		+	+	+										
Casualty Triage Team	X	X	X		X	X						X		X		+	+	+										

Requirements / **Job Position**	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Casualty Transportation Personnel	X	X	X		X	X						X		X		+	+	+										
Category 5 (ICP)																												
Incident Commander	X	X	X	X			X	X	X	P	X		X	X		+												
Liaison Officers	X	X	O											X		+												
Command Staff Officers	X	X	O											X		+												
Section Chief Positions	X	X	X											X		+												
Branch Directors	X	X	O											X		+												
Division Supervisors	X	X	O											X		+												
Group Supervisors	X	X	O											X		+												
Task Force Leaders	X	P	O											X		+												
Unit Leaders	X	O												X		+												

Requirements / **Job Position**	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Other ICP Personnel	X													X		+												
Category 5 (EOC)																												
EMS Representative	X	X	X	X										X	X													

Legend	
	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.) D = On-Scene Decontamination Team Personnel only (including assigned Security Forces) * = If assigned to Region or Installation

Naval Security Forces (NSF)

Scope. Naval Security Forces (NSF) and Law Enforcement shall typically provide the following response functions: maintenance of installation AT posture, implementation of appropriate pre- and post-event AT measures, perimeter establishment, establishment of entry/exit control and traffic control points, execution of evacuation and/or sheltering (as directed by the Incident Commander), evidence preservation, evidence collection (situation dependent), and provide chain of custody for evidence recovered within the identified scene.

References.

(a) DoD Handbook 0-2000.12-H(Series) Protection of DoD Personnel and Assets from Acts of Terrorism (5 April 2001)
(b) DoD Instruction 2000.14(Series) DoD Combating Terrorism Program Standards (15 June 1994)
(c) DoD Instruction 2000.16(Series) DoD Antiterrorism Standards (14 June 2001)
(d) DoD Instruction 2000.18(Series) Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Emergency Response Guidelines (4 Dec 2002)
(e) OPNAV Instruction 3300.55(Series) Navy Combating Terrorism Program Standards (9 April 2001)
(f) OPNAV Instruction 5530.14(Series) Navy Physical Security (10 December 1998)
(g) NTTP 3-07.2.1 Navy Tactics, Techniques, and Procedures for Antiterrorism/Force Protection (September 2001)
(h) Department of Transportation North American Emergency Response Guide (NAERG)
(i) National Incident Management Systems (1 March 2004)

Preparedness. NSF shall organize, train, equip, and exercise response capabilities consistent with the guidelines established in reference (a) and (g). These response capabilities should support the concept of operations detailed within Standard 12 of Section 1. The employment of these response capabilities supports both the routine NSF requirements onboard the Regions and Installations and the requirements identified within the Navy Installation EM Program to respond effectively to a small to moderate emergency onboard a Navy installation.

Table FA-10 highlights specific training and equipment requirements based on a notional listing of organizational personnel.

Prevention & Mitigation. NSF are responsible for enforcing specific temporary and permanent construction standards, such as the enforcement of minimum stand-off distances. In addition, NSF are the primary forces responsible for the implementation of FPCON measures, which may increase the effectiveness of existing mitigation procedures.

NSF are not responsible for employing Modeling & Simulation tools. NSF are not responsible for developing, maintaining, or operating shelters or evacuation routes, but may direct utilization of these procedures during a response. NSF are responsible for execution of all other prevention procedures detailed within references (a) through (g).

Response.

Initial Response

Whether pre-warned or not of a CBRNE incident or an unexplained explosion, NSF must assess the situation upon arrival at the incident scene. Security forces should take immediate steps to protect themselves after observing abnormal circumstances, such as multiple casualties, smoke, cloud, or unexplained fluids. With proper precautions and protective equipment, security forces will be able to effectively perform initial on-scene management until relieved by higher authority.

Naval Security Forces responding to a suspected CBRNE event should:

- Approach the incident scene from uphill and upwind.
- Stop at the distance specified by the Incident Commander (IC) or at presumed safe distance as determined by protocol, collect information, and set up on-scene command. Direct follow-on security force members to set an inner perimeter at a minimum of 200 meters (or as recommended by reference (h)), when attainable, from the site and be prepared to adjust once a hazard prediction has been performed. Be aware of possible secondary devices and cognizant of loose items such as backpacks and briefcases. Take into account descriptions of agent dissemination and dispersal devices.
- Ensure appropriate PPE is donned based upon the suspected hazard and direction from the IC. In the event of a suspected CBRNE event, Security Force personnel on post along inner perimeter (Cold Zone/Warm Zone boundary) should don Level C PPE.
- Inform follow-on responders (Fire/HAZMAT, EMS, EOD, etc.) of the location of the Incident Command Post (ICP). The senior fire official from Navy Fire & Emergency Services personnel will typically assume the role of IC upon arriving on-scene and implement the Incident Command System (ICS) per reference (i).
- Restrict entry in accordance with ICS Site Safety (HASP) Plan.
- Treat the incident scene as a crime scene and preserve evidence in support of the NCIS. Strictly maintain sampling, evidence, and chain of custody protocols (as defined within Appendix L). Ensure that all evidence removed from the crime scene has been properly documented and decontaminated. Identify all potential witnesses and conduct interviews.
- Consider that the perpetrator may still be on the scene and if so, ensure suspect detention.
- Set outer perimeter when directed by the IC. Provide traffic and crowd control at designated decontamination site and staging areas and execute evacuation/sheltering procedures as directed. Employ Level C PPE as directed by the IC.

- Be prepared to implement restriction of movement procedures, as directed by the IC.

The role of responding security forces in a CBRNE or unexplained explosive incident is the same as for any crime scene. Due to the hazardous nature of CBRNE events, it is imperative that security responders operate within their level of training and protective equipment.

Notifications

Develop internal policies outlining automatic notification procedures in the event of a suspected CBRNE event. Security forces must contact NCIS immediately following notification of a potential terrorism incident onboard a Navy Installation. NCIS is responsible for notifying the FBI and other Federal law enforcement agencies, as appropriate.

Mutual Aid Response Procedures

Installation Commanders must establish access/egress procedures for Mutual Aid Responders during FPCON Delta. These procedures should be identified within applicable MAA/MOU/MOA/ISSAs with designated State, Local, Other Service, and/or private (or Host Nation) responders. See Appendix H for additional information on MAA development.

Scene Management Tools

The Incident Command System (ICS) is the mandated tool for command, control, and coordination of multi-agency and/or multi-jurisdictional response per reference (i). Federal law requires the use of ICS for response to HAZMAT incidents, which includes CBRNE events. All responders are responsible for utilizing ICS at the scene of an emergency. Once ICS is established, NSF fall within the Operations Section hierarchy and take direction from the IC. See Standard 6 of Section 1 for more information on use of ICS.

Responder Protection

Protective ensembles shall be selected, maintained and used only for the operational environment in which it was approved for use. NSF will be required to wear PPE in the circumstances listed below:

Outer Perimeter (Cold Zone): Security forces performing duties on the outer perimeter will normally be in normal duty uniform; however, appropriate Level C (Class 3) PPE with approved NIOSH CBRN-certified Air Purifying Respirator (APR) should be immediately available since environmental changes or the use of a secondary device may spread contamination outside the original hazard control zones. Security forces may also be exposed to contamination from victims or suspects fleeing a contaminated area.

Inner Perimeter (Cold Zone/Warm Zone Boundary): NSF personnel performing duties on the cold zone-warm zone boundary will, as directed by the incident commander, properly employ Level C (Class 3) PPE with approved NIOSH CBRN-certified Air Purifying

Respirator (APR). These actions may include crowd control, on-scene entry control, detention of suspects, control of contraband, and controlling and initially interviewing witnesses.

Warm Zone Operations: NSF personnel conducting security of the casualty decontamination corridor and assisting in the control of casualties within the warm zone shall employ Level C (Class 3) PPE with approved NIOSH CBRN-certified Powered Air Purifying Respirators (PAPR), once they are available. During the interim period, NIOSH-approved, rubber, full-facepiece (fitted) PAPR equipped with combination organic vapor, acid gas, and High Efficiency Particulate Air (HEPA) filter cartridges are authorized for use per Navy Occupational Safety and Health (NAVOSH).

Hot Zone: Security Force personnel shall not normally operate in the Hot Zone unless properly organized, trained, certified, equipped, and exercised as an Evidence Collection and Recovery Team (ECRT). ECRT personnel will not operate in conditions requiring greater than Level B PPE and may only conduct downrange operations with the express permission of the IC.

Military IPE may only be utilized for Consequence Management (CoM) operations when directed in writing by the theater Combatant Commander (CoCOM) or higher authority. Typically, these locations are restricted to the Central Command AOR and the Korean and Japanese theaters. Military IPE shall not be utilized for CoM operations within the U.S., its territories and possessions.

Enforce exit/entry control

Manage the collection of personal articles:

- Contaminated personnel may be reluctant to disrobe and to leave behind valuable items. Security forces must provide a secure means of collecting valuables for safekeeping and ensure that valuables are separately bagged and labeled for future reference.
- Personal items must be retained until they are determined to be free of contamination.
- Personal effects may contain items of evidence. Such items must be properly collected, preserved, and maintained in custody.
- The rules governing search and seizure of personal property apply.
- Secondary devices targeting responders in the decontamination area may be concealed within personal property.

Incident Investigation

The use of CBRNE agents or materials by international, transnational, or domestic terrorists or terrorist organizations within the U.S. is a Federal offense. The incident location is thus a crime scene. The crime scene falls under the responsibility of NCIS and the FBI and security forces provide support.

NSF, in support of the NCIS and FBI, are responsible for preserving the crime scene; collecting and processing evidence; ensuring chain of custody is maintained; and interviewing witnesses.

- Focus on those victims and witnesses who were closest to point of dispersal.
- Do not delay interview of witnesses; however, medical treatment has priority.
- Consider that a suspect may be among the victims and witnesses.
- Coordinate victim identification with EMS personnel for follow-on interviews.

Evidence Collection and Processing

The FBI is responsible for leading the criminal investigation for acts of terrorism. The FBI Evidence Recovery Team will collect the evidence from terrorist crime scenes. The FBI and NCIS will coordinate all evidence collection and processing.

If the FBI Evidence Recovery Team is not available and collection of evidence is time sensitive, the Lead FBI and NCIS agents should coordinate with the IC and NSF for the proper documentation of the crime scene and collection of evidence. The FBI will coordinate with the IC and the Lead NCIS Agent on-scene.

Contamination must be considered in evidence collection planning and implementation. After the threat of airborne contamination has been eliminated, much of the physical evidence at the crime scene may be contaminated. The FBI Hazardous Materials Response Unit (HRMU) specializes in directing investigations in a contaminated environment.

A piece of evidence may destroy information critical to the investigation. Contaminated evidence will not be decontaminated on the scene. The outside of evidence collection containers must be decontaminated before transporting off-site. Evidence should be processed only at laboratories capable of handling the type of agents known or suspected of being used in an attack. NSF shall not enter the Hot Zone in order to collect evidence until such time as the IC has evaluated the hazard and decreased PPE requirements to Level C or below.

NSF must work closely with HAZMAT and EOD teams. HAZMAT and/or EOD teams will most likely collect initial samples in order to determine agent. Instruct these teams to collect/sample only what they need for agent identification. Law Enforcement personnel should perform formal collection of physical evidence only when permitted by the IC. Instruct HAZMAT teams to avoid disturbing any known or suspected device until evaluated by EOD. Chain of custody requirements ensure the security of samples and prevent tampering. Immediately establish a chain of custody over samples collected by HAZMAT teams when samples are brought to the decontamination area. Detailed sampling and evidence collection guidance may be found in Appendix L.

All investigative and evidence collection procedures for a CBRNE incident will likely be handled by the FBI. Installation forces should wait for Federal direction rather than conducting these procedures themselves.

Quick checklist for Evidence Collection and Preservation

- Control and protect the crime scene
- Coordinate the collection/preservation of evidence with the FBI
- Map and photograph all evidence locations
- Diagram the area.
- Prepare a narrative description
- Provide secure storage and proper chain of custody for collected evidence
- Maintain an evidence log

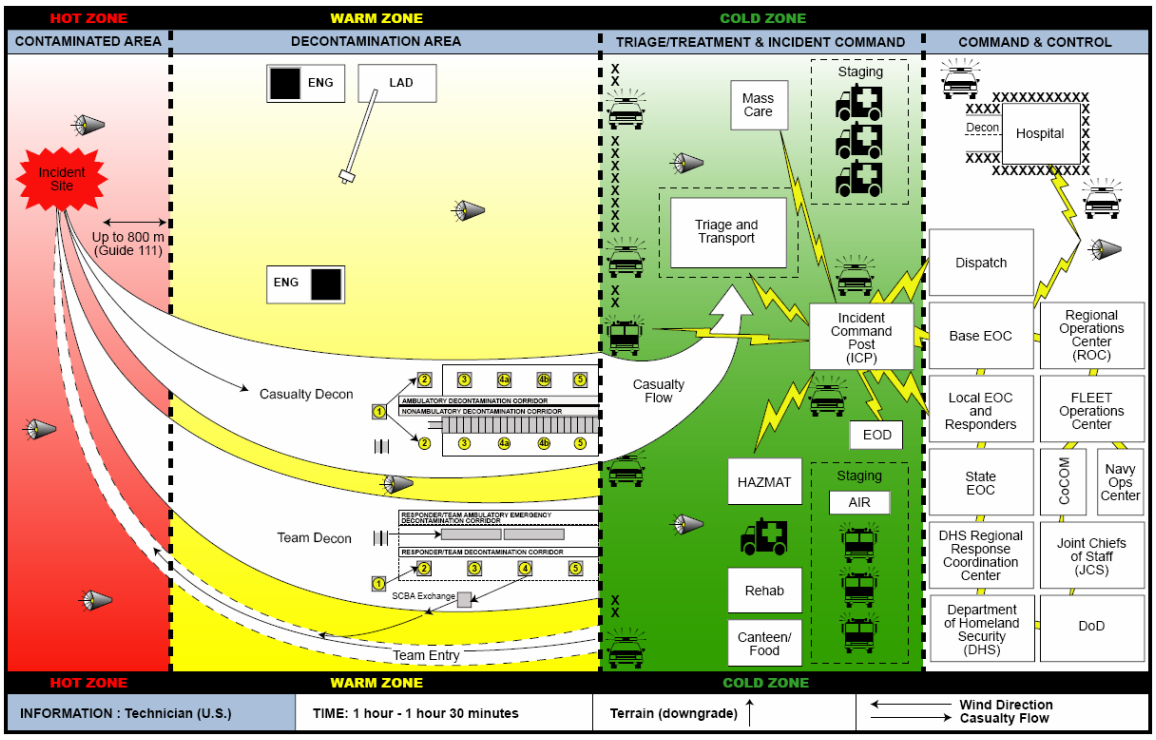
Decontamination

Security Forces do not perform decontamination of casualties, but are responsible for performing key functions in the decontamination process as indicated below:

- Coordinate decontamination support with the fire department
- Rotate security force personnel on station due to stay time restrictions while employing Level C PPE.
- Decontaminate all security force personnel and their equipment before they are released from the scene. Security force members exposed to potential hazards will require medical screening

See Figure FA-6 for a visual representation of the response phase.

Figure FA-6: NSF – Notional Response Graphic (Group 1, U.S.)



Recovery. NSF personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. NSF (through the AT Program) is responsible for the proper programming and budgeting to support routine physical security and law enforcement functions. These functions include all routine training, equipment (including issue, equipment-based training, & sustainment of Level C PPE – or military IPE when mandated by Theater Combatant Commander) – vehicles, and unit-level exercises.

The Navy Installation EM Program is responsible solely for those additional requirements above and beyond those established by references (a) through (e) and additional Regional and/or Installation-specific guidance. Examples include CBRN-specific unit & Installation-level training, Regional/Installation EM exercises, and enhanced command & control capabilities (with the exception of radio communications and IT support).

Requirements Table. Table FA-10 provides a summary listing of recommended training & equipment for various positions within the Naval Security Forces that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-10 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan. Dark shaded training & equipment requirements are those requirements **not** available for NSF personnel under the Navy Installation EM Program.

Table FA-10: Naval Security Forces – Training & Equipment Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III –NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 5 (On Scene)																												
NSF Shift Commander	X	R	O				X	X[1]						X		+	+	+										
NSF Personnel	X	O					X	X[1]						X		+	+	+										
NSF Assigned to Casualty Decon Corridor	X	O					X	X[1]						X		+	+		+									

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III –NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Evidence Collection & Recovery Teams**	X	X	P				X	X	X					X		+	+	+	S	+	+							
Category 5 (ICP)																												
Incident Commander	X	X	X	X			X	X			X			X		+												
Liaison Officers	X	X	O											X		+												
Command Staff Officers	X	X	O											X		+												
Section Chief Positions	X	X	X											X		+												
Branch Directors	X	X	O											X		+												
Division Supervisors	X	X	O											X		+												
Group Supervisors	X	X	O											X		+												
Task Force Leaders	X	P	O											X		+												

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III –NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Unit Leaders	X	O												X		+												
Other ICP Personnel	X													X		+												
Category 5 (EOC)																												
NSF Representative*	X	X	P	X			P							X	X													

Legend

X = Required Training (if representative/function present onboard Installation)
X[1] = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level)
R = Required when assigned to specific duties
P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints)
O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent)
+ = Required Equipment
S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.)
D = On-Scene Decontamination Team Personnel only (including assigned Security Forces)
E = MOPP Gear for use by designated military personnel as directed by Theater Combatant Commanders (Bahrain, Korea, Japan)
* = If assigned to Region or Installation
** = Evidence Collection & Recovery Teams, employed in remote overseas locations only, may perform functions as the HAZMAT Technician level in up to Level B PPE and must meet all requisite training & equipment requirements.

Explosive Ordnance Disposal (EOD)

Scope. Explosive Ordnance Disposal (EOD) Detachments shall typically provide the following response functions: detection, identification, analysis, render-safe, recovery, and disposal of primary or secondary explosive devices.

References.

(a) DoD Directive 5160.62(Series) Single Manager Responsibility for Military Explosive Ordnance Disposal Technology & Training (EODT&T) (15 December 1995)
(b) OPNAV Instruction 8027.1(Series) Interservice Responsibilities for Explosive Ordnance Disposal (14 February 1992)
(c) NTTP 3-02.5 Explosive Ordinance Disposal, Multiservice Procedures for EOD in a Joint Environment
(d) DoD Directive 3150.5 DoD Response to Improvised Nuclear Device Incidents (24 March 1987)
(e) DoD Directive 3150.8 DoD Response to Radiological Accidents (13 June 1996)
(f) OPNAV Instruction 3440.16(Series) Navy Civil Emergency Management Program (10 Mar 1995)

Preparedness. EOD Shore-Based Detachments (EOD Detachments) provide primary EOD support for Regional Commanders and assigned Installations (see contact information found in Appendix R). The Regional Commander has operational control over the detachment, while administrative control is retained by the EOD Detachment's parent EOD Mobile Unit. The operational commander may deploy the assigned EOD Detachment for Regional response in support of incidents or accidents requiring EOD capabilities. The EOD Mobile Unit may also augment the detachment for specific operations or responses.

EOD Detachments shall organize, train, equip, and exercise consistent with references (a) through (c). EOD Detachments are normally composed of 1 officer and 4-6 enlisted EOD technicians. These EOD detachments may maintain tailored EOD equipment allowances in order to support the Regional Commander.

The mission of EOD is to provide the capability to neutralize the hazards from the suspected or detected presence of unexploded explosive ordnance, damaged explosive ordnance, improvised explosive devices (IED), improvised nuclear devices, and radiological accidents per reference (c) through (e)**.** EOD forces are trained and equipped to mitigate threats of sophisticated CBRNE weapons. The EOD primary functional areas include C3I, reconnaissance, maneuver, protection, and render safe procedures (RSPs) for conventional explosive ordnance, CBRN weapons, and IEDs.

EOD Detachments perform a wide range of missions and their capabilities are broadly tailored to the needs of the Region they support. Examples of their capabilities are ordnance handling, loading, transportation, storage and disposal; range clearance operations; neutralization of IEDs and conventional ordnance; and VIP protection.

Rendering safe and disposing of IEDs, nonmilitary commercial explosives, or similar dangerous articles reported or discovered outside DoD installations are the primarily responsibility of civil authorities. EOD assistance, in the form of EOD actions and/or advice, may be provided upon request from Federal agencies or civil authorities at any level, when a determination has been made by the Service concerned that such assistance is required or desirable in the interest of public safety per reference (f).

Table FA-10 highlights specific EM-related training and equipment requirements based on a notional listing of organizational personnel.

Prevention & Mitigation. EOD Detachments may assist the Incident Commander (IC) to develop hazard models specific to their area(s) of expertise. These hazard models are then employed by the IC within the decision-making process to determine the extent of the hazard(s) and direct appropriate actions (i.e. – hazard control zones, shelter-in-place orders, evacuation orders). See additional Modeling & Simulation information in Standard 11 of Section 1, especially information on the limitations of each specific modeling system.

EOD Detachments are not responsible for developing, maintaining, or operating shelters or evacuation routes, but may recommend utilization of these procedures during a response specific to their area(s) of expertise.

Response. The closest EOD Detachment should provide site-stabilizing initial support and assist responding EOD Detachments/Teams/Units and National Assets upon their arrival. EOD forces neutralize threats and obstacles that impede operations, including both combat and non-combat actions. EOD emphasizes small, flexible, mobile units to provide flexible, task organized force packages. Navy EOD is crucial to many aspects of antiterrorism/force protection for shore and afloat assets. EOD forces provide a unique capability to mitigate and/or eliminate CBRNE hazards on land or underwater. For further guidance refer to reference (b).

Deployment/Departure

The deployment phase encompasses preparation, embarkation and safe movement of forces to the mission area, while departure involves implementing a specific operational plan for mission tasking or incident response, including transit to the incident location.

Arrival/Localization

In the arrival phase, the EOD Detachment assembles at the incident scene, coordinates with the Incident Commander (IC) and other on-scene assets, and takes effective control of the EOD scene before focusing on the incident site. The EOD Detachment OIC will assist the IC at the scene (coordinate EOD response with the IC, provide recommend courses of action). The EOD Detachment OIC will assume and retain tactical control of EOD Detachment personnel at all times. The EOD Detachment will remain under the operation control of the Regional Commander.

Localization allows the EOD Detachment to create a complete tactical picture of the downrange environment. This phase involves scene appreciation, long-range reconnaissance, formulation of EOD courses of action (COAs), assessment of risks, and outline briefings.

Reconnaissance/Identification

EOD Detachment personnel reconnoiter to gather information about the downrange environment and the items of interest located there. During reconnaissance, EOD Detachment personnel identify the location of casualties and immediate hazards.

During the identification phase, EOD Detachment personnel use the information gathered during reconnaissance to identify the ordnance item(s) of interest, or for unknown ordnance items, to identify the fuzing, firing and hazardous components. This information is used to update the incident status, formulate a neutralization plan, and capitalize on unique intelligence opportunities.

Neutralization

During neutralization, EOD Detachment personnel implement the neutralization plan to neutralize or render safe the ordnance item(s), up to, but not including, the material decontamination of CBRN weapons. Upon completion, the detachment will review the incident situation and decide or recommend final disposition of the ordnance.

Recovery/ Exploitation

In the recovery phase, the EOD Detachment implements the recovery plan. This includes collecting hazardous and classified materials and components that were dispersed during an accident or during neutralization. Recovery may also include moving intact ordnance items to an approved site for exploitation. Non-EOD personnel may assist EOD Detachment personnel as directed. Incident locations should be treated as crime scenes, insofar as reasonably possible, and chain of custody procedures should be followed for any item removed from the incident scene. In a CBRN incident involving contamination, decontamination is required before items leave the scene. Consult with Naval Security Forces before taking action on contaminated evidence.

During exploitation, an EOD Detachment conducts field analysis of recovered ordnance items to obtain classified components and gather intelligence information. Local exploitation will rarely be appropriate at the site of a CBRNE incident since the investigation of the incident will likely be led by specialists from other Federal agencies or the Naval Criminal Investigative Service (NCIS).

Disposal

This phase involves disposal of classified components and hazardous items. Field disposal will rarely be appropriate in a CBRNE incident. Materials removed from the site should initially be treated as evidence of a crime and chain of custody procedures should be followed.

Redeployment

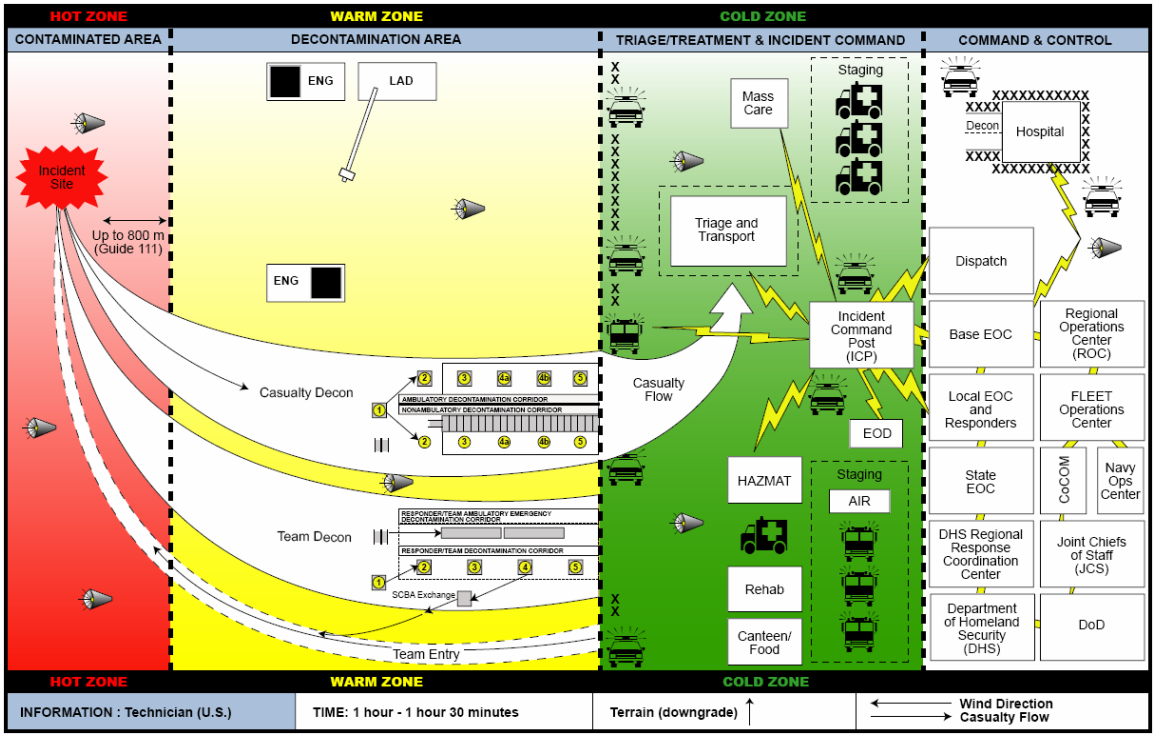
During redeployment, the EOD Detachment transfers its forces and materiel to support other operational requirements or returns to their home station.

Post Mission Analysis

After the mission, the EOD Detachment reviews the mission to develop lessons learned for the update of CONOPS and joint TTPs.

See Figure FA-7 for a visual representation of the response phase.

Figure FA-7: EOD – Notional Response Graphic (Group 1, U.S.)



Recovery. EOD Detachment personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. Reference (a) designates the Secretary of the Navy as the Single Manager for Military EOD Technology and Training (EODT&T). The Executive Manager for EODT&T (N75X/SEA53) is assisted by the Joint Service Flag/ General EOD Program Board, of which the Deputy Director, Expeditionary Warfare (CNO N75B) is the Navy member. The Assistant Secretary of Defense (Special Operations/Low-Intensity Conflict) is the OSD proponent for EOD.

The Director, Expeditionary Warfare Division (CNO N75) is the primary resource sponsor for Navy EOD and for EODT&T. The EOD and Naval Coastal Warfare Branch (OPNAV N757) is responsible for planning, programming, and budgeting all Navy EOD

active and reserve programs, including operating forces, and for Joint Service EOD R&D and acquisition programs.

The Navy Installation EM Program is responsible solely for those additional requirements above and beyond those established by references (a) and (e) and additional Regional and/or Installation-specific guidance. Examples include Regional/Installation EM exercises and enhanced command & control capabilities (with the exception of radio communications and IT support).

Requirements Table. Table FA-11 provides a summary listing of recommended training & equipment for various positions within EOD that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-11 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan. Dark shaded training & equipment requirements are those requirements **not** available for EOD personnel under the Navy Installation EM Program.

Table FA-11: Explosive Ordnance Disposal – Training & Equipment Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III –NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 5 (On Scene)																												
EOD Detachment OIC	X	X	P	P			X	X	X	O	P		X	X	O	+	+	+	S	+	+							
EOD Detachment Team Members	X	X	O				X	X	X	O	O		X	X		+	+	+	S	+	+	+	+	+	+			
Category 5 (ICP)																												
Incident Commander	X	X	X	X			X	X			X			X		+												

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III –NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Liaison Officers	X	X	O											X		+												
Command Staff Officers	X	X	O											X		+												
Section Chief Positions	X	X	X											X		+												
Branch Directors	X	X	O											X		+												
Division Supervisors	X	X	O											X		+												
Group Supervisors	X	X	O											X		+												
Task Force Leaders	X	P	O											X		+												
Unit Leaders	X	O												X		+												
Other ICP Personnel	X													X		+												
Category 5 (EOC)																												
EOD Detachment Representative*	**X**	R	O	R										X	X													
Legend	X = Required Training (if representative/function present onboard Installation)																											

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III –NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
	X^1 = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.) D = On-Scene Decontamination Team Personnel only (including assigned Security Forces) E = MOPP Gear for use by designated military personnel as directed by Theater Combatant Commanders (Bahrain, Korea, Japan) * = If assigned to Region or Installation																											

Public Works

Scope. This section provides guidance to Regional Commanders and Naval Facilities Engineering Command for public works and facilities engineering elements necessary to support the emergency management (EM) program.

References.

(a) Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Public Law 107-188) Section 401
(b) DoD Instruction 2000.16(Series) DoD Antiterrorism Standards (14 June 01)
(c) DoD Instruction 2000.18(Series) Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Emergency Response Guidelines (4 Dec 2002)
(d) DoD Directive 6230.1(Series) Safe Drinking Water (24 April 1978)
(e) Federal Acquisition Regulations
(f) OPNAVINST 3500.39(Series) Operational Risk Management (ORM) Program (26 September 2000)
(g) OPNAV Instruction 5100.23(Series) Navy Occupational Safety and Health (NAVOSH) Program Manual (15 Jul 2002)
(h) 29 CFR 1910.120 Department of Labor, Federal Occupational Safety and Health Standards, Hazardous Waste Operations and Emergency Response
(i) OPNAV Instruction 5090.1(Series) Environmental and Natural Resources Program Manual (17 Oct 2002)
(j) SECNAV 11010.5(Series) Facilities Projects for Minor Construction, Repair, and Maintenance of Real Property, and Equipment Installation (25 August 1983)
(k) SECNAV 11013.13(Series) Unspecified Minor Construction, Emergency Construction, and Restoration or Replacement of Facilities Damage or Destroy Programs (14 October 1983)
(l) OPNAV 11010.20(Series) Facilities Projects Manual (7 June 1996)
(m) SECNAV 5090.8(Series) Policy for Environmental Protection, Natural Resources, and Cultural Resources Programs (18 December 2000)
(n) Office of the Undersecretary of Defense Memorandum “DoD Policy on Drinking Water Vulnerability Assessments and Emergency Response Plans” (3 July 2003)
(o) CNO Letter Ser N452/3U574753, “Water Systems Vulnerability Assessments”

Program Management.

- Commander, Naval Facilities Engineering Command (NAVFAC)
  - Provide technical guidance to Regional Engineers in implementing public works elements of the EM program, including preparedness, mitigation, response and recovery, in accordance with applicable requirements of references (a) through (l).
  - Serve as the Navy service representative on the DoD Security Engineering Working Group to develop update Unified Facilities Criteria (UFCs) that support EM capabilities (see Table F-13).
- Regional Commanders

- Assign Regional Engineer, or an appropriate designated representative from the Regional Facilities Engineering Command (FEC), to serve on the Regional Emergency Management Working Group (EMWG).

Preparedness.

- Commander, Naval Facilities Engineering Command (NAVFAC)
  - Establish contracting vehicles to be used in the event of an emergency. These should include, but not be limited to, MAA/MOU/MOA/ISSAs, indefinite Quantity Contracts, Logistics Civil Augmentation Program (LOGCAP), and Emergency Construction Capabilities Contract (CONCAP). Care should be taken not to limit to local vendors/ commands, as these capabilities may be lost or overtasked during an emergency.
- Regional Commanders
  - Ensure public works requirements are addressed in Regional Emergency Management Plans in each of the four phases of emergency management operations: preparedness, mitigation response and recovery. Public works roles shall be considered in each of the following functional areas:
    - Pre-position teams and resources,
    - Assess damages and determine needs,
    - Clearance of debris,
    - Emergency construction and repairs to damaged infrastructure,
    - Emergency restoration of critical public facilities (temporary power, emergency water, sanitation systems).
    - Stabilization of damaged structures,
    - Demolition of structures designated as immediate hazards to public health and safety,
    - Emergency contracting support for life saving and life sustaining services,
    - Technical assistance,
    - Emergency shelter and housing support.
    - Emergency flood protection.
    - Emergency erosion control.
  - Ensure public works personnel participating in response and recovery operations receive proper training and equipment and are included in table top and functional training exercises as appropriate to their tasking.

Prevention & Mitigation.

- Commander, Naval Facilities Engineering Command (NAVFAC)
  - When directed by Commander Navy Installations (CNI), complete infrastructure vulnerability assessments as required by references (a) through (c).

    - When directed by CNI, develop methodologies and conduct critical infrastructure assessments for non-terrorist hazards and develop cost effective mitigation guidelines for the following:
        - Seismic assessments of critical facilities located in seismically active areas.
        - Structural assessments of critical facilities located in tropically active areas.
        - Water hazard (floods, hurricanes, typhoons, etc) assessments of critical facilities.
    - Evaluate technologies for CBRNE event response and recovery.
- Regional Commanders
    - Utilize Regional EMWG to identify vulnerabilities and mitigation strategies for critical infrastructure using a multidisciplinary approach that includes public works considerations.
    - Ensure that water system vulnerability assessments are accomplished as required by references (a) through (c). Develop mitigation strategies consistent with jurisdictional drinking water agency requirements, following CNI risk investment strategy guidance.
    - Ensure that other utility system vulnerability assessments are accomplished as required and all discrepancies noted are addressed. Liaison as needed with federal, state, local, private and host nation water utilities.
    - Identify lay down areas and routes of entry for assistance required during the response phase of a CBRNE event or natural disaster. This should also include alternate landing sites and material for rapid runway repair (RRR), where applicable.
    - Designate and mark shelters, safe havens and evacuation routes required during all phases of an emergency. Give consideration to movement of personnel without transportation assets or with special needs.

Response.

- Commander, Naval Facilities Engineering Command (NAVFAC)
    - When directed by CNI, provide assessments of infrastructure for structural damage and functional impairment necessary to make determination of cost and methodology for repairs
- Regional Commanders
    - Identify local public works assets immediately available to support to the Incident Commander during an emergency. This support may include, but not be limited to:
        - Personnel
        - Equipment
        - Engineering expertise
        - Utility services
    - Ensure that Public Works personnel identified as elements of a response operation are properly trained in the incident command system.

- Ensure that Public Works personnel designated to assist with personnel and equipment decontamination operations receive appropriate equipment and training and have been exercised to perform this task under the direction of the Navy Fire & Emergency Services or designated organization.
- Provide temporary shelters to rescue workers and displaced personnel (military, civilians and families as required) during an emergency.
- Provide temporary facilities to house evidence collected by law enforcement officials.
- Ensure structural assessment of damaged facilities as required.
- Provide assistance to ships and/or aircraft providing aid during response and recovery operations.
- Coordinate all actions and response under all circumstances with the supported Incident Commander.
- Dispose of contaminated material (as required) in accordance with references (i) and (m).

Recovery.

- Commander, Naval Facilities Engineering Command (NAVFAC)
  - When directed by CNI, send engineering assistance teams to provide assessments of buildings, structures and utility systems.
  - As needed and when directed by CNI, utilize LOGCAP and/or CONCAP contracting vehicles to support recovery from CBRNE event or Natural Disaster.
- Regional Commanders
  - With NAVFAC support and technical guidance, utilize emergency and contingency contracting support for the following requirements:
    - Removal and disposal of contaminated materials after the completion of Response Efforts, in accordance with reference (i).
    - Demolition and disposal of damaged infrastructure
    - Repair and replacement of damaged infrastructure.
    - Provide temporary housing facilities to displaced personnel in military family housing.
    - Designate temporary facilities to house those operations and military personnel supporting recovery operations.

Requirements and Standards.

- 29 CFR 1910.120 Department of Labor, Federal Occupational Safety and Health Standards for Hazardous Waste Operations and Emergency Response. Establishes baseline requirements for equipment and training for emergency response to hazardous materials releases.
- Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Public Law 107-188) Section 401 amended the Safe Drinking Water Act to require public water systems serving more than 3,300 persons to conduct water system vulnerability assessments (WSVAs), develop emergency response plans and report to the Environmental Protection Agency

(EPA). DoD policy requires WSVAs for all community water systems in accordance with references (n) and (o).

- OPNAV 5090.1B Environmental and Natural Resources Program Manual – Defines Navy requirements for environmental program compliance. The three key environmental programs that will potentially impact the EM program are:
  - Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) – Provides funding and enforcement authority to clean up waste disposal sites and to respond to hazardous substance releases. Will apply to control of releases from decontamination operations and remediation of contaminated facilities and other real property beyond the initial event.
  - Resource Conservation and Recovery Act (RCRA) – Provides the legal framework for the handling, storage, and disposal of solid wastes from point of generation to final destruction or disposal. Will apply to disposal of hazardous wastes generated from a CBRNE event or natural disaster.
  - Emergency Planning and Community Right-to-Know Act (EPCRA) – Requires emergency planning and directs timely and comprehensive release of information to the public about hazards associated with toxic chemical releases. May impact public notification requirements during a CBRNE event or natural disaster that potentially exposes the public to hazardous materials.
- Federal Acquisition Regulations (FAR) - Public Law governing the acquisition process throughout the Federal Government.
- NFPA 1 Uniform Fire Code – Building code for all construction within the United States and its territories.
- NFPA 101 Life Safety Code – Building code addressing life safety requirements for fire and similar emergencies. Covers construction, protection and occupancy features to minimize danger to life from fires, smoke, fumes or panic before buildings are vacated.

Sustainment.

- Commander, Naval Facilities Engineering Command (NAVFAC)
  - Coordinate with CNI to execute facility design and construction to ensure CBRNE preparedness requirements are considered during design and construction of all Naval Facilities.
  - Responsible for the proper programming and budgeting to support all routine public works functions.
- Commander, Navy Installations (CNI)
  - Responsible for programming and budgeting to support CBRN-specific unit & Installation-level training, CBRN-specific equipment (PPE primarily), Regional/ Installation EM exercises, and enhanced command & control capabilities (with the exception of radio communications and IT support).

Requirements Table. Table FA-12 provides a summary listing of recommended training & equipment for various positions within Public Works that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-12 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan. Dark shaded training & equipment requirements are those requirements **not** available for Public Works personnel under the Navy Installation EM Program.

Table FA-12: Public Works – Training & Equipment Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 5 (On Scene)																												
Debris Clearance Team*	X	P					X	X[1]						X		+	+	+										
Damage Assessment Team*	X	P					X	X[1]						X		+	+	+										
Category 5 (ICP)																												

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Branch Directors	X	X	O											X		+												
Division Supervisors	X	X	O											X		+												
Group Supervisors	X	X	O											X		+												
Task Force Leaders	X	P	O											X		+												
Unit Leaders	X	O												X		+												
Other ICP Personnel	X													X		+												
Category 5 (EOC)																												
Public Works*	X	R	O	R										X	X													

Legend	X = Required Training (if representative/function present onboard Installation) X^1 = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.)

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – DoD IFSAC Awareness	HAZMAT Level II – DoD IFSAC Operations	HAZMAT Level III – DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V – DoD IFSAC Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
	D = On-Scene Decontamination Team Personnel only (including assigned Security Forces) * = If assigned to Region or Installation																										

Table FA-13: Security Engineering & Antiterrorism Facility Criteria

Security Engineering and Antiterrorism Facility Criteria			
Title	**Designation**	**Date**	**Summary Description**
DoD Minimum Antiterrorism Standards for Buildings	UFC 4-010-01	Jul-02	Mandatory DoD minimum antiterrorism standards for new and existing inhabited buildings. Effective ways to minimize the likelihood of mass causalities from terrorist attacks.
DoD Minimum Antiterrorism Standoff Distances for Buildings	UFC 4-010-10	Jul-02	Supplemental information for UFC 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings*, containing specific explosive weights (kg/pounds of TNT) associated with various building categories, locations, standoff distances and separation requirements.
Design and O&M: Mass Notification Systems	UFC 4-021-01	Dec-02	Requirements for implementation of mass notification in DoD facilities in compliance with UFC 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings*.
Design and Analysis of Structures for Conventional Weapons Effects	UFC 3-340-01	Aug-98	*Design and Analysis of Structures for Conventional Weapons Effects* (DAHS CWE). Conventional weapons affect predictive techniques.
Entry Control Facilities	ITG 0303	Feb-03	Design criteria for Entry Control Facilities that permit access points for pedestrian and vehicular traffic into an installation or restricted area. The criteria focus on entry control points to installations.
Design Guidelines for Physical Security of Facilities	MIL-HDBK 1013/1A	May-93	Procedures for planning and designing an integrated physical security system for new facilities as well as the retrofit of existing facilities. Construction choices for protection against forced entry, and ballistic and standoff weapons. Design procedures are also summarized for vehicle bomb blast protection, referencing appropriate sources for details.
Design Guidelines for Security Fencing, Gates, Barriers and Guard Facilities	MIL-HDBK-1013/10	May-93	Design, selection and installation of new security fencing, gates, barriers, and guard facilities for the perimeter of installations or separate activities.
Evaluation and Selection Analysis of Security Glazing for Protection Against Ballistic, Bomb and Forced Entry Tactics	MIL-HDBK-1013/12	Mar-97	Selection of the appropriate glazing systems by engineers or security personnel to optimize performance and cost. Procedures are included for planning and selecting glazing systems for new facilities as well as evaluating existing facilities.
Selection and Application of Vehicle Barriers	MIL-HDBK-1013/14	Feb-99	Guidance to ensure that appropriate design, operational, environmental, cost, security, and safety considerations are included in the selection process for vehicle barrier systems.
Commercial Intrusion Detection Systems	Design Manual 13.02	Sep-86	Guidance for personnel involved in the analysis, design, engineering and/or implementation of intrusion detection systems (IDS) at installations.

Blast Resistant Structures	Design Manual 2.08	Dec-86	Design guidance for structures of various types to resist blast loadings.
Structures to Resist the Effects of Accidental Explosions	NAVFAC P-397	Nov-90	Methods of design for protective construction used in facilities for development, testing, production, storage, maintenance, modification, inspection, demilitarization and disposal of explosive material.
Security Engineering Manuals (Volume 1 - 4)			Guidance to security personnel, engineering planners, and engineering designers addressing protective measures against a range of criminal and terrorist threats to varying degrees of detail. Each of the four manuals in the series is targeted at a specific user among those identified and is designed to serve a particular function.
Volume 1 - Project Development	TM 5-853-1	May-94	Procedures for security personnel and engineering planners to use in developing the design criteria necessary to ensure that all necessary and required protective measures are incorporated into facility construction. Design criteria include the threat to assets within the facilities in terms of the tactics likely to be employed against the assets and the weapons, tools, and explosives associated with those tactics.
Volume 2 - Concept Design	TM 5-853-2	May-94	Provides engineering designers with the necessary guidance to provide a more detailed preliminary design to implement the design criteria developed through the application of TM 5-853-l, Volume 1, Security Engineering Project Development.
Volume 3 - Final Design	TM 5-853-3	May-94	Provides guidance to engineering designers on the design details necessary to finalize the concept design developed through application of TM 5-853-2, Volume 2, Security Engineering Concept Design.
Volume 4 - Electronic Security Systems	TM 5-853-4	May-94	Provides guidance for engineers to use in the concept and final design of electronic security systems based on the requirements and concepts established using TM 5-853-l, Volume 1, Security Engineering Project Development, and TM 5-853-2, Volume 2, Security Engineering Concept Design.
Department of Defense Physical Security Equipment Guide	Users Guide 2045-SHR	Dec-00	User's guide serves as a reference document on physical security equipment for security personnel including: entry/exit control, security containers/safes, locks and locksets, key control, security seals and tamper-indicating devices and security hardware.
Security Glazing Application	Users Guide 2030-SHR	May-98	User's Guide is intended to provide Security Officers with guidance and data needed to make informed decisions when developing, upgrading, or reviewing requirements for security glazing to resist blast, ballistics, and forced entry.
Protection Against Terrorist Vehicular Bombs	Users Guide 2031-SHR	May-98	User's Guide provides government personnel with processes and criteria needed to make informed decisions when developing, upgrading, or reviewing requirements for protection against vehicle bombs.
Blast Shielding Walls	Technical Data Sheet 2063	May-98	Guide to understanding the protection provided to buildings by a blast-shielding wall.
Estimating Damage to Structures from Terrorist Bombs	Technical Data Sheet 2062	Sep-98	Allow security personnel to quickly estimate the effects of a bomb on personnel within a structure and typical construction found on a Government installation.

Planning and Design Considerations for Incorporating Blast Mitigation in Mailrooms	Technical Data Sheet 2079	May-00	Guide illustrating the process of designing a mailroom that is resistant to the effects of an explosive detonation. The intended users are physical security specialists and planners.
US Navy and Marine Corps Antiterrorism/ Force Protection Document	Technical Data Sheet 2082	Aug-00	Guide for DoD personnel to identify applications and documents that address antiterrorism/force protection concerns.
Force Protection Battlelab Vehicle Bomb Mitigation Guide	FPB VBMG	Jul-99	Guide presents the lessons learned from two major Force Protection Battlelab initiatives, the Vehicle Entry Explosive Search Strategy (VEESS), and Blast and Fragment Mitigation.
Estimating Bomb Damage to Structures from Terrorist Bombs - Field Operations Guide	ETL 1110-3-495	Jul-99	Provides information and guidance for estimating the effects of bombs on typical building construction found in government facilities and installations.
Airblast Protection Retrofit for Unreinforced Concrete Masonry Walls	ETL 1110-3-494	Jul-99	Provides information and guidance for the retrofit upgrade of existing unreinforced nonloadbearing concrete masonry walls to provide protection from explosive airblast. Techniques involving geotextile fabric and reinforced concrete backing are presented.
Windows Retrofit Using Fragment Retention Film with Catcher Bar System	ETL 1110-3-501	Jul-99	Provides information and guidance for the retrofit of existing annealed glass windows to provide protection from explosive airblast.
Design of Collective Protective Shelters to Resist CBR Agents	ETL 1110-3-498	Feb-99	Guidance for the design of collective protection systems. Collective protection provides a toxic-free area where personnel can function without individual protective equipment such as a mask and protective garments.
Airblast Protection Retrofit for Unreinforced Concrete Masonry Walls	ETL 00-09	Aug-00	Provides information and guidance for the retrofit upgrade of existing unreinforced nonloadbearing concrete masonry walls to provide protection from explosive airblast. Techniques involving geotextile fabric and reinforced concrete backing are presented.
Airblast Protection Polymer Retrofit of Unreinforced Concrete Masonry Walls	ETL 02-4	Jun-02	Provides information and guidance for the retrofit upgrade of existing unreinforced nonloadbearing concrete masonry walls to provide protection from explosive airblast. Techniques involving an interior and optional polyurea coating applied to exterior walls are presented.
Airblast Protection Retrofit of Lightweight Manufactured Structures	ETL 02-10	Jun-02	Provides information and guidance for the retrofit upgrade of existing lightweight manufactured structures to provide protection from explosive airblast. The complete blast mitigation retrofit for lightweight manufactured structures consists of an interior and optional exterior layer of polyurea, a lightweight interior steel framing system, fragmentation mitigation retrofits for windows, and stiffening and strengthening doors and door frames.

Public Affairs

Scope. To provide an overview of Emergency Public Information (EPI) policies, an overarching framework, and guiding processes and procedures for the EPI functional area. This section provides guidance to the ROC/EOC staff and the EPI team on effective communication and interaction strategies with potentially affected publics before, during, and after an emergency.

References.

(a) SECNAV Instruction 5720.44(Series) Department of the Navy Public Affairs Policy and Regulations (9 May 2002)
(b) National Response Plan, ESF #15 (December 2004)

Preparedness. All Public Affairs efforts shall be in accordance with reference (a) and in support of the concepts provided by reference (b).

The Public Affairs staff has three primary preparedness responsibilities.

1. Create Regional and Installation EPI plans.
2. Establish, train, exercise, and evaluate regional and installation EPI functional teams to communicate with the public in the event of an emergency.
3. Cooperatively plan and share information with members of the public. Public is defined broadly as non-emergency-essential military and civilian Navy personnel, contractor personnel, tenant personnel, visitors on official and unofficial business, and members of their families and accompanying parties (Category 2-4 Personnel). Public also includes members of the surrounding communities, other government agencies, and the media.

1. EPI Plan

The Regional and Installation Public Affairs Officers (PAO) are responsible for developing Emergency Public Information Regional and Installation Plans respectively (see recommended outline in Appendix I). The EPI sections of these plans should be in sufficient detail to ensure the prompt and accurate dissemination of information to the public. Working cooperatively with appropriate members of the public, especially state and local governments and the media, to determine information needs, developing notification lists, and best methods for exchanging information during an emergency is highly encouraged. Additionally, internal communication protocols for verifying and approving emergency information within the ROC/EOC should be developed and documented in close conjunction with the Regional and Installation EMWGs. Once developed and approved by the EMWG, Public Affairs is responsible for maintaining the EPI sections of the EM Plans. As part of the EPI planning process, Regional and Installation Public Affairs shall develop and establish requirements and procedures for providing emergency information at all levels up to and including establishing the Joint Information Center (JIC). The operational and equipment requirements for Navy participation at the JIC should be specified.

2. EPI Team

Regional and Installation Public Affairs will ensure that regional and installation EPI functional teams are established, planned, implemented, trained, and evaluated to communicate with the public in the event of an emergency. Two Public Affairs Officers and other Journalists, Photographer's Mates, and other team members with backups as needed are recommended.

The Regional and Installation Public Affairs Officers (PAO) will be members of the Regional and Installation EMWG and the ICS. Regional and Installation Public Affairs staff and other designated members of the EPI Team are critical members of the ICS. The PAOs are responsible for assuring primary and alternate personnel are trained and exercised in the concepts described in the EPI sections of this manual, for providing public information support to the IC, operations of the JIC, and for serving as spokespersons to the public and media. Regional and Installation Public Affairs staff do not require specialized protective equipment or the associated equipment-based training. However, Regional and Installation Public Affairs staff and other designated members of the EPI team shall receive NFPA 471-compliant HAZMAT awareness training & certification, basic ICS training and certification, crisis and risk communication training, media training, and task specific training related to both EOC and JIC operations. See Table F-7: Recommended Emergency Public Information Training.

3. Cooperative Planning and Information Sharing

Establishing and maintaining constructive relationships between Regional and Installation emergency management functions and the public as defined, is a vital component of the Regional and Installation EM Plans. Positive relationships developed before an emergency and based on shared information helps build trust and confidence and will enhance the emergency response function by improving the ability of the IC and members of the ICS to effectively communicate and interact with the public. Communicating and involving appropriate members of the public, especially local and state government and the media, in the planning process can be valuable. These stakeholders should know about the nature of the potential hazards and risks at the installation, what might be expected in the event of an accident or incident involving natural, technological or terrorist related events, and what response actions might be required of the public. The PAO is an important link between the installation and the civilian community around or near the installation. Public Affairs should build upon established relationships with local media to disseminate crucial emergency management information and work with local emergency responders in developing comprehensive messages to the community.

Prevention & Mitigation. Regional and Installation Public Affairs staff have no specifically assigned mitigation tasks, however, public information support may be requested on a case-by-case basis.

Response. In the event of an emergency, and under the direction of the EOC and/or ROC, the Regional or Installation Public Affairs staff PAO may activate the EPI capability as detailed in the Emergency Public Information sections of the Regional and Installation and EM Plans. The Regional or Installation PAO will have three primary response responsibilities.

1. Activate EPI support.
2. Provide leadership to the EPI team, including JIC operations if activated.
3. Designate and prepare spokespersons.
4. Coordinate with the EOC and/or ROC.

1. Activate EPI Support

EPI support must be appropriate for the level of public information anticipated by the severity of the emergency. This EPI support can range from individual PAO support in the event of a low risk, low concern incident to a high risk, high consequence, high concern emergency that requires full scale EPI support, including JIC activation. It is the responsibility of the appropriate Regional or Installation to determine the level of EPI support required in accordance with EPI plans and in consultation with the ROC/EOC. It is also possible depending on the emergency to consult with other partnering government agencies.

2. Provide EPI Leadership

Regardless of the level of the EPI response, the designated PAO will oversee EPI operations in accordance with the Regional and Installation EM Plans and the EPI plans and procedures. In the event a Federal Declaration of a Disaster is issued, the JIC will be operated and maintained by the Federal agency or department designated to do so by DHS. A JIC Coordinator may assume responsibility for JIC operations, if one is appointed by the appropriate authority.

The JIC should be located where members of the news media may gather without interruption of response and recovery operations. The primary functions of the JIC are to:

- Provide response and recovery information to individuals, families, and businesses and industries directly or indirectly affected by the disaster.
- Monitor news coverage to ensure accurate information is being disseminated.
- Take action to correct misunderstandings, misinformation, and incorrect information concerning the disaster response, recovery, and mitigation operations that appear in the news media.
- Ensure non-English-speaking populations receive accurate and timely information about disaster response, recovery, and mitigation operations through appropriate news media and, to the extent possible, in their languages.
- Use a broad range of resources to disseminate information to disaster victims and the general public, including the television, radio, broadcast fax, and the Internet, as well as traditional print and broadcast news media.
- Maintain contact with and gather information from Federal, State, Local, Other Service and/or private (or Host Nation) agencies and departments taking part in disaster response operations.

- Handle appropriate special projects such as news conferences and press operations for disaster area tours by Federal, State, and Local (or Host Nation) officials and others.
- Provide public affairs support and advice to designated officials.
- Coordinate with the Logistics Section to provide basic facilities, such as communications, office space, and supplies, to assist the news media in disseminating information to the public.

3. Designate and Prepare Spokespersons

A trained spokesperson will serve as the primary point of contact in the field for dissemination of public information in support of the Regional and Installation Commanders. It is recommended that members of the EMWG and staff in response leadership positions all receive specialized crisis and risk communication training with secondary persons prepared to serve as spokespersons.

The spokesperson should be familiar to the public, credible in terms of understanding the nature of the incident and the response, comfortable performing as a spokesperson, and closely linked to the ROC/EOC. A consistent spokesperson in front of the public has many advantages. Effective emergency public information means establishing and maintaining public trust and confidence in the response. This trust is most often enhanced when accomplished by senior leaders speaking on behalf of the organization. Once the initial emergency response has been initiated and being managed, having the designated spokesperson appear jointly with the Regional and/or Installation Commanders at briefings and press conferences is a positive step in the EPI process, providing direct technical response information and instilling additional confidence in the response to the public.

4. Coordinate with the Incident Commander

For effective public information in an emergency, accuracy and timeliness are both important. Balance the need to know everything before releasing information but follow the established protocols by having the ROC/EOC and appropriate subject matter experts involved. Follow the established order and process for releasing information to the public, which may include coordination and priority release of information to federal, state, and local government agencies.

Recovery. The Regional PAO, supported by the Navy Chief of Information (CHINFO) and/or OASD (Public Affairs) representatives, shall continue to participate in the operation of the JIC until such time as JIC representation has been stood-down by the Regional Commander or the operation of the JIC has been discontinued by higher authority.

Sustainment. Public Affairs is responsible for the proper programming and budgeting to support routine public affairs functions.

The Navy Installation EM Program is responsible solely for those additional EPI requirements above and beyond those established by the public affairs program, and

additional Regional and/or Installation-specific guidance. Examples include CBRN-specific unit & Installation-level training, Regional/Installation EM exercises, and enhanced command & control capabilities (with the exception of radio communications and IT support).

Requirements Table. Table FA-14 provides a summary listing of recommended training & equipment for various positions within Public Affairs that may be involved in a response. It should not be considered an all-inclusive requirement, but rather a guideline to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-14 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional and Installation EM Plan.

Table FA-14: Emergency Public Information Training Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	Task Specific Training	EOC Training	Emergency Public Information Training	Level D PPE (based on tasks)
Category 5 (On Scene)	NONE ASSIGNED							
Category 5 (JIC)								
Joint Information Center Staff*	X	P	O		X		X	X
Category 5 (EOC)								
Public Affairs*	X	R	O	R	X	X	X	X
Legend	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment							

Mass Care

Scope. Mass Care, provided by Fleet and Family Services with the assistance of non-governmental organizations – primarily the American Red Cross (ARC) – consists of assistance with shelter management, safe haven management, liaison with family members during and after an emergency, and providing food, water, and other supplies, as directed, to displaced personnel and families.

References.

(a) Federal Emergency Management Agency's State and Local Guide 101 "Guide for All-Hazard Emergency Operations Planning" (September 1996)
(b) National Response Plan, ESF #6 (December 2004)
(c) American Red Cross Disaster Services Program "Foundations of the Disaster Services Program" (ARC 3000) (June 2003)
(d) American Red Cross Disaster Services Program "Mass Care: Preparedness and Operations" (ARC 3041) (April 1987)
(e) Statement of Understanding between the Federal Emergency Management Agency and the American Red Cross (1 October 1997)

Preparedness. Mass care is responsible for providing disaster victims appropriate services when at a mass care facility per the procedures provided in references (a) through (d). The Region (and/or the Installation if so designated) is responsible for the development of a capability to provide mass care services for its citizens in the event of an emergency and should be prepared, if necessary, to receive and care for people evacuated from the area directly impacted by a disaster. The requirements for services vary depending upon the nature and phase of the emergency. Regional and Installation Emergency Management must be ready to provide different types of support in response to the unique nature of the situation.

The Regional and Installation EM Plans must specify the conditions under which mass care services will be provided and describe the methods that will be used to activate and manage mass care facilities. There are several factors which must be considered when planning for a mass care operation. Among these are the characteristics of the hazard or threat. Also the magnitude, intensity, spread of onset, duration, and impact on the local community, should be considered. These factors will determine the number of people that will need to receive mass care services.

Mass care planning assumptions include:

- A public, nonprofit, or private-sector organization will manage and staff the jurisdiction's mass care facilities.
- In most jurisdictions, the ARC will serve as the principal organization responsible for operating mass care facilities during disasters per references (b) and (e).
- If ARC services are not available locally, other public or nonprofit organizations in the community will assume responsibility for operating mass care facilities. These organizations may include such agencies as the Salvation Army, churches, schools, or local service agencies.

- Sufficient warning time will be available to ensure that mass care facilities are opened in time to provide shelter and other services for the people that have been evacuated.
- Approximately 80 percent of evacuees will seek shelter with friends or relatives rather than go to an established mass care facility. (The actual figure should be based on behavioral studies and past experience of the jurisdiction.)
- Where available, Federal, State, Local, Other Service, and/or private (or Host Nation) will be available to support mass care operations.
- The jurisdiction may have to enter into an agreement with adjacent jurisdictions to arrange for mass care services for evacuees that cannot be taken care of in the home jurisdiction or to provide similar services to other jurisdictions when their evacuees cannot be cared for in their home jurisdiction.

Regional and Installation EM Plans must establish an information flow from mass care facilities to the Mass Care Coordinator and from the Mass Care Coordinator to the jurisdiction's public inquiry response effort (JIC). The EM Plans must also address the requirements for mass care of special need populations. Finally, the EM Plans must address the requirements for the evacuation, shelter, feeding, and veterinary treatment for animals during large-scale disasters.

Prevention & Mitigation. In mitigating the potential effects of an emergency, facilities (e.g., schools, churches, nonessential buildings, etc.) must be identified and evaluated to determine capability of providing emergency and/or temporary shelter or safe haven. Mass care and shelter management must work together to provide food, water, and provide for other human needs of an evacuated or sheltered population. During the response, these facilities may be used to provide evacuees physical protection from the effects (e.g., water and wind associated with storms, earthquake aftershocks, radiological contamination from a nuclear power plant accident, etc.) of a disaster. During recovery, these facilities may be used on a long-term basis to feed, care for, and provide temporary or interim housing to the disaster victims whose homes have been severely damaged or destroyed or cannot return to their homes because of damage to or debris on roads and bridges. Other long-term post-disaster mass care options may include: kitchens to feed people; water supply stations; first aid stations; temporary/interim housing in rental units, tents, hotels/motels, and mobile homes; hygiene facilities (portable toilets and showers); mail service, etc.

Shelter facility planning considerations include:

- Arrangements for directing evacuees to specific facilities.
- Details concerning the working relationship the jurisdiction has with the ARC or other nonprofit, public service, or private-sector organizations that have responsibility for managing mass care facilities.
- Identification of the location of all mass care facilities that have been designated to provide shelter and/or other services to evacuees.
- Details concerning the means the government will use to keep evacuees and the general public informed on mass care activities.
- Details concerning operation of each mass care facility, including:

  - Opening of the facility.
  - Staff composition and management structure.
  - Provisions for registering and tracking location of each evacuee (to be able to respond to inquiries from the evacuee's family, track health concerns)
  - Specific services provided to evacuees (shelter, feeding, medical care).
  - Communications procedures.
  - Reporting requirements.
  - Termination of services and closure of the facility.
- Details concerning how the mass care function will support efforts to respond to inquires from family members of disaster victims.

Please refer to the Shelter Management Guide in Appendix M.

Response.

The response by mass care is coordinated through the actions of two primary individuals described below.

Mass Care Coordinator

Upon arrival at the Installation EOC (or ROC depending upon Regional organization), the Mass Care Coordinator:

- Assesses the situation and make recommendations to the Installation EMO (or Regional EM) on the number and locations of mass care facilities to be opened.
- Reviews listing of available mass care facilities.
- Notifies persons and organizations identified in the mass care resource list about possible need for services and facilities.
- Selects mass care facilities for activation in accordance with:
  - Hazard/vulnerability analysis considerations.
  - Locations in relation to evacuation routes.
  - Services available in facilities.
  - Input from the Installation EMO (or Regional EM).
- Coordinates the necessary actions to ensure mass care facilities are opened and staffed, as directed by the ROC/EOC.
- Notifies shelter managers to do one of the following, when appropriate:
  - Stand by for further instruction on the specific actions to take and the estimated timing for opening mass care facilities.
  - Take the necessary action to open the facility they are responsible for managing.
  - Coordinates with Resource Manager for supplies needed (including bulk emergency relief items) and ensures each mass care facility receives its supplies.
  - Coordinates with EOC staff to ensure that communications are established, routes to the mass care facilities are clearly marked, and appropriate traffic control systems are established.
- Ensures each mass care facility has a highly visible identity marker and sign that identifies its location.

- Provides each Shelter Manager a listing of the location of the animal shelters that have been opened to house and care for companion animals.
- Assists, as appropriate, the animal care and control agency's efforts to feed, shelter, and provide veterinary treatment for animals during catastrophic emergencies.
- Ensures appropriate mass care information (number of occupants, meals served, etc.) is made available to information processing section in the EOC (or ROC).
- Collects information from Shelter Managers to support the jurisdiction's efforts to respond to inquiries from family members about the status of loved ones (name, home address, phone, next of kin, etc.).
- Upon termination of emergency, submits a mass care expenditure statement to appropriate authorities for reimbursement.

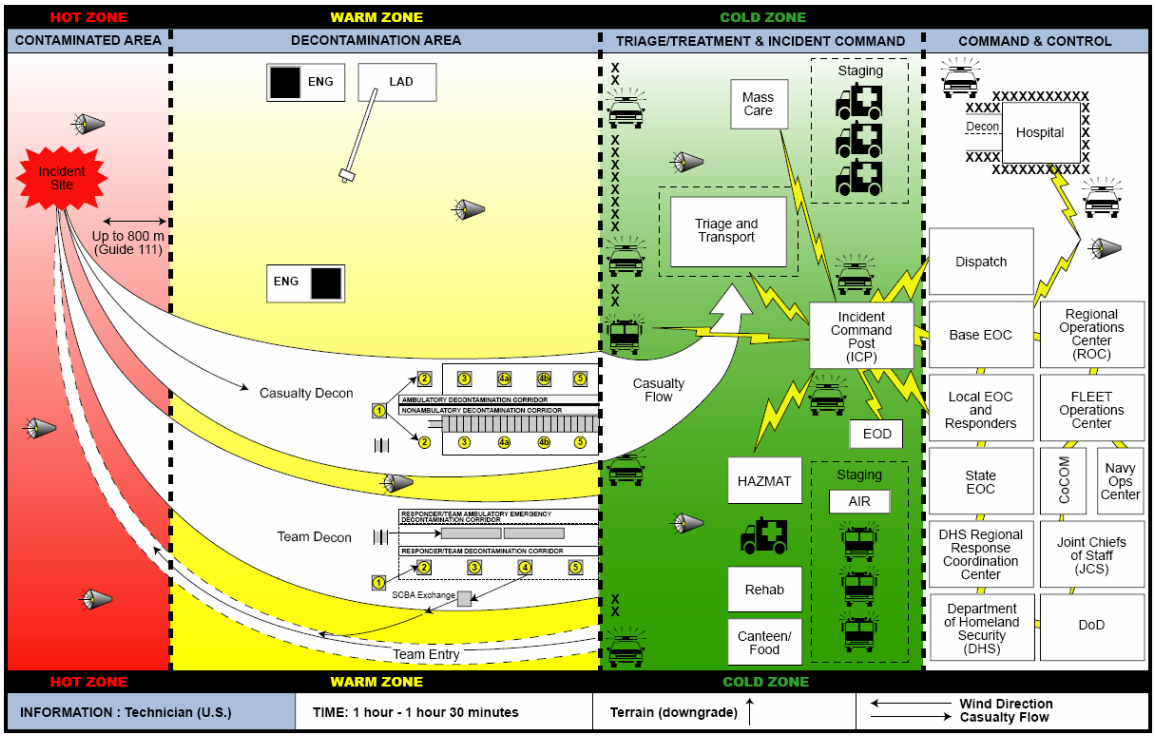
Shelter Manager

Upon notification of activation of mass care facilities, a Shelter Manager:

- Contacts team members and instructs them to take whatever actions that may be appropriate.
- Staffs and operates the mass care facility. Upon arrival at the facility, takes the necessary actions to open it, receive evacuees, and provide for their health and welfare.
- Contacts the EOC when the facility is ready to open.
- Opens and keeps the facility operating as long as necessary.
- Implements registration procedures for all evacuees that enter the facility.
- If tasked, provides the Mass Care Coordinator with names and other appropriate information about people sheltered in the facility, to respond to family inquiries.
- Ensures individual and family support services are provided at the mass care facility.
- Ensures space is available for service animals that belong to people with disabilities.
- If companion animals are not permitted in the facility, provides information to their owners about shelters that have been opened to house and care for animals.
- Each day, reports the following to the EOC (or ROC depending on Regional/Installation-specific guidance):
    - The number of people staying in the facility.
    - The status of supplies.
    - Condition of the facility and any problem areas.
    - As necessary, a request for specific types of support.
- Maintains records of expended supplies.
- Arranges for the return of evacuees to their homes or for transportation to temporary housing, if necessary.
- When appropriate, terminates operations and closes the facility.
- Cleans facility and returns it to original condition.
- Submits mass care facility status report to the Mass Care Coordinator. The report identifies the equipment and supplies that are needed to restock the facility and any other problems that will need to be resolved before the facility is used again.

See Figure FA-8 for a visual representation of the response phase.

Figure FA-8: Mass Care – Notional Response Graphic (Group 1, U.S.)



Recovery. Shelters are necessary during the recovery phase in order to maintain temporary/interim housing and the care & feeding of the effected populace, especially evacuees. Shelters under the operational control of the Region and/or Installation Commanders should remain in operation until stood-down by the Regional Commander or command of the identified facilities has been transferred to the appropriate Federal authority.

A key component of recovery operations is the provision of Mass Care to the displaced or affected populace, especially Category 2-4 personnel. The establishment and integration of a Family Assistance Center (FAC), with appropriate satellite locations dependent upon the dispersion/concentration of personnel, is critical to short-term and long-term recovery of the community. The FAC should first concentrate on the provision of basic mass care – shelter, food, water, personal medications – and reuniting family members and unit members. The FAC's long-term tasks are to provide legal assistance, medical assistance, counselors, childcare options, chaplain support, and ombudsman support. The FAC should also have capabilities to assist family members in communicating with deployed personnel advising them on their health and safety. The FAC should be in a central location for the collection and distribution of relief supplies. It should also provide current community recovery information, such as the locations of food, water, gasoline, etc. The center should establish a 24-hour information hotline and distribute the

number(s) via local media and to other commands to ensure personnel receive accurate and timely reports concerning recovery efforts.

Sustainment. Emergency Management is responsible for the proper programming and budgeting to support shelter development, maintenance, and operations when such shelters are required by the Regional and/or Installation EM Plans.

Fleet & Family Services is responsible for the proper programming and budgeting to support all other aspects of Mass Care, including the optional provision of shelters, provision of the Family Assistance Center, and provision of counseling or coordination efforts.

Requirements Table. Table FA-15 provides a summary listing of recommended training & equipment for various positions within Mass Care that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-15 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

Table FA-15: Mass Care – Training & Equipment Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	Task Specific Training	EOC Training	Level D PPE (based on tasks)
Category 5 (On Scene)							
Mass Care Management Team*	X	P	O		X		+
Category 5 (Shelter)							
Shelter Manager*	X	P	O		X		+
Shelter Staff	X	O	O		X		+
Category 5 (FAC)							
FAC Manager	X	P	O		X		+
FAC Staff	X	O	O		X		+
Category 5 (ICP)							
Mass Care Representative*	X	P	O		X		+
Category 5 (EOC)							
Mass Care Coordinator*	**X**	R	O	R	**X**	X	

Legend	
	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment

Health Service Support (HSS)

Scope. Health Service Support (HSS) consists of the provision of medical care and treatment to Regional and Installation personnel by military, civilian, and contract personnel within the military health system.

References.

(a) National Incident Management System (NIMS) (1 March 2004)
(b) DoD Instruction 2000.18 Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive Emergency Response Guidelines (4 December 2002)
(c) SECNAV Instruction 3400.4 Department of Navy (DON) Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Emergency Response Guidelines (8 June 2004)
(d) OPNAV Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Program (22 July 2005)
(e) DoD Directive 6200.3 Emergency Health Powers on Military Installations (12 May 2003)
(f) Occupational Safety and Health Administration (OSHA) *Best Practices for Hospital-Based First Receivers of Victims from Mass Casualty Incidents Involving the Release of Hazardous Substances* (January 2005)

Overview. Chief, Bureau of Medicine and Surgery (BUMED) shall organize, train, equip, and exercise HSS response capabilities consistent with the guidelines established in references (a) through (d).

The employment of these capabilities supports both the routine HSS requirements onboard the Regions and Installations and the requirements identified within the Navy Installation EM Program to respond effectively to a small to moderate emergency onboard a Navy installation.

Development and execution of the Navy Medicine Emergency Management (EM) Program will support the concept of operations detailed within Standard 12 of Section 1 and consist of the same fourteen (14) program standards identified within Section 1. The Navy Medicine EM Program shall be aligned with CNI for those Navy Medicine facilities resident on Navy installations or free-standing Navy Medicine facilities. The Navy Medicine EM Program shall support the U.S. Marine Corps CBRNE Installation Preparedness Campaign Plan for those MTFs supporting U.S. Marine Corps installations.

Health Service Support (HSS) shall typically provide the following response functions:

- Medical and syndromic surveillance (to include surveillance for Disease Non-Battle Injuries (DNBI))
- Community medical planning and coordination
- Pharmaceutical management
- Immunizations and vaccinations for designated Category 1-5 personnel
- Isolation capabilities for contagious patients

- Guidance on Public Health issues, including execution of reference (e)
- Guidance on Quarantine and Restriction of Movement (ROM) procedures
- Health-related Risk Communication
- Patient treatment and tracking
- Casualty triage and casualty decontamination at Military Treatment Facilities (MTFs) and/or Base Medical Clinics (BMCs) per reference (f)
- Limited casualty/patient transport (dependent upon local procedures)
- Provision of immediate and follow-on care for psychological casualties

HSS efforts will be based on the presumption of initial efforts being limited to local assets with limited outside assistance being available for no-notice incidents or events and shall focus on casualty reception and patient treatment at MTFs.

HSS roles, responsibilities, and organizational structure will be discussed in greater detail in forthcoming Navy Medicine guidance and include provision of the above capabilities and consultation on the medical-relation response issues.

Medical response to incident sites distinct from the MTF will be made only by appropriately trained and equipped personnel and only in coordination with the supported Incident Commander(s).

Preparedness. MTFs are responsible for providing emergency medical care to casualties resulting from all emergencies. MTFs are required to develop a MTF Emergency Management (EM) Plan per Navy Medicine guidance. The MTF EM Plan shall establish policy and procedures for the following issues:

- Integration with Regional/Installation EM Plans
- Integration with Regional/Installation AT Plans
- Support to Regional/Installation Continuity of Operations (COOP) Plan(s)
- Integration with Navy/Regional/Installation Dispatch Centers as described in Standard 6 of Section 1 of this manual
- Mass Warning and Notification systems and processes for MTF personnel and supporting Category 1-5 personnel
- Communication plans and protocols
- MTF Command and Control procedures utilizing ICS/HEICS and in accordance with reference (a) and Standard 6 of Section 1 of this manual
- MTF Emergency Operations Center (EOC) procedures and operations
- Liaison procedures to the Regional Operations Center and Installation EOC
- MTF threat, hazard, vulnerability, consequence, and response capability assessment procedures
- Emergency Public Information (EPI) procedures
- Risk Communication procedures
- Critical Incident Stress Debriefing (CISD) capabilities and procedures
- Alternate care facility procedures
- Emergency Mass Vaccination procedures
- Emergency Pharmaceutical Distribution procedures

- Syndromic surveillance procedures
- Integration with Federal, State, and Local public health efforts
- Integration with the Metropolitan Medical Response System (MMRS), if applicable
- Isolation/Quarantine/Restriction of Movement (ROM) procedures
- Laboratory coordination with National and State laboratory networks
- Development of confirmatory testing laboratory capability (if appropriate to the MTF level of care)
- Development of support agreements, to include Mutual Aid Agreements (MAAs), with State, Local, and/or private medical treatment facilities
- Development of MTF capability-based teams task-organized to support applicable Regional, Installation, and MTF plans
- Patient triage, management, treatment, and transport procedures
- First Receiver training, equipment, exercise, and evaluation programs
- Respiratory Protection Program (RPP) management and operations
- Public Health Emergency Officer (PHEO) selection process, response guidance, and training requirements in support of reference (e)
- MTF casualty decontamination procedures and requirements in support of reference (f)
- Evacuation, Safe Haven, Shelter, and/or Shelter-in-Place procedures and integration into applicable plans by supported Regions/Installations
- Mass Care procedures and integration into applicable plans by supported Regions/Installations
- Technical Industrial Hygiene (IH) and environmental health reach-back expertise

Prevention & Mitigation. BUMED is responsible for identifying all necessary prevention and mitigation measures that HSS should perform in support of the Navy Installation EM Program within applicable Navy Medicine guidance. Prevention measures should include:

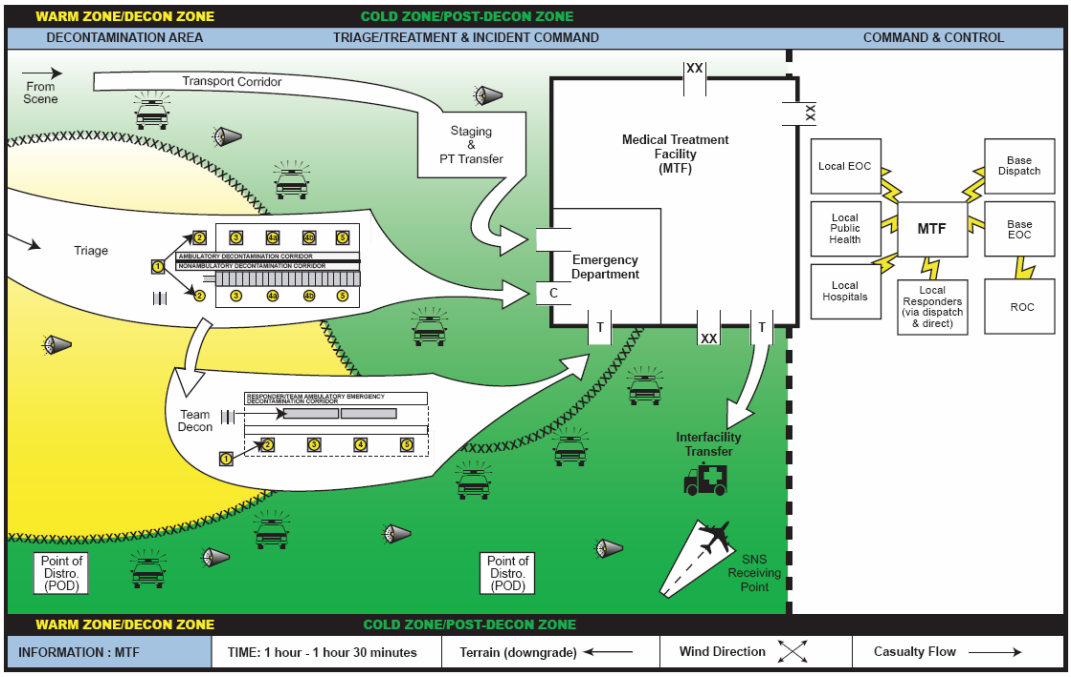
- Routine and emergency immunizations for Category 1 personnel
- Routine and emergency immunizations for Category 5 personnel
- Routine syndromic surveillance for biological threats/hazards, including endemic, pandemic, and epidemic diseases
- Routine public health programs and procedures
- Routine public affairs planning and interface

Response. MTFs are responsible for the following HSS response measures in support of the Navy Installation EM Program:

- Proper activation and execution of applicable plans
- Management of MTF personnel
- MTF site security operations
- Casualty reception, triage, and decontamination (if necessary)
- Patient treatment, tracking, and transport
- Monitoring of active and/or passive medical and syndromic surveillance systems
- Public Health emergency management
    - Provision of PHEO
    - Liaison/Support of Regional Operations Center
    - Liaison/Support of Installation EOC
    - Activation of Emergency Pharmaceutical Distribution procedures
    - Activation of Emergency Mass Vaccination procedures
- Mortuary Affairs coordination

See Figure FA-9 for a visual representation of the response phase.

Figure FA-9: HSS – Notional Response Graphic (Group 1, U.S.)



Recovery. Health Service Support personnel and facilities shall continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command. MTFs are responsible for the following recovery measures in support of the Navy Installation EM Program:

- Continued Risk Communication support
- Immediate and follow-on psychological care
- Assist with environmental monitoring and/or restoration, as requested by
- Continued coordination with Mortuary Affairs efforts

Sustainment. OPNAV N931, as the resource sponsor for BUMED activities, is responsible for the proper programming and budgeting to support all HSS functions.

Requirements Table. Navy Medicine will provide details of recommended training & equipment for various positions within Health Service Support that may be involved in response and recovery efforts.

Occupational Safety and Health (OSH)

Scope. Occupational Safety and Health (OSH) support is a valuable resource for the proper management of technological emergencies and terrorism events involving CBRNE agents or materials.

References.

(a) 29 CFR 1910, General Industry Standards Occupational Safety and Health Standards
(b) Title 29, Code of Federal Regulations, Part 1910, Subpart 120 (29 CFR 1910.120)
(c) DoD Instruction 6055.1(Series) DoD Safety & Occupational Health Program (19 August 1998)
(d) DoD Instruction 6055.5(Series) Industrial Hygiene and Occupational Health (6 May 1996)
(e) OPNAV Instruction 5100.23(Series) Navy Occupational Safety and Health (NAVOSH) Program Manual (15 Jul 2002)

Preparedness. The primary mission of the Naval Occupational Safety and Health (NAVOSH) program is the development and maintenance of a safe and healthful workplace as defined in references (a) through (e). The NAVOSH program provides designated Navy Installations with OSH specialists in support of specific mission-related functions per reference (a) through (e).

Occupational Safety and Health (OSH) personnel may serve as advisors to the ROC and/or EOC staffs, as defined by the Regional and Installation EM Plans. This advisory role may include assistance on the selection and use of personal protective equipment (PPE), respiratory protection, heat stress management, mishap investigation, and confined space entry management, when trained to do so.

The Regional and/or Installation OSH representative(s) should:

- Participate in the EM Working Group.
- Participate in planning for selection of Personal Protection Equipment (PPE).
- Participate in planning for emergency equipment acquisition and review.
- Participate in the preparation of training plans.
- Prepare hazard communication plans.
- Participate in vulnerability assessments.
- Prepare plans for recall/communication.
- Participate in development of Navy policy, doctrine, and Tactics, Techniques, Procedures (TTP).
- Participate in risk analysis.

Prevention & Mitigation. Regional and Installation OSH staff have no assigned mitigation tasks.

Response. OSH personnel may support the ROC and EOC staffs and advise select members of the Command Staff on safety and health issues, as directed by the Regional and Installation EM Plans.

The Regional and/or Installation OSH representative(s) should:

- Participate in development of Health and Safety Plan (HASP) when requested by the IC.
- Serves as liaison with NEHC, NAVSAFECEN, Federal, and State/Local safety counterparts.
- Provide risk assessment interpretation and maintenance of record of exposure documentation.
- Conduct review and implementation of exposure monitoring plans.
- Provide PPE evaluation in relation to incident when requested by the IC.

Recovery. OSH support personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. The NAVOSH Program is responsible for the proper programming and budgeting to support all routine OSH functions.

The Navy Installation EM Program is responsible solely for those additional requirements above and beyond those established by references (a) through (e) and additional Regional and/or Installation-specific guidance. Examples include CBRN-specific unit & Installation-level training, Regional/Installation EM exercises, and enhanced command & control capabilities (with the exception of radio communications and IT support).

Requirements Table. Table FA-16 provides a summary listing of recommended training & equipment for various positions within OSH support that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-16 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

Table FA-16: OSH Support – Training & Equipment Requirements

Job Position \ Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	Task Specific Training	EOC Training	Level D PPE (based on tasks)
Category 5 (On Scene)	NONE ASSIGNED						
Category 5 (ICP)	NONE ASSIGNED						
Category 5 (EOC)							
OSH Support*	**X**	R	O	R	**X**	X	
Legend	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment * = If assigned to Region or Installation						

Industrial Hygiene (IH) Support

Scope. Industrial Hygiene (IH) support is a valuable resource for the proper management of technological emergencies and terrorism events involving CBRNE agents or materials.

References.

(a) 29 CFR 1910, General Industry Standards Occupational Safety and Health Standards
(b) Title 29, Code of Federal Regulations, Part 1910, Subpart 120 (29 CFR 1910.120)
(c) DoD Instruction 6055.1, DoD Safety & Occupational Health Program (19 August 1998)
(d) DoD Instruction 6055.5, Industrial Hygiene and Occupational Health (6 May 1996)
(e) OPNAV Instruction 5100.23(Series) Navy Occupational Safety and Health (NAVOSH) Program Manual (15 Jul 2002)

Preparedness. Chief, Bureau of Medicine and Surgery (BUMED) provides designated Navy Installations with technical Industrial Hygiene (IH) capability in support of specific mission-related functions per reference (a) through (e). When this IH support is available within a Region or Installation, IH representatives may assist the EM Program by providing an IH representative to:

- Participate in the EM Working Group.
- Participate in preparation of Regional and Installation EM Plans.
- Provide IH scientific consultation including hazardous materials technical support.
- Participate in decontamination planning
- Participate in the development of health risk communication plans for Medical Treatment Facilities (MTFs), Regions, and Installations.
- Participate in medical surveillance planning for Category 5 personnel.
- Participate in collective protective shelter system planning, if such systems installed at the Installation level.

Prevention & Mitigation. Regional and Installation IH staff have no assigned mitigation tasks.

Response. IH personnel may support the ROC and EOC staffs and advise select members of the Command Staff on safety and health issues, as directed by the Regional and Installation EM Plans. This advisory role may include assistance on the selection and use of personal protective equipment (PPE), respiratory protection, and heat stress management.

IH personnel may also assist in heat stress monitoring and advise the ROC, EOC, and/or ICP staff on presumptive identification, confirmatory testing, and evaluation of environmental samples, when trained to do so.

Where technical IH support exists within the Region and/or Installation, the existing IH support may:

- Advise ROC and EOC staff on PPE selection, agent identification, and decontamination operations, if trained to do so and when requested.
- Participate in the interpretation and communication of sampling and monitoring information provided by detection equipment if trained to do so and when requested.
- Provide medical surveillance recommendations for Category 5 personnel who participate in response and recovery operations.
- Participate in development of Health and Safety Plan (HASP) when requested by the IC.
- Support the Medical Treatment Facility (MTF) EOC, if requested by the MTF Commander or designated representative.
- Support the MTF Casualty Decontamination Corridor, if requested by the MTF Commander or designated representative.
- Participate in monitoring collective protective shelter systems, if such systems installed at the Installation level.

Recovery. IH support personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. OPNAV N931, as the resource sponsor for BUMED activities, is responsible for the proper programming and budgeting to support all IH functions.

The Navy Installation EM Program is responsible solely for those additional requirements above and beyond those established by references (a) and (e) and additional Regional and/or Installation-specific guidance. Examples include CBRN-specific unit & Installation-level training, Regional/Installation EM exercises, and enhanced command & control capabilities (with the exception of radio communications and IT support).

Requirements Table. Table FA-17 provides a summary listing of recommended training & equipment for various positions within IH support that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-17 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

Table FA-17: IH Support – Training & Equipment Requirements

Job Position \ Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	Task Specific Training	EOC Training	Level D PPE (based on tasks)
Category 5 (On Scene)	NONE ASSIGNED						
Category 5 (ICP)	NONE ASSIGNED						
Category 5 (EOC)							
IH Support*	**X**	R	O	R	**X**	X	
Legend	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment * = If assigned to Region or Installation						

Meteorological Support

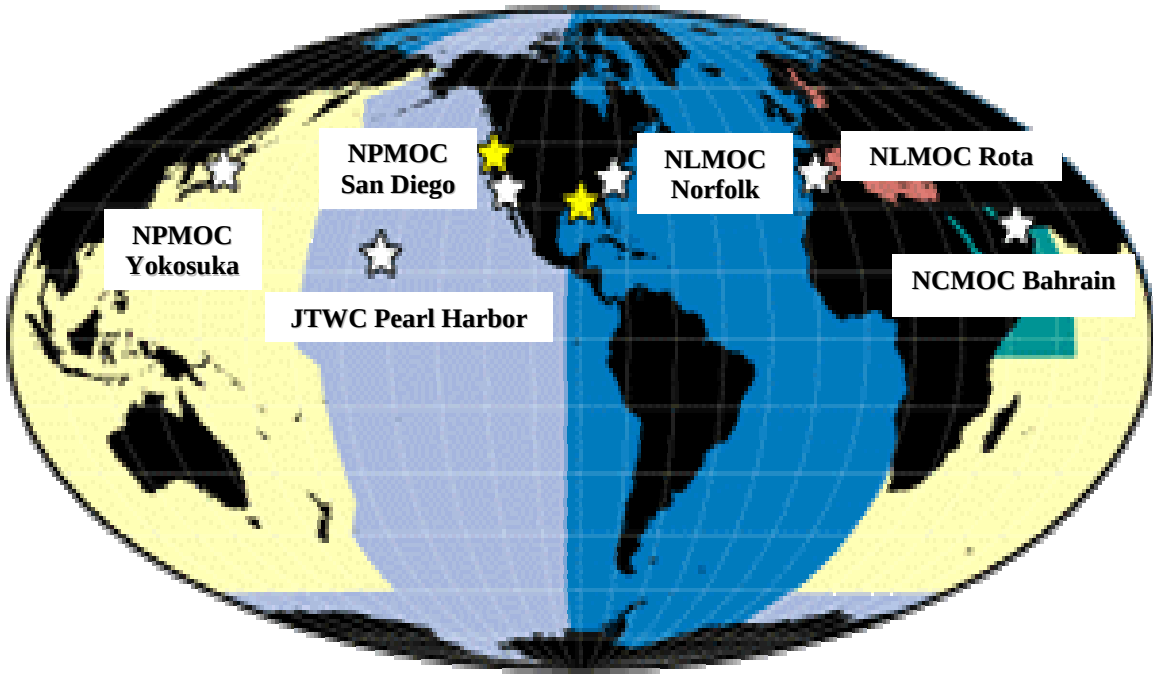
Scope. To provide an overview of Naval Meteorology and Oceanography (METOC) capabilities to support Regional and Installation EM Programs, especially in the areas of Modeling & Simulation and advance warning of weather- and water-related emergencies.

References.

(a) Joint Publication 3-59 Joint Doctrine, Tactics, Techniques, and Procedures for Meteorology and Oceanography (METOC) Operations (23 March 1999)
(b) OPNAV Instruction 5450.165(Series) Mission and Functions of Commander, Naval Meteorology and Oceanography Command (8 August 2001)

Preparedness. Naval Meteorology and Oceanography (METOC) commands and their associated detachments provide meteorology, climatology, forecasting, modeling, and analysis support to Regions and Installations per references (a) and (b). Commander, Naval Meteorological & Oceanographic Command (COMNAVMETOCCOM) coordinates all Naval METOC activities through six Echelon Three commands located at San Diego, Pearl Harbor, Yokosuka, Bahrain, Rota, and Norfolk as shown in Figure FA-10. Detachments under the administrative control of these METOC commands are strategically located at Navy Installations worldwide in order to provide specific geographic coverage.

Figure FA-10: METOC Activities



METOC detachments should organize, train, equip, and exercise response capabilities consistent with the guidelines established in reference (b). These response capabilities should support the concept of operations detailed within Standards 11 and 12 of Section 1

and reference (a). The employment of these response capabilities supports both the routine METOC requirements onboard the Regions and Installations and the requirements identified within the Navy Installation EM Program to conduct Modeling & Simulation services and provide advance warning of weather- and water-related emergencies in order to facilitate response and recovery from a small to moderate emergency onboard a Navy installation.

The attached table highlights specific training and equipment requirements based on a notional listing of organizational personnel.

Prevention & Mitigation. METOC detachment personnel, when requested by the ROC or EOC, will actively support the employment of Modeling & Simulation tools. These tools permit the ROC, EOC, and ICP to develop hazard models and employ these models within the decision-making process to determine the extent of the hazard(s) and direct appropriate actions (i.e. – hazard control zones, shelter-in-place orders, evacuation orders). See additional Modeling & Simulation information in Standard 11 of Section 1, especially information on the limitations of each specific modeling system.

METOC detachments provide critical input with regards to storm surge, hurricane tracks, and other weather- and water-related hazards. Recommendations from METOC detachments are critical to the employment of evacuation procedures and provide advance warning concerning the need for both shelter and safe haven operations.

Response. Designated METOC detachments operate a "WMD Package" utilizing Hazard Prediction Assessment Capability (HPAC) and Consequence Assessment Tool Set (CATS) software in order to produce forecast and analysis products in the event of a CBRNE incident.

The "WMD Package" provides four specific outputs for use by the ROC, EOC, and ICP:

- WMD Incident Local Area HPAC coverage chart (this shows how much area an agent will cover based on local observations and TAFs)
- Estimated Casualties Chart (Based on estimated population, terrain, dosage levels and meteorological data)
- Local Area Surface Analysis (with surface wind flow)
- Local Area Vertical Wind Profile. (based upon closest observed or forecasted Upper Air sounding).

METOC detachments can provide the following information immediately post-incident:

- Surface wind direction
- Surface wind speed
- Surface temperature
- Surface dew point
- Relative Humidity
- Vertical wind profile
    - Winds every 1000 feet from the surface up to 10,000 feet

METOC detachments require specific information in order to provide the most accurate model of the incident. Typical requested information includes:

- Where was the incident? (This must be specific, i.e. latitude. longitude or a specific street address or a specific intersection)
- What agent was released? What symptoms are being reported at the scene? (This must also be specific, i.e. Sarin, VX, Anthrax etc). Symptoms can help the HPAC division identify the correct agent that was used.
- How much of the agent was released? (This will probably be an estimate, but must be reported in kilograms or pounds).
- When was the agent released? (This must also be specific, at least to the nearest hour if possible)

Additional information that can be crucial to an accurate prediction of fallout or area affected includes:

- How was the agent delivered? (i.e. surface explosion, surface release, air burst, delivered from an aircraft etc)
- Was this a terrorist incident or an industrial accident?

Recovery. METOC detachment personnel continue to support designated recovery efforts until released by the Regional/Installation Commander or higher authority.

Sustainment. COMNAVMETOCCOM is responsible for the proper programming and budgeting to support all METOC operations.

Requirements Table. Table FA-18 provides a summary listing of recommended training & equipment for various positions within METOC that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-18 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

Table FA-18: METOC Representative – Training & Equipment Requirements

Job Position / Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	Task Specific Training	EOC Training	Level D PPE (based on tasks)
Category 5 (On Scene)	NONE ASSIGNED						
Category 5 (ICP)	NONE ASSIGNED						
Category 5 (EOC)							
METOC/Hazard Prediction*	**X**	R	O	R	**X**	X	

Legend	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment * = If assigned to Region or Installation

Supply & Logistics

Scope. To provide overview of supply & logistics policies and provide overarching framework for how this functional area will interact to provide support to the effected population as well as support to the relief effort.

References.

(a) Title 48 CFR Ch1 Pats 8, 13, 19 & 38 (Federal Acquisitions Regulations System)
(b) Title 44 CFR (Emergency Management and Assistance)
(c) Federal Emergency Management Agency's Logistics Management Operations Manual (Manual 9380.1-PR) (December 1997)
(d) Federal Emergency Management Agency's Logistics Management Overview (Manual 9380.1-VW) (December 1997)
(e) Federal Emergency Management Agency's Personal Property Management Program (Manual 6150.1) (July 1996)
(f) Federal Emergency Management Agency's Acquisition Management Program (Manual 4100.1)
(g) Federal Emergency Management Agency's Disaster Contracting Guide

Preparedness. Supply/Logistics representatives are responsible for all elements of emergency response and recovery logistics, including financial management, private sector coordination, real property policies, and accountability policies. In addition, the warehousing and storage of identified supplies must comply with existing Navy Supply regulations and procedures.

References (a) through (g) provide guidance on the following functions:

- Credentialing of logistics workers
- Pre-stockage/stockpile policies and procedures (Initial Response Resources and responder support goods)
- Materiel supply and management
- Personal property supply and management
- Transportation management
- Distribution of material during response & recovery operations
- Pre- & Post-event Contracting for response & recovery support
- Mortuary affairs support
- Restoration of normal services
- Retrograde of federal property
- Reconstitution of stockpiles

Prevention & Mitigation. Supply/Logistics staffs have no assigned mitigation tasks.

Response. Supply/Logistics personnel provide contracting, transportation, and material distribution support during response operations. Commands should encourage ROC and/or EOC participation by a Supply/Logistics representative, when available.

Recovery. Supply/Logistics personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. Supply/Logistics programs responsible for the proper programming and budgeting to support routine Supply/Logistics functions.

The Navy Installation EM Program is responsible solely for those additional requirements above and beyond those established by the Navy Supply program and additional Regional and/or Installation-specific guidance. Examples include CBRN-specific unit & Installation-level training, Regional/Installation EM exercises, and enhanced command & control capabilities (with the exception of radio communications and IT support).

Requirements Table. Table FA-19 provides a summary listing of recommended training & equipment for various positions within Supply/Logistics support that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required <u>should</u> the specific position exist.

Nothing in Table FA-19 mandates <u>development</u> of a specific capability, only the training and equipment required to field such a capability correctly <u>if</u> such a capability is required by the Regional & Installation EM Plan.

Table FA-19: Supply/Logistics Support – Training & Equipment Requirements

Job Position \ Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	Task Specific Training	EOC Training	Level D PPE (based on tasks)
Category 5 (On Scene)	NONE ASSIGNED						
Category 5 (ICP)	NONE ASSIGNED						
Category 5 (EOC)							
Supply/Logistics Support*	X	R	O	R	X	X	
Legend	X = Required Training (if representative/function present onboard Installation) R = Required when assigned to specific duties O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent) + = Required Equipment * = If assigned to Region or Installation						

Mortuary Affairs

Scope. Regional and Installation EM Programs shall include procedures regarding Mortuary Affairs functions supporting response and recovery operations, include fatality management and contaminated casualty and/or remains handling.

References.

(a) Joint Publication 4-06 Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations (28 August 1996)
(b) National Response Plan, ESF #8 (December 2004)
(c) U.S. Army Soldier and Biological Chemical Command "Guidelines for Mass Fatality Management for Terrorist Incidents Involving Chemical Agents" (November 2001)
(d) Office of the Armed Forces Medical Examiner "Contaminated Remains and Full Accounting"
(e) NAVMEDCOMINST 5360.1 Decedent Affairs Manual (17 September 1987)
(f) U.S. Department of Justice/U.S. Army Soldier and Biological Chemical Command "Medical Examiner/Coroner Guide for Mass Fatality Management of Chemically Contaminated Remains"
(g) FM 10-64 Mortuary Affairs Operations (16 February 1999)
(h) National Association of Medical Examiners/Office of the Armed Forces Medical Examiner "National Association of Medical Examiners Mass Fatality Plan"
(i) Department of Energy Office of Transportation and Emergency Management's "Model Procedure for Medical Examiner/Coroner on the Handling of a Body/Human Remains that are Potentially Radiologically Contaminated,"
(j) Department of Homeland Security (DHS) National Disaster Medical System (NDMS) Disaster Mortuary Operation Response Team (DMORT) Weapons of Mass Destruction (WMD) Operations Manual (May 2003)

Preparedness. CBRNE incidents occurring overseas will be handled in a significantly different manner from those taking place within the U.S., its territories and possessions. This situation is due to the availability of resources within the U.S. and the difficulties involved with containing and transporting contaminated remains overseas. The following guidance is divided into two sections accordingly. Be advised that any fatalities taking place onboard Navy Installations shall involve the Office of the Armed Forces Medical Examiner (OAFME). The OAFME should be considered the central point of contact for all matters involving fatalities. The highest coordinating council for mortuary affairs issues within DoD is the Central Joint Mortuary Affairs Office (CJMAO).

The key governing reference document for DoD is reference (a). All required mortuary affairs forms are contained within reference (a) as well as detailed procedures. Additional guidance may be found in reference (b) through (j).

Mortuary Affairs following a CBRNE incident presents significant organizational, logistical, technical and psychological/emotional challenges.

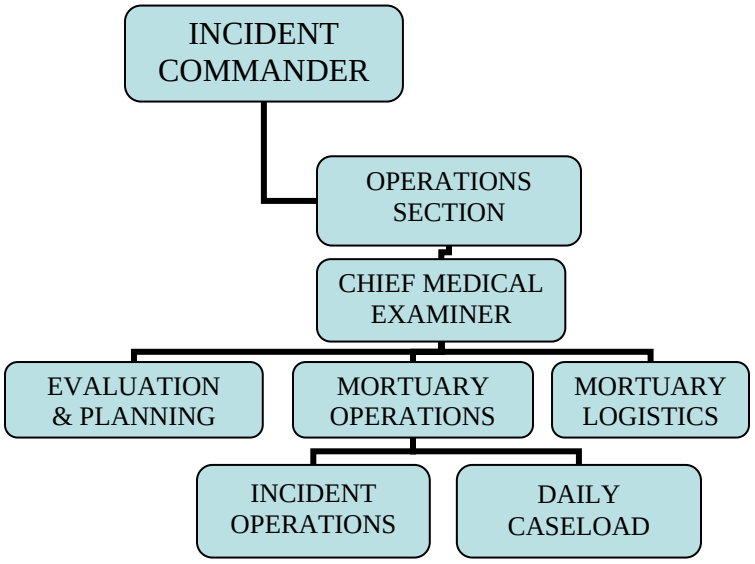
It is important to remember:

- The safety of the living has the highest priority.
- Mortuary Affairs operations, especially those involving CBRNE agents or materials, must be coordinated with the OAFME
- Overseas coordination should involve Host Nation representatives via the appropriate U.S. Embassy.

Prevention & Mitigation. Regional and Installation Mortuary Affairs personnel have no assigned mitigation tasks.

Response. Mortuary Affairs is principally a recovery task. During response operations, it is important for mortuary affairs personnel to support ROC operations and prepare an incident action plan to address fatalities post-event. Figure FA-11 represents the notional command structure for the Mortuary Affairs team.

Figure FA-11: Mortuary Affairs Command Structure



The Mortuary Affairs representative should obtain the following information from the Incident Commander (IC):

- Type of incident and possible hazards.
- Type of agent(s) present.
- Estimated number of remains.
- Location of scene and accessibility to remains.
    - Location of incident command post.

Incident Action Plan

The Mortuary Affairs team shall develop an incident action plan in coordination with EM, NSF, and HHS personnel as well as DHS and/or DMORT representatives, if present.

- Coordinate security requirements for remains processing with ROC.
- Determine requirements and location for both Holding Morgue and Temporary Morgue.
- Determine decontamination requirements and safe handling procedures based on the specific agent or material, if known.
- Establish criteria for autopsy based on ME/C capability and Federal evidence requirements.
- Develop required physical capabilities to process remains (see Figures FA-12 through FA-14 for flow of remains).
- Evaluate requirements for embalming based on incident circumstances.
- Establish effective communications between Holding Morgue, Temporary Morgue, Mass Care Coordinator, and the appropriate ME/C and/or OAFME representatives.

Recovery. Most of the responsibilities with regards to Mortuary Affairs, after CBRNE event within the U.S., its territories and possessions, will reside with the local Medical Examiner/Coroner (ME/C) and State agencies.

Navy Installations with concurrent jurisdiction with other State or Local governments should establish MAA/MOU/MOA/ISSAs with the local ME/C and appropriate State agencies in order to facilitate mortuary operations should they ever be needed. These agreements are of paramount importance and should be considered the foundation of any CBRNE Mortuary Affairs effort within the U.S., its territories and possessions. All agreements must be undertaken in consultation with the OAFME.

The largest part of the mortuary affairs burden will be handled at the local level. The local ME/C:

- Retains all decision-making authority when managing mass fatalities.
- Signs all death certificates for the cause and manner.
- Identifies assets required to process remains
- Relays requirements to State ME/C and local emergency managers.
- Coordinates, integrates and manages arriving assets.

For Navy Installations with exclusive Federal jurisdiction, OAFME has primary jurisdiction under 10 USC 1471. Federal assistance is available through activation of the reference (b). Additional information on Federal, State, and Local mortuary affairs capabilities may be found in reference (c).

In addition to the CJMAO and the OAFME, key DoD Mortuary Affairs assets include:

- Armed Forces Institute of Pathology (AFIP)
    - Tri-service agency (Army, Navy, and Air Force) with missions of consultation, education, and research. AFIP includes 22 subspecialty departments with more than 120 pathologists and odontologists.
    - The Armed Forces Medical Examiner System, as the major division of the AFIP includes operational, DNA, toxicology, and mortality registry divisions.
- OAFME Mortuary Affairs Team
    - Mobile, deployable team equipped with enough disposable resources to process 1000 uncontaminated remains. The OAFME team relies upon local support for lodging and administrative support
- OAFME Armed Forces DNA Identification Laboratory (AFDIL) Division
    - AFDIL conducts DNA analysis for identification of remains, particularly when traditional identification methods were not possible. AFDIL has extensive experience identifying decomposed remains.
- OAFME Toxicology (AFTOX) Division
- Dover Air Force Base (AFB) Port Mortuary
    - Dover AFB serves as the only DoD mass fatality mortuary facility. Dover AFB can accept & process hundreds of remains and has a surge capacity to accommodate even larger numbers. Dover AFB does not currently maintain a capability to decontaminate large numbers of contaminated remains.
- Military Medical Support Office (MMSO) (collocated with Navy Mortuary Affairs)
- U.S. Army's 54th, 311th, & 246th Quartermaster Companies
    - The 54th Quartermaster Company is the only active mortuary affairs unit with a primary mission of supporting mass fatality operations.

Full Accounting

The full accounting of fallen service members and their successful evacuation for repatriation or burial at sea is the overarching goal of this guidance.

Security Requirements

Ensure NSF advised of security requirements for incident site, morgue facilities, & the Family Assistance Center.

Logistics & Finance

- Add additional shifts to handle incident remains so that original staff can focus on daily caseload.
- Keep incident and daily caseloads separate.
- Track all activities and expenses.

Mass Care Coordination

- Convey Family Assistance Center (FAC) requirements to IC:
  - Determine specific role of the ME/C at the FAC.
  - Determine who will oversee FAC (e.g. - American Red Cross, etc.).
- Hotline/help-line for notification and identification process.
- Location should be in reasonable proximity to Temporary Morgue.
- Coordinate information dissemination to family and Public Affairs Officer (PAO).
- Need for multiple religious leader support.
- Address if and when personal effects may be released.

Site Evaluation

The Mortuary Affairs team shall evaluate the extent of fatalities on-scene prior to recovery operations. The Mortuary Affairs Evaluation Team should consist of the appropriate ME/C representative(s), NSF and NCIS representative(s), and other representatives, as determined by the Regional EM. If Personal Protective Equipment (PPE) is required per the Incident Commander (IC), the Mortuary Affairs Evaluation Team shall not employ greater than Level C PPE with Powered Air Purifying Respirators (PAPRs). All assigned personnel must be properly trained, certified, equipped, and exercised in order to employ PPE. During the evaluation process, the team should:

- Determine extrication & recovery challenges (e.g., fragmentation, difficult excavation).
- Conduct initial incident sketch supported by photography of the scene.
- Determine total number of remains and their location.
- Determine initial number of cases for autopsy.

Process Flow of Contaminated Remains

Recovery of Remains ⇒ Holding Morgue/Mortuary Affairs Decontamination Collection Point (MADCP) ⇒ Transportation/Storage (Refrigerated) ⇒ Morgue Operations ⇒ Transportation/Storage ⇒ Final Disposition

See Figures FA-12 through FA-14 for visual representation of the process & transportation flow of remains.

Remains Marking & Storage

- Use waterproof durable tracking/triage tag for remains and personal effects.
- Triage remains – autopsy or external examination.
- Take photographs of remains (i.e., where they were found) to facilitate identification and evidence collection.
- Consider establishing temporary cold storage if the holding morgue is not able to process remains quickly (i.e. – refrigerated trucks)
- Consider ventilation requirements
- Storage containers for personal effects
- Tents/structure to keep remains from public view
- Embalming station to include final rinse station (based on incident specific decision)

Mortuary Affairs Decontamination Collection Point (MADCP).

- Establish decontamination corridor
  - Decontamination personnel shall employ Level C PPE with PAPRs.
  - Decontamination personnel must have requisite HAZMAT Awareness and Operations training and ICS training.
- Support NSF, NCIS, and FBI evidence collection requirements.
- Conduct initial external evaluation of remains.
- Conduct initial identification check.
- Remove and tag personal effects - separate into durable and non-durable items.
- Determine:
  - If law enforcement is needed to help identify evidence.
  - If ME/C needs to perform additional procedures as part of the external evaluation (e.g. – clothing samples).
- Obtain:
  - Refrigeration storage units/vehicles based on situation.
  - Bulk storage for personal effects (e.g., 55-gallon drums).
  - New/unused impermeable containers for personal article storage
- Use triple remains pouches with first bag sealed with duct tape.

Transportation & Storage.

- Obtain refrigerated vehicles (e.g., trucks or railroad cars)
- Do not stack remains (use shelving units)
- Do not place remains higher than waist level of handlers
- While the ideal temperature for refrigeration is 34° F -37° F, stored remains may be frozen for extended periods. Temperature should be checked periodically.
- Use available storage facility in accordance with established Mortuary Affairs plan.

Morgue Operations.

- Determine if all morgue operations can be centralized in one location or if it must be decentralized into several smaller locations.
- Establish morgue flow.
- Perform detailed decontamination of remains, if necessary.
- Perform autopsy on designated remains.
- Perform external examination on all remains.
- Perform identification procedures.
- If embalming remains, perform final rinse after embalming procedures.

Final Disposition

- Determine location for storage until final disposition.
- Determine if a public health hazard exists.
- Determine what level of security is needed at location of final disposition if any.
- Return of remains to family:
    - Traditional burial.
    - Sealed casket burial.
    - Government sponsored disposition.

Note on handling of biologically contaminated remains. There is no approved containment system to meet these guidelines as established by the Centers for Disease Control and the Armed Forces Epidemiology Board. There will be no second chance to identify biologically contaminated remains once sealed and shipped to the United States.

Mortuary Affairs Limitations

- Protection of the living is of paramount importance.
- Plan will fully account for every individual on the installation but not always for repatriation.
- In many cases the plan will not make the body available for exam in the US.
- In most cases the plan will allow for only one opportunity to make a positive ID.
- Identification samples should be collected by Army Mortuary Technicians (92M).
- The method of field identification must be scientific
    - Fingerprints
    - Dental
    - DNA
        - The ability to have more than one modality available is preferred.

Points of Contact

- Office of the Armed Forces Medical Examiner, Armed Forces Institute of Pathology, Rockville, Maryland (301) 319-0000, DSN 285-0000.
- Central Joint Mortuary Affairs Office, 2461 Eisenhower Avenue, Alexandria, VA 22331-0482,
- Military Medical Support Office, US Navy Mortuary Affairs, P.O. Box 886999, Great Lakes, IL 60088-6999, Toll free (888) 647-6676 ext. 6621, Commercial (847) 688-3950 ext. 6621, Fax (847) 688-3964, DSN 792-3950

Figure FA-12: Movement of Decontaminated Remains

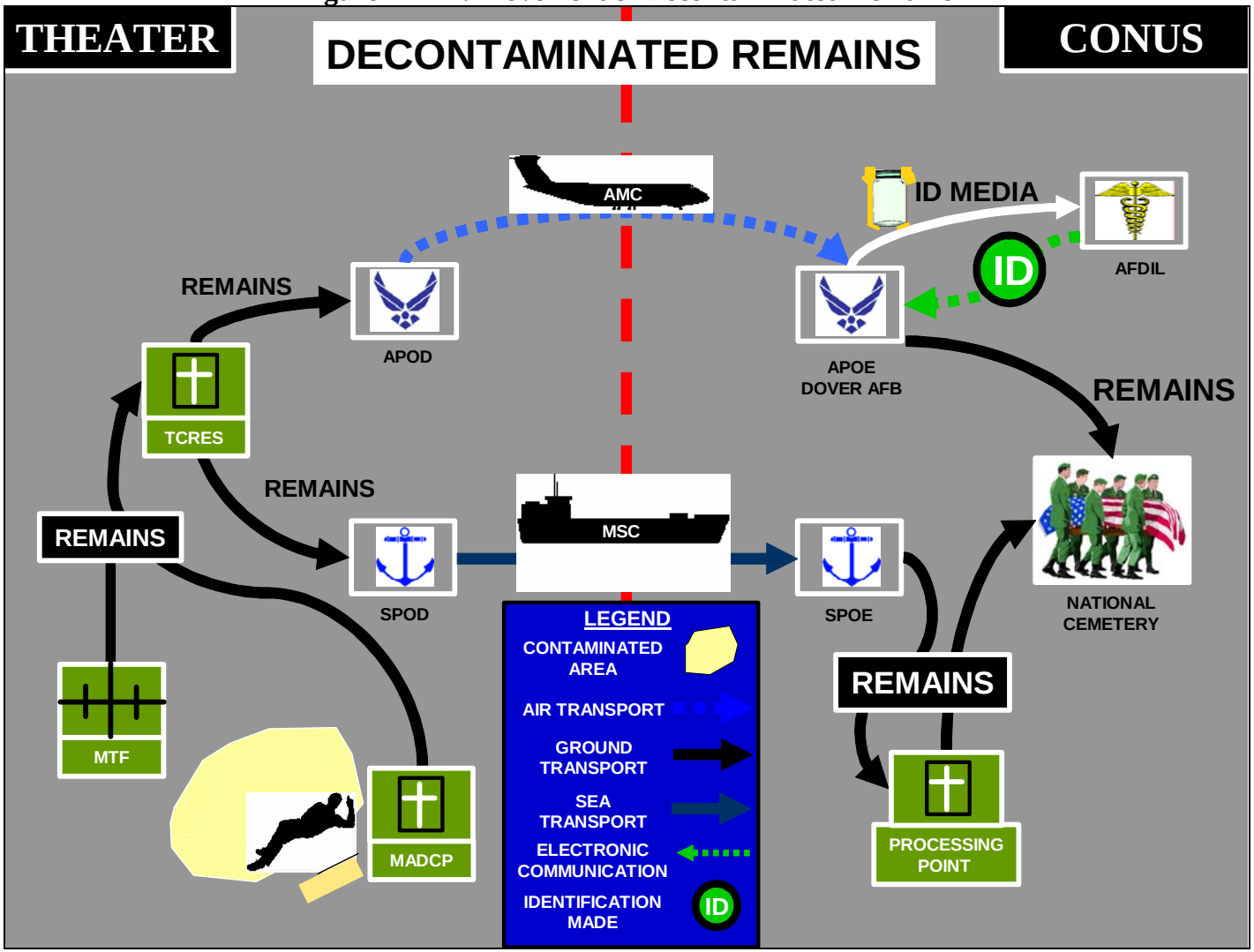


Figure FA-13: Movement of Remains to Temporary Shelter

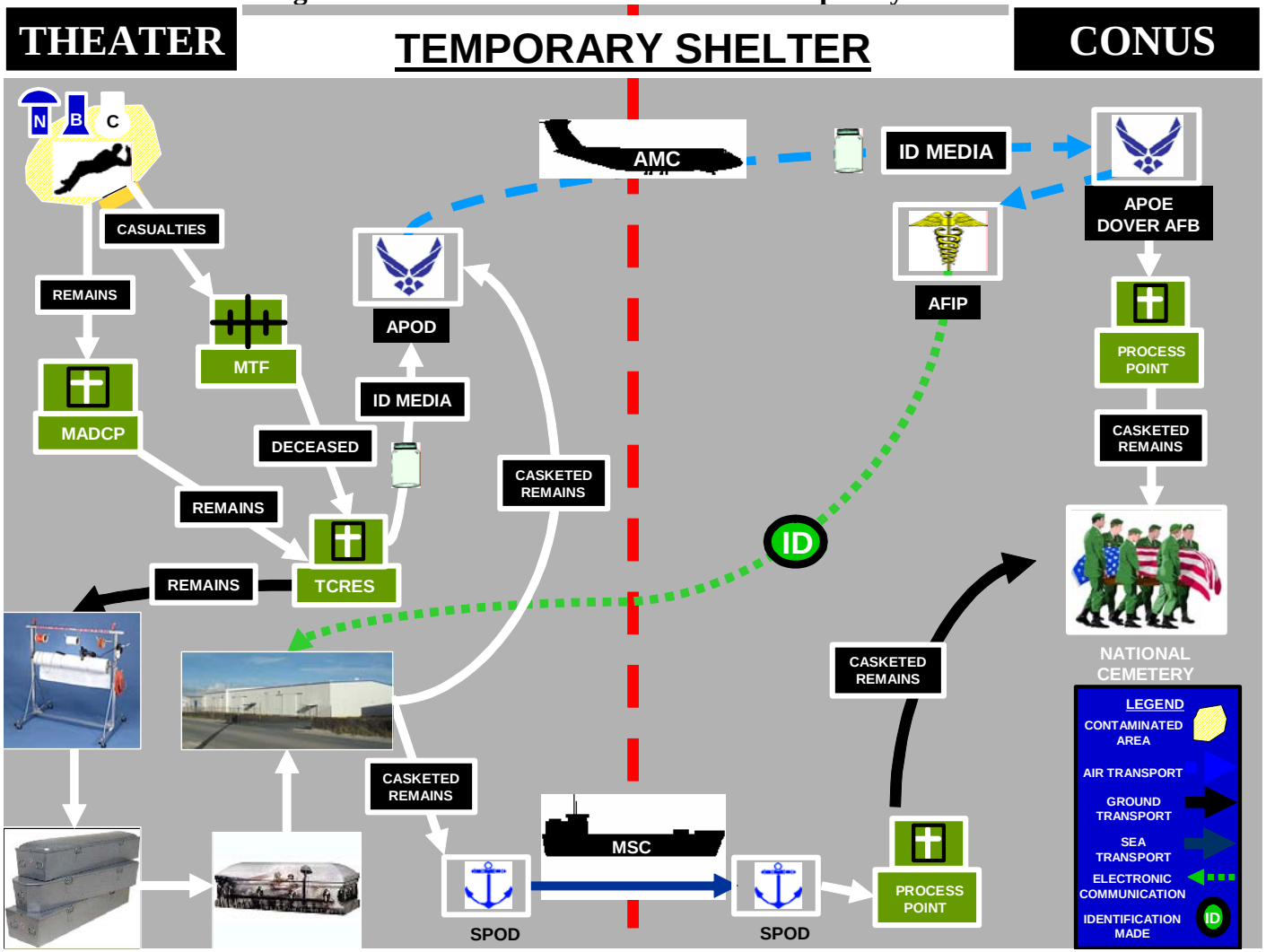
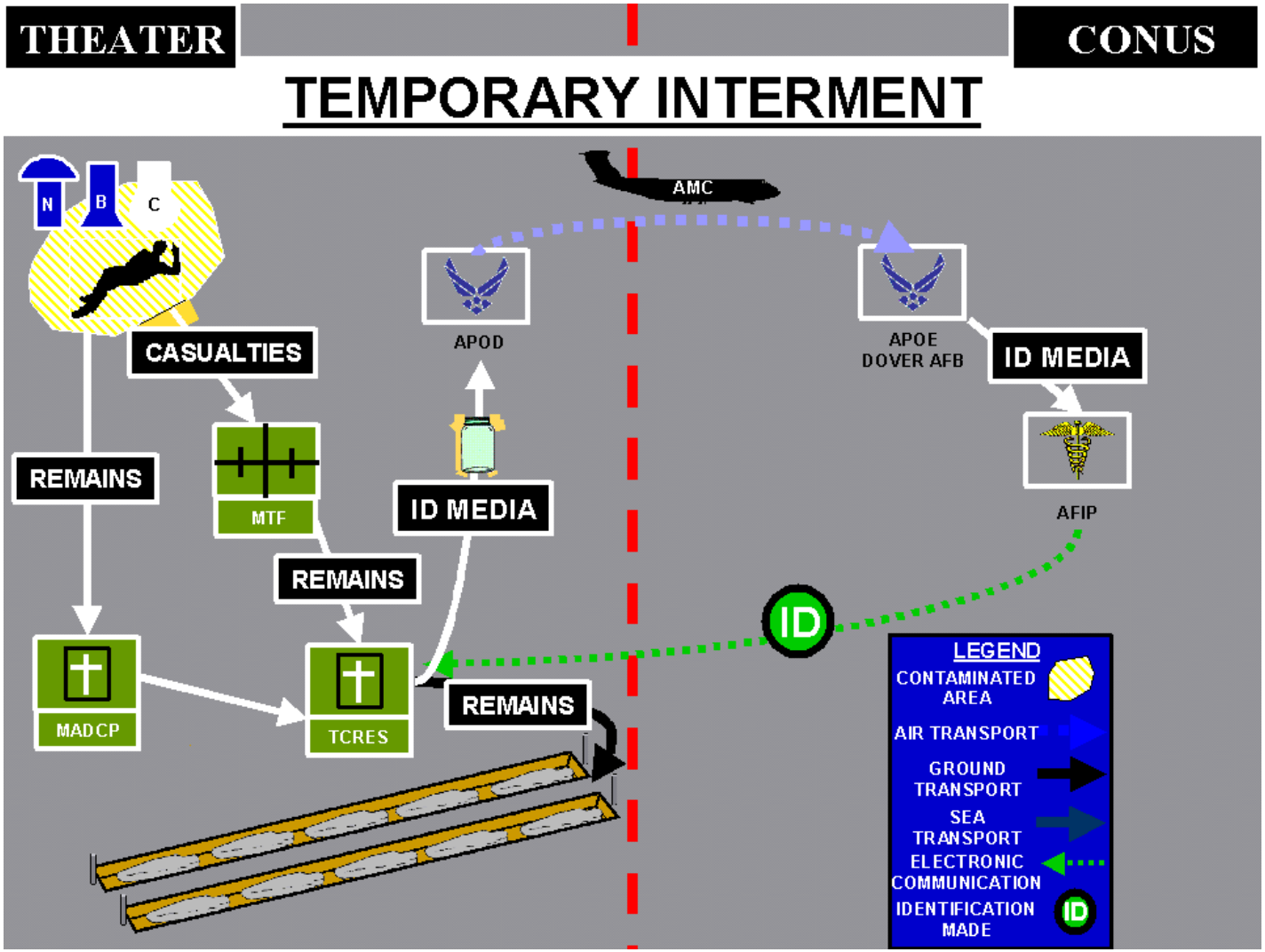


Figure FA-14: Movement of Remains to Temporary Interment



Requirements Table. Table FA-20 provides a summary listing of recommended training & equipment for various positions within Mortuary Affairs that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-20 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan. Dark shaded training & equipment requirements are those requirements **not** available for Mortuary Affairs personnel under the Navy Installation EM Program.

Table FA-20: Mortuary Affairs – Training & Equipment Requirements

Job Position / Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III –NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 5 (On Scene)																												
Mortuary Affairs Coordinator*	X	P	O	P			X	X						X	O	+	+	+	S									
Mortuary Affairs Evaluation Team*	X	P	O				X	X						X		+	+	+	S									
Mortuary Affairs Decon Team*	X	P	O				X	X						X		+	+		D									
Mortuary Affairs Team Members*	X	P	O				X	X[1]						X		+	+	+	S									

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III –NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 5 (ICP)																												
Branch Directors	X	X	O											X		+												
Division Supervisors	X	X	O											X		+												
Group Supervisors	X	X	O											X		+												
Task Force Leaders	X	P	O											X		+												
Unit Leaders	X	O												X		+												
Other ICP Personnel	X													X		+												
Category 5 (EOC)																												
Mortuary Affairs Representative*	X	R	O	R										X	X													

Legend	
	X = Required Training (if representative/function present onboard Installation) X^1 = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level) R = Required when assigned to specific duties P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints) O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent)

Job Position / Requirements	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III –NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
	+ = Required Equipment S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.) D = On-Scene Decontamination Team Personnel only (including assigned Security Forces) * = If assigned to Region or Installation																										

Emergency Response Team (ERT)

Scope. If Regions and Installations choose to develop and employ an Emergency Response Team (ERT) per reference (a), then the ERT may assume some or all of the response tasks identified for Fire and Emergency Services as well as emergency casualty decontamination at MTF/BMCs based on Regional and Installation-specific guidance.

ERTs shall typically provide the following response functions: establishing command and control, responder accountability, fire suppression, technical rescue, victim/patient extrication, atmospheric monitoring and detection, establishment of control zones, establishment of entry and/or exit control procedures, environmental sampling to determine type and level of contamination, initial triage (depending on provision of Emergency Medical Services), technical team decontamination, and mass decontamination of ambulatory and non-ambulatory patients.

References.

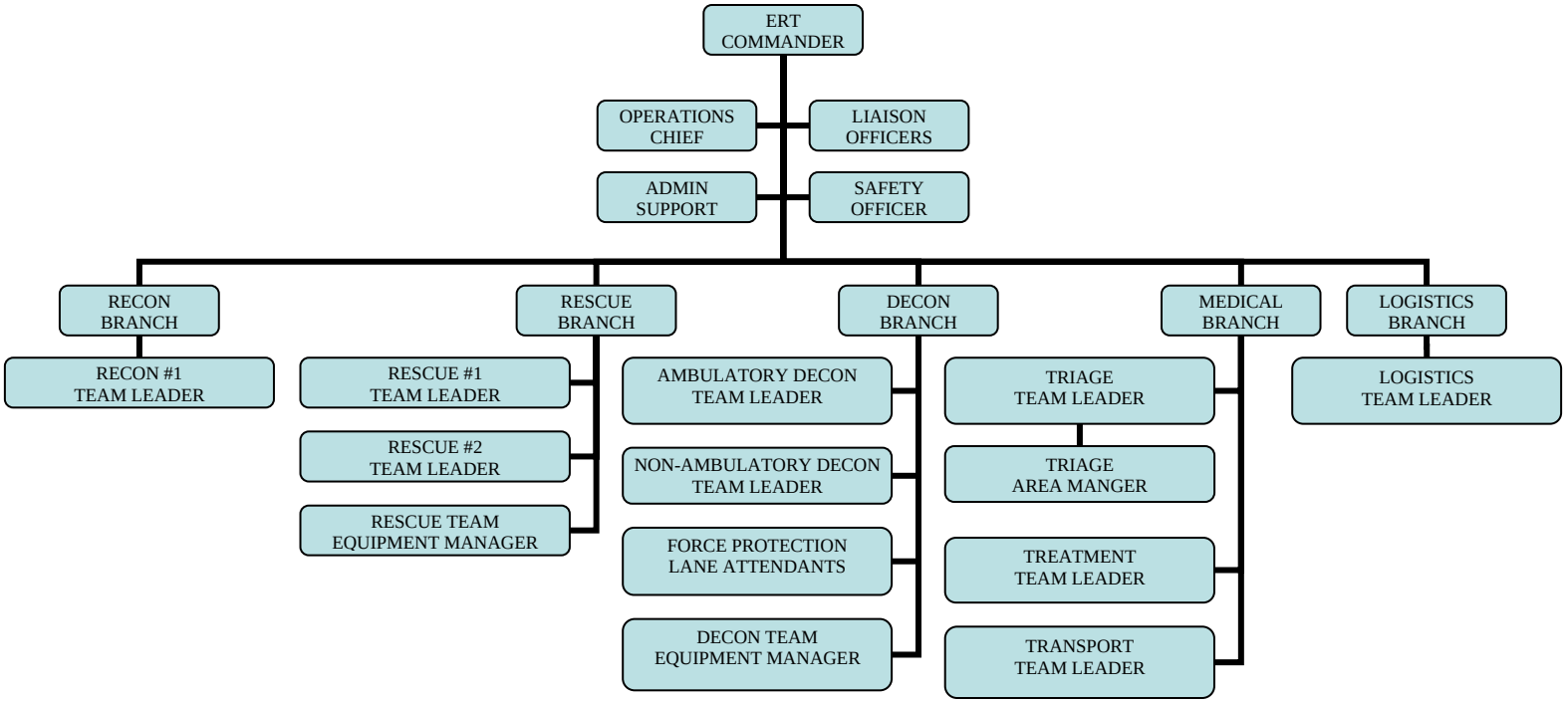
(a) NTTP 3-11.23 Multiservice Tactics, Techniques, and Procedures for NBC Defense of Fixed Sites, Ports, and Airfields (September 2000)
(b) OPNAV Instruction 3440.17(Series) Navy Installation Emergency Management (EM) Program (22 July 2005)
(c) DoD Instruction 2000.18(Series) Department of Defense Installation Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Emergency Response Guidelines (4 Dec 2002)
(d) Department of Transportation North American Emergency Response Guide (NAERG)

Preparedness. Emergency Response Teams shall organize, train, equip, and exercise response capabilities consistent with the guidelines established in reference (a) and support the capabilities outlined within references (b) and (c). These response capabilities should support the concept of operations detailed within Standard 12 of Section 1. The employment of these response capabilities supports both the CBR/NBC warfare defense requirements onboard the overseas Regions and Installations per reference (a) and the consequence management requirements identified reference (b) to respond effectively to a small to moderate emergency onboard a Navy installation.

Table FA-21 highlights specific training and equipment requirements based on a notional listing of organizational personnel.

Organization. Figure FA-15 displays the notional organization of an ERT. The organizational structure may be tiered or modified to meet Regional and/or Installation-specific guidance.

Figure FA-15: Emergency Response Team (ERT) Organization



Prevention & Mitigation. Emergency Response Teams work together with both on-scene personnel and specialists available either at or through the EOC to utilize Modeling & Simulation tools. These tools permit the Incident Commander (IC) to develop hazard models and employ these models within the decision-making process to determine the extent of the hazard(s) and direct appropriate actions (i.e. – hazard control zones, shelter-in-place orders, evacuation orders). See additional Modeling & Simulation information in Standard 11 of Section 1, especially information on the limitations of each specific modeling system.

Emergency Response Teams may be required by Regional or Installation-specific guidance to develop, maintain, or operate shelters or evacuation routes. If this requirement is levied upon the Emergency Response Team, then the ERT personnel should execute this mass care function per the mass care guidance provided within Section 2. Emergency Response Teams may also be responsible for directing utilization of these procedures during a response.

Response.

Initial Response

The initial response phase begins when the Emergency Response Team personnel deploy to the scene of the incident. Responders must approach the incident area cautiously from an upwind or crosswind direction, maintaining a safe distance from the site as defined by reference (d). Responders must be cognizant of warning signs indicating the presence of lethal agents or potential hazards.

The designated ERT Leader will typically assume the role of Incident Commander (IC) and assume control of the incident site. The IC will begin determining the nature of the incident, determine the parameters of the incident site hot and warm zones, and provide command and control of the immediate incident site. Direct control of the hot zone is delegated to another designated ERT officer.

The initial stages of incident response will proceed slowly due to the potential hazards, unknowns, and complexity of CBRNE incidents. A large number of responders may be required to mitigate a CBRNE emergency. Personnel should proceed with extreme caution to ensure their safety in planning an appropriate response. Delays will be inevitable if responders lack necessary resources or must await the arrival of properly trained personnel, specialized response equipment, vehicles, and/or support personnel. When follow-on forces are required, the IC will alert them to the extent and characteristics of the incident and direct these follow-on forces to a designated staging area.

Regardless of the nature of the situation, the incident site must be treated as a crime scene.

If CBRNE materials are suspected or detected, the installation commander will ensure that appropriate notification and reporting requirements are accomplished. While the FBI or DOS may assume jurisdiction for the investigation, the Installation Commander must provide the initial and immediate response to any incident occurring on the installation in order to isolate and contain the incident. In all cases, command of military elements remains within military channels.

If hostile forces are present, the senior NSF representative will retain on-scene command until the threat is neutralized or until command is relinquished to civilian law enforcement agencies or host nation forces.

Initiate Protective Measures

If there are suspected indications of a CBRNE incident and the presence of hazardous agents, qualified responders will use the appropriate level of personal protective equipment. Without proper protective clothing and breathing apparatus, any additional personnel entering the effected area may become casualties. Most agents will penetrate ordinary clothing, and standard protective clothing and masks may afford protection against only some agents, in which case efforts to rescue personnel will result in responder contamination or injury.

Contain the Hazard(s)

Before any rescuers enter the hot zone, the IC will determine the requirement for hazard/contamination control zones based on the presence or suspected presence of hazardous agents per reference (d). NSF will then establish the inner perimeter (Cold Zone/Warm Zone boundary) based on the recommendations of the IC.

NSF will control access to the site by establishing an entry/exit control point (ECP), serving as the sole entrance and exit from the incident site. Terrorists can conceivably be in the victim stream, therefore security forces must be observant to persons and their subsequent movement as they egress the site. NSF will allow only those with verified authorization by the IC to enter the site. NSF will establish entry/exit control procedures to control access and egress from effected areas (i.e. establishing entry authorization lists, checking identification cards, badging when possible, etc.).

Emergency Response Team personnel will establish and direct operation of all on-scene decontamination lanes for both casualties and responder personnel. Manning levels within the Emergency Response Team may not permit decontamination of casualties without the execution of support agreements.

Emergency Response Teams may provide Emergency Medical Services (EMS) when trained & certified to do so. EMS tasks include triage, patient stabilization, initial treatment, and transport of patients who are properly decontaminated by the casualty decontamination team. EMS tasks also include the provision of on-scene emergency medical support to responders.

The IC will establish and maintain communications between the incident site and the EOC to transmit the most up-to-date information, forming an accurate picture for the installation leadership and response forces. Responders should begin stabilizing the incident and limiting its impact.

Note: Terrorists may execute several incidents in quick succession. Initial responders must be aware of these tactics and alert to the possibility of secondary devices, not only when arriving at the incident site, but also throughout the response phase, until they can conduct a thorough search of the area.

Identify the Hazard(s)

Responders employ appropriate presumptive identification equipment to allow them the ability to detect specific threats. Trained personnel and response equipment or vehicles should be standing by, while the IC establishes the incident site. Responders should be able to make preliminary identification of agents used in the incident, but if the test results were negative or ambiguous, more sensitive detection methods may be employed for an accurate threat assessment. Once the incident site is established, trained detection teams will gather additional information through the employment of specialized detection equipment and methods. Biological and unknown chemical agent samples will be transported through controlled channels to a laboratory facility for confirmatory testing and definitive analysis, as required. Specific chain of custody, packaging, and marking requirements apply to all items removed from the scene and are discussed in Appendix L. If the detection capability does not exist or is not adequate for the incident at hand, the IC must be prepared to continue response operations until a specialized team (i.e. – National Guard WMD Civil Support Team, Theater CBR/NBC teams) or other coordinated support can arrive at the installation.

Predict the Effects

Hazard prediction will be conducted based on the type of agent and weather conditions. Weather conditions are critical to effective prediction of hazard areas. The hazard prediction should identify the potential hazardous material, complete hazards analysis (plume or oil spill modeling), and identify resource management and emergency management assistance.

The Emergency Response Teams should compare the software capabilities against the required information for hazards identification, vulnerability analysis, risk analysis, capabilities assessment, and plan development to ensure that the software enhances the ERT's capabilities.

In responding to a terrorist CBRNE event, responders must be able to provide critical resources within the first few minutes to contain and mitigate the effects of the incident. After the IC's initial size-up of the situation, additional local responders may be requested from the local civilian community according to pre-established mutual aid agreements.

If it appears that the incident will exceed the base and local resource capabilities, it may be necessary to request assistance from higher levels. Although structures are in place within DoD and at the national level to respond to CBRNE events, National-level responders (such as FEMA, Department of Energy, or WMD Civil Support Teams) may not be immediately accessible or available to respond to an installation's needs.

Each installation must plan for a CBRNE event by focusing its response on its organic resources and mutual aid (local support). The installation must be prepared to conduct not only the initial response, but also sustained response operations until additional assets are notified and deployed to the site.

Protect the Installation

If it is apparent that the incident will affect a portion of the Installation populace and/or local community, the IC should initiate procedures for the EOC to warn, advise, or evacuate personnel. The designated Installation EOC can activate their mass notification procedures and contact civilian authorities. The installation commander should implement Force Protection Condition (FPCON) measures as appropriate.

Avoid Contamination

Every effort must be made to avoid further casualties of responders and the base population. As a result of the plume analysis, the IC, with the assistance of the weather representatives, may be able to predict what area must be evacuated to avoid further contamination. NSF will implement evacuation procedures but will at no time enter the hazard area until approved by the IC and they will have the appropriate protective ensemble. Weather conditions may change or winds may shift, requiring movement of the hazard control zones and/or the ICP and resulting in the evacuation of additional effected areas.

Conduct Decontamination of Responders and Casualties

Emergency Response Team personnel must establish decontamination lanes to process responders, contaminated casualties, and contaminated, but uninjured persons. EMS personnel should set up a patient identification and tracking system. Information should be relayed to the receiving medical treatment facility if a patient enroute is suspected of not being fully decontaminated at the incident site. Notify all MTF, BMCs, and local hospitals of the possibility of contaminated ambulatory patients arriving at their facility and the type of contaminant to expect. Arrangements should be made to perform a more thorough decontamination of patients at the medical facility, if necessary. The IC will determine the requirement for vehicle and equipment decontamination and recommend to the installation commander, activation of decontamination teams, as necessary.

Site Management Operations

The IC will assemble the functional areas upwind from the incident site, outside the contamination control line. Site management should include a means to maintain rapid accountability for each member engaged in activities at the incident site. The procedures should include a means to specifically identify and keep track of members entering and leaving the hot zone and any area where special protective equipment is required. In the

event Federal civil authorities assume command of the scene, the installation and local responders must be prepared to efficiently and properly transfer command. See Standards 6 and 12 for guidance on Incident Management.

Casualty Management

Emergency Medical Services, possibly provided by the ERT, will provide medical response at the incident site, including lifesaving medical care and support for responders. Issuing of CB agent antidotes will be determined based on type of incident and availability. Ideally, patients should be decontaminated before leaving the scene. However, if decontamination is incomplete, or if contaminated persons leave the scene voluntarily, the receiving medical facility (military or civilian) must be prepared to decontaminate these patients. Once the medical facility is notified of a CBRNE event, all medical facility personnel engaged in the response should be notified of the nature of the emergency and the type of suspected contamination. The medical facility should equip medical personnel with appropriate PPE and prepare to accomplish any additional decontamination as necessary.

Note: Many Naval installations no longer have in-patient medical facilities or 24-hour operations. Civilian hospitals may not accept "contaminated" patients. Identification should be made in advance concerning which hospital facilities (Navy and civilian) can perform decontamination, as well as what their respective strengths are (i.e. trauma, burn centers, thoracic surgery, etc.) These issues need to be addressed in MAA/MOU/MOA/ISSAs with Federal, State, Local, Other Service, and/or private (or Host Nation) agencies and departments.

Control the Incident Site

NSF should maintain the incident site as a crime scene until relieved by the applicable investigative element (Naval Criminal Investigative Service (NCIS) or FBI). Physical evidence is often the most reliable and serves a crucial part in connecting the perpetrator to the scene. No evidence, including a confession, is incontestable. It is everyone's responsibility to protect classified information, especially owners/users. The IC, in conjunction with NSF, should determine procedures for securing classified materials, weapons, and controlled equipment.

Contain Contaminated Material

The primary objective is to ensure that the incident does not extend beyond the cordoned area. The installation's populace should be notified to ensure that it takes proper precautions. It may be necessary to shelter the population in place rather than risk further danger. This entails ensuring ventilation systems, doors, and windows are airtight.

Implement Continued Shared Response

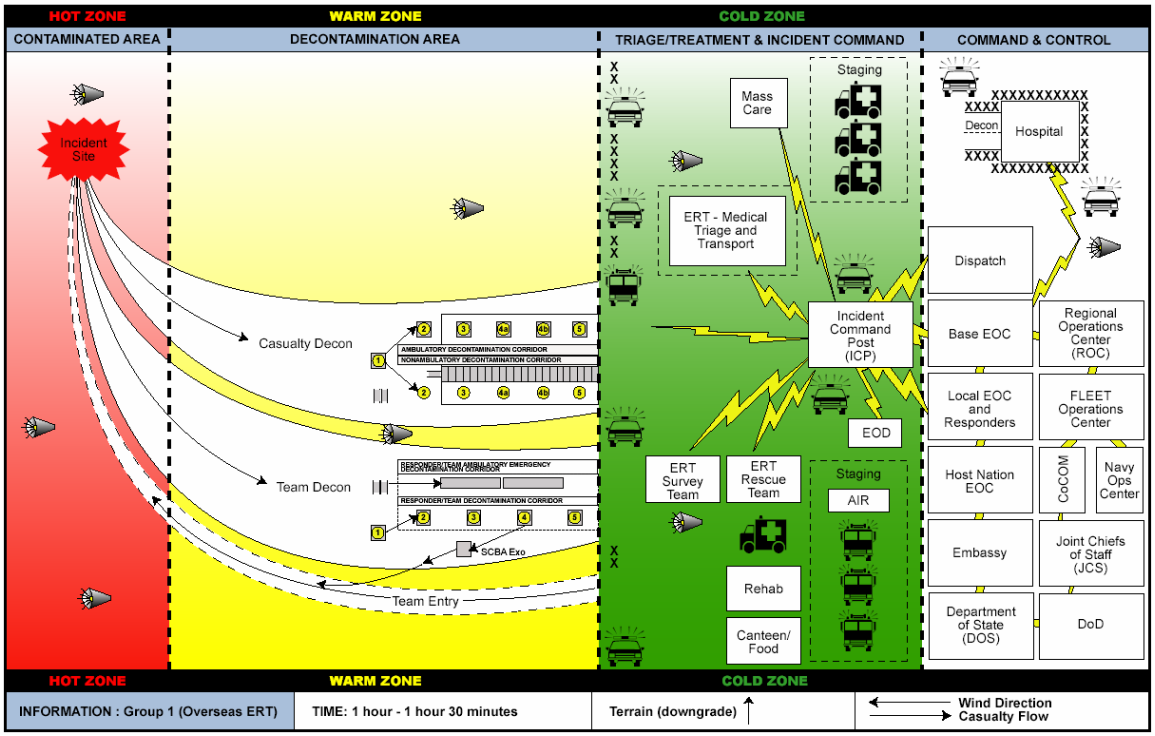
Each installation needs to have the knowledge and ability to contact and receive assistance from Federal, State, local, private, and host nation specialized teams, such as the National Guard's WMD Civil Support Teams and the FEMA Urban Search and Rescue Task Forces. The following provides guidance on notification and activation of

resources for continued response**.** In the event of a terrorist CBRNE incident/attack, the installation should conduct the following complementary sets of actions:

- Activate the installation's initial response elements and MAA/MOU/MOA/ISSAs
- Initiate the notification process.
- Request resources to augment the installation's response capabilities.
- CBRNE terrorism events may overwhelm a Region or Installation's capability to adequately detect, assess, or contain the hazard. The Navy and DoD have neither the authority nor the expertise to respond unilaterally to all aspects of CBRNE events. National Response Plan provides help in developing an installation's response based on crisis and consequence management.

See Figure FA-16 for a visual representation of the response phase.

Figure FA-16: Notional ERT Response Graphic (Group 1, Overseas)



Recovery. Emergency Response Team personnel continue to support designated recovery efforts until released by the Regional/Installation Commander while under Incident Command or released by higher authority while under Unified Command.

Sustainment. The Navy Installation EM Program is responsible for programming and budgeting to support the development, operation, and sustainment of Emergency Response Teams.

Requirements Table. Table FA-21 provides a summary listing of recommended training & equipment for various positions within Emergency Response Teams that may be involved in a response. This table should not be considered an all-inclusive list of requirements, but rather a guide to be thoroughly examined on the basis of Regional and Installation needs. This table is **not** tiered by group designation, but is designed to list notional training and equipment required should the specific position exist.

Nothing in Table FA-21 mandates development of a specific capability, only the training and equipment required to field such a capability correctly if such a capability is required by the Regional & Installation EM Plan.

Table FA-21: Emergency Response Team – Training & Equipment Requirements

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III – NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Category 5 (On Scene)																												
ERT Commander	X	X	X	X			X	X	R		X			X	X	+	+	+	S									
Operations Chief	X	X	X				X	X	O		P			X		+	+	+	S									
Liaison Officers	X	R	O				X	X						X		+	+	+										
Recon Branch Director	X	X	R				X	X	X	O	O		X	X		+	+	+	S	+	+	+	+	+	+			

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III – NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Recon Branch Personnel	X	X	O				X	X	X	O	O		X	X		+	+	+	S	+	+	+	+	+	+			
Rescue Branch Director	X	X	R				X	X	R			O		X		+	+	+	S	+	+					+		
Rescue Branch Personnel	X	O					X	X	R			O		X		+	+	+	S	+	+					+		
Decon Branch Director	X	X	R				X	X						X		+	+	+	D								+	+
Decon Branch Personnel	X	O					X	X						X		+	+	+	D	+	+						+	+
Medical Branch Director	X	X	R		R	R	X					R		X		+	+	+										
Medical Branch Personnel	X	O			R	R	X					R		X		+	+	+										
Logistics Branch Director	X	X	R				X							X		+	+	+										
Logistics Branch Personnel	X	O					X							X		+	+	+										
Category 5 (ICP)																												
Incident Commander	X	X	X	X			X	X	X	O	X			X		+												

Requirements / **Job Position**	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III – NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System
Liaison Officers	X	X	X											X		+												
Command Staff Officers	X	X	X											X		+												
Section Chief Positions	X	X	X											X		+												
Branch Directors	X	X	X											X		+												
Division Supervisors	X	X	X											X		+												
Group Supervisors	X	X	X											X		+												
Task Force Leaders	X	X	X											X		+												
Unit Leaders	X	X	X											X		+												
Other ICP Personnel	X	X	X											X		+												
Category 5 (EOC)																												
ERT Representative*	**X**	R	O	R										X	X													
Legend	X = Required Training (if representative/function present onboard Installation)																											

Requirements / Job Position	ICS – Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	EMS/HM Level I - Awareness	EMS/HM Level -II - Operations	HAZMAT Level 1 – NFPA 471 Awareness	HAZMAT Level II – NFPA 471 Operations	HAZMAT Level III – NFPA 471 Technician	HAZMAT Level IV - NFPA 471 Specialist	HAZMAT Level V – NFPA 471 Incident Commander	EMT - Basic	HAZMAT Packaging & Handling Course	Task Specific Training	EOC Training	Level D PPE (based on tasks)	Level C PPE w/ boots, gloves, & helmet	Level C Respiratory Protection – MSA Millennium APR	Level C Respiratory Protection – 3M RRPAS PAPR	Level B PPE	Level B Respiratory Protection – 3.0 SCBA	Level A PPE	Level A Respiratory Protection – 4.5 SCBA	Portable Point Detection	Sampling Equipment	Casualty Extract Equip.	Team Decon System	Casualty Decon System

X^1 = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level)
R = Required when assigned to specific duties
P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints)
O = Optional Assignment, (notable benefit to response organization if assignment made – manning dependent)
+ = Required Equipment
S = Substitution. Requirement for APR may be substituted with employment of PAPR, if desired. (Funding dependent.)
D = On-Scene Decontamination Team Personnel only (including assigned Security Forces)
E = MOPP Gear for use by designated military personnel as directed by Theater Combatant Commanders (Bahrain, Korea, Japan)
* = If assigned to Region or Installation