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OPNAVINST 3440.17A
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OPNAV INSTRUCTION 3440.17A

From: Chief of Naval Operations

Subj: NAVY INSTALLATION EMERGENCY MANAGEMENT PROGRAM

Ref: (a) DoD Instruction 6055.17 of 13 January 2009
(b) DoD Instruction 2000.12 of 1 March 2012
(c) DoD Instruction 2000.16 of 2 October 2006
(d) SECNAVINST 3400.4
(e) DoD Instruction 3020.52 of 18 May 2012
(f) through (pp) - see enclosure (1)

Encl: (1) Continuation of References
(2) Navy Installation Emergency Management (IEM) Program Standards

1. Purpose

a. To provide policy and guidance to develop, implement, and maintain an installation emergency management (IEM) program on Navy installations, per reference (a).

b. To provide operational authority, procedures, and assignment of responsibilities for developing, implementing, and sustaining a comprehensive, all-hazard IEM program.

c. This instruction is a complete revision and should be reviewed in its entirety. The following major changes have been incorporated into this revision:

(1) Requirement for tenant commands to report their mission essential functions (MEF) to their host installations in order to be provided the necessary base operating support during an event to continue operations.

(2) Requirement for tenant commands to designate their category (CAT) 1 personnel in writing through the installation's emergency management (EM) program in order to be provided gate access and resources for the continuation of MEFs.

2. Cancellation. OPNAVINST 3440.17.

3. Background

a. This instruction defines the Navy IEM Program as a cross-functional program that integrates procedures and standards for all-hazards emergency preparedness, response, and recovery on Navy installations. It establishes responsibilities, procedures, and standards, per references (a) through (f).

b. The IEM program shall require development of an all-hazards IEM plan as required by reference (a). An IEM plan is a plan for preparing for mitigating the potential effects of, responding to, and recovering from all man-made and natural emergencies, including chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) incidents.

c. The IEM program shall comply with the National Incident Management System, National Preparedness Guidelines, and the National Response Framework, per references (a), (g), (h), and (i).

d. Response to an emergency aboard a Navy installation may require all existing first responder and emergency responder assets as defined in enclosure (2), and may exceed the response capabilities of organic regional and or installation resources. Emergency response is typically based upon mutual assistance between the respective agencies and departments and is not guaranteed solely due to physical proximity.

e. Navy regional and installation commanders may require extensive Federal, State, local, other Service, and or private (or host nation) support to effectively respond to and recover from an emergency. Close liaison with these agencies and departments is essential prior to an emergency to ensure that civil authorities are responsive in protecting Navy resources. Coordination with civilian authorities must include reporting of information regarding the storage, use, and release of hazardous chemicals per the Emergency Planning and Community Right-to-Know Act, as applicable.

4. Scope and Applicability. This instruction establishes the responsibility and authority of Commander, Navy Installations

Command (CNIC) to develop, implement, and sustain a comprehensive IEM program at Navy regions and installations worldwide.

a. As the office of primary responsibility, CNIC assumes overall responsibility for the Navy IEM Program which must be capable of effective all-hazards preparedness, response, and recovery, to prepare Navy installations for emergencies, respond appropriately to save lives and protect personnel and property, and restore operations after an emergency.

b. This instruction applies to all Navy regions and installations within the United States (U.S.), its territories, and possessions; overseas in peacetime; during civil support, per references (j) through (l); and war. This instruction is applicable to Navy personnel, to include active and reserve components; Navy civilians; Navy families; Navy and non-Navy tenants on Navy installations; transient military or U.S. Government (USG) personnel; contractor personnel; visitors and guests; host nation personnel; and third country national personnel living, working, and or visiting on Navy installations worldwide.

5. Exemptions. This instruction supports, but does not supersede other policies regarding nuclear reactor accidents and incidents, nuclear weapons support operations, chemical, biological radiological, and nuclear (CBRN) and or nuclear, biological, and chemical defense, and defense support of civil authorities.

a. Reference (m) defines the policy, responsibilities, and response structures for nuclear reactor accidents and incidents involving U.S. nuclear-powered warship propulsion plants, and associated radioactive material. For incidents that threaten the reactor, propulsion plant, or associated radioactive material, the policy, responsibilities, and response structure outlined in reference (m) also apply.

b. EM of radiological and nuclear events aboard shore installations, including intentional nuclear and radiological release or other terrorist events, that originate from radiological sources not under the custody of the Department of the Navy, shall be handled per this instruction.

c. Reference (n) provides specific policy, planning, and guidance for nuclear weapons accidents and incidents. These accidents and incidents are supported by EM activities as defined in this instruction, but do not supersede the procedures and organizational roles and responsibilities as prescribed in reference (n).

d. References (o) through (q), provide specific policy, doctrine, and tactics, techniques, and procedures (TTP) for CBRN and or nuclear, biological, and chemical defense during combat operations in theaters of war. CBRN defense operations are excluded from this instruction.

e. Incidents that fall within the scope of Navy support to civil authorities follow procedures prescribed in reference (r), and are supported by and require close coordination with, EM activities as defined in this instruction.

6. Definition. For the purposes of this instruction, the term "installation" may refer to a single installation or multiple facilities under a single commanding officer or officer in charge, to include designated sub-regions where they exist.

7. Policy. The primary objectives of the IEM program are as follows:

a. Prepare Navy installations for emergencies, respond appropriately to protect personnel, property, and save lives, and recover and restore operations after an emergency.

b. Regional and installation commanders have the authority and responsibility to protect personnel, equipment, and facilities subject to their control, per references (a), (b), and (s). Nothing in this instruction or the IEM program shall detract from, or conflict with, the inherent and specified authorities and responsibilities of regional and installation commanders.

c. CNIC shall develop and publish, per reference (a) with appropriate coordination, IEM program guidance based on the standards set forth in enclosure (2). Based on the guidance from CNIC as detailed within reference (t), regional and installation commanders shall then implement their respective IEM programs.

d. Regional and installation commanders shall identify and prioritize required EM capabilities based upon a risk management strategy that considers hazard and threat, vulnerability, and capability assessments, per references (a) and (t).

e. Regional and installation commanders shall establish and maintain required EM capabilities necessary to sense hazards, shape the situation, protect personnel, and sustain critical operations, per reference (t). The required EM capabilities will not be deemed to exist until they are properly organized, manned, equipped, trained, exercised, evaluated, and sustained.

f. Required EM capabilities may be organic, regionalized, or provided by Federal, State, local, other Service, and private (or host nation) agencies and departments through appropriate support agreements. Support agreements may include memorandums of understanding (MOU) or memorandums of agreement (MOA), mutual aid agreements (MAA), inter-Service support agreements (ISSA), outside the continental United States (OCONUS), status-of-forces agreements (SOFA), per reference (a), and contracts.

g. Within the United States, its territories and possessions, regional and installation commanders should be prepared to aid civil authorities, if requested, from Federal, State, and or local governments. Support and assistance of civil authorities shall be provided within the limitations of references (j) through (l) and (r).

h. Within the United States, its territories and possessions, Navy civilian and military first responders and emergency responders (as identified within enclosure (2)) shall comply with all applicable Navy Environmental and Natural Resources Program requirements as delineated in reference (u).

i. Within the United States, its territories and possessions, Navy civilian and military first responders and emergency responders (as identified within enclosure (2)) shall comply with all applicable Navy occupational safety and health standards as delineated in reference (v).

j. Outside the U.S. Northern Command area of responsibility (AOR), regional commanders shall support combatant commander

(CCDR) requirements and integrate EM capabilities to the extent permitted by the U.S. Department of State, CCDR, joint, and Service guidance, including SOFA.

k. Commands located on or grouped with an installation, commonly known as tenants, do not require separate EM programs, but shall assign an EM coordinator to participate in designated preparedness, mitigation, response, and recovery efforts under the regional EM and IEM programs. The EM coordinator shall ensure the tenant emergency action plan aligns with the IEM plan and complies with reference (w).

l. Regional EM and IEM plans must be coordinated with regional and installation antiterrorism (AT) plans as required by references (b) and (c). AT plans should be referenced accordingly within IEM plans, especially in the areas of vulnerability assessment and explosive event management.

m. Regional EM and IEM plans must be coordinated with regional and installation fire departments supporting plans as required by references (f) and (x).

n. Regional EM and IEM plans should be consistent with State, local, and other Service (or host nation) EM or contingency plans to the greatest extent possible, per references (g) through (i).

o. Per reference (y), Navy echelon 2 commands and Navy echelon 3 to echelon 6 organizations, not included in their immediate superior in command (ISIC) or parent command continuity of operations (COOP) program, will develop a COOP program that supports the ISIC's COOP program and addresses the organizations' continuity requirements. The COOP program shall identify MEF in prioritized order and identify a category to justify the requirement (e.g., constitutional, legislative, Department of Defense (DoD) regulation, Navy regulation, etc.). MEF identification should follow the process outlined in reference (z) or other processes approved by organization commander to ensure MEFs and critical support functions are identified and necessary resources are available.

8. Procedures

a. Navy IEM Program Manual. CNIC shall maintain a detailed Navy IEM program manual to guide implementation at Navy regions and installations. CNIC will coordinate with the applicable echelon 1 and 2 commands in maintaining this program manual. The EM program manual will be updated periodically to keep it aligned with national and DoD policy and guidance.

b. Tiered Approach. CNIC shall maintain a tiered implementation approach for evolving EM capabilities aboard shore installations based on the guidance provided within references (a) and (t), and enclosure (2). Regions and installations are required to maintain a level of EM capabilities commensurate with the risks associated with local threats, hazards, and mission requirements.

c. Interoperability. The EM program shall comply with and be consistent with applicable Federal laws, executive orders, Homeland Security Presidential directives, and DoD, joint, and Department of the Navy policies. Specifically, the EM program shall support references (a), (g), (h), (i) and utilize the incident command system (ICS) organization outlined in reference (g).

d. Standards. The EM program shall comply with the following standards as written in enclosure (2).

(1) Program Management. The Navy IEM Program shall maintain program management guidelines that clearly delineate operational and administrative command responsibilities.

(2) Personnel. The Navy IEM Program shall maintain program guidelines for personnel that focus on resilience, categorization, protection, and credentialing.

(3) Tiered Implementation. The Navy IEM Program shall establish a tiered implementation approach. The tiered approach will help prioritize resource allocation and budgeting.

(4) Assessments. The Navy IEM Program shall predicate planning at all levels on critical asset, threat and hazard probability, vulnerability, consequence, and response capability assessments, per references (a), (b), (c), (e), (h), and (t).

(5) Interoperability. The Navy IEM Program shall establish minimum Navy interoperability standards and methods as required by references (b), (d), (g), (t) and (aa).

(6) Preparedness. The Navy IEM Program shall maintain minimum regional and installation preparedness standards as required by references (a) through (g), (i), (z) and (bb).

(7) Planning. The Navy IEM Program shall maintain minimum regional and installation planning standards per planning requirements provided in reference (a).

(8) Training. The Navy IEM Program shall maintain minimum regional and installation training standards as required by references (a) through (g) and (t), and accomplish training requirements provided in reference (a), enclosure (5).

(9) Equipment. The Navy IEM Program shall maintain minimum regional and installation equipment standards as required by references (a) through (f), and execute all equipment preparedness actions required by reference (a), enclosure (5), paragraph 6.

(10) Exercise and Evaluation. The Navy IEM Program shall establish minimum regional EM and IEM exercise and evaluation standards as required by references (a) through (f), and accomplish exercise requirements provided in references (a) and (cc).

(11) Prevention and Mitigation. The Navy IEM Program shall maintain mitigation standards and tools for use by regional and installation commanders as required by references (a) through (d), (dd), (ee), and (ff).

(12) Response. The Navy IEM Program shall maintain common response standards and procedures for all CAT 5 personnel as required by references (a) through (g), (i), (t), (aa), (gg), (hh), and (ii), and implement all requirements published in reference (a), enclosure (6).

(13) Recovery. The Navy IEM Program shall maintain common recovery standards for CAT 5 personnel as required by

references (a) through (e), (g), (i), (t), and (jj), and implement all requirements provided in reference (a), enclosure (7).

(14) Sustainment. The Navy IEM Program shall maintain the programming, budgeting, and resourcing procedures necessary to develop and sustain EM program requirements, per references (a) through (d).

9. Responsibilities

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (CNO N1) shall:

(1) Establish and maintain an EM Navy officer billet classification and Navy enlisted classification.

(2) Establish procedures and provide oversight to ensure that CNIC reports to the higher level command of any installation level tenant command when the tenant does not report their MEFs and CAT 1 personnel to their host installations.

b. Deputy Chief of Naval Operations (Information Dominance) (CNO N2/N6) shall:

(1) Coordinate with Deputy Chief of Naval Operations (Fleet Readiness and Logistics) (CNO N4) to ensure that CNO N2/N6 telephony capabilities and the base communications offices are resourced, prioritized, and aligned to support emergency telephone capabilities to include, but not limited to, the universal 911 telephone number, enhanced 911, emergency call routing, location information from cellular emergency calls, and location information from voice over Internet protocol emergency calls.

(2) Ensure all emergency telephone capabilities are compliant with standards set forth by the National Fire Protection Association (NFPA) and the National Emergency Number Association.

(3) Coordinate emergency telephone capability resource requirements with CNO N4 and CNIC to ensure alignment with regional and or installation dispatch center program priorities.

c. Deputy Chief of Naval Operations (Operations, Plans and Strategy) (CNO N3/N5) shall develop policy and disseminate guidance regarding COOP, per references (x) through (y), (kk), and (ll).

d. CNO N4 shall:

(1) Serve as the Navy echelon 1 policy office and resource sponsor for IEM program requirements.

(2) Serve as the Navy's focal point for integrated vulnerability assessments.

(3) Coordinate shore installation CBRN preparedness and defense requirements with Deputy Chief of Naval Operations (Integration of Capabilities and Resources) (CNO N8).

(4) Represent the Navy on the DoD EM Steering Group.

(5) Update and provide analysis and validation of work force requirements generated by the EM program before inclusion in the Navy program objective memorandum (POM).

(6) Program resources for environmental program requirements, including the acquisition of oil and hazardous substances spill preparedness and response equipment.

(7) Provide environmental program guidance to the EM program as appropriate.

(8) Program resources for acquisition and maintenance of all radiation detection, indication, and computation (RADIAC) equipment and dosimetry in support of CBRNE events.

e. Deputy Chief of Naval Operations (Warfare Requirements and Programs) (CNO N9) shall:

(1) Coordinate warfare requirements and programs impacting shore installation readiness and protection.

(2) Coordinate expeditionary warfare and explosive ordnance disposal (EOD) force protection capabilities and initiatives with shore IEM capabilities and initiatives, where appropriate.

(3) Serve as primary coordinating office for CBRN defense, per reference (o).

f. Special Assistant for Safety Matters (OPNAV N09F) shall:

(1) Establish safety and occupational health policy applicable to EM operations for inclusion in Navy safety policy ashore, per reference (v).

(2) Coordinate with Secretary of the Navy (SECNAV), DoD, and other Federal agencies involved in safety and occupational health and relevant aspects of the EM program.

g. Director, Innovation, Test and Evaluation, and Technology Requirements (OPNAV N84) shall:

(1) Support future EM program capabilities through identification and investment in appropriate defense science and technology objectives.

(2) Integrate, sanction, and provide oversight to specialized EM program test and evaluation assets.

h. Commander, Naval Education and Training Command (NETC) shall use NETC end-to-end process, to assist requirements and resource sponsors in providing validated and resourced EM program awareness training.

i. Director, Naval Criminal Investigative Service (NCIS) is the coordination point for Navy law enforcement involvement in interagency, regional, and multi-state crisis management activities.

j. Commander, United States Fleet Forces Command shall:

(1) Consolidate and prioritize operational input from component and fleet commanders.

(2) Validate and approve prioritization of resources and capabilities in support of tiered implementation of the IEM program, per references (a), (b), and (t).

k. CNIC shall:

- (1) Exercise administrative control over assigned personnel and assets.
- (2) Designate, train, and resource an EM program manager, per reference (a), to publish guidance based on the standards in enclosure (2).
- (3) Per reference (a), plan, program, budget, and execute a resource-balanced, phased implementation approach to ensure initial and full operating capability of the standards set forth within the timelines specified in reference (a).
- (4) Maintain coordination of the EM program with other echelon 2 commands.
- (5) Validate, prioritize, and program for regional and installation resource requirements.
- (6) Liaise with component commanders to identify task critical assets and seek operational input in support of the shore installation requirements development process.
- (7) Coordinate with Naval Facilities Engineering Command (NAVFACENGCOM) for central acquisition and sustainment of all EM program capabilities.
- (8) Coordinate Navy involvement in interagency, regional, and multi-state consequence management activities occurring aboard Navy shore installations.
- (9) Ensure establishment and on-going engagement of headquarters, regional, and IEM working groups, per reference (a).
- (10) Develop and publish guidance regarding EM program assessments and regularly assess EM program maturity at regions and installations.
- (11) Direct regional commanders to ensure that EM officers annually verify that they have received tenant commands' MEF and CAT 1 personnel reports.

(12) Establish procedures and provide oversight to ensure that manpower and personnel support at installations collect and update personnel categorization data and provide that data to EM officers per enclosure (2).

(13) Develop and maintain automated data system support to the personnel categorization process required by the EM program in the Total Workforce Management System (TWMS).

(14) Maintain the Navy Emergency Manager Training course, course identification number (CIN) S-540-1001.

(15) Maintain the Navy Emergency Operations Center Incident Management Team course, CIN S-540-1000.

(16) Maintain the Regional Operations Center Operations course, CIN S-540-1005.

(17) Maintain the EM Senior Leader course, CIN S-540-1013.

(18) Maintain the Navy Incident Command System 300-400 Train the Trainer course, CIN S-540-1011.

(19) Establish procedures and provide oversight of all tenant commands to report categorized personnel in TWMS.

(20) Develop, maintain, and disseminate guidance regarding mass casualty management and mortuary affairs procedures pertaining to all categories of Navy personnel.

1. CNIC Regional Commanders shall:

(1) Designate a regional emergency manager (regional EM) in writing.

(2) Provide direction and oversight regarding the region's EM program to the regional EM and installation commanders, per reference (t).

(3) Designate an appropriate number of personnel to serve as full-time or collateral duty staff to support the regional EM program per the EM POM model.

(4) Assure standards within this instruction and reference (t) are implemented.

(5) Coordinate with fleet commanders in the prioritization and allocation of resources and capabilities within their AOR in support of tiered implementation of the EM program per, references (a) and (t).

(6) Direct installations to report all tenant command MEFs and CAT 1 personnel annually.

(7) Validate tenant command MEFs and CAT 1 personnel, and ensure annual reports are forwarded to CNIC for coordination with other echelon 1 and 2 commands.

(8) Oversee and coordinate matters of wide-ranging Service interest throughout their assigned geographic region. Navy regional commanders may direct the actions of all tenant and visiting commands, including those commands not otherwise aligned to an installation, on matters concerning the safeguarding or preservation of Navy-owned or controlled property and the security, safety, and welfare of all individuals aboard Navy-owned or controlled property. This authority includes, but is not limited to, all matters related to force protection and EM.

m. Chief, Bureau of Medicine and Surgery (BUMED) shall:

(1) Develop and maintain a public health EM program that aligns with and implements guidance in references (mm) and (nn).

(2) Provide for medical support to the EM program to include surge capabilities to accommodate mass casualty requirements.

(3) Develop and implement clinical medical standards, including education and training of medical department personnel in prevention, preparedness, mitigation, response, and recovery measures.

(4) Employ the force health protection surveillance system, per reference (nn), to identify and treat the health consequences of an emergency.

(5) Coordinate with other Services' medical departments, regional EM and IEM departments, and other Federal agencies to identify best practices in medical response to emergencies, especially CBRNE incidents, and to promote timely medical response and recovery.

(6) Designate a headquarters-level medical consultant to advise the IEM program, per reference (a).

n. NAVFACENGCOM shall:

(1) Serve as the lead systems command (SYSCOM) for implementing systems in support of the EM program.

(2) Coordinate with other appropriate SYSCOMs for acquisition and sustainment of EM program capabilities, to include required equipment, training, exercises, and integrated logistics support.

(3) Support Energy and Environmental Readiness (OPNAV N45) in oil and hazardous substance spill preparedness and response, per reference (u).

o. Commander, Naval Sea Systems Command (COMNAVSEASYS) shall:

(1) Serve as the lead Navy SYSCOM and program manager for acquisition and fielding capabilities in the areas of CBRN protection and detection programs, per reference (o).

(2) Support CNIC and NAVFACENGCOM in EM program implementation where chemical, biological, radiological and nuclear defense capabilities are required.

(3) Support OPNAV N45 and CNO N3/N5 in oil and hazardous substance spill preparedness, response, and harbor clearance and salvage, per references (u) and (pp).

(4) Serve as the central manager for all RADIAC and dosimetry equipment, to include distribution management, procurement direction, configuration control, and disposal. This includes the authority to monitor equipment availability and take such actions as necessary to restock to approved allowance levels.

p. Commander, Space and Naval Warfare Systems Command
shall:

(1) Serve as the lead SYSCOM for Navy installation command and control, warning and reporting, and hazard prediction systems.

(2) Coordinate with NAVFACENCOM for acquisition and sustainment of Navy installation command and control, warning and reporting, and hazard prediction systems.

q. Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) shall serve as the lead SYSCOM to establish policies for delivery of sustained global logistics capabilities in support of Navy IEM.

r. Component Commanders shall:

(1) Retain and exercise operational control over assigned personnel and assets within their AOR.

(2) Identify task critical assets per DoD Critical Infrastructure Protection (CIP) Program guidance in references (gg) and (pp).

(3) Provide operational input to support requirements development process.

(4) Provide echelon 2 operational input to support the prioritization and allocation of resources and capabilities within their AOR in support of tiered implementation of the EM program, per references (a) and (t).

10. Action. CNIC shall update EM program guidance per this instruction and evolve EM program capabilities accordingly to the standards of enclosure (2).

11. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

12. Reports Control. The following OPNAV Report Control Symbols (RCS) have been assigned:

a. OPNAV RCS 3440-2 with an expiration of 30 September 2016 has been assigned to operational input for tiered implementation of the EM program located in paragraph 81(4).

b. OPNAV RCS 3440-3 with an expiration of 30 September 2016 has been assigned to annual MEFs and CAT 1 personnel report located in paragraph 81(7).

c. OPNAV RCS 3440-4 with an expiration of 30 September 2016 has been assigned to Functional Area Personnel Training Report located in enclosure (2), paragraph 9f.

d. OPNAV RCS 3440-5 with an expiration of 30 September 2016 has been assigned to EM after action report (AAR) located in enclosure (2), paragraph 11c.

e. OPNAV RCS 3440-6 with an expiration of 30 September 2016 has been assigned to Lessons Learned Report located in enclosure (2), paragraph 11c.



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Distribution:

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CONTINUATION OF REFERENCES

- (f) DoD Instruction 6055.06 of 21 December 2006
- (g) National Incident Management System of December 2008
- (h) National Preparedness Guidelines of September 2007
- (i) National Response Framework of January 2008
- (j) JP 3-28 of 31 July 2013
- (k) DoD Directive 3025.18 of 29 December 2010
- (l) DoD Instruction 3025.16 of 8 September 2011
- (m) OPNAVINST N3040.5D (NOTAL)
- (n) OPNAVINST 3440.15C
- (o) OPNAVINST 3400.10G
- (p) NWP 3-11
- (q) NTTP 3-11.27
- (r) OPNAVINST 3440.16D
- (s) U.S. Navy Regulations, 1990
- (t) CNICINST 3440.17
- (u) OPNAVINST 5090.1D
- (v) OPNAVINST 5100.23G
- (w) 29 CFR 1910.38
- (x) OPNAVINST 11320.23G
- (y) OPNAVINST 3030.5B
- (z) Federal Continuity Directive 2 (FCD 2), "Federal Executive Branch Mission Essential Function and Primary Mission Essential Function Identification and Submission Process" February 2008
- (aa) CJCSINST 6212.01F
- (bb) SECNAVINST 3030.4C
- (cc) U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP), Volume III: "Exercise Evaluation and Improvement Planning," February 2007
- (dd) Unified Facilities Criteria (UFC) 4-021-01, Design, Operations, and Maintenance: Mass Notification Systems, 9 April 2008 (NOTAL)
- (ee) UFC 4-010-01 Change 1, DoD Minimum Antiterrorism Standards for Buildings, 22 Jan 2007
- (ff) UFC 4-010-02 Change 1, DoD Minimum Antiterrorism Standoff Distances for Buildings, of 19 Jan 2007 (NOTAL)
- (gg) DoD Instruction 3020.45 of 21 April 2008
- (hh) National Fire Protection Association Standard 472, "Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents," 2008 Edition

- (ii) National Fire Protection Association Standard 473,
"Standard for Competencies for EMS Personnel Responding to
Hazardous Materials/Weapons of Mass Destruction Incidents,"
2008 Edition
- (jj) DoD Instruction 1400.32 of 24 April 1995
- (kk) Department of Homeland Security, Federal Continuity
Directive 1 (FCD 1): Federal Executive Branch National
Continuity Program and Requirements, October 2012
- (ll) DoD Directive 3020.26 of 9 January 2009
- (mm) BUMEDINST 3440.10
- (nn) DoD Instruction 6200.03 of 5 March 2010
- (oo) OPNAVINST 4740.2G
- (pp) DoD Directive 3020.40 of 14 January 2010

NAVY INSTALLATION EMERGENCY MANAGEMENT (IEM)
PROGRAM STANDARDS

1. Purpose. Standards defined in this enclosure shall be used to implement a comprehensive EM program, which is published with appropriate coordination to Navy regions and installations by reference (t). The following 14 EM standards represent consolidated requirements set forth by references (a) through (pp).

2. EM Standard 1: Program Management. The IEM program recognizes both administrative and operational roles to support the full spectrum of requirements during an emergency event.

a. Regional EM and IEM shall be responsible for preparing for, mitigating potential effects from, responding to, and recovering from all natural and man-made hazards, including CBRNE events, per reference (a), and the standards published in this enclosure.

(1) Commanding officers of Navy installations, to include joint installations where Navy is the lead Service, have the responsibility to oversee and coordinate matters of common interest to ensure the effective and efficient operation of the installation. Installation commanders may direct the action of all tenant and visiting commands and individuals on matters concerning the safeguarding or preservation of Navy owned or controlled property, and the security, safety, and welfare of all individuals and families aboard the installation. This authority includes, but is not limited to, matters related to force protection and EM.

(2) All regional commands shall designate a regional emergency manager in writing, per reference (t). The regional commander shall designate an appropriate number of personnel to serve as a collateral duty or full-time staff to support the regional EM program, including the administration and operations of the regional operations center (ROC) and regional dispatch center, where applicable. Regional emergency managers shall be trained per CNIC guidance.

(3) The regional EM program shall be a function of the regional operations department (N3). The regional emergency manager shall be responsible for developing, coordinating, and

executing the Navy IEM Program within the region's assigned geographical area. Regional emergency managers shall operationally and administratively report to the regional commander via the regional operations officer.

(4) All installations shall designate an IEM officer in writing, per references (a) and (t). The installation commander shall designate an appropriate number of personnel to serve as a collateral duty or full-time staff to support the IEM program, including the administration and operations of the emergency operations center (EOC) and installation dispatch center, where applicable. IEM officers shall be trained per CNIC guidance.

b. IEM officers shall operationally report to the installation commanding officer and administratively report to the regional emergency manager.

c. IEM officers shall develop resource management objectives and implement resource management procedures, per reference (a). IEM officers shall place particular emphasis on contingency planning to rectify shortfalls identified in all-hazards planning, per references (a) and (t).

d. Tenant commands aboard Navy installations shall:

(1) Comply with reference (t) with regard to all aspects of emergency response support.

(2) Participate in installation training and readiness integrated exercise programs and response to real world incidents (preparedness, response, and recovery efforts), as required by regional and/or installation commanders.

(3) Coordinate with the host installation(s) to identify the specific base operating support and critical support functions to continue the commands MEFs, as defined in reference (z), during an event.

(4) Designate their CAT 1 personnel in writing through the installation's EM program to be provided gate access and resources for the continuation of MEFs.

3. EM Standard 2: Personnel. Personnel categorization processes ensure all personnel resident on an installation are

trained, exercised, and informed on their role during an emergency. It also ensures personnel with specific needs or mission requirements are identified by the IEM plan and can obtain the support they need during an emergency.

a. Resilience. IEM programs shall emphasize individual and family preparedness to optimize Navy family resilience to potential disaster consequences through the Ready Navy Emergency Preparedness Public Awareness Program.

b. Categorization. The Navy IEM Program shall categorize regional and installation (including tenant command) personnel. Personnel categories will be used to identify the targeted audience of specific requirements. Reference (t) provides detailed guidance on personnel categorization.

(1) CAT 1. Mission-essential personnel include U.S. military personnel, DoD civilians, and DoD contractor (or subcontractor) personnel who perform MEFs, essential operations, or provide essential services as discussed in references (x), (y), (bb), (jj) and (ll). CAT 1 shall consist of three sub-categories:

(a) Sub-category 1-A. Critical operations personnel are required to perform MEFs under all circumstances 24 hours a day and 7 days a week without interruption for up to 12 hours at which time the MEF may be transferred to an alternate site.

(b) Sub-category 1-B. Essential operations personnel are those who are able to temporarily interrupt performance of essential operations and relocate to an alternate site to resume MEFs or essential operations.

(c) Sub-category 1-C. Essential services personnel are those who provide essential services in support of MEFs or essential operations either from their primary worksite or relocation site.

(2) CAT 2. Other non-essential U.S. personnel, such as:

(a) U.S. military family members living on and off a military installation.

(b) Non-essential U.S. military personnel, Navy civilian employees, and other persons covered by reference (t).

(c) Navy contractor (and subcontractor) employees other than those performing essential Navy services.

(d) Employees of other USG agencies.

(e) Other USG contractor (and subcontractor) employees.

(3) CAT 3. Other non-essential personnel supporting U.S. military operations, such as:

(a) Non-U.S. citizens who are employees of the Navy or a Navy contractor (or subcontractor) and who are not included in CAT 1 or CAT 2.

(b) Foreign military personnel employed by the host nation government or by contractors of the host nation government.

(4) CAT 4. Allied and coalition nation non-essential personnel, including host nation personnel and third country nationals that the United States may assist pursuant to an international agreement approved by the Department of State or as directed by the Secretary of Defense, such as allied, coalition military forces, government officials, and emergency response personnel.

(5) CAT 5. Essential and or emergency responders who are U.S. military personnel, DoD civilians, host national, third country national, and or contractor personnel able to conduct safe and effective emergency operations response appropriate to their level of training. CAT 5 personnel may include:

(a) EM personnel, fire and emergency services personnel, hazardous material (HAZMAT) teams, Navy security forces (NSF), emergency medical services (EMS) personnel, EOD teams, medical treatment facilities (MTF) providers, public health emergency officers (PHEO), emergency call-taking and dispatch staff, ROC and EOC staff, emergency response teams (ERT), fire brigades, mass care personnel, mortuary affairs personnel, and oil and hazardous substance spill response teams.

(b) Occupational safety and health, industrial hygiene, public works, public affairs, supply or logistics individuals, contract security personnel, and any other personnel designated to perform response or recovery tasks in support of the EM program.

c. Protection. The EM program shall focus its efforts on protection of CAT 1 through 4 personnel and the preparedness, mitigation, response, and recovery capabilities of CAT 5 personnel.

(1) The EM program shall support the ability of CAT 1 personnel to continue MEFs that need to be continued uninterrupted, or resumed, within 12 hours, regardless of circumstance.

(2) Categorization of OCONUS civilian personnel shall be per reference (t). DoD civilian expeditionary workforce personnel shall be categorized, per reference (jj).

(3) The EM program shall protect CAT 2 through 4 personnel primarily through the evacuation, safe haven, shelter, lockdown, and shelter-in-place procedures per this enclosure and references (a) and (t).

(4) This protection strategy shall be coupled with the proper employment of organized, trained, equipped, exercised, evaluated, and sustained CAT 5 personnel.

d. EM Personnel Credentialing. Per reference (a), the Navy EM program shall align standards for EM personnel credentialing and documentation with guidance set forth in Federal Information Processing Standard 201-1 and Homeland Security Presidential Directive 12.

4. EM Standard 3: Tiered Implementation. A tiered implementation approach helps prioritize resource allocation and budgeting of EM capabilities at varying installations.

a. EM Capabilities. All regions shall develop an EM capability consistent with the scope of their responsibilities across multiple installations.

(1) Installations shall develop EM capabilities appropriate to their mission requirement(s) and strategic importance, per reference (b).

(2) These EM capabilities may be organic (resident aboard installation or within immediate area as defined by regional guidance) or provided by agreement with Federal, State, local, other Service, and or private (or host nation) agencies and departments.

b. Identifying and Prioritizing Required EM Capabilities. Regions and installations shall follow a risk-based strategy that considers threat or hazard probability, vulnerability, consequences, critical infrastructure, and mission requirements. Per reference (t), installations shall be divided into three groups representing high, medium, and low protection priorities. These group designations shall be numbered 1, 2, and 3 respectively.

c. Group Designations. The three group designations correspond to the three levels of response capability outlined in reference (c). Installation group designations can be found in reference (t). See figure 1.

Group Designations and Corresponding EM Capability Levels

<u>Group</u>	<u>Priority</u>	<u>EM Capability</u>
1	High	Technician level response capability. Ability to effectively respond to, contain, identify, and mitigate the effects of a natural or man-made emergency, including a CBRNE incident. Ability to conduct offensive HAZMAT operations within a contaminated environment during a CBRNE incident, per references (aa) and (ii).
2	Medium	Operations level response capability. Ability to effectively respond to and isolate, deny entry, and make notifications regarding the effects of a natural or man-made emergency, including a CBRNE incident. Ability to conduct defensive HAZMAT operations outside the contaminated environment during a CBRNE incident, per references (aa) and (ii).

3	Low	Awareness level response capability. Ability to recognize a natural or man-made emergency and conduct protective measures, including evacuation, safe haven, shelter, and shelter-in-place.
<u>Notes</u>		With group 3 as the lowest level of capability, each successively higher group designation gains those additional capabilities described in addition to those capabilities attained by lower group designations.

Figure 1

d. Response Capabilities. Figure 2 identifies the key response capabilities required to meet the EM capability requirements of each group designation, per reference (c).

(1) Historically, those installations deemed critical to mission requirements have been provided with a broader range of emergency capabilities. Therefore, the existing capabilities available to an installation will serve as a foundation for determining installation group designations.

(2) Response capabilities may be organic, regionalized, or provided by Federal, State, local, other Service, and or private (or host nation) agencies and departments through support agreements, including MOUs, MOAs, MAAs, ISSAs or contracts.

(3) Regional and installation commanders shall leverage existing CCDDR EM and emergency response elements, per reference (d), whenever possible.

Required Response Capabilities Per Group

<u>Group</u>	<u>Priority</u>	<u>Capability</u>	<u>Required Response Capabilities</u>
1	High	Technician	<ul style="list-style-type: none"> • Response by fire and emergency services, NSF, EMS, HAZMAT, EOD, and oil and hazardous substance spill response. • Access to 24 hours a day, 7 days a week, 365 days a year definitive medical care through established emergency department aboard MTF or civilian hospital or clinic. • Access to State, local, other

			<p>Service, and or private (or host nation) response capabilities.</p> <ul style="list-style-type: none"> • Support by other CAT 5 personnel per regional EM plans and or IEM plans.
2	Medium	Operations	<ul style="list-style-type: none"> • Response by fire and emergency services, NSF, EMS, oil and hazardous substance spill response, and State and local (or host nation) EM agencies and departments. • Access to definitive medical care through MTF and branch medical clinics or civilian hospital or clinic. • Access to State, local, other Service, and or private (or host nation) response capabilities. • Support by other CAT 5 personnel per regional EM plans and or IEM plans.
3	Low	Awareness	<ul style="list-style-type: none"> • Response primarily by State and local (or host nation) EM agencies and departments. • Access to State, local, other Service, and or private (or host nation) response capabilities.
<u>Notes</u>	<p>Group 1 HAZMAT teams must be capable of offensive operations in a contaminated environment per the standards set forth in references (f), (x), (aa) and (ii).</p> <p>EOD signifies either military or civilian teams capable of identifying, rendering safe or neutralizing, and disposing of improvised or conventional explosive devices. EOD teams may or may not have additional CBRNE capabilities depending on primary mission(s).</p>		

Figure 2

5. EM Standard 4: Assessments. EM hazard assessments are used to evaluate regional and installation abilities to respond to a threat or hazard, protect the population on the installation, and implement future strategies to mitigate risks.

a. CNIC shall develop and publish detailed guidance and tools to facilitate EM risk assessment at regions and installations in close alignment with references (a) and (t).

b. Regional and installation commanders are responsible for ensuring that critical asset, threat or hazard probability, vulnerability, consequence, and response capability assessments are completed prior to the preparation of regional EM and IEM plans. Regional EM and IEM plans are reviewed and revised, at a minimum, on an annual basis through an ongoing process. Tenant commands that operate MEFs and critical mission facilities are required to provide information concerning these functions and facilities to installation commanders to facilitate the critical asset and subsequent assessments.

c. Regional and installation commanders shall:

(1) Leverage existing threat and vulnerability assessments conducted, per reference (c), through the AT program. These assessments should also incorporate recommendations from a variety of sources including, but not limited to, Joint Service Integrated Vulnerability Assessments and Chief of Naval Operations Integrated Vulnerability Assessments described in references (b) and (c).

(2) Leverage CIP planning and assessments accomplished, per reference (gg), and COOP planning, per references (y) and (bb).

(3) Utilize reference (t) assessment methodology. Reference (t) is consistent with reference (a) assessment requirements and contains a list of all possible threats and hazards that is consistent with reference (a).

(4) Provide an overall risk assessment methodology that integrates, to the extent possible, the methodologies of references (b), (c), and (e) into an all-hazards construct so that risks for both terrorism threats and natural or human-caused hazards can be compared on a relative risk basis.

d. Figure 3 provides guidance on what organizations should be involved in preparing the various assessments. Fire and emergency services, HAZMAT, EOD, EMS, occupational health and safety, industrial hygiene, and medical, as well as engineering

subject matter experts, should assist these organizations in the preparation of the assessments. Prior to finalizing these assessments, the EM working group shall review and approve these assessments. Installations shall provide the results of these assessments to their respective regional emergency manager.

Assessment Matrix

<u>Responsible Organization(s)</u>	<u>Annual Assessments</u>
Tenant Commands, AT, EM, and Public Works	<u>Critical Asset Assessment</u> : identification of regional and installation critical assets and personnel necessary to carry on MEFs.
Security, AT and NCIS, Information Technology	<u>Threat Probability Assessment</u> : determination of specific terrorist or criminal threats to a region, installation, or geographic area.
EM, Security, Fire and Emergency Services, Occupational Safety, Environmental, Medical	<u>Hazard Probability Assessment</u> : identification of hazards specific to a region, installation, or geographic area.
Security, AT and EM, Information Technology, NCIS	<u>Installation Vulnerability Assessment</u> : determination of the extent of vulnerability of assets and personnel aboard an installation to threats and hazards.
EM, Logistics, Information Technology, Public Works	<u>Installation Consequence Assessment</u> : determination of consequences of attacks and hazards that strike an installation at its current level of preparedness.
EM, Fire and Emergency Services, Security, EOD, Environmental, NAVFACENGCOM	<u>Installation Response Capability Assessment</u> : determination of existing and needed capabilities (manpower, equipment, procedures) for mitigating the projected worse-case credible consequences associated with each identified hazard and threat. Per reference (a), existing installation response capabilities shall be identified by resource quantity and type. Response agreements with the region, nearby Navy installations, other services, and local governments or private agencies need to be included in the assessment.

Figure 3

e. In general, information on local natural and technical hazards is readily available from Federal, State and local (and some host nation) agencies and departments. It should be noted that regional hazard summaries provided by CNIC exist and are based on these same data resources. Thus regional hazard summaries should be a starting point for regional risk assessments and hazard-specific, response appendices and procedures. The data in these regional summaries must then be evaluated and refined by installation personnel to fit their specific installation.

f. All-hazard consequence assessments should be coordinated with those of adjacent or nearby Federal, State, local, other Service, private (and host nation) agencies and departments to the greatest extent possible. In particular, information prepared by the intelligence community shall be integrated with Federal, State, and local law enforcement as appropriate and per the restraints and procedures identified in DoD Directive 5200.27 of 7 January 1980 or DoD 5240.1-R, Procedures Governing the Activities of DoD Intelligence Components that Affect United States Persons, 7 December 1982.

g. Based on the installation response capability assessments noted in figure 3, regional EM capability reports shall be provided to the CNIC EM Program Office (N37) annually.

6. EM Standard 5: Interoperability. Interoperability ensures the Navy IEM Program is able to align effectively and efficiently with all partners involved in emergency response. Navy IEM Program interoperability standards relevant to communications and information management shall be aligned with the interoperability principle published in reference (g).

a. Interoperability should include the standardization of systems, procedures, and terms to the maximum extent possible. The goal of this effort is to ensure compatibility of TTP, especially command, control, and communications, between regional EM and IEM assets and applicable Federal, State, local, other Service, and or private (or host nation) EM agencies and departments. The Navy EM program shall engage with all multi-Service TTP efforts relevant to IEM.

b. Regional and installation commanders should seek to participate in Federal, State, local, other Service, and or private (or host nation) EM planning, training, and exercises. Commanders should encourage reciprocal participation by these entities in regional EM and IEM planning, training, and exercises, per references (a), (e), and (t).

c. Information technology and communications solutions shall meet all interoperability standards set forth under reference (aa).

7. EM Standard 6: Preparedness. These standards shall include the proper EM organization, EM manning, EM command and control structure, EM coordination requirements with Federal, State, local, other Service, and or private (or host nation) agencies and departments, and emergency support functions, per references (a) and (i). The preparedness tasks of planning, training, equipment selection and outfitting, exercise and evaluation and assessments shall be covered within other standards outlined in this instruction.

a. PHEO. All regional commands shall designate a PHEO in writing, per reference (oo). The PHEO should be a senior medical officer (MTF commander, clinic officer in charge, or equivalent). The PHEO shall serve as the regional commander's principal advisor during a public health emergency. The PHEO shall be responsible for advising the regional commander on the actions required due to a public health emergency either aboard or potentially affecting installation(s) assigned to their region.

b. EM Working Group. All regional and installation commanders shall establish and maintain an EM working group to assist the regional emergency manager and or IEM officer in the development, implementation, execution, exercise, and assessment of the EM program, per references (a), (c), and (t). The EM working group shall meet quarterly, at a minimum, and should encourage participation by appropriate Federal, State, local, other service, and or private (or host nation) EM-related agencies and departments.

c. Mass Warning and Notification. All regional and installation commanders shall develop mass warning and notification capabilities with the ability to warn all personnel

within 10 minutes of incident notification at the dispatch center. Mass warning and notification capabilities are to be developed, per references (a) and (dd).

(1) Outside the United States, its territories, and possessions, this task shall include warning and notification of sponsored family members living off-base. These capabilities should integrate with the mass warning and notification system(s) employed by the local community (or host nation).

(2) Mass warning and notification systems shall be constructed, per reference (dd).

d. ROC. All regional commanders shall establish, maintain, and operate a ROC within every Navy region, per reference (t).

(1) Each ROC shall consist of a designated space(s) under the operational and administrative control of the regional emergency manager.

(2) A ROC manager shall be designated in writing and shall be responsible for the administration, maintenance, and routine operations and use of the ROC under the administrative control of the regional emergency manager.

(3) An alternate ROC, with the minimum required equipment and supplies identified within reference (t), shall be designated and maintained within each region.

(4) All ROCs shall have personnel designated in writing to the region crisis action team and trained per CNIC guidance to complete the identified command and control tasks. ROC personnel should be identified as CAT 5 personnel.

e. EOC. Installation commanders shall establish, maintain, and operate an EOC, per reference (a). An alternate EOC, with the minimum required equipment and supplies, per reference (t), shall be designated and maintained aboard the installation.

(1) On board group 1 and group 2 installations, an EOC shall consist of dedicated or shared use space(s) under the operational and administrative control of the IEM officer when activated. An EOC manager shall be designated in writing and

shall be responsible for the administration, maintenance, and routine operations and use of the EOC under the administrative control of the IEM officer.

(2) On board group 3 installations, an EOC shall consist of one shared-use space under the operational and administrative control of the IEM officer when activated. The IEM officer shall serve as the EOC manager.

(3) All EOCs shall have personnel designated in writing to the EOC incident management team and trained per CNIC guidance to complete the identified command and control tasks. EOC personnel should be identified as CAT 5 personnel.

(4) All overseas EOCs shall meet the requirements for a base defense operations center or base cluster operations center (as set forth in reference (q)).

f. Emergency Call-taking and Dispatch. All regional commanders shall establish, maintain, and operate dispatch at the regional or multi-regional level per reference (f). Regional commanders shall work with CNIC to limit the need for dispatch facilities at the installation level. If dispatch is established and operated by the Navy, the dispatch staff shall be civilian personnel who have received the appropriate DoD tele-communicator and emergency medical dispatcher certification and training.

g. Communications. All regional and installation commanders shall develop operable communications for CAT 5 personnel, per references (a) and (e). Interoperable communications are highly recommended (see EM standard 5, paragraph 6). Commanders should pursue equipment and or procedural-based solutions to interoperability challenges, including the use of liaison officers at the ROC, EOC, and incident command post level whenever necessary.

h. Support Agreements. All regional and installation commanders shall develop support agreements with civil first responders and emergency responders, including local EM agencies, per references (a), (d), (e), and (t). These support agreements should outline cooperative measures where Navy CAT 5 personnel may assist the civilian community and vice versa in response to and recovery from natural and man-made emergencies,

including CBRNE incidents. Regional and installation commanders are responsible for ensuring that all support agreements under their purview are updated annually and that regional and installation emergency managers maintain copies of all support agreements.

i. Civil-Military Coordination. All regional and installation commanders shall coordinate with Federal, State, local, other Service and or private (or host nation) EM-related agencies and departments to identify and update responsible points of contact, emergency protocols, and expectations in the event of an emergency aboard or affecting a Navy installation, per references (a), (d), (e), and (t).

j. Other Service Coordination. Within the United States, its territories, and possessions, this task should include EM coordination with the Department of State, U.S. Army or Air National Guard Weapons of Mass Destruction Civil Support Team, Defense CBRN Response Force, other National Guard or Reserve units with EM-related missions, and nearby military installations operated by the other U.S. Armed Forces and the U.S. Coast Guard, per reference (a). Formal accomplishment of these tasks shall be performed and documented at least annually, per reference (a).

8. EM Standard 7: Planning. The EM plan is the cornerstone of any EM program, and serves as the primary means of ensuring all personnel are engaged, informed, and prepared for emergency events.

a. Planning is critical to proper preparedness, mitigation, response, and recovery from an emergency. The regional EM plan must be reviewed by the EM working group and signed by the regional commander. IEM plans shall be signed by the installation commander.

b. All IEM plans shall be reviewed on an annual basis and as conditions warrant. All EM plans should be coordinated with Federal, State, local, other Service, and or private (or host nation) response and or recovery partners, per references (a) through (e).

c. Appropriate templates for regional EM and IEM plans will be maintained by CNIC and provided for use by regional and installation emergency managers. All EM plans shall be consistent with the guidance provided by references (g), (h), and (i).

d. Regional commanders shall provide copies of all approved regional EM plans to the assigned fleet commander and CNIC.

9. EM Standard 8: Training. Minimum training standards ensure that all personnel are prepared to and able to effectively perform their role in an emergency event.

a. Training standards shall be based on existing Occupational Safety and Health Administration (OSHA), NFPA, and military standards and guidelines, per references (a) through (e). Training standards shall integrate applicable training requirements specified within reference (t). Training for CAT 5 personnel should result in certification of the individual, whenever possible.

b. A comprehensive training continuum utilizing established standards and addressing the requirements for initial and recurring training shall be developed for the following areas:

(1) CAT 1 personnel for MEFs and COOPs, in addition to public awareness level training.

(2) CAT 2 through 4 personnel at a public awareness level.

(3) CAT 5 personnel at the awareness, operations, technician, specialist, or incident command level, as appropriate for assigned duties.

(4) Training requirements established by reference (a), enclosure (5).

c. Requirements for specialty training (e.g., EOC operations, evacuation, mass care, debris clearance, damage assessment, etc.) will also be identified by CNIC, regional and installation commanders.

d. Public awareness level training does not have to result in certification. Public awareness level training must include general EM and CBRNE hazard information as well as regional and or installation-specific EM guidance.

e. To increase the resilience of all personnel to disaster consequences, installation commanders and EM officers shall emphasize individual and family member preparedness at newcomer orientations and encourage all to engage in the emergency preparedness activities.

f. Per reference (a), lead functional areas for each mission essential task shall track the training provided to personnel and report the training per DoD Directive 7730.65 of 3 June 2002. Reporting may be augmented by regional and installation training directorate (N7).

10. EM Standard 9: Equipment. The Navy IEM Program is outfitted with equipment necessary to ensure adequate communication, command and control, and response to an emergency event. The Navy EM program shall use equipment from centrally managed programs, as determined by CNIC.

a. Equipment standards shall focus on the requirements for CAT 1 personnel to maintain critical operations and for CAT 5 personnel to conduct safe and effective operations at their appropriate level of training. No equipment shall be provided to a user without the appropriate training on how to properly use and maintain the equipment and how to employ the equipment within the context of an event for which the user is trained and, as appropriate, certified to respond to or recover from within an EM context.

b. Equipment standards shall address the tasks of command and control, warning and reporting, communications, detection, survey, identification, personal and individual protection, collective protection, and team, casualty, and emergency equipment decontamination. These standards shall address requisite storage, maintenance, inventory, training, repair, and life cycle management of specified equipment. Equipment standards shall be based on existing equipment approval and selection processes, such as the DoD Non-Standard Equipment

Review Panel. These standards shall be utilized to program for proper procurement and sustainment funding of equipment requirements.

c. Equipment standards shall examine both government-off-the-shelf (GOTS) and commercial-off-the-shelf (COTS) solutions.

(1) GOTS equipment utilized to detect the presence of, protect against the effects of, or remove and reduce the hazard of CBRN agents shall be procured, maintained, employed, and inventoried per applicable Joint Chemical Biological Defense Program, Joint Requirements Office, Joint Program Executive Office, and Navy guidance, including, but not limited to, reference (a).

(2) COTS equipment utilized within the scope of the EM program, including CBRNE incidents, shall meet applicable OSHA, National Institute for Occupational Safety and Health (NIOSH), and NFPA standards, guidelines, and criteria as well as all applicable Federal and DoD standards and guidelines, per references (a) through (e). The DoD Non-Standard Equipment Review Panel shall serve as a basis for the selection of CBRNE-related COTS equipment.

d. With the exception of centrally managed equipment (e.g., RADIAC), NAVFACENCOM shall be responsible for the life cycle management of all procured equipment, and ensure that approved equipment lists and the appropriate tables of allowance are developed and maintained for Navy shore installations under the administrative command of CNIC. GOTS CBRN equipment shall be centrally coordinated with COMNAVSEASYS COM and NAVFACENCOM. Maintenance and life cycle management costs of assigned equipment must be included in appropriate budget submissions and be considered during initial procurement of the equipment.

e. Medical equipment and materials, including pharmaceuticals, shall be the responsibility of BUMED under the direction of the Surgeon General of the Navy (CNO N093).

f. NAVFACENCOM shall ensure that EM equipment is interoperable with equipment used by civil partners, whenever possible (see EM standard 5, paragraph 6).

g. Regions and installations shall not take action to procure EM-related equipment, to include, but not limited to, CBRNE; ROC; EOC; dispatch; command, control, communications, computers, and intelligence systems; and emergency communications, without the written consent of the CNIC EM program manager.

11. EM Standard 10: Exercise and Evaluation. Regional and installation-specific EM exercises must include elements within applicable EM plans to ensure that personnel and plans are prepared to perform their role during an emergency event.

a. Per reference (a), installations will establish installation exercise and evaluation teams of sufficient size to evaluate installation-level exercises. Teams will include subject matter experts in EM including first responders who are familiar with reference (cc).

b. For the purposes of the CNIC EM Program, there are three types of EM exercises:

- (1) table top exercises;
- (2) command post exercises; and
- (3) field training exercises.

c. Per reference (a), all regions and installations shall perform, at a minimum, one EM program exercise per year and report completion of exercise(s) to the next higher echelon. The EM program exercise shall include a required AAR and lessons learned report.

d. This cycle of EM program exercises does not limit or modify the existing exercise requirements of existing programs, such as AT, fire and emergency services, and Navy medicine. Regions and installations shall continue to conduct the regularly scheduled, often annually recurring, exercises currently mandated for their existing programs while ensuring that these exercises support the regional EM and IEM plans as required.

e. All exercises, regardless of type, shall include proper preparation and an AAR. AARs shall be maintained for a minimum of 2 years. AARs must result in lessons learned that are prioritized based on CNIC guidance and incorporated into existing EM program(s). AARs shall be provided to the assigned fleet commanders.

f. Exercise scenarios should not be constrained to any one hazard and must consider at different times within the exercise cycle each applicable natural and man-made hazard, including terrorism and CBRNE incidents.

(1) EM exercises may be combined with existing exercise requirements provided that the resulting event exercises all identified CAT 5 functional areas simultaneously, in addition to the personnel assigned to the EM staff and the EOC and ROC, where applicable.

(2) Exercises should include appropriate representatives from Federal, State, local, other Service, and or private (or host nation) agencies and departments, whenever possible.

g. Exercise design and evaluation shall be performed per CNIC guidance. At a minimum, exercises shall assess activation of local support agreements; execution of notification protocols; mass warning and notification; command, control, and communication; first responders and medical first receivers; emergency operators and specialists; medical response; religious support; and mass care.

h. When authorized post-event by the next higher echelon, actual management of a real-life emergency may meet some or all of the EM exercise requirements within this standard.

12. EM Standard 11: Prevention and Mitigation. Prevention and mitigation ensures that emergency events which have affected an installation are less likely to have the same impact in the future.

a. The Navy IEM Program shall reference and incorporate applicable prevention standards as developed and published by the Director, Shore Readiness Division (OPNAV N46), CNIC N37, Navy medicine, fleet commanders, and applicable Federal agencies and departments.

b. Mitigation tools shall assist in the identification of sites where mitigation efforts may negate or reduce the effects of identified threats and hazards, including CBRNE incidents.

c. Standards for evacuation planning, safe haven planning, shelter development and shelter-in-place procedures shall be based upon applicable Department of Homeland Security and Federal EM Agency guidelines.

d. Evacuation, rather than procurement and employment of protective equipment, is the primary means of addressing hazards faced by CAT 2 through 4 personnel. This method of protection is acceptable, per references (a) and (e). In overseas locations, evacuations will follow appropriate U.S. Department of State evacuation procedures.

e. Regional and installation commanders shall develop plans and procedures to direct CAT 2 through 4 personnel to remote safe haven, move to local shelter or shelter-in-place, should evacuation not be an option.

f. Regional and installation commanders shall utilize relevant Unified Facilities Criteria to mitigate the structural effects of natural and man-made hazards. References (dd) through (ff) are directly relevant to these mitigation efforts.

g. All installations that handle mail shall adopt and adhere to the U.S. Postal Service and COMNAVSUPSYSCOM guidance to mitigate mail system threats and vulnerabilities. Reference (ff) established minimum construction standards for mail facilities.

13. EM Standard 12: Response. Response standards provide first and emergency responders with a common template by which to execute response operations.

a. All response standards must be consistent with existing OSHA, NIOSH, NFPA standards, guidelines, and criteria. Response standards shall focus on the first 72 hours post-event and address longer response periods possible during specific events (earthquake, building collapse, biological and nuclear terrorism, etc.) or due to specific geographical considerations.

b. While preservation of evidence is highly desirable in many cases, actions to recover and or preserve evidence shall not unnecessarily compromise the safety of any personnel.

c. The common command and control construct identified in reference (g) shall be used for all EM events covered by this instruction.

(1) This construct shall utilize the ICS and unified command system as specified within reference (g). For fires that threaten the reactor, propulsion plant, or associated radioactive material of U.S. nuclear-powered warships, the requirements and response structure outlined in reference (m) apply.

(2) Specifically, fire and emergency service personnel report to the ship's commanding officer (for shipboard fires) and the designated on-scene incident commander using ICS.

d. Fire and emergency services, along with established HAZMAT teams where available, shall typically provide the following response functions:

(1) Establishing command and control, responder accountability, fire suppression, technical rescue, victim and 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 EMS), technical team decontamination, and mass decontamination of ambulatory and non-ambulatory patients.

(2) Fire brigades, as defined within references (f) and (t), may assume some or all of the tasks identified for fire and emergency services based on regional and installation-specific guidance.

e. NSF 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 or exit control

and traffic control points, direction of evacuation and or sheltering (as directed), evidence preservation, evidence collection (if authorized or requested by Federal authorities, per references (k) and (t)), and chain of custody for evidence recovered within the identified scene.

f. Health service support shall typically provide the following response functions: medical and syndromic surveillance, mass casualty triage, treatment, quarantine, and transport as well as providing emergency casualty decontamination at MTFs, branch medical clinics, and care for psychological casualties.

g. EOD teams shall typically provide the following response functions: detection, identification, analysis, render-safe, recovery, and disposal of primary or secondary explosive devices. The closest EOD team should provide site-stabilizing initial support and assist responding EOD teams and national assets upon their arrival.

h. Occupational safety and health and industrial hygiene personnel, where available, shall typically advise the incident commander and ROC or EOC staffs, depending on specified role(s) within the regional EM and IEM plans. This advisory role may include providing consultation before and during an incident on the capabilities and limitations of chemical and biological detection methods; interpreting and communicating of sampling and monitoring information provided by detection equipment; monitoring collective protective shelter systems, where applicable; and providing technical expertise in the EOC where coordination with the incident command safety officer will help to ensure a comprehensive health and safety plan is developed and that health risk is well communicated to the incident commander.

i. Regional and installation procedures regarding mortuary affairs response functions should include fatality management and contaminated casualty and or remains handling per Bureau of Naval Personnel guidance.

j. If regions and installations choose to develop and employ ERTs, per reference (g), then ERTs may assume some or all

of the response tasks identified for fire and emergency services as well as emergency casualty decontamination at MTFs and branch medical clinics based on regional and installation-specific guidance.

k. Response efforts may quickly exhaust regional EM and IEM capabilities and resources. Response efforts may require the capabilities of Federal, State, local, other Service, and or private (or host nation) EM-related agencies and departments. Prior coordination with these civil or other Service (or host nation) agencies and departments will significantly enhance the overall EM capabilities that may be brought to bear in an event.

l. Per reference (a), installations are responsible for the provision of accurate and verifiable emergency public information to their protected population prior to, during, and after an emergency. In the event of an emergency, installations shall ensure the timely communication of pertinent information to include incident impacts and analyses.

14. EM Standard 13: Recovery. Recovery efforts often extend well past the time it takes to initially respond to an event. A standard process for conducting recovery operations ensures an installation is able to adequately recover from emergency events.

a. All recovery standards must be consistent with existing OSHA guidelines and NFPA standards. Navy Environmental and Natural Resources Program representatives shall ensure that all recovery efforts are in compliance with reference (t) and applicable Environmental Protection Agency guidelines.

b. All regions with assigned facility engineering commands should develop an organic damage assessment capability and limited debris clearance capabilities, whenever possible. These capabilities should support short-term (less than 2 weeks in duration) recovery efforts and initial damage assessments, resource projections, and recovery planning requirements.

c. Recovery efforts may quickly exhaust regional EM and IEM capabilities and require the capabilities of Federal, State, local, other Service, and or private (or host nation) EM-related agencies and departments. Special attention and planning must

be focused on the fiscal and logistical impact of recovery efforts, especially those events requiring decontamination, restoration, and or environmental remediation of affected areas.

15. EM Standard 14: Sustainment. Sustainment of the Navy IEM Program greatly enhances risk mitigation by providing a continuous capability to prepare, plan, train, exercise, and validate an EM program's response and recovery efforts from an emergency event. Every attempt shall be made to ensure consistent EM program resources across the Future Years Defense Plan.