



DEPARTMENT OF THE NAVY

NAVY SUPPLY CORPS SCHOOL
ATHENS, GEORGIA 30606-5000

IN REPLY REFER TO:

NSCSINST 3910.1D

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9/21/95

NAVSCSCOL INSTRUCTION 3910.1D

Subj: DISASTER PREPAREDNESS PROCEDURES

Ref: (a) OPNAVINST 3440.16
(b) NAVFACINST 3440.17
(c) NAVFACNOTE 3050
(d) CNTECHTRAINST 3440.2
(e) CNTECHTRAINST 3050.1
(f) NSCSINST 3140.1N
(g) NSCSINST 5510.9B
(h) PPSDJNXINST 3440.1A

Encl: (1) Disaster Preparedness Procedures
(2) Location of NSCS Shelters
(3) List of Supplies
(4) Checklist for Supervisors of Shelters
(5) Guidelines for Disaster Response Team
(6) Special Psychiatric Rapid Intervention Team (SPRINT)

1. Purpose. To publish Navy Supply Corps School's disaster preparedness procedures in accordance with references (a) through (e). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. NAVSCSCOL Instruction 3910.1C

3. Background.

a. Disaster preparedness procedures are required to provide guidance for station personnel in reaction to disasters caused by hostile or natural forces. It is imperative that the Command handle any situation in an orderly manner to restore operations, provide practical protection, minimize loss of life or damage to facilities, and provide reasonable assistance to the local community. The procedures herein are designed to accomplish these goals.

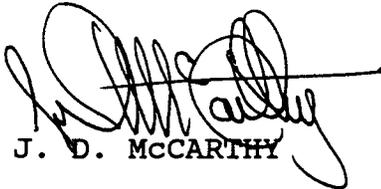
b. Reference (f) contains expanded guidance for use in the event of heavy weather. Reference (g) details procedures to follow during civil disturbances.

4. Action. All personnel are responsible for action as assigned in enclosures (1) through (6).

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5. Review. The Disaster Preparedness Officer is assigned the responsibility for the annual review of this instruction.

A handwritten signature in black ink, appearing to read 'J. D. McCarthy', with a horizontal line drawn through the middle of the signature.

J. D. MCCARTHY

Distribution: (NAVSCSCOLINST 5216.2)
Lists I, II, IV and VI

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1. INTRODUCTION

a. The primary purpose of the Disaster Preparedness Plan is to define emergency recovery measures for NSCS in order that the assigned mission can be continued. It provides for fulfilling the duties and responsibilities of the Commanding Officer with respect to emergencies, including hostile action, and natural or man-made disasters.

b. NSCS is somewhat unique as a military establishment in that, in the event of a mobilization of forces as a result of increasing political tension or as a response to disaster, the school's mission would continue to be accomplished in Athens. NSCS would remain as a vital part of the civic and social structure of the community. In addition, the responses associated with our training mission, i.e., logistics, and the expertise of the training personnel on-base, establish NSCS as an invaluable asset to the community in an emergency.

c. It is estimated that the population of Athens-Clarke County approaches 100,000. In a worst case scenario, the county could expect a sudden influx of another 100,000 people evacuating Atlanta and its surrounding counties. It would be the responsibility of the local Civil Defense organization to coordinate the sheltering and feeding of both populations, to maintain law and order, and to provide a full range of health services, all under what may be extremely adverse conditions.

d. As a general policy, NSCS stands ready to support the Athens-Clarke County Civil Defense organization to the extent that such support would not interfere with the school's primary mission as directed by higher military authority. Given the logistics experience of the Command's personnel, it is reasonable to assume that NSCS could best function as a logistics advisor in a coordinated recovery effort. The Disaster Preparedness Officer is responsible for the overall coordination of the Command's role in the Civil Defense organization.

e. The range of possible disaster scenarios is too great to permit specific programmed response planning. There are, however, certain common characteristics common to most disasters that can be defined - these are: personnel, shelter, security, communications, damage control, medical service and supplies, all of which are addressed in this instruction.

f. The safety and care of NSCS's military and civilian personnel, and their dependents, are the Command's primary concerns in the event of any disaster. It is the belief of the

Command that NSCS could provide an adequate level of safety and shelter for its personnel in the event of a major catastrophe. Also, the sheltering of key base personnel would provide a ready workforce to deal with the disaster and provide reasonable support to the local community.

2. The Command response will include the following actions.

a. Planning

(1) Department of Navy (DON) activities have an inherent capability to respond to mass casualty situations utilizing available personnel, facilities and equipment. Key factors contributing to effective use of this capability are advance planning, reliable communications and coordinated response efforts with other commands, activities, federal agencies, and state and local officials.

(2) Planning for disasters, at a minimum, should assess probable disaster situations, provide for emergency action procedures, identify special resources needed for specific contingencies, and establish procedures for employment of assets before actually required. This planning involves the existing organization and resources which are accessible to each commanding officer.

(3) Key NSCS officials designated as the Disaster Response Team include, but are not necessarily limited to:

Public Affairs Officer (PAO)
Representative to Athens-Clarke County Emergency
Management Agency
Administrative Officer
Ombudsmen
Chaplain
Medical and Dental Officers
Planning Officer
Officer in Charge, Personnel Support Detachment
Billeting, Mess & Recreation Officer
Security Officer
Public Works Officer
Comptroller
Supply Officer

These officials will become familiar with the procedures outlined in this instruction.

(4) During normal working hours, the Commanding Officer, Executive Officer, or, in their absence, the senior military

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officer present, has overall responsibility for the base. After normal working hours, the Command Duty Officer has overall responsibility until relieved by the Executive Officer or Commanding Officer. In the event that a disaster is imminent, the order for disruption of the normal routine will be the responsibility of the above personnel. Key officials will consider the following general preventive actions for their area of cognizance:

(5) Develop a disaster response structure using the information herein, to coordinate existing resources and to ensure rapid establishment of stability and compassionate help for members and dependents in distress.

(6) Identify equipment, locations and personnel for use in manning crisis phone lines, safe houses and other gathering places for families which will afford both privacy and security.

(7) Arrange with appropriate Navy regional activities to develop "plan of action" procedures for obtaining augmented assistance of Casualty Assistance Calls Officer (CACO), Chaplains, Family Services Center (FSC) staff, Special Psychiatric Rapid Intervention Team (SPRINT), PSD, Navy Relief and Red Cross, etc.

(8) Conduct crisis intervention training for Ombudsmen volunteers and the response team.

(9) Hold training evolutions to exercise the Disaster Response Plan.

3. Initial Crisis Response

a. The Clarke County Civil Defense organization uses a series of outdoor sirens to alert residents to disasters; the sirens are sounded with a steady blast of 3 to 5 minutes duration. These sirens would be augmented by broadcasts from emergency vehicles and the interruption of television and radio broadcasts for emergency directives.

b. Upon learning of a disaster, personnel on-base should proceed, by the safest and quickest route possible, to one of the shelter areas listed in enclosure (2).

c. Personnel living off-base should tune into the local Civil Defense broadcasts and proceed, when directed, to the nearest community/base shelter, with the exception that all department heads and division officers (and their dependents if desired) shall report to the base at the earliest opportunity.

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d. All personnel should refrain from contacting the Quarterdeck to request direction. If time and resources permit, they will be contacted by the chain of command and advised as to a course of action.

e. Persons seeking shelter on-base in the event of a disaster should attempt to bring supplies as indicated in enclosure (3).

4. Mustering: Depending on the severity of the disaster, personnel seeking shelter on-base will be met by duty section personnel and directed immediately to one of the shelters listed in enclosure (2). If the disaster is still in an "imminent" stage, then personnel will muster as listed below for shelter and duty assignments:

<u>Group</u>	<u>Muster Location</u>	<u>Mustering Officer</u>
NSCS Military Staff and Dependents	Miller Hall Lobby	Academic Director or senior Code 30 Staff Officer present
NSCS Student Personnel and Dependents	George Hall Auditorium	Regimental Commander or senior Battalion Commander present
NSCS Civilian Staff and Dependents	Pound Hall Gymnasium	AIS Director or senior GS employee present

5. DISASTER RESPONSE TEAM RECOVERY ACTION

a. NSCS will convene the Disaster Response Team when directed by the Commanding Officer to carry out crisis assistance, initial response and recovery using the check list in enclosure (5). In addition, the team will:

- (1) Brief the Commanding Officer and others on common concerns and seek to preclude duplication of efforts.
- (2) Alert all team members of commitments made in someone else's area of responsibility.
- (3) Assess additional needs and take action in appropriate areas of responsibility.
- (4) Ensure maximum assistance coverage for families.

AUG 9 1993 (5) When specifically directed by the Commanding Officer, coordinate the allocation of resources to the local community in accordance with Exhibit (1).

(6) Appoint a military member as Disaster Volunteer Coordinator to work with the Ombudsman. The Disaster Volunteer Coordinator will help compile a list of volunteers, assign the volunteers to assist in specific tasks as requested by various departments of the command, direct and arrange activities, and provide information and referral for the volunteers. The Disaster Volunteer Coordinator's location and phone number(s) will be published to the military and civilian communities during the crisis response period.

(7) Establish a 24 hour Crisis Information Telephone Hotline which persons may phone for current information, with two or three telephone lines manned by volunteers. The volunteers may be from commands not directly involved in the crisis. The phone numbers should be published by PAO during an early press release as crisis information is being provided. All press inquiries should be addressed to the PAO.

(8) Provide a special telephone number, not published to the public, dedicated to Ombudsmen support. During the crisis Ombudsmen need to be able to call in for periodic updated information to ensure they are giving out correct information.

(9) Designate an easily protected building as a Safe House/Family Assistance Center, where families of the casualties may gather. The building, if needed, should afford the families privacy and security.

(10) Establish a collection point for public contributions to assist the families of casualties.

(11) Designate a command representative to the Athens-Clarke County Emergency Management Agency for ease of mutual coordination and communications.

b. A chronological log of all telephone calls and other actions during the crisis response period will be maintained.

6. Policy Guidance Assumptions

a. Anytime disaster strikes, the primary concern will be directed toward saving lives, preventing further loss and damage to property, and restoring full mission capability in that order.

b. When a disaster occurs, there will be an immediate need to provide information, referral, and crisis intervention services. Initially, few details may be known of the extent of damage or level of loss of life.

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c. Family members of the command(s) involved in the disaster as well as the general public are likely to assume the worst regarding service members of affected units until officially notified otherwise. Team planning must be sensitive to this fact and ensure timely information on the status of members of the command is made available to individuals manning the Crisis Information Telephone Hotline consistent with the priorities outlined in paragraph 5a above.

d. Depending upon the scope and effect of the disaster, key players may or may not have adequate staff and resources to respond to the humanitarian needs of the command and affected families. Special manning plans and resource acquisition/replenishment measures may have to be implemented. Environmental conditions, financial and procurement restrictions, and involvement by other agencies of the civilian, state or federal government may hamper the efforts of key personnel. Mutual cooperation, assistance and responsiveness are paramount to the successful execution of disaster support and recovery operations.

7. Key Team Member Action

a. Individual members of the Disaster Response Team should perform the following functions:

(1) Public Affairs Officer

(a) Serve as key spokesperson for the command, developing statements and press releases as authorized.

(b) Provide appropriate information to Commanding Officer, wives/Ombudsmen, the Chaplain, and others as available.

(c) Serve as media control officer.

(d) Inform all concerned (families, Ombudsmen, etc.) what to expect from the media.

(e) Arrange all press interviews for the Commanding Officers, Chaplain, Ombudsman and others.

(f) Publicize crisis phone number(s) manned 24 hours and volunteer coordinator number with a press release as soon as possible.

(g) Coordinate possible use of press, public TV and radio to provide crisis information and services available with replies to phone-in questions, etc., as a possibility.

(h) Establish liaison with local Navy PAOs.

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(i) Establish liaison with local hospital PAO to assist in providing reliable information about casualties.

(j) Coordinate CACO activities.

(k) Assign CACOs and coordinate CACO program (one CACO per family, if possible). Arrange with Command Chaplain for chaplain assistance with each CACO on initial call.

(l) Schedule briefing for potential and assigned CACOs before initial call or during crisis, regarding exceptional circumstances, emotional reactions, etc., as feasible.

(m) Arrange for telephone hot lines and phone banks. Establish a 24 hour crisis information phone line.

(2) Representative to the Athens-Clarke County Emergency Management Agency

(a) A priority with regard to communication is establishing a system of exchanging and coordinating information with the local Civil Defense Control Center. This is the responsibility of the representative to the Athens-Clarke County Emergency Management Agency.

(b) When assigned, initiate contact with representatives of the Emergency Management Agency. Be familiar with the Athens-Clarke County Emergency Operations Plan.

(c) Serve as a member of the Athens-Clarke County Emergency Operations Center Support Staff.

(d) When directed, act as a conduit for communications between NSCS and the local government. Using exhibit 1, coordinate the allocation of NSCS resources in support of community wide relief efforts and serve to provide information concerning NSCS needs for community resources.

(3) Administrative Officer

(a) Ensure that the American Red Cross has information for out-of-town notification when crisis involves personnel with unaccompanied dependents/immediate family residing in another city/state.

(b) When directed, request that Navy Relief Society and American Red Cross augment NSCS's volunteer staff, adjust to meet special needs of the crisis, and operate a "branch office" conveniently located for the families.

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(c) Provide and manage the command vehicle resources for use in travel, rescue, and communications.

(d) Coordinate with OIC of the Personnel Support Detachment for efficiency in order writing, etc.

(4) Ombudsmen

(a) Establish a Family Locator Log to keep track of families whereabouts for communications purposes.

(b) With the advice of the volunteer coordinator collect volunteers not already appointed by command(s).

(c) Serve as the established point of contact on base for providing accurate, consistent information to area schools. Help school personnel identify students affected by the crisis.

(d) Assist with a follow-up After Care Plan (in cooperation with chaplains), for the smooth management of ongoing support and recovery requirements after the crisis. Provide ongoing follow-up care and service to local individuals and families. Arrange for out-of-area follow-up child care and services as required.

(5) Command Chaplain

(a) Develop a plan with the Chaplain Corps Area Coordinator to augment the number of Chaplains available during a Mass Casualty Crisis for initial CACO calls and ensuing pastoral visits.

(b) Initiate Chaplain recall and assign Chaplains to assist CACOs in making initial visits. Ensure that Chaplains from other commands are fully briefed on the disaster mission.

(c) Provide counseling for CACOs and for families.

(d) Establish a 24 hour Chaplain Pastoral Care volunteer watch bill for the families.

(e) Keep Chapel open for prayer vigil.

(f) Coordinate the Chaplains' assignments and participation in funeral and/or memorial services as requested by command.

(g) Assist the BMR Officer in the operation of the Safe House(s).

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- (h) Assign Chaplains to assist in the local After Care Program. Assess the needs of each family. Assist in matching up needs with resources inside and outside the Navy.

(6) Medical/Dental Officer

(a) When directed, coordinate with local civilian or other military health care providers regarding triage, patient care, identification of injured/dead with information feedback if mass casualty is in the local area.

(b) Be prepared to augment the local health care providers with services and supplies.

(c) Advise command on need for SPRINT. (See enclosure (6)).

(d) Arrange medical care as appropriate for families during the crisis.

(7) Planning Officer - Communicate readiness to provide legal counsel and referral assistance through chain of command. Provide legal assistance when requested or needed.

(8) OIC, Personnel Support Activity Detachment (PSD)

(a) Execute reference (h) PPSDJAXINST 3440.1A in support of recovery activities.

(b) Designate a person as primary local contact point/source for entitlement authorizations.

(9) BMR Officer

(a) Ensure food service is available for personnel, families, crisis staff and volunteers, as needed.

(b) Set up and operate Safe House(s) facility, furnishings, etc.

(c) Assume coordination and operation responsibility for the command designated Safe House(s). The facility will provide a supportive environment with cots, toys, access to TV, phone and medical services. Arrange lodging for families as needed.

(d) Provide lodging and shelter within the command and coordinate the utilization of BMR assets in responding to the crisis.

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(e) Maintain an inventory of food/fuel supplies in the various resale, BMR and public works outlets for use in providing for base personnel.

(f) Arrange child care for families and volunteers, as needed, in cooperation with the Child Development Center.

(g) Establish liaison contacts with vendors, sources of supply to ensure continued service levels.

(10) Security Officer

(a) Provide security briefings and assistance to families and cordon off family areas as required to maintain privacy.

(b) Cooperate fully with other government agencies to ensure the sanctity and security of base personnel and property.

(c) Immediately secure key base resources such as the Navy Exchange, Commissary and Mini-Mart, since these are the most vulnerable base areas.

(d) When directed, be prepared to augment the local security agencies in maintaining law and order in and near base property.

(e) Coordinate with the Administrative Officer to provide security escorts for personnel travelling to local residences, etc.

(f) Establish a communications "command post" with multiple DSN/commercial lines for use by CACOs/staff. Keep CACO's/staff apprised of telephone numbers and procedures currently in effect.

(g) When directed or conditions warrant, open all shelters and deliver disaster preparedness kits with radios to each. Outfit security vehicle with light and bull horn. Commence notification of base housing of imminent danger and location of shelters.

(h) Commercial band car radios, if available from base personnel seeking shelter, and the Fire and Security walkie-talkies would be utilized at the various gates and patrol positions. Battery powered radios brought into the shelters should be turned on to receive Civil Defense broadcasts.

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(11) Public Works Officer

(a) Secure boiler plant operations and, as required, secure electricity and gas to buildings on-base. Isolate water storage containers (hot water heaters) to prevent contamination. Restore lost utilities as soon as possible.

(b) Perform functions as Base Fire Marshal in accordance with NSCS 11320.2 series. In the event of an extended evacuation into shelters, locate portable firefighting equipment from the various buildings and take it into the shelters.

(c) Cordon off the underground fuel storage tanks located at the Service Station and outside of the Public Works building.

(d) Advise contractors to secure until order is restored. Provide assistance to ensure that contracted work sites are left in a safe/non-hazardous manner.

(e) Serve as the primary point of contact and coordinate all damage control and damage assessment efforts.

(f) Provide keys for base vehicles to the Administrative Officer as necessary.

(g) Ensure walkie-talkies not required for the direct accomplishment of the above functions are delivered to the Base Command Post for use in base communications.

(12) Comptroller

(a) Provide staff to track command expenditures and manage donations from public sources/families.

(b) Serve as the conduit for the influx of requested Government or U.S. Navy resources. Ensure that contact with sources of funding occurs early in the crisis and estimates of the magnitude of additional requirements are conveyed.

(c) Keep the command apprised of all types of expenditures (including non-fiscal), the availability and rate of consumption of command resources.

(d) Establish a means for accepting contributions for survivors' and victims' families. A repository and bank account should be established immediately.

(e) When directed, coordinate emergency funding efforts with local Civil Defense authorities when required.

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(13) Supply Officer

(a) Coordinate with sources of supply to ensure expedient delivery of general use consumables and foodstuffs. Advise comptroller of expenditures.

(b) Establish and maintain emergency supply locker (potable water, batteries, etc.) for Command Center personnel.

8. Requesting Assistance. Key staff members will find it necessary to request assistance from the following agencies before, during, and after a mass casualty especially during recovery efforts.

LOCAL AGENCIES

TELEPHONE NUMBER

Clarke County Fire Department	613-3360/911
Bogart Fire Department	725- 3878 /911
Clarke County Sheriff	613-3250/911
Athens/Clarke County Police Department	613-3330/911
University of Georgia Police Department	542-5813
Athens-Clarke County Emergency Management Agency	613-3410
Athens Regional Medical Office	549-9977
St. Mary's Hospital	548-7581

STATE AGENCIES

Georgia Emergency Management Agency	(404) 656-5500
Georgia Department of Natural Resources	1-800-241-4113 or
Environmental Protection Division	(404) 656-4300
Georgia State Patrol, Athens Post #2	542-8660
Georgia National Guard	Comm: (404) 624-6075
Plans, Operations and Military Support Atlanta, Navy Liaison Officer	DSN: 388-6076

FEDERAL GOVERNMENT/NATIONAL AGENCIES

U. S. Environmental Protection Agency	(404) 881-4062
Explosive Disposal:	
13th Ordnance Detachment, Fort Gillem	(404) 363-5436 or
	(404) 363-5437
Chemical Transportation Emergency Center (CHEMTREC)	1-800-424-9300
Ft. Gordon Disaster Planning Office	DSN: 780-6251/6252
Eisenhower Medical Center, Federally Coordinated Disaster Response Team (Augusta)	DSN: 780-6363/6800
	Comm: (706) 791-

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Naval Supply Center, Charleston	(803) 743-4961
	DSN: 563-4961
DLA Emergency Response Operations Center	(703) 274-6450
	DSN: 284-6450
U.S. 2nd Army Federal Coordination Center and Military Assistance to Civilian Authorities Director	(404) 362-3003
Ft. Gillem, GA (Atlanta)	-7536
	-7543
	-7544
	DSN: 797-3003
	-7536
	-7543
	-7544
U.S. 2nd Army Joint Medical Mobilization Office	(404) 362-5356
U. S. Navy Medical Corps	-7346
	DSN: 797-5356
	-7346
Federal Emergency Management Agency Region 4 (Atlanta)	(404) 853-4200
American Red Cross Eastern Operational Headquarters, Alexandria, VA	(703) 838-8588
American Red Cross Athens Branch	(706) 353-1645
Acting Area Emergency Manager	(404) 321-6111
National Disaster Medical System	
VA Hospital - Atlanta	

9. Supplies

a. General. In a worst case scenario involving a major catastrophe, it is to be expected that a disruption of the normal lines of communication delivering even the most basic of supplies into a community would be disrupted for days and possibly weeks. The Athens-Clarke County Civil Defense plan calls for, if necessary, a centrally managed distribution of all the food and fuel resources of the community; NSCS should expect that the inventory of the Commissary and the Naval Exchange would come under this central control. Additionally, the food preparation areas of Wright and Scott Halls would be utilized to prepare meals for further distribution to community shelters should an evacuation into shelters become necessary.

b. Procedures

(1) In the event of a major catastrophe, the OIC of the NEX/DeCA Manager will provide an inventory of all food/fuel supplies in the various resale activities to the Billeting, Mess, and Recreation Officer. The Billeting, Mess, and Recreation Officer, utilizing the Resale inventory as well as the food inventories of Wright Hall and Scott Hall, will coordinate emergency feeding efforts with local Civil Defense authorities.

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(2) The Security Officer will ensure that the food/fuel inventory on-base is adequately protected and secured.

(3) The closest supplies for federally coordinated disaster relief are channeled through the U. S. 2nd Army Federal Coordination Center at Ft. Gillem, Georgia. Key team members should immediately make contact to procure support during a crisis.

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NSCS shelters that could be upgraded to provide a reasonable level of safety in the event of a major natural or man-made disaster:

<u>Location</u>	<u>Capacity</u>
MILLER HALL BASEMENT	100
WINNIE DAVIS HALL BASEMENT	50
RHODES HALL BASEMENT	500
BROWN HALL BASEMENT	75
MUSEUM BASEMENT	100
POUND HALL BASEMENT	50
DENTAL BASEMENT	100
SCOTT HALL BASEMENT	100

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• Prioritized list of supplies that personnel seeking shelters should consider bringing from home:

1. BOTTLED WATER
2. DRY/CANNED FOODS
3. FIRST AID SUPPLIES/PRESCRIPTION MEDICINE
4. SLEEPING BAGS
5. TOOLS
6. EXTRA CLOTHING
7. EMERGENCY LIGHTING/CANDLES
8. BATTERY POWERED RADIO
9. CAMP STOVES/FUEL/MATCHES
10. POTS/PANS/DISHES/CUTLERY
11. PERISHABLE FOODS (1 DAY'S WORTH)

1. Supervisor(s) of Temporary or Permanently Designated Shelters:

a. Leadership of individual shelters is the responsibility of the senior officer/petty officer present in the shelter, who is the Shelter Manager

b. The primary job of the Shelter Manager is to ensure the safety of the people in the shelter. Secondary functions of the Shelter Manager include:

(1) Conducting and maintaining an inventory of the resources of the shelter (including the talents of individuals sheltered therein and supplies on hand).

(2) Establishing communications with the Command Center and/or other shelters.

(3) Maintaining calm and discipline in the shelter.

2. The following check list is provided to aid shelter supervisors in the initial occupancy period

- _____ Assume the Leadership role, Announce "As senior member present I am in charge."
- _____ Determine the second senior person present, they are responsible for maintaining the record of action in the log book.
- _____ Secure the shelter, move personnel to the safest and most habitable location (i.e. away from glass windows, loose wires, etc.).
- _____ Make preliminary assessment of any injuries and provide First Aid to the extent practical.
- _____ Determine if Disaster Kit is present or available.
- _____ Determine if Corpsman is present.
- _____ Establish Communication with Command Center. Report identity of Shelter Manager, second senior person, status of disaster kit and Corpsman.
- _____ Take a complete muster.

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_____ Conduct an inventory of supplies including sources of drinking water in the shelter. Examine the contents of the Disaster kit if present and collect firefighting equipment. Any additional items of utility during a crisis should be considered (i.e. portable radio, flashlights, etc.).

The following items should be included in your disaster kit:*

Flashlight	Portable Radio w/9 volt
Batteries	Log Book
Fire Extinguisher	First Aid Kit
(mounted in space)	(mounted in space)
Walkie Talkie	
(issued at Quarterdeck)	

_____ Determine what expertise is possessed by your group with emphasis on additional medical personnel.

_____ Be prepared with an updated status report providing the number of personnel in your shelter, the status of injuries and the on hand inventory of supplies. Also, address immediate habitability concerns such as heating requirements, over-occupancy and general condition of shelter occupants.

_____ Determine what expertise is possessed by your group with emphasis on additional medical personnel and those CPR/First Aid qualified.

_____ If extended periods of occupancy are planned, work out a watch arrangement with the senior leadership in the shelter.

_____ Continue efforts to make the shelter more habitable and secure. Ensure the personnel in need of significant medical assistance are cared for. Maintain calm and order.

_____ Report to the Disaster Response Team not less than once each half hour on the conditions in your shelter.

* The disaster kits will be distributed to the shelters by duty section members as early in the response as is feasible.

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This enclosure is designed for use by key members of the Disaster Response Team. The following are general guidelines and may not be all-inclusive of the range of responses. Team members are encouraged to add steps where necessary to enhance the effectiveness of the response effort.

- _____ Commanding Officer or representative provide the direction to disrupt the normal routine and commence disaster response.
- _____ If still in the preparation period prior to disaster, ensure that base residents are notified and directed towards shelters.
- _____ CDO muster the duty section and supplement with available students/staff. Distribute disaster kits and unlock shelters. Assign extra personnel to support key team members. Identify Shelter Managers if possible.
- _____ Assemble the Disaster Response Team.
- _____ Assess nature of Disaster and threat situation. Provide recommendations to Commanding Officer.
- _____ Assign the Representative to Athens-Clarke County EMA. Key members such as volunteer coordinators and personnel to operate phone lines for the PAO should be obtained.
- _____ Ensure that command response is documented.
- _____ Commence recovery phase when feasible. Focus efforts on Safety and Security of Base and personnel followed by return to mission readiness.
- _____ Set security watches and secure the base perimeter.
- _____ Communicate with Shelters. Provide medical support as necessary. Assess status of shelters and inhabitants. Dispatch Corpsman as necessary.
- _____ Conduct Damage Assessment of Base.
- _____ Begin requests for outside assistance. The primary contact should be with the local Red Cross.

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_____ Publish information to the chain of command and to outside agencies through the Commanding Officer. Press releases and information to dependents normally are not provided until 72 hours after the disaster and following thorough damage assessment.

_____ Each member evaluate response consistent with Enclosure (1).

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1. Post Crisis Support. Post Crisis Support is available from U.S. Navy Special Psychiatric Rapid Intervention Team (SPRINT). The teams are located at Naval Hospitals San Diego, CA and Portsmouth, VA. Usual team composition is: two Psychiatrists; one Psychiatric Nurse; one Chaplain, one Clinical Psychologist; and four Hospital Corpsmen. The purpose of the teams is to provide mental health support subsequent to a disaster and to prevent long-term psychiatric dysfunction or disability. The Chief of Naval Operations (OP-09) will activate SPRINT(s) when requested with appropriate justification. The Command Chaplain and/or Senior Medical Officer are best qualified to advise the commanding officer of the need to request SPRINT assistance.

2. Activation of SPRINT

- a. Message to CNO Washington, DC (OP-932), or
- b. Telephone:

(1) Regular work days until 1800 (Washington time):
(202) 697-6201 or DSN 227-6201 (OP-09).

(2) Weekends/holidays/after 1800 daily: (202) 695-0231
or DSN 225-0231 (Navy Command Center).

3. Interim Assistance. Interim assistance may be requested from the nearest Naval Hospital, Commanding Officer, or Command Duty Officer.

ATHENS-CLARKE COUNTY
EMERGENCY OPERATIONS PLAN

FUNCTIONAL RESPONSIBILITY ASSIGNMENTS

ORGANIZATIONS	Annex	FUNCTIONS																									
		1. Direction and Control (Basic Plan)	2. Communications and Warning	3. Public Information	4. Search, Rescue and Recovery	5. Police Services	6. Evacuation	7. Fire Control	8. Engineering	9. Transportation Services	10. Petroleum and Solid Fuel	11. Utilities	12. Hazardous Materials Control	13. Health and Medical Services	14. Radiological Protection	15. Administrative Services	16. State Military Support	17. Social Services	18. Training	19. Shelter and Temporary Housing	20. Damage Assessment and Reporting	21. Public Property Assistance	22. Attack Preparedness	23. Food Services	24. Resources Management	25. Reserved	Specific Hazards
Commission Chairman/Mayor	P																										
Athens-Clarke Co. Emergency Mgmt.		P	S												P	P	P	P	P	P	P			P			P
Athens Police Department		S		S	P	P																					
Clarke County Police Department		S		S	P	P																					
Clarke County Sheriff Department		S		S	S	S																					
University of GA. Police Department		S		S	S	S																					
Clarke County Fire Department		S		P		S	P						P														
Athens Public Works Department									P		P																
Clarke County Public Works Dept.									P		P																
Athens Regional Medical Center														P													
St. Mary's Hospital														P													
Athens Transit System										P																	
Clarke Co. School District										P															S		
Dept. of Family & Children Svcs.																	P								P		
Clarke Co. USDA Emer. Board Chm.											P																
Clarke County Central Communications		S																									
Athens Purchasing Agent																P											
Clarke Co. Purchasing Agent																P											
Public Information Officer		S	P																								
District Health Director														S													
Bogart Fire Department		S					S						S														
Winterville Fire Department		S					S					S															
Utility Companies											S																
Athens-Clarke Co. Inspection Dept.																											
Salvation Army																	S							S			
Red Cross																	S							S			
University Health Services													S														
Navy Supply Corps School		S										S															

P = PRIMARY RESPONSIBILITY
S = SUPPORT RESPONSIBILITY

