



UNITED STATES MARINE CORPS  
CAMPS FOSTER AND LESTER  
MARINE CORPS INSTALLATIONS PACIFIC-MARINE CORPS BASE CAMP BUTLER  
UNIT 35002  
FPO AP 96373-5002

CampO 3440.2  
CAMP  
24 Sep 20

CAMP ORDER 3440.2

From: Camp Commander, Camps Foster and Lester, Marine Corps Installations  
Pacific-Marine Corps Base Camp Butler  
To: Distribution List

Subj: CAMP FOSTER EMERGENCY OPERATIONS CENTER STAFF AND ACTIVATION

Ref: (a) MCB Butler Order 3120.2  
(b) CampO 3440.1 Camp Foster EOC SOP  
(c) US Navy Regulations  
(d) BO 5400.1B  
(e) June 2015 MOU that establishes relationships between III MEF and MCIPAC  
(f) CampO 3302.1 Foster AT/FPP  
(g) MCO 3302.1F (Marine Corps Antiterrorism Program)  
(h) MARADMIN 676/19 (Maintain Vigilance and Security Awareness)

Encl: (1) CEOC Staff Organization-Assignment List (ICS Form 203)  
(2) CEOC Staff Primary-Duty Summaries (ICS Form 204)  
(3) CEOC Activation Matrix and Matrix Code Legend  
(4) CEOC Required Training  
(5) CEOC Organization Chart (ICS Form 207)  
(6) CEOC Quick Activation Checklists

1. Situation. In accordance with reference (a) and in conjunction with reference (b), Camp Foster must be prepared to activate the Camp Emergency Operations Center (CEOC) on short notice or in the absence of recalls under a crisis or emergency.

a. Purpose

(1) Identify and assign appropriate camp and tenant personnel to the CEOC Staff who can respond to a hazard, threat, or incident when needed.

(2) Align minimum CEOC staffing requirements and Activation Levels (AL) with key hazards, threats or incidents.

(3) Identify CEOC-Staff training requirements.

(4) Distribute Primary-Duty Summaries for the CEOC Staff and instructions for activating the CEOC.

b. Background

(1) Camp EOC activations are phased to address hazards assessments and/or pre-established triggers. The Activation Levels (AL) used by Camp Foster are summarized in the following table, aligning the camp ALs with the National Incident Management System's (NIMS) intent:

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| LEVEL | ACTIVATION-<br>LEVEL TITLE                  | DESCRIPTION  |
|-------|---|--|
| 3-    | Steady State<br>(Management Watch)          | <ul style="list-style-type: none"> <li>Zero-to-Minimal Operations / Normal Hours: EOC responds to normal day-to-day activities during normal work hours or with overtime when necessary; the EOC is not active 24/7.</li> <li>Normally staffed by the Installation Protection Officer (IPO), Physical Security Officer (Phys Sec), and/or the CBRN Defense Officer (CBRNE-D) to address mitigation and/or preparation concerns since no significant incident, hazard or threat exists.</li> <li>Example: Foster CEOC remains at AL 3- during day-to-day operations.</li> </ul> |
| 3+    | Minimal Operations<br>(Partial Activation)  | <ul style="list-style-type: none"> <li>Minimal Activation 24/7: Activities that are normal for the EOC, including activations after normal working hours when no incident or specific risk or hazard has been identified.</li> <li>Includes routine watch and warning activities such as Tropical Cyclone Conditions of Readiness- 2 (TCCOR-2) and higher, FPCON Bravo elevation, or open-base events.</li> </ul>  |
| 2     | Enhanced Operations<br>(Partial Activation) | <ul style="list-style-type: none"> <li>Partial Activation 24/7: Certain EOC Team Members or organizations are activated to monitor a threat, risk, or hazard and/or to support responses to new and potentially evolving incidents.</li> <li>Example: Additional EOC Staff would report to the EOC after a typhoon due to a Super Typhoon damage cleanup requiring additional assets and personnel.</li> </ul>   |
| 1     | Full Activation                             | <ul style="list-style-type: none"> <li>Critical Operations 24/7: All five EOC Sections are activated, with other support staff possible (i.e., Branches, Groups, Units).</li> <li>Full activation includes personnel from all assisting agencies and/or tenants to support major-incident or credible-threat responses and/or recovery operations.</li> <li>Example: major earthquake with significant damages, injuries, casualties, resource challenges FPCON Charlie.</li> </ul>  |

(2) Camp Operations currently possesses the inherent staff to activate the CEOC to some AL-3 situations and support some elevated ALs. Camp Operations must rely heavily on tenant commands to fill CEOC voids in the upper ALs. However, Camp Foster is unique that the Base Emergency Operations Center (BEOC) is co-located on the same installation. This allows for some flexibility in manning levels as well as some challenges in CEOC operations as a whole.

(3) The CEOC-Staff assignments in this order are designed to meet the intent of sections 0802 and 0842 of reference (c), references (d) and (e), and in response to failures and lessons learned where tenants were not incorporated into NIMS-compliant camp/base/installation Emergency Management Programs (i.e., Fort Hood shootings).

2. Mission. Designate camp and tenant personnel to activate CEOC throughout all ALs, ensuring the camp is ready to meet preplanned responses (PPR) to key hazards, threats, or incidents, save lives, and/or sustain Mission Essential Functions (MEF) camp wide.

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### 3. Execution

a. Commander's Intent. Be prepared to activate the CEOC with the best suited personnel and do so on short notice, without explicit direction, and as a PPR to hazards, threats or incidents that pose a risk to lives or MEF.

b. Tasks. All Camp and Tenant leads must be familiar with the contents of this order and be prepared to support CEOC activations as described herein.

#### (1) Camp Director

(a) Ensure camp personnel are assigned to CEOC positions per enclosures (1) and (2), ensuring the Camp CEOC has adequate staffing to meet potential hazards, threats, or incidents.

(b) Ensure assigned EOC Staff are aware of their EOC assignments and responsibilities.

(c) Coordinate with tenant commands and the CEOC Director regarding assignments and be prepared to resolve conflicts that commonly occur when assigning tenant commands to the CEOC Staff.

#### (2) Antiterrorism/Installation Protection Officer (ATO)

(a) Serve as the CEOC Director and facilitate annual maintenance of this order.

(b) Integrate this order with other 3000-series Camp Orders and compile into a Camp Emergency Management Plan as it is developed. Also, ensure alignment with reference (f) and/or a Camp Base Defense Plan as it is developed.

(c) Ensure the currency of CEOC assignments, training requirements, and proper association of CEOC ALs to key threats, hazards and incidents.

(d) Coordinate with assigned CEOC Staff to ensure they maintain their recall data in AtHoc and that they are included in AtHoc's CEOC Staff alerts, notifications and/or recalls.

(e) Ensure at a minimum, all assigned CEOC Section Chiefs (primary, alternate, and tertiary) have access to and receive emails sent to the CEOC email account (MCBBUTLER CEOC FOSTER WO at mcbbutler.ceoc.foster.wo@usmc.mil).

(f) Stay abreast of DoD and Marine Corps policies related to equipping the EOC Staff. Coordinate with MCIPAC-MCBB G-3/5 Emergency Management Officer (EMO) to obtain authorization required for CEOC staffing prior to an emergency event.

(g) Develop an CEOC Logistics Plan for the minimum resources required to sustain CEOC Operations up to a full activation (AL-1).

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(h) Ensure personnel assigned to the CEOC Staff obtain Command, Control, Communications, Computers, and Intelligence (C4i) accounts via <https://webreg.cnmc.navy.mil> and that they receive C4i training.

(3) Camp Operations

(a) Ensure all Camp Operations personnel are fully trained and capable of full CEOC activation at all times.

(b) Ensure all cleared Camp Operations personnel obtain and maintain all CEOC (NIPR, SIPR, and CENTRIXS-J) accounts such as, C4i, Agile Client, C2PC, etc.

(c) Ensure daily updates are placed on the Camp Foster C4i page as required.

(d) Ensure Camp Guard maintains 24/7 C4i operability in accordance with reference (g).

(e) Maintain Camp Guard manning and Federal Emergency Management Administration (FEMA) certification levels to ensure internal ability for AL-3+ at a minimum.

(4) CEOC Staff

(a) Be familiar with this order, CEOC Standard Operating Procedures, and all Camp Orders in the 3000 series, most importantly the incident checklists therein.

(b) Be prepared to activate CEOC positions per enclosure (3) and (4) on short notice and without explicit direction when an event triggers an activation.

(c) Be prepared to fill other positions in priority order or from the top down. This means that the first CEOC Staff member(s) to arrive at the CEOC initially fill vacant higher-priority positions until more capable members arrive. As more CEOC Staff members report into the CEOC, members will eventually roll into their default or assigned positions. Expect challenges if an inadequate number of CEOC Staff report to the CEOC. The following list identifies the position that must be filled in priority order for most incidents:

1. Priority 1: EOC Commander or Command Section Chief
2. Priority 2: Operations Section Chief
3. Priority 3: Logistics Section Chief
4. Priority 4: Planning & Intelligence Section Chief
5. Priority 5: Finance and Admin Section Chief

(d) Per reference (a), personnel assigned to the CEOC Staff are required to complete the training identified in enclosure (5) and adhere to the CEOC chain of command listed in enclosure (6).

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(e) Coordinate with the CEOC Director to be added to the CEOC Watch Officer email group (MCBBUTLER CEOC FOSTER WO; mcbbutler.ceoc.foster.wo@usmc.mil).

(f) To ensure the camp sustains a unified collaboration capability and Common Operational Picture (COP), all designated CEOC Staff, Watch Officers and higher, must obtain a C4i account via <https://webreg.cnmc.navy.mil> and be prepared to login from the EOC and their normal work stations. Coordinate with the ATO to receive C4i's urgent notifications.

(g) In order to rapidly tap into incident communications, the COP, logs, notifications, request-tracking system, and CEOC files, CEOC Staff members must monitor C4i activity <https://c4isuite.atfp.cnmc.navy.mil/usmc/Pages/index.aspx> once a significant event has occurred.

(h) Attend EOC training and/or Installation Protection Work Group meetings scheduled by the Camp IPO.

(i) Coordinate with the Camp IPO for a CEOC familiarization tour and brief as soon as possible. The tour and brief will cover topics such as: the purpose/function of the CEOC versus the Incident Command Post (ICP) and Dispatch; the CEOC setup and work-station locations; description of work stations; CEOC computers and open ports; CEOC activation levels and manpower sources; unclassified and classified CEOC communications systems; the use of Incident Command System (ICS) Forms and their location; the camp's CEOC color-code system; CEOC forms and binders; cellphone storage/lockers; CEOC bunkroom and showers; key incident checklists; 24/7 emergency CEOC access; the planning "P" and battle rhythm; TACON/OPCON during an incident; Unified Command (UC); and Common Operation Picture (COP).

c. Coordinating Instructions. Commanders wishing to track incidents or events via the COP are encouraged to obtain C4i accounts and request training from the Camp IPO.

#### 4. Administration and Logistics

##### a. Administration

(1) The ATO is Camp Foster's primary Point of Contact for any matter relating to this order. The Camp Foster ATO phone number is 645-9802. Camp Operations is 645-1082. Detailed contact information will be maintained in the CEOC Share Drive.

(2) For the ease of expression and convenience, any Camp Foster organization other than Camp Operations is referred to as a tenant or tenant command.

##### b. Logistics

(1) Computers: The CEOC currently has four dedicated NIPR, four SIPR and two CENTRIX-J workstations to support all AL-3- and AL-3+ activations as well as some AL-2. When the CEOC is activated beyond AL-2, unused offices will be converted to CEOC spaces. Once additional spaces have been exhausted, CEOC Staff members must have WiFi enabled and bring their day-to-day NIPR laptop to the CEOC and connect to the CEOC's open ports. Additional

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MCEN ports can be activated through a request to G-6 via the BEOC (when activated).

(2) Administrative Supplies: The Installation Protection Officer will develop a separate CEOC Logistics Plan for other assets required to sustain the CEOC.

(3) WiFi: The CEOC Director will maintain the G-6 issued mobile WiFi hot-spot at a minimum to support CEOC Staff whose email accounts outside the Marine Corps Enterprise Network (MCEN) domain (MCCS, AAFES, DECA, etc.) when the BEOC is not activated.

(4) Telephones: The CEOC is currently outfitted with six dedicated phones. Additional phone support will be accomplished through cell phones once land lines have been depleted.

(5) Sustainment Items: CEOC Staff members are encouraged to bring personal-sustainment items such as food, water, bedding, etc., depending on the expected duration of their stay and/or the type of incident or crisis facing the camp. The CEOC lacks the funding and resources to maintain these items.

## 5. Command and Signal

### a. Command

#### (1) Camp Commander

(a) Exercises command and control for Camp Foster.

(b) Works out of building 494 and may relocate to the Camp EOC if a situation warrants. If so, the Commander serves as lead of the EOC Policy Group, which will be stationed in the IPO Office.

(2) Tenant Commands. Tenant Commanders, including Headquarters and Support Battalion, aboard Camp Foster are subordinate to the Camp Commander in the event of a disaster per the intent of references (b), (c), and (d) and must designate EOC Staff per this order to meet threats, hazards, or incidents that could pose a risk to life or MEF aboard the camp.

(3) CEOC Staff. When activated and manned by the CEOC Staff, the Camp Foster CEOC will serve as the camp's central operations center.

(4) Succession of Command. In the event of the Commander's absence, the following personnel shall assume the duties as the Commander for Emergency Management related matters.

(a) First Alternate: Executive Officer

(b) Second Alternate: Camp Director

(c) Third Alternate: Camp Operations Officer

(d) Other: The Commander may refer to their Headquarters Officers to fill the CEOC Commander or other CEOC Staff position if he or she deems an incident warrants it.

b. Signal

(1) Per references (a) and (f), Camp Foster Operations or the CEOC (when activated) will serve as the camp's Command-and-Control Center during disasters or emergencies or as directed by the Camp Commander.

(2) The CEOC organizational structure will leverage NIMS/ICS constructs per references (a) and (f) and this order and as depicted in enclosure (5).

(3) C4i is the Department of the Navy (DON) and Headquarters Marine Corps (HQMC) mandated Antiterrorism and Emergency Management system for all Emergency Management responses per references (g) and (h). Marine Corps Operating Picture (MCOP) is the Marine Corps Installation Command (MCICOM) preferred Operating Picture.

(4) This order is effective the date signed.



J. L. HAMMOND

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Copy to:

Fire Chief, Camp Foster

PMO, Camp Foster

Installation Protection Working Group Members

MCB Butler Emergency Manager



## CEOC Staff Organization-Assignment List

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ICS Form 203 assigns personnel to Camp Foster CEOC positions based on their day-to-day duty assignments rather than by name. Immediately upon assuming the duty assignment listed herein, personnel will automatically be assigned to the correlating EOC position(s).

| EOC<br>SECT | EOC STAFF POSITION                          | PRIMARY ASSIGNED TO:        | ALTERNATE ASSIGNED TO:     | TERTIARY ASSIGNED TO: |
|-------------|---|-----------------------------|----------------------------|-----------------------|
| COMMAND     | CEOC Watch Commander / Senior Watch Officer | Camp Director               | Camp Foster ATO            | Camp Operations Chief |
|             | Watch Officer                               | Guard SOG                   | As Assigned                |                       |
|             | Watch Chief                                 | Guard COG                   | As Assigned                |                       |
|             | Watch Clerk                                 | Camp Guard                  | As Assigned                |                       |
|             | Public Information Officer                  | MCIPAC-MCBB PAO             | Camp COMREL                |                       |
|             | Safety Officer                              | H&S BN Safety Officer       | Camp Safety Representative |                       |
|             | Liaison Officers                            | As Required                 |                            |                       |
|             | Liaison: NCIS                               | As Required                 |                            |                       |
|             | OPP   | As Assigned                 |                            |                       |
|             | JGSDF                                       | As Assigned                 |                            |                       |
|             | Camp IPO                                    | MCIPAC G3/5 Camp Foster ATO |                            |                       |
| PLANNING    | Planning Section Chief                      | Camp Operations Chief       | H&S BN S-3 Chief           |                       |
|             | Situation Unit Leader                       | Camp Guard COG              | H&S BN S-3 MTU Chief       |                       |
|             | Display Processor                           | Camp Guard                  |                            |                       |
|             | GIS Specialist                              | MCIPAC FE GIS               |                            |                       |
|             | Field Observer (RDO)                        | Camp Guard                  |                            |                       |
|             | Resource Unit Leader                        | Camp Guard                  | H&S BN S-1                 |                       |
|             | Check-In / Status Recorder                  | Camp Guard                  |                            |                       |
|             | Volunteer Coordinator                       | As Assigned                 |                            |                       |
|             | Documentation Unit Leader                   | Camp Guard                  | H&S BN S-1                 |                       |

Enclosure (1)



## CEOC Staff Organization-Assignment List

| <u>EOC<br/>SECT</u> | <u>EOC STAFF POSITION</u>                      | <u>PRIMARY ASSIGNED TO:</u>            | <u>ALTERNATE ASSIGNED TO:</u> | <u>TERTIARY ASSIGNED TO:</u> |
|---------------------|--|--|-------------------------------|------------------------------|
|                     | Demobilization Unit Leader                     | H&S BN S-1                             |                               |                              |
|                     | Environmental Unit Leader                      | Camp Foster<br>Environmental           |                               |                              |
|                     | Weather Forecast Specialist                    | MWHS-1 Representative                  |                               |                              |
|                     | Legal Specialist                               | SJA                                    | H&S BN S-1 Legal Clerk        |                              |
|                     | Technical (Tech) Specialists                   | As Required                            |                               |                              |
| OPERATIONS          | Operations Section Chief                       | Camp Operations Chief                  |                               |                              |
|                     | Staging Area Manager                           | H&S BN S-4 Supply Clerk                |                               |                              |
|                     | Recovery & Protection Branch<br>Director       | Camp Foster<br>Environmental           |                               |                              |
|                     | Protection Group Supervisor                    | Environmental Support<br>Team SNCOIC   | Camp Safety<br>Representative |                              |
|                     | Shoreside Recovery Group<br>Supervisor         | As Required                            |                               |                              |
|                     | Disposal Group Supervisor                      | Environmental                          | As Assigned                   |                              |
|                     | Decontamination Group<br>Supervisor            | MCIPAC G-3/5 Foster<br>CBRNE-D Officer | F&ES Representative           |                              |
|                     | Emergency Response Branch<br>Director          | USNH-O Representative                  |                               |                              |
|                     | Search & Rescue Group<br>Supervisor            | Public Works Officer                   |                               |                              |
|                     | Fire Suppression Group<br>Supervisor           | F&ES Representative                    |                               |                              |
|                     | Hazmat Group Supervisor                        | F&ES Representative                    |                               |                              |
|                     | Emergency Medical Services<br>Group Supervisor | F&ES Representative                    | USNH-O Representative         |                              |
|                     | Law Enforcement Group<br>Supervisor            | PMO LNO                                |                               |                              |
|                     | Air Operations Branch Director                 | As Required                            |                               |                              |

## CEOC Staff Organization-Assignment List

| <u>EOC<br/>SECT</u> | <u>EOC STAFF POSITION</u>          | <u>PRIMARY ASSIGNED TO:</u>          | <u>ALTERNATE ASSIGNED TO:</u>      | <u>TERTIARY ASSIGNED TO:</u> |
|---------------------|------------------------------------|--------------------------------------|------------------------------------|------------------------------|
| LOGISTICS           | Logistics Section Chief            | H&S BN Supply Officer                |                                    |                              |
|                     | Services Branch Director           | Camp Foster Billeting                | MCIPAC G4                          |                              |
|                     | Food Unit Leader                   | Mess Hall SNCOIC                     | MCIPAC G4                          |                              |
|                     | Communications Unit Leader         | MCIPAC G6<br>Representative          | Camp ISC (outside of<br>EOC staff) |                              |
|                     | Medical Unit Leader                | USNH-O Representative                | 3d MED BN<br>Representative        |                              |
|                     | Support Branch Director            | H&S BN Supply Chief                  | MCIPAC G4                          |                              |
|                     | Supply Unit Leader                 | H&S BN Supply Chief<br>(Card Holder) | MCIPAC G4                          |                              |
|                     | Facilities Unit Leader             | Camp Facilities                      |                                    |                              |
|                     | Ground Support Unit Leader         | MWSS-172 Representative              | CLR-3 Representative               |                              |
| FINANCE & ADMIN     | Finance/Admin Section Chief        | Camp Guard Chief                     | MCIPAC G8<br>Representative        |                              |
|                     | Cost Unit Leader                   | Camp Guard COG                       |                                    |                              |
|                     | Time Unit Leader                   | Camp Guard COG                       |                                    |                              |
|                     | Procurement Unit Leader            | H&S BN S-4 Supply Chief              |                                    |                              |
|                     | Compensation/Claims Unit<br>Leader | SJA                                  | H&S BN S-1 Legal                   |                              |
|                     | Human Resources Specialist         | MCIPAC CHRO<br>Representative        | Camp Director                      |                              |





CEOC Staff Primary-Duty Summaries

ICS Form 204 provides initial-response duties for each of Camp Foster's EOC Staff Assignments. Additional details are available via position-specific training and the camp's incident-specific checklists that are maintained in the EOC. Each member's primary duty is to support an Incident or Unified Command with resources, information, and assisting counterparts at the scene.

| <u>EOC SECT</u> | <u>EOC STAFF POSITION</u>        | <u>INITIAL-RESPONSE DUTIES</u>  | <u>SUPERVISES</u> | <u>REPORTS TO</u>   |
|-----------------|----------------------------------|---|-------------------|---------------------|
| COMMAND         | EOC Watch Commander              | Overall responsible for all operations.   | All               | Camp Commander      |
|                 | Public Information Officer (PIO) | Responsible for developing and releasing information about an incident, threat, or hazard to the media, to EOC personnel, and to other appropriate agencies and organizations. Due to staffing and MCB dynamics, meets the PIO role for the IC. | Assigned Staff    | EOC Watch Commander |
|                 | Safety Officer                   | Monitors and assesses hazardous and unsafe situations camp wide. Supports the incident Safety Officer with developing measures to assure personnel safety, due to staffing and MCB dynamics, meets the Safety role for the IC.                  | Assigned Staff    | EOC Watch Commander |
|                 | Liaison Officers                 | Act as a POC for assisting and cooperating Agency Representatives. Example might be Urasoe City providing an LNO if the camp is assisting with an off-base incident such as a US aircraft accident.   | Assigned Staff    | EOC Watch Commander |
|                 | Liaison: NCIS                    | Act as a POC for assisting and cooperating Agency Representatives.  | Assigned Staff    | EOC Watch Commander |
|                 | Liaison: OPP                     | Act as a POC for assisting and cooperating Agency Representatives.  | Assigned Staff    | EOC Watch Commander |
|                 | Liaison: JGSDF                   | Act as a POC for assisting and cooperating Agency Representatives.  | Assigned Staff    | EOC Watch Commander |
|                 | Camp IPO                         | Serve as Antiterrorism and Emergency Management SME and as overall EOC advisor regarding EOC procedures, plans, and checklists.   | Assigned Staff    | EOC Watch Commander |

## CEOC Staff Primary-Duty Summaries

| <u>EOC SECT</u> | <u>EOC STAFF POSITION</u>   | <u>INITIAL-RESPONSE DUTIES</u>   | <u>SUPERVISES</u>   | <u>REPORTS TO</u>      |
|-----------------|-----------------------------|--|---|------------------------|
| PLANNING        | Planning Section Chief      | Work in tandem with IC counterpart to coordinate response planning and monitoring. Collect, evaluate, disseminate, and use information about the development of the incident and EOC support to the IC, particularly the status of resources.                                      | SUL, RUL, EUL, DUL, DEMOB, Tech Specialists and other assigned staff.               | EOC Watch Commander    |
|                 | Situation Unit Leader (SUL) | For the EOC and in support of the IC, collect, organize, evaluate, and display information about current and possible future incident, threat or hazard statuses and response operations. Maintain the Common Operation Picture.   | Display Processor, Field Observers (RDO), GIS Specialists, and other assigned staff | Planning Section Chief |
|                 | Display Processor           | Prepare and maintain the EOC's Incident Summary Displays.  | Assigned Staff  | Situation Unit Leader  |
|                 | GIS Specialist              | Gather and compile updated incident information to incorporate in various map products in the EOC, primarily the Common Operation Picture.   | Assigned Staff  | Situation Unit Leader  |
|                 | Field Observer (RDO)        | Support the Incident Commander if/when overwhelmed and unable to fill a Situation Unit Leader (SUL) or Field Observer position. Transit between the EOC and the incident site(s). Collect situation information from personal observations and provide the information to the SUL. | Assigned Staff  | Situation Unit Leader  |
|                 | Resource Unit Leader        | Maintain a master list and status of all EOC personnel equipment and resources (primary and support); check-in, status, and current location. Also track IC resource reports.  | Volunteer Coordinator, Check-In/Status Coordinator, other Assigned Staff            | Planning Section Chief |



## CEOC Staff Primary-Duty Summaries

| <u>EOC<br/>SECT</u> | <u>EOC STAFF POSITION</u>   | <u>INITIAL-RESPONSE DUTIES</u>   | <u>SUPERVISES</u> | <u>REPORTS TO</u>                                    |
|---------------------|-----------------------------|--|-------------------|--|
|                     | Check-In / Status Recorder  | Check in personnel and equipment arriving to the EOC. Also track personnel and equipment that arrives to the camp in support of threats, hazards, or incidents. Be prepared to assist the IC(s) with ensuring assets are accounted for, checked in, and badged, carded, or otherwise identified. | Assigned Staff    | Resource Unit Leader                                 |
|                     | Volunteer Coordinator       | Manages and oversees all aspects of volunteer participation and collection of resources, including recruitment, induction, and development.  | Assigned Staff    | Resource Unit Leader                                 |
|                     | Documentation Unit Leader   | Maintain accurate, up-to-date EOC files and assist the IC(s) if they become overwhelmed with documentation duties.   | Assigned Staff    | Planning Section Chief                               |
|                     | Demobilization Unit Leader  | Develop an EOC Demobilization Plan and assist Sections / Units in ensuring orderly, safe, and cost-effective demobilization of personnel and equipment. Be prepared to assist the IC(s) with an IC Demon Plan when overwhelmed.  | Assigned Staff    | Planning Section Chief                               |
|                     | Environmental Unit Leader   | Supports the IC(s) and the EOC as the responsible agent for environmental matters associated with incident responses, including monitoring. Work closely with the Camp CBRNE-D Officer/Decontamination Group and HAZMAT representatives as needed.   | Assigned Staff    | Planning Section Chief                               |
|                     | Weather Forecast Specialist | Acquires and reports on weather forecasts that could affect the incident(s) and EOC operations.  | Assigned Staff    | Environmental Unit Leader or Situational Unit Leader |

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## CEOC Staff Primary-Duty Summaries

| <u>EOC SECT</u> | <u>EOC STAFF POSITION</u>             | <u>INITIAL-RESPONSE DUTIES</u>   | <u>SUPERVISES</u>   | <u>REPORTS TO</u>                     |
|-----------------|---------------------------------------|--|---|---------------------------------------|
|                 | Legal Specialist                      | Due to staffing and MCB dynamics, may serve as Legal SME and advisor for both the IC and EOC. Provides Deadly Force and Rules of Engagement briefs to Guard/SAF during elevated FPCON Measures (see FPCON System)  | Assigned Staff  | Planning Section Chief                |
|                 | Technical (Tech) Specialists          | As Required  | Assigned Staff  | Planning Section Chief                |
| OPERATIONS      | Operations Section Chief              | Monitor IC operations and assist the IC in the management of all incident operations if / when the IC is overwhelmed. Assesses operational tempo and recommend an EOC transition to an Area-Command role if needed.  | Staging Area Manager, Recovery and Protection Branch Director, Emergency Response Branch Director, Air Operations Branch Director, other Assigned Staff | EOC Commander and Unified Command     |
|                 | Staging Area Manager                  | Manages all activates in the designated staging areas  | Assigned Staff  | Operation Section Chief               |
|                 | Recovery & Protection Branch Director | Coordinates with the IC to track protection, containment, and cleanup activities of major HAZMAT incidents. Due to staffing and MCB dynamics, may assist the IC in overseeing and implementing the recovery and protection elements of the Incident Action Plan (IAP). | Protection Group Supervisor, Shore side Recovery Group Supervisor, Disposal Group Supervisor, DECON Group Supervisor, Assigned Staff                    | Operation Section Chief               |
|                 | Protection Group Supervisor           | Coordinates with the IC to track implementation of protection strategies as indicated in the IAP. Due to staffing and MCB dynamics may assist the IC directly.   | Assigned Staff  | Recovery & Protection Branch Director |



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## CEOC Staff Primary-Duty Summaries

| <u>EOC SECT</u> | <u>EOC STAFF POSITION</u>           | <u>INITIAL-RESPONSE DUTIES</u>  | <u>SUPERVISES</u>   | <u>REPORTS TO</u>                     |
|-----------------|-------------------------------------|---|---|---------------------------------------|
|                 | Shoreside Recovery Group Supervisor | Coordinates with the IC regarding management and implementation of shoreside/waterside cleanup operations in compliance with the IAP if there is a major HAZMAT incident. Due to staffing and MCB dynamics may assist the IC directly.  | Assigned Staff  | Recovery & Protection Branch Director |
|                 | Disposal Group Supervisor           | Tracks the status of the IC activities regarding personnel engaged in collecting, storing, transporting, and disposing of waste materials. Due to staffing and MCB dynamics may assist the IC directly.   | Assigned Staff  | Recovery & Protection Branch Director |
|                 | Decontamination Group Supervisor    | Tracks the status of and supports the IC with decontamination of personnel and response equipment.  | Assigned Staff  | Recovery & Protection Branch Director |
|                 | Emergency Response Branch Director  | Tracks the status of the IC efforts to oversee and implement emergency measures to protect life, mitigate further damages, and stabilize the situation with a focus on sustaining Mission Essential Functions that may have been affected by the incident. Due to staffing and MCB dynamics may assist the IC directly. | Search & Rescue Group Supervisor, Fire Suppression Group Supervisor, HAZMAT Group Supervisor, Emergency Medical Services Group Supervisor, Law Enforcement Group Supervisor, Assigned Staff | Operations Section Chief              |
|                 | Search & Rescue Group Supervisor    | Tracks the status of and supports the IC with prioritization, direction, and coordination of all search and rescue missions. Due to staffing and MCB dynamics may assist the IC directly.   | Assigned Staff  | Emergency Response Branch Director    |
|                 | Fire Suppression Group Supervisor   | Tracks the status of and supports the IC with coordinating & directing all firefighting activities related to the incident. Due to staffing and MCB dynamics may assist the IC directly.  | Assigned Staff  | Emergency Response Branch Director    |

Enclosure (2)

## CEOC Staff Primary-Duty Summaries

| EOC SECT  | EOC STAFF POSITION                          | INITIAL-RESPONSE DUTIES   | SUPERVISES   | REPORTS TO                             |
|-----------|---|---|--|--|
|           | Hazmat Group Supervisor                     | Tracks the status of and supports the IC with coordinating and directing all hazardous materials activities related to the incident. Due to staffing and MCB dynamics may assist the IC directly.   | Assigned Staff   | Emergency Response Branch Director     |
|           | Emergency Medical Services Group Supervisor | Tracks the status of and supports the IC with coordinating and directing all emergency medical services (EMS) related to the incident.  | Assigned Staff   | Emergency Response Branch Director     |
|           | Law Enforcement Group Supervisor            | Tracks the status of and supports the IC with coordinating and directing all law enforcement activities related to the incident.  | Assigned Staff   | Emergency Response Branch Director     |
|           | Air Operations Branch Director              | Supervise and report on all air operations activities aboard the camp. Due to staffing and MCB dynamics may assist the IC directly. Must be prepared to coordinate flights involving Medevacs, Doctor Heli and Guarding Operations involving Prefecture Police, Japanese Self- Defense Forces, etc. | Assigned Staff   | Operations Section Chief               |
| LOGISTICS | Logistics Section Chief                     | Tracks the status of and supports the IC with providing facilities, services, and materials to all organizational components involved in the incident. Also ensures the EOC Staff has the resource s need to activate the EOC.  | Service Branch Director, Support Branch Director, Assigned Staff | Incident Commander and Unified Command |
|           | Services Branch Director                    | Tracks the status of and supports the IC with managing service activities at the incident. Due to staffing and MCB dynamics may assist the IC directly.   | Assigned Staff   | Logistics Section Chief                |
|           | Food Unit Leader                            | Tracks the status of and supports the IC in determining feeding requirements of all responders. Also plans feeding of the EOC Staff.  | Assigned Staff   | Services Branch Director               |



## CEOC Staff Primary-Duty Summaries

| <u>EOC SECT</u> | <u>EOC STAFF POSITION</u>  | <u>INITIAL-RESPONSE DUTIES</u>  | <u>SUPERVISES</u> | <u>REPORTS TO</u>        |
|-----------------|----------------------------|---|-------------------|--------------------------|
|                 | Communications Unit Leader | Tracks the status of and supports the IC and EOC Staff in planning effective use of incident communications equipment and facilities. As a default, references EOC Communications Plan which addresses pre-planned communications for most incidents and addresses Unified Command and Multi-Agency Coordination (ICS Forms 205 and 205A).        | Assigned Staff    | Services Branch Director |
|                 | Medical Unit Leader        | Tracks the status of and supports the IC with the development and activation of the Medical Emergency Plan.   | Assigned Staff    | Services Branch Director |
|                 | Support Branch Director    | Tracks the status of and supports the IC with the development and implementation of logistics plans in support of the IAP.  | Assigned Staff    | Logistics Section Chief  |
|                 | Supply Unit Leader         | Orders personnel, equipment, and supplies needed to support the EOC and tracks the status of and supports the IC with ordering personnel, equipment, and supplies needed to support the incident.   | Assigned Staff    | Support Branch Director  |
|                 | Facilities Unit Leader     | Tracks the status of and supports the IC with the layout and activation of incident facilities (e.g., Bases, Camps, and the Incident Command Post). Due to staffing and MCB dynamics, may assist the IC directly. Also responsible for the layout and activation of the EOC alternate site due to a major incident that forces an EOC relocation. | Assigned Staff    | Support Branch Director  |
|                 | Ground Support Unit Leader | Coordinates the transportation of personnel, supplies, food, and equipment used to support or relocate the EOC. Also tracks the status of and supports the IC with transportation of personnel, supplies, food, and equipment used to support the incident(s).  | Assigned Staff    | Support Branch Director  |

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## CEOC Staff Primary-Duty Summaries

| <u>EOC<br/>SECT</u> | <u>EOC STAFF POSITION</u>            | <u>INITIAL-RESPONSE DUTIES</u>  | <u>SUPERVISES</u>  | <u>REPORTS TO</u>                    |
|---------------------|--------------------------------------|---|--|--------------------------------------|
| FINANCE & ADMIN     | Finance/Admin<br>Section Chief       | Responsible for all financial cost analysis aspects of the incident. Due to staffing and MCB dynamic s, may support the IC directly with this function. Includes all resources: man- hours, expendables, etc.   | Cost Unit Leader,<br>Time Unit Leader,<br>Procurement Unit<br>Leader,<br>Compensation /<br>Claims Unit Leader,<br>Assigned Staff | EOC Commander and<br>Unified Command |
|                     | Cost Unit Leader                     | Collects all cost data, performing cost-effective analyses, and providing cost estimates and cost-saving recommendation s for EOC Staffing (i.e., civilian overtime, alternate-site rentals). Due to staffing and MCB dynamics, may support the IC directly with this function. | Assigned Staff   | Finance / Admin<br>Section Chief     |
|                     | Time Unit Leader                     | Tracks and accounts for equipment and personnel time records submitted by the IC. Due to staffing and MCB dynamics, may support the IC directly with this function.   | Assigned Staff   | Finance / Admin<br>Section Chief     |
|                     | Procurement Unit<br>Leader           | Tracks and accounts for administering all financial matters submitted by the IC pertaining to vendor contracts in addition to those supporting the EOC. Due to staffing and MCB dynamics, may support the IC directly with this function.                                       | Assigned Staff   | Finance / Admin<br>Section Chief     |
|                     | Compensation /<br>Claims Unit Leader | Tracks and accounts for injury-compensation and claims matters submitted from the IC and any such matters relate d to the EOC Staff. Due to staffing and MCB dynamics, may support the IC directly with this function.  | Assigned Staff   | Finance / Admin<br>Section Chief     |

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## CEOC Staff Primary-Duty Summaries

| <u>EOC<br/>SECT</u> | <u>EOC STAFF POSITION</u>  | <u>INITIAL-RESPONSE DUTIES</u>   | <u>SUPERVISES</u> | <u>REPORTS TO</u>                |
|---------------------|----------------------------|--|-------------------|----------------------------------|
|                     | Human Resources Specialist | Provides direct human resources services to response organizations involved with the incident and EOC Staff. Ensures compliance with all labor-related laws and regulations. Due to staffing and MCB dynamics, may support the IC directly with this function. | Assigned Staff    | Finance / Admin<br>Section Chief |



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## CEOC Staff Organization-Assignment List



The Activation Matrix in the following table correlates threats, incidents and hazards to recommended EOC activation and staffing responses. EOC Staffing can be increased or reduced after the Command Section has assessed the situation with the Section Chiefs.

| INCIDENT, THREAT, or HAZARD                | EOC<br>AL | NIMS SECTION           |                            |                                      |                           |  |
|--|-----------|------------------------|----------------------------|--------------------------------------|---------------------------|--|
|  |           | COMMAND                | FINANCE &<br>ADMIN SECTION | OPERATIONS<br>SECTION                | PLANS & INTEL<br>SECTION  | LOGISTICS<br>SECTION                     |
| MISSILE THREAT                             |           |                        |                            |                                      |                           |  |
| Threat to Japan                            | 3-        | 01                     |                            | E1                                   |                           |  |
| Threat to Okinawa                          | 1         | 01, 02, 03,<br>04, XX  | I1                         | E1, E4                               | A1                        | F1                                       |
| FPCON                                      |           |                        |                            |                                      |                           |  |
| Bravo                                      | 3-        | 01, XX                 |                            |                                      |                           |  |
| Charlie                                    | 3+        | 01, XX                 |                            | E1, D5                               |                           |  |
| Delta: due to indications<br>and warnings  | 2         | 01, XX                 | I1                         | E1, D5                               | A1, a1                    |  |
| Delta: due to a terrorist<br>incident      | 1         | 01, 02, XX,<br>*, #, @ | I3, i3                     | E1, E1, C1,<br>C1, D1, D2,<br>D4, D5 | A1, a1, a2,<br>a4, a4, a6 | F1, G1, g1,<br>g2, g3, H1,<br>h1, h2, h3 |
| SUSPICIOUS / CRIMINAL ACTIVITY             |           |                        |                            |                                      |                           |  |
| Surveillance                               | 3-        | XX                     |                            | E1                                   |                           |  |
| Bomb Threats                               | 3+        | 01, XX                 |                            | E1                                   |                           |  |
| NATURAL DISASTERS                          |           |                        |                            |                                      |                           |  |
| Tsunami Advisories                         | 3-        | 01                     |                            |                                      |                           |  |
| TCCOR-3                                    | 3-        | 01                     |                            | E1                                   |                           |  |
| TCCOR-2 to TCCOR-AC                        | 3+        | 01, 04                 |                            | E1                                   |                           | F1                                       |
| Tsunami Warnings (Less than<br>One meter)  | 2         | 01                     |                            | E1, D5                               |                           |  |
| Tsunami Warnings (One meter<br>or Greater) | 1         | 01, 02, 03,<br>04      | I1                         | E1, E1, C1,<br>D1, D1, D4,<br>D5     | A1, a1, a2,<br>a3, a5     | F1, g2, h2,<br>h3                        |



## CEOC Staff Organization-Assignment List

| <u>INCIDENT, THREAT, or HAZARD</u>   | <u>EOC<br/>AL</u> | <u>NIMS SECTION</u> |  |  |                                      |                              |
|--|-------------------|---------------------|--|--|--------------------------------------|------------------------------|
|  |                   | <u>COMMAND</u>      | <u>FINANCE &amp;<br/>ADMIN SECTION</u> | <u>OPERATIONS<br/>SECTION</u>          | <u>PLANS &amp; INTEL<br/>SECTION</u> | <u>LOGISTICS<br/>SECTION</u> |
| Earthquakes with significant effect (Japan)                                    | 2                 | 01                  | I1                                     | E1                                     |                                      | h2                           |
| Earthquakes with significant effect (Okinawa)                                  | 1                 | 01, 03, 04, #, XX   | I1, i3, i4                             | E1, E1, C1, D1, d1, d2, d3, d4, d5, W1 |                                      | N4, N92, N93, N04            |
| <b>HAZARDOUS MATERIAL / CBRNE-D</b>  |                   |                     |  |  |                                      |                              |
| Biological Threat  | 3+                | 01, XX              |  | E1                                     |                                      | F1, g3                       |
| Biological Incident (Pandemic)   | 1                 | 01, XX              | I1                                     | E1, C1, D1, d5                         | A1                                   | F1                           |
| Small-scale hazardous materials spill/release                                  | 2                 | 01, 02, 03          | I1                                     |  | A1                                   |                              |
| Moderate to large-scale hazardous materials spill/release                      | 1                 | 01, 02, 03, XX      | I1                                     | E1, E1, C1, C3, C4, D1, d3, d5         | A1, a1, a2, a3, a4, a5               | F1, g2, H1, h2, h3           |
| Nuclear-related events in the AOR  | 1                 | 01, 04, XX          | I1                                     | E1                                     | A1                                   | F1                           |
| <b>EVACUATIONS</b>   |                   |                     |  |  |                                      |                              |
| Evacuations: 10-50% or population  | 2                 | 01, XX              | I1, i1, i3                             | E1, E1, d5, W1                         |                                      | F1                           |
| Evacuations: 51% or more of population   | 1                 | 01, 04              | I1, i3, i4                             | E1, E1, d5, W1                         | A1, a1, a2, a3, a4, a6               | F1, G1, g1, H1, h1, h2, h3   |
| <b>OTHER</b>   |                   |                     |  |  |                                      |                              |
| Special Events   | 3-                | 01, XX              |  | E1                                     |                                      |                              |
| Wide-scale power outages (unannounced)   | 1                 | 01, 03              | I1, i4                                 | E1, d5                                 | A1, a1, a2                           | F1, G1, g2, h2               |
| Cyber Attacks or technological emergencies with limited/partial mission impact | 2                 | 01                  |  | E1                                     | A1, a1                               | F1                           |

## CEOC Staff Organization-Assignment List

| <u>INCIDENT, THREAT, or HAZARD</u>   | <u>EOC<br/>AL</u> | <u>NIMS SECTION</u> |  |                               |                                      |                                |
|--|-------------------|---------------------|--|-------------------------------|--------------------------------------|--------------------------------|
|  |                   | <u>COMMAND</u>      | <u>FINANCE &amp;<br/>ADMIN SECTION</u> | <u>OPERATIONS<br/>SECTION</u> | <u>PLANS &amp; INTEL<br/>SECTION</u> | <u>LOGISTICS<br/>SECTION</u>   |
| Cyber Attacks or technological emergencies with significant mission impact | 1                 | 01, 04, XX          | I1, i3                                 | B1                            | A1, a1                               | F1, g2                         |
| Large-scale structural fires   | 2                 | 01, 02, XX          | I1, i1, i3, i4, i5                     | B1, D1, D1, d1, d2, d3, d4    | A1, a1, a2, a3, a4                   | F1, G1, g1, g2, H1, h1, h2, h3 |





## CEOC Matrix-Code Legend

CampO 3440.2  
24 Sep 20



| EOC SECT   | BRANCH                | GROUP              | UNIT           | POSITION                              | MATRIX CODES |
|------------|-----------------------|--------------------|----------------|---------------------------------------|--------------|
| COMMAND    |                       |                    |                | EOC Watch Commander                   | 01           |
|            |                       |                    |                | Public Information Officer            | 02           |
|            |                       |                    |                | Safety Officer                        | 03           |
|            |                       |                    |                | Liaison Officer                       | 04           |
|            |                       |                    |                | Liaison: NCIS                         | *            |
|            |                       |                    |                | OPP                                   | #            |
|            |                       |                    |                | JGSDF (G&P)                           | @            |
|            |                       |                    |                | Camp IPO                              | XX           |
| PLANNING   |                       |                    |                | Planning Section Chief                | A1           |
|            |                       |                    | Situation      | Situation Planning Chief              | a1           |
|            |                       |                    | Resource       | Resource Planning Chief               | a2           |
|            |                       |                    | Documentation  | Documentation Unit Leader             | a3           |
|            |                       |                    | Demobilization | Demobilization Unit Leader            | a4           |
|            |                       |                    | Environmental  | Environmental Unit Leader             | a5           |
|            |                       |                    |                | Legal Specialist                      | a6           |
| OPERATIONS |                       |                    |                | Operations Section Chief              | B1           |
|            |                       |                    |                | Staging Area Manager                  | b1           |
|            | Recovery & Protection |                    |                | Recovery & Protection Branch Director | C1           |
|            |                       | Protection         |                | Protection Group Supervisor           | c1           |
|            |                       | Shoreside Recovery |                | Shoreside Recovery Group Supervisor   | c2           |
|            |                       | Disposal           |                | Disposal Group Supervisor             | c3           |
|            |                       | Decontamination    |                | Decontamination Group Supervisor      | c4           |
|            | Emergency Response    |                    |                | Emergency Response Branch Director    | D1           |

| EOC<br>SECT     | BRANCH         | GROUP                         | UNIT           | POSITION                          | MATRIX<br>CODES |
|-----------------|----------------|-------------------------------|----------------|-----------------------------------|-----------------|
|                 |                | Search & Rescue               |                | Search & Rescue Group Supervisor  | d1              |
|                 |                | Fire Suppression              |                | Fire Suppression Group Supervisor | d2              |
|                 |                | HAZMAT                        |                | HAZMAT Group Supervisor           | d3              |
|                 |                | Emergency Medical<br>Services |                | EMS Group Supervisor              | d4              |
|                 |                | Law Enforcement               |                | Law Enforcement Group Supervisor  | d5              |
|                 | Air Operations |                               |                | Air Operations Branch Director    | W1              |
| LOGISTICS       |                |                               |                | Logistics Section Chief           | F1              |
|                 | Services       |                               |                | Services Branch Director          | G1              |
|                 |                |                               | Food           | Food Unit Leader                  | g1              |
|                 |                |                               | Communications | Communications Unit Leader        | g2              |
|                 |                |                               | Medical        | Medical Unit Leader               | g3              |
|                 | Support        |                               |                | Support Branch Director           | H1              |
|                 |                |                               | Supply         | Supply Unit Leader                | h1              |
|                 |                |                               | Facilities     | Facilities Unit Leader            | h2              |
|                 |                |                               | Ground Support | Ground Support Unit Leader        | h3              |
| FINANCE & ADMIN |                |                               |                | Finance/Admin Section Chief       | I1              |
|                 |                |                               | Cost           | Cost Unit Leader                  | i1              |
|                 |                |                               |                | Time Unit Leader                  | i2              |
|                 |                |                               |                | Procurement Unit Leader           | i3              |
|                 |                |                               |                | Compensation/Claims Unit Leader   | i4              |
|                 |                |                               |                | Human Resource Specialist         | i5              |



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### CEOC Required Training



CAMP OPERATIONS PERSONNEL: Per MCBB Order 3120.2 (Installation Protection), all Camp Operations personnel assigned to the CEOC Staff shall complete required training identified in the following tables. They should also attempt to increase their CEOC value by completing recommended training in the tables. With the frequent rotations under the Fleet Assistance Program, most Camp Operations personnel may find it challenging to complete all the required training.

TENANT COMMANDS: Per MCBB Order 3120.2 (Installation Protection), all personnel associated with emergency response or management shall complete the training listed in the following tables. In those cases where an EOC Staff member does not fall under the MCIPAC/MCBB directives, ensuring they meet training requirements can be very challenging and requires extra patience, understanding, and knowledge sharing.

HOW TO OBTAIN TRAINING: Most courses can be completed via the Federal Emergency Management Agency (FEMA) at <https://training.fema.gov/>. Courses in bold italics must be completed in a classroom environment. Schedules for course availability will be distributed by the MCIPAC/MCB Butler Emergency Manager or as coordinated with the Camp Installation Protection Officer (Emergency Manager) at 645-9802.

| <u>EOC SECTION<br/>OR POSITION</u>              | <u>REQUIRED TRAINING</u>  | <u>RECOMMENDED TRAINING</u>  | <u>REQUIRED<br/>ACCOUNTS</u>   |
|---|---|--|--|
| Executive<br>Level<br>Managers /<br>Supervisors | <b><i>ICS 402 - ICS Overview for<br/>Executives and Senior<br/>Officials</i></b>  | <b><i>ICS 300 - Intermediate<br/>Incident Command System</i></b><br><b><i>ICS 400 - Advanced<br/>Incident Command System</i></b><br>IS 700 - National Incident<br>Management System (NIMS):<br>An Introduction<br>IS 800 - National<br>Response: An Introduction | N/A  |
| EOC Policy<br>Section                           | IS 100 - Introduction to<br>ICS<br>IS 200 - ICS for Single<br>Resources and Initial<br>Action Incidents<br><b><i>ICS 300 - Intermediate<br/>Incident Command System</i></b><br><b><i>ICS 400 - Advanced<br/>Incident Command System</i></b><br>IS 700 - National Incident<br>Management System (NIMS):<br>An Introduction<br>IS 800 - National<br>Response: An Introduction | N/A  | C4I & MCOP;<br>DCS; AtHoc  |
| All other<br>EOC Staff                          | IS 100 - Introduction to<br>ICS<br>IS 200 - ICS for Single<br>Resources and Initial<br>Action Incidents<br><b><i>ICS 300 - Intermediate<br/>Incident Command System</i></b>   | IS/G 775 - Military<br>Resources in Emergency<br>Management<br>IS 546 - Continuity of<br>Operations (COOP)<br>Awareness Course<br>IS 907 - Active Shooter:<br>What You Can Do  | C4I & MCOP;<br>DCS; AtHoc<br>(for PIO<br>and SA Unit<br>or as<br>required) |

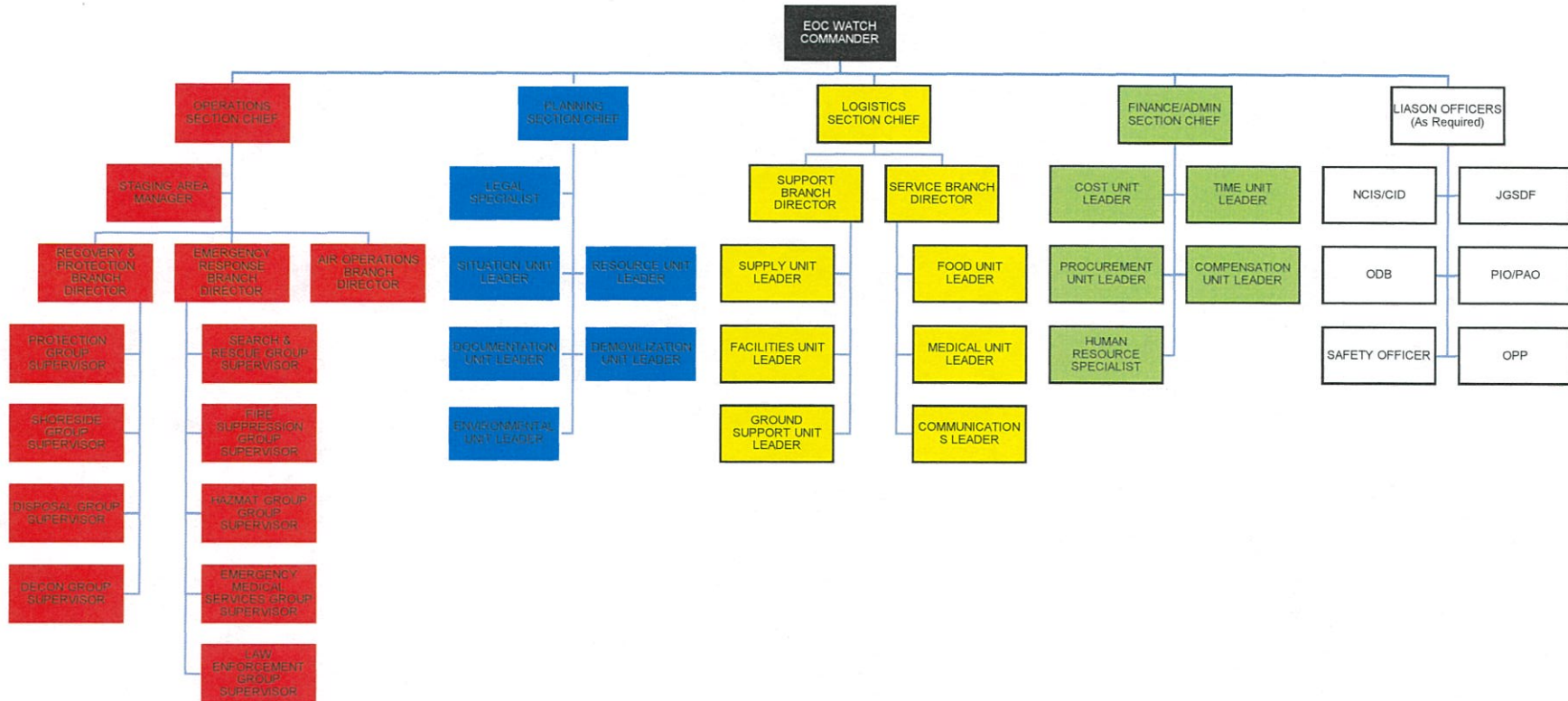
## CEOC Required Training

| <u>EOC SECTION<br/>OR POSITION</u> | <u>REQUIRED TRAINING</u>   | <u>RECOMMENDED TRAINING</u>                                       | <u>REQUIRED<br/>ACCOUNTS</u> |
|------------------------------------|--|---|------------------------------|
|                                    | <i>ICS 400 - Advanced<br/>Incident Command System</i>                      | IS 701 - NIMS Multiagency<br>Coordination System (MACS)<br>Course |                              |
|                                    | IS 700 - National Incident<br>Management System (NIMS):<br>An Introduction | IS 702 - NIMS Public<br>Information Systems                       |                              |
|                                    | IS 800 - National<br>Response: An Introduction                             | IS 703 - NIMS Resource<br>Management                              |                              |
|                                    |  | IS 704 - NIMS<br>Communications and<br>Information Management     |                              |



## CEOC Organization Chart

ICS Form 207 provides the organizational chart for chain of command inside the CEOC.







## CEOC Quick Activation Checklists



### Abbreviations

BEOC: Base Emergency Operations Center  
 BOOD: Base Officer of the Day  
 CEOC: Camp Emergency Operations Center  
 CEOCWO: CEOC Watch Officer  
 CO: Commanding Officer  
 CD: Camp Director

### Pre-Incident Checklist

CEOC preparedness greatly relies on training and understanding by the Watch Officers and Watch Standers who will be tasked with manning up for operations. During an emergency is not the time to "learn on the fly." The CEOC runs off the National Incident Management System (NIMS). NIMS is a federally mandated framework for all Emergency Management procedures. The reasoning for one nationwide framework is simple... Plug and Play.

| PLANNING AND PREPARATION (Mitigation & Preparedness/Planning) |   |                   |                          |                          |                          |
|---|---|-------------------|--------------------------|--------------------------|--------------------------|
| #   | CHECKLIST ITEMS   | Execution         | NO                       | YES                      | N/A                      |
| 1.  | Complete all Online Training listed in the training section of CampO 3440.2 located at <a href="https://training.fema.gov/">https://training.fema.gov/</a>  | ALL               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.  | Establish accounts for applicable systems (C4i, MCOP, DCS, etc.) IAW CampO 3440.2.  | CEOCWO and Higher | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.  | Complete an orientation tour of the CEOC including monitor use and EOC token account usage.   | ALL               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.  | Complete clearance requirements and obtain SIPR account.  | ALL               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.  | Establish SIPR side accounts for applicable systems and set up bookmarks (C4i, MC-CAMS, C2CP, etc.).  | ALL               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.  | Obtain access keys and combinations are required for position (both NIPR and SIPR).<br>**Note: Not ALL personnel need unescorted access to the SIPR Room. Minimize personnel being granted SIPR Combinations regardless of SIPR account status. | CEOCWO and Higher | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.  | Test ability to log onto and use all applicable systems from a cold start (C4i, MCOP, DCS, and Typhoon Tracking at a minimum).  | ALL               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.  | Continually review all response procedures to ensure complete understanding of operations (All CEOC SOPs).  | ALL               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.  | Ensure tenant and emergency contact lists are updated on a regular basis.   | CEOCWO            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.   | Ensure established tokens and accounts tied to the tokens are up kept.  | CEOCWO            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.   | Ensure all permanently assigned Watch Officers have admin rights to DCS chat rooms and Active Directory. Maintain training on the use of these systems (ISC folder has Active Directory instructions).  | CEOCWO            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.   | Participate in EOC related drills and exercises to gain first hand training including Active Shooter, Tsunami, Typhoon Ready, Constant Vigilance, KEEN Edge, etc.   | ALL               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## CEOC Quick Activation Checklists



### Initial Activation Checklist

At the onset of an emergency on duty assigned CEOC personnel will immediately transition to CEOC operations. This checklist will cover initial activation. After the initial activation detailed instructions for the most common scenarios are located in the CEOC folder on the Share Drive and in the binders on the shelf labeled Typhoon, FPCON, UXO, and Tsunami. It is not possible to have a separate checklist or instruction for every type of incident that could possibly occur. It is the CEOCWO and higher personnel's responsibility to adapt to changing environments and use the tools available.

The main purpose of the CEOC is to provide:

1. Provide immediate assets and personnel to the On Scene Commander.
2. Common Operating Picture overview to the Camp Commander
3. Camp Commander Tactical Control over assigned assets and personnel.
4. Single point of communications for requests for assistance from the On Scene Commander to the BEOC (if activated).
- 5.

| CEOC ACTIVATION CHECKLIST (Response) |  |           |                          |                          |                          |
|--------------------------------------|--|-----------|--------------------------|--------------------------|--------------------------|
| #                                    | CHECKLIST ITEMS  | Execution | NO                       | YES                      | N/A                      |
| 1.                                   | Open NIPR and SIPR (if needed) side EOCs, turn on all computers and monitors. Notify CD, CO, and BEOC (BOOD if not activated) of Foster CEOC activation.   | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.                                   | <b>***ESTABLISH AND MAINTAIN IMMEDIATE COMMS WITH ON SCENE COMMANDER***</b><br>If scene is already in progress.  | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.                                   | Begin calling in additional watch standers and CEOC Watch Sections as needed using the matrix in CampO 3440.2 as a guide for what areas need to be activated.  | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.                                   | Log onto applicable systems (C4i (MCOP if being used) and DCS at a minimum) with token cards (PIN: 494328).  | ALL       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.                                   | Ensure latest copy of Contact List from the CEOC Share Drive is posted for use at CEOC phones.   | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.                                   | Conduct communications check with other CEOCs and BEOC (if activated).<br>1. LMR Channel B-2 or B-3<br>2. VTC call into BEOC<br>3. SVTC BPT call in<br>4. DCS Chat (BEOC room and Foster room)<br>5. SWIFT Chat on WO computers. | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.                                   | Review current SOP for the incident that is occurring (i.e. Typhoon, AT Plan, Tsunami Plan, etc.) and follow the guidance and checklists in those SOPs.  | ALL       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.                                   | Contact CD or CO and provide situational report of CEOC activation level and initial situational report of incident.   | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.                                   | Maintain communication with the On Scene Commander and ensure any and all requests are logged and filled in order of priority assigned by the CEOCWO or BEOC (if activated).   | ALL       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## CEOC Quick Activation Checklists

| CEOC ACTIVATION CHECKLIST (Response) |  |           |                          |                          |                          |
|--------------------------------------|--|-----------|--------------------------|--------------------------|--------------------------|
| #                                    | CHECKLIST ITEMS  | Execution | NO                       | YES                      | N/A                      |
| 10.                                  | Continue to maintain communications with tenant units (especially MWSS-172 and CLR-3) in order to request immediate emergency support for personnel and equipment and to provide immediate information as needed (evacuations, closures, etc.).                              | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.                                  | Continue to follow pre-existing guidance for the situation at hand if they exist. If the situation falls outside of pre-existing scenarios use the closest match and adjust as needed. The Camp Foster ATO is a good source for guidance for most EOC activations if needed. | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.                                  | Ensure all aspects of the operation are fully documented for record IAW CampO 3440.2. NIMS logs are available in the CEOC folder on the Share Drive. Logs should be saved in folders under the incidents folder of the CEOC folder.  | ALL       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## CEOC Quick Activation Checklists



### Deactivation Checklist

With any emergency, at some point operations will begin to ramp down. CEOC Operations can last hours, days, weeks, or even months in the case of a major incident such as, a Tsunami or HPCON. It is vitally important to only release assets and resources that are no longer needed and have no foreseeable need in the near term before releasing back to the parent units. Once an asset has been released back to a unit the chances of reacquiring that same capability become extremely difficult with time.

| CEOC DEACTIVATION AND SHUT DOWN (Recovery) |  |           |                          |                          |                          |
|--|--|-----------|--------------------------|--------------------------|--------------------------|
| #  | CHECKLIST ITEMS  | Execution | NO                       | YES                      | N/A                      |
| 1.   | Continually monitor the situation and maintain communication with the On Scene Commander as well as the CD and/or CO.  | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.   | Monitor the use of resources and identify areas where excess resources can be recommended for realignment to another Camp or back to the owning unit.  | ALL       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.   | Depending on the situation, obtain intelligence briefings from the ATO and/or G2 to identify future needs of resources.  | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.   | Identify manpower requirements over time and adjust as needed to ensure adequate rest cycles are allowed while maintaining operational effectiveness.  | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.   | Ensure complete and accurate logs have been maintained. Add/correct any information that will be needed for an After Action or possibly an investigation in the future.  | ALL       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.   | Begin After Action Report (AAR). It is never too early to start an AAR. However, completing the AAR <b>WILL NOT</b> impede CEOC operations during the response phase which is why the task is placed in recovery.  | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.   | Identify resources no longer needed for the incident and with CD/CO approval and coordination with the BEOC (if activated) begin releasing excess resources and manning back to the parent units or to adjacent Camps. Keep accurate logs of resources and manning released. | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.   | Upon completion of all operations and with CD/CO approval ensure full accountability of all resources and manning, release to parent units, and compile all information into a final report.   | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.   | Complete close out messaging on all active systems ensuring BEOC and any other CEOCs on the net are aware "Foster CEOC is Standing Down."  | ALL       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10.  | Contact any involved units for reporting and AAR comments. Give the unit 1 day for reporting and 3 days for AAR comments.  | ALL       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11.  | Restart all computers, shut down all monitors, and perform general cleanup of the entire building (including all used spaces and heads).   | ALL       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12.  | <b>***ENSURE SIPR ROOM IS COMPLETELY SHUT DOWN AND SECURED IF USED***</b>  | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## CEOC Quick Activation Checklists

| CEOC DEACTIVATION AND SHUT DOWN (Recovery) |  |           |                          |                          |                          |
|--|--|-----------|--------------------------|--------------------------|--------------------------|
| #  | CHECKLIST ITEMS  | Execution | NO                       | YES                      | N/A                      |
| 13.  | Inform CD and/or CO of completion of CEOC operations and give the date the final report and AAR will be completed by.<br>**ENSURE YOU GIVE A REALISTIC TIMEFRAME** | CEOCWO    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |