



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

IN REPLY REFER TO:

CampO 3440.1
CAMP
23 Sep 20

CAMP ORDER 3440.1

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

Subj: STANDING OPERATING PROCEDURES FOR THE CAMP FOSTER
EMERGENCY OPERATIONS CENTER (CEOC)

Ref: (a) MCO 3504.2A, (Operations Event/ Incident Report
(OPREP-3) Reporting)
(b) MCO 3440.9, (Marine Corps Installation Emergency
Management (IEM) Program)
(c) MCBBO 3120.2, (MCBB Installation Protection Program)
(d) CampO 3000.1F, (Typhoon SOP)
(e) CampO 5500.1F, (Camp Augmentation Force (SAF))
(f) CampO 3400.1, (Camps Foster & Lester CBRNE Response
Plan)
(g) CampO 3440.2, (Camp Foster CEOC Staff and Activation)
(h) CampO 3302.1, (Camp Foster Antiterrorism/Force
Protection Plan (AT/FPP))
(i) CampO 5300.1, (Camp Guard Program)
(j) CampO 2280.1, (Camp Foster CEOC Emergency Action
Plan)
(k) National Incident Management System, Appendix B:
Incident Command System, Dec 08
(l) MCIPAC-MCBBO 3000, (MCIPAC EOC SOP)
(m) MCO 3302.1F, (Marine Corps Antiterrorism Program)
(n) MARADMIN 676/19 (Maintain Vigilance and Security
Awareness)
(o) DoDI 6055.17 (DoD Emergency Management Program)

Encl: (1) Foster CEOC Contact List
(2) Foster CEOC Watch Opening Checklist
(3) Foster CEOC Pre Planned Response Checklists
(4) Foster CEOC Active Shooter Checklist
(5) Foster CEOC Explosive Device Checklist
(6) Foster CEOC UXO Checklist
(7) Foster CEOC Explosion Checklist
(8) Foster CEOC Typhoon Checklist

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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1. Situation. Per references (a) through (o), the Camp Foster Emergency Operations Center (CEOC) is the command center for emergency incidents involving or occurring aboard Camps Foster, Lester, and/or Plaza Housing. This order outlines guidance and includes enclosures (1) through (8) to be used when the CEOC is activated in an emergency requiring a coordinated Camp response including but not limited to: Anti-Terrorism/Force Protection (ATFP), Chemical Biological Radiological Nuclear and Explosives (CBRNE), Humanitarian Assistance/Disaster Response, Typhoons, Tsunami Response, Force Protection Conditions (FPCON), Health Protection Conditions (HPCON), and other natural and man-made disasters. The CEOC also activates in support of the Marine Corps Installation Pacific (MCIPAC) Base Emergency Operations Center (BEOC) or Base Defense Operation Command (BDOC).

2. Cancellation. CampO 3000A

3. Mission. Establish the Standing Operating Procedures (SOP) for the operation of the CEOC for crisis or contingency operations and exercises. This SOP incorporates the principles of the National Response Framework (NRF), National Incident Management System (NIMS), and is consistent with the principles of Installation Emergency Management per reference (b), (c), (k), and (o).

4. Execution

a. Commander's Intent

(1) Purpose. The CEOC provides the Camp Commander and emergency response agencies with a centralized headquarters for coordination, information flow, prioritization and allocation of resources, and crisis action planning. The CEOC serves to unify the efforts of camp support organizations in crisis or contingency operations.

(2) Activation. The CEOC activates for a variety of different scenarios, with the most common explained in reference (h) and (l). Reference (g) provides guidance on the level of activation as well as the different positions of the CEOC. The CEOC can be activated by:

(a) Camp Commander directed. The Camp Commander has the direct authority to activate the CEOC for training, exercises, and emergencies that require Camp support and will activate the CEOC through the CEOC Director. The CEOC is

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required to inform BEOC or MCIPAC AC/S G-3 when activating the CEOC.

(b) MCIPAC Command directed. The Commanding General, Deputy Commander, and AC/S G-3 have the authority to direct CEOC and/or BEOC activation.

(c) Incident Commander (IC) directed. The IC has the authority to activate the CEOC when they determine that requesting resources through dispatch is no longer viable, or that the scope of the incident requires multiagency coordination.

(d) Simultaneous Activation. During a major disaster, multiple echelons of multiple Operation Centers may activate simultaneously. All operation centers will fall under the operational control of the BEOC in this scenario.

(3) Method. The CEOC will sustain crisis or contingency operations by:

(a) Acquiring and providing the commander accurate, timely information and solutions for developing feasible courses of action and making logical decisions.

(b) Translating the commander's decisions into plans and orders, communicating those orders, and supervising the execution of the orders to emergency responders and CEOC personnel.

(c) Providing required information to and complying with tasks from higher and supported commands.

(d) Incorporating the principles of NIMS, and the Installation Emergency Management plan per references (c) and (k).

(e) Develop and issues guidance to the CEOC staff to enable them to effectively plan crisis or contingency operations.

(f) Assess needs in order to acquire and coordinate operational and logistical support for crisis or contingency operations.

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(g) Disseminate warning, emergency public information, and instructions through mass notification systems, distribution lists, and social media.

(h) Assess the need and coordinate for mutual assistance from outside agencies, including Local Japanese responders when the BEOC is not active.

(4) End State. The CEOC is prepared to rapidly disseminate emergency related information, implement response measures, and conduct damage control and repair in the event of a natural or man-made crisis or disaster.

b. Concept of Operations. Standard operating procedures for the CEOC in response to any disaster or emergency involve three stages: Mitigation and Planning, Emergency Response, and Recovery.

(1) Mitigation and Planning

(a) Subject Matter Experts (SME) in all fields of Emergency Management and Installation Protection often compete for resources to build robust defenses for identified vulnerabilities against known threats. In a limited resource environment mitigation of the most critical areas against predictable hazard and threats becomes the best way of ensuring survivability. The CEOC will coordinate with Mission Assurance SME's to continually identify threats and hazards in order to develop mitigation plans and procedures to ensure survivability of critical infrastructure and personnel.

(b) Pre-disaster awareness and education programs are equally important to all other preparation plans for emergencies and disasters. The CEOC will ensure up to date information and preparedness campaigns are distributed through multiple sources such as webpages, social media, and email distribution lists. The preparedness of the public can vastly affect the disaster resilience improving the ability of individuals, communities, organizations and states to adapt to and recover from hazards, shocks or stresses without compromising long-term prospects for development.

(2) Emergency Response. At a Minimal Activation Level (AL-3+), the CEOC can consist of the following personnel: CEOC Watch Commander, CEOC Watch Officer, CEOC Incident Liaison Officer, and two CEOC Watch Clerks per shift. When activated, the CEOC will have attached, and under its Tactical Control

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(TACON), the Camp Guard and Security Augmentation Forces (SAF), and any specialized response and recovery teams required for the specific emergency operations. Larger disasters will require higher activation levels up to Full Activation (AL-1) per reference (g). The response phase can last a few hours up to months depending on the severity and type of disaster or emergency.

(3) Recovery. The recovery process will be critical. Recovery operations involves search and rescue, damage assessments, restoring damaged infrastructure, providing urgent life support for displaced persons, and documentation of the event. Depending on the destructiveness of the incident, this stage could last anywhere from a few hours to several weeks.

(4) Continuity of Operations Plan (COOP)

(a) For normal unclassified operations the CEOC is able to continue limited operations from any location with the use of NIPR connectivity and the G6 issued "pocket WiFi" currently assigned to the CEOC. If a large-scale incident overwhelms one location, the different sections of the CEOC can be located in separate areas as long as continuous connectivity between the locations remains via chat room or VTC.

(b) In the instance of inoperability of the CEOC for classified operations, the CEOC will relocate to building 480, room 107 unless MCIPAC is using the location, in which case all SIPR operations will be forwarded to the BEOC for action. CEOC Watch Officers will identify key documents and materials to transport, as well as the appropriate classified materials that need destruction pursuant to reference (j).

c. Tasks. The Activation Level will determine what positions are activated in the CEOC per reference (g). At an AL-3+ activation, one person fills multiple positions from separate sections in the CEOC. At an AL-1 activation, all sections are activated accordingly. The below is the tasks for a routine AL-3+ activation of the CEOC to handle small-scale disasters, such as a Category 3 typhoon or Unexploded Ordinance that has not detonated. All Activation levels will have, at a minimum, a Watch Commander, Watch Officer, and Watch Clerks.

(1) CEOC Watch Commander (CEOCWC)/Senior Watch Officer (SWO). Responsible for monitoring, coordinating, and supervising the execution of the current crisis/contingency order. Supervises all CEOC operations and has overall

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responsibility of the CEOC. The CEOCWC coordinates aggressively collaborates with all members of the CEOC to develop a complete understanding of the current situation and ensure the Camp Commander is aware of the situation. Specific duties include:

(a) Monitor the progress of crisis/contingency operations and expeditiously report significant events or incidents to the Camp Commander and/or Camp Director.

(b) Ensures all reports are properly received and recorded.

(c) Review and submit situation reports to higher commands in conjunction with the other staff sections.

(d) Transmit the orders and decisions of the Camp Commander or Camp Director to the CEOC sections as required.

(e) Coordinate with tenant organizations and the BEOC to ensure camp update brief is completed with:

1. Current Operations Situation Map
2. Commander's Critical Information Requirements (CCIR)
3. Task Organization
4. Significant Events Chart
5. Execution Checklist
6. Current and Future Mission and Tasks
7. Commander's Intent
8. Alerts and Conditions
9. Intelligence Information
10. Personnel Status
11. Logistics Status
12. Events Log

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(f) Brief the Camp Commander and/or Camp Director on the current situation.

(g) Act as the releasing officer for the camp for all messages approved by MCIPAC/III MEF Communications Strategy Operations (COMMSTRAT).

(h) Serve as primary coordinator with tenant commands and organizations.

(2) CEOC Watch Officer (CEOCWO). Below full activation, the CEOCWO fills the roles of the multiple Section Chiefs and is responsible to the CEOCWC for the orderly and effective operation of the CEOC. Primary responsibility is information control and as such, must be experienced in staff work and able to evaluate the importance of information. The CEOCWO's specific duties include:

(a) Sight, analyze, and direct the flow of information coming into the CEOC. Ensure that command and control personnel (within and outside the CEOC) have all available information to accomplish their tasks.

(b) Serve as the principle point of contact for liaison personnel from higher, adjacent, supporting, and subordinate commands.

(c) Monitor the status of communications with higher, adjacent, supporting, and subordinate commands and decide how it is processed using the following guidance:

1. Store. If the information is needed or must be acted upon, forward the information for entry in the CEOC Journal.

2. Eliminate. Shred or delete information which is redundant or not necessary.

3. Disseminate. The information is entered in the journal. Each Staff Representative, Liaison, and Watch Staff is responsible for ensuring that the information is passed to his/her appropriate counterpart.

4. Display. Post the information to the appropriate display or SharePoint for immediate viewing and collaboration throughout the CEOC.

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5. Forward for action/decision. If the information requires a decision, immediately forwarded to the appropriate decision maker (i.e. Camp Director, Camp Commander, etc.) and followed up on for a rapid response.

6. Respond. Information that requires a response will be logged and stored along with the response that was given.

(d) Ensure that tenant organizations not represented in the CEOC are notified of an incident and take appropriate action on operational situations affecting functions under their purview.

(e) Act as the immediate supervisor for the Watch Clerks and all liaison personnel.

(f) Responsible for the organization and operation of the CEOC, to include the training of the CEOC Watch Clerks.

(3) CEOC Incident Liaison Officer (LNO). The CEOC Incident LNO is responsible to the CEOCWO for the immediate and accurate relay of information and requests between the on-scene IC/UC and the CEOC. The Incident LNO's specific duties include:

(a) Relay information and requests for support from the onsite IC to the CEOC.

(b) Monitor the progress of crisis or contingency operations and expeditiously report significant events or incidents to the CEOC.

(c) Supply the CEOC with situation report updates.

(d) Ensure the onsite IC receives any approved personnel or equipment requested for the incident or operation.

(4) CEOC Watch Clerk. The CEOC Watch Clerk maintains the manual and electronic CEOC journal, updated command and control operating pictures, and maintains the state of police in the CEOC. The Watch Clerk is under the direct supervision of the CEOCWO. The Watch Clerk's specific duties include:

(a) Prepare update briefs, messages, and other correspondence as necessary to support CEOC operations.

(b) Act as a runner.

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(c) Ensure that an appropriate state of police is maintained.

(d) Answer, record, and respond to incoming calls to service.

(e) Dispatch and maintain operational oversight of Guard and SAF personnel as directed by the CEOCWO.

(f) Enter information and maintain all NIMS Incident Command System (ICS) forms and logs.

(g) Update and maintain the Camp Commanders Common Operating Picture (COP).

(h) Assist the CEOCWO with developing situational reports (SITREPs) and orders.

(5) Camp Guard and Security Augmentation Force (SAF). Camp Guard and SAF are under the Operational Control (OPCON) of the Camp Commander and directly tasked by the CEOCWC. Camp Guard will fill many of the CEOC roles as part of their primary duty. When directed, SAF Marines will perform duties such as patrolling the camps to assess the situation, reporting conditions, ensuring safety and discipline, and responding to assist with disaster relief. The Camp guard and SAF will muster at the onset of an emergency or as directed by the Camp Commander. SAF will operate primarily out of the CEOC, or as directed by the CEOCWO. The number of SAF activated will vary from incident to incident as well as the availability of Camp Guard personnel. Any SAF attached to the Provost Marshal Office (PMO) will remain under PMO Tactical Control (TACON) until those personnel are released back to the CEOC. All tenant commands shall provide personnel and equipment in accordance with references (b), (c), (g), and (i).

(6) Crisis Action Team (CAT). The CAT is a leadership arm of the CEOC that will provide the Camp Commander with a dedicated staff to provide advice on matters fundamental to resolving a crisis. Due to the complexity of Camp Foster, the CAT is comprised of personnel from Camp Foster and Headquarters and Support Battalion (H&SBN) senior staff who are directly concerned with plans, procedures, allocation of resources, and policies for dealing with major crises and/or catastrophes.

(a) The CAT members include:

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1. H&SBN Executive Officer - Co Chairs the CAT
2. Camp Director - Co Chairs the CAT
3. Camp Operations Officer or Chief
4. H&SBN S1 Adjutant
5. H&SBN S3 Operations Officer
6. H&SBN Supply Officer
7. H&SBN Company Commanders
8. Camp Antiterrorism Officer

(b) The CAT responsibilities include:

1. Act as a Policy Group to collectively arrive at decisions not requiring the authority of the Camp Commander.

2. Develop Courses of Action (COA) to present to the Camp Commander for decisions that cannot be resolved independently by the CAT.

3. Serve as the Policy Group responsible for major policy decisions and overall responsibility. The responsibility for direct emergency management at the tactical level resides with the IC.

d. Coordinating Instructions

(1) The primary emergency responders remain the PMO and Marine Corps Base Butler (MCBB) Fire & Emergency Services (F&ES) that reside under the operational control of the BEOC unless otherwise directed.

(2) The CEOC will maintain close coordination and situational awareness with the BEOC via established communication means outlined in enclosure (2) and this order.

(3) The CEOC will execute the Emergency Action Plan, reference (j), in any instance where there is a need to protect, remove, or destroy Communications Security (COMSEC) equipment and classified materials.

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(4) The CEOC will operate utilizing all instructions and policies concerning Emergency Operations including references (a) through (l).

(5) Physical Security

(a) Access to the NIPR CEOC is controlled by access roster. As members of the Command Section, CEOCWOs and higher will have unescorted access to the CEOC. Any member of the Command Section that has unescorted access will accompany all personnel not on the CEOC access roster.

(b) Access to the CEOC Secure Room is strictly controlled to cleared personnel only. All personnel requiring access to the secure room, with a need to know, while classified material is in use, will have their clearance verified by either a Bldg. 1 Badge or a Joint Personnel Adjudications System (JPAS) look up through the MCIPAC Security Manager, as needed on a 24/7 bases. MCIPAC Security Manager can be contacted during duty hours at 645-4337 and after hours via the BEOC.

5. Administration and Logistics

a. Administration

(1) The CEOC Director is the Antiterrorism/Installation Protection Officer (ATO) and is the primary point of contact for any matter relating to this order.

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

(3) The CEOCWC is also known as the SWO in some MCIPAC orders and regulations. The CEOC Director can also fill the role of the CEOCWC.

b. Logistics

(1) Activation. When activated, CEOC watch personnel will report immediately to the CEOC to begin operations. Enclosures of this SOP and reference (g) provides detailed guidance on activations for the most common scenario responses on Okinawa. Incidents outside the scope of the enclosures and references (f) and (h) rely on the experience of the CEOCWC and staff.

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(2) Food. The CEOC does not have any eating facilities in the building. However, many Army & Air Force Exchange Service (AAFES) facilities deliver and personnel on Commuted Rations (COMRATS) are allowed to store food in the limited space of the refrigerator/freezer in the CEOC. Additionally, Meals ready to Eat (MRE's) are able to be ordered through the parent command of the watch stander utilizing the enclosures in reference (d) and stored inside the CEOC.

(3) Water. The Federal Emergency Management Agency (FEMA) recommends one gallon (3.785 liters) of potable drinking water per adult per day. In the event the buildings water is contaminated or service cannot be restored, a water trailer (water bull) will be positioned outside the CEOC.

(4) Toilet & Showers. The CEOC has toilet facilities and limited showering available. Port-O-lets can be requested through AC/S G-4 and positioned outside the CEOC should toilets become unserviceable.

(5) Billeting. Billeting for the CEOC is in the form of cots obtained through Camp Services positioned in the larger rooms of the CEOC. Every attempt will be made to have separation of male and female billeting.

(6) Transportation. The CEOC does not have dedicated vehicles outside of emergency response. Transportation for duty inside the CEOC is the watch standers responsibility.

(7) Medical. Within the CEOC, self and buddy aid are the first course of action. Secondary will be the Camp Guard Corpsmen, when available, with tertiary being ambulance via 911.

(8) Electrical Power. Per MCIPAC, the CEOC is not permitted to have backup generator capability. In the event of power loss, all CEOC functions, which rely on power, will be transferred to the BEOC until power is restored.

6. Command and Signal

a. Command. This Order is applicable to the CEOC aboard Camp Foster and Lester, Marine Corps Base, Camp Smedley D. Butler.

(1) The Camp Commander has Commanding General authority to exercise immediate, short-duration, TACON of all Camp Foster and Lester personnel, including all tenant personnel, during

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natural and/or man-made disasters and crisis. The CEOC may provide general guidance to first responders (MCBB Fire and Emergency Services (MCBB-FES), PMO, Explosive Ordinance Disposal (EOD), Hazardous Material Team (HAZMAT), etc.). However, the main function of the CEOC is coordinating support to agencies on the scene while maintaining a COP for the Camp Commander.

(2) The Camp Commander fulfills the role of the agency executive or senior official. In this role, the Camp Commander provides policy, mission, strategic direction, and authority to the IC.

(3) The IC is responsible for the immediate scene of a crisis incident. The IC has ultimate responsibility and authority for all actions at the scene of an incident. If assistance or resources are required, the IC may coordinate with the CEOC Incident LNO to request support. Additionally, the IC has the ability to directly request support through normal emergency channels for fire and emergency services, PMO, and the US Naval Hospital Okinawa (USNHO) with only notification to the CEOC for tracking purposes.

(4) When simultaneous incidents occur requiring multiple incident commanders, those incident commanders will end up competing for emergency resources. At that point, rapid decisions will prioritize emergency response requirements through the CEOC. When there are incidents on more than one camp, those decisions will be conducted through emergency response representatives in the BEOC.

(5) When activated, the BEOC maintains OPCON over all resources throughout the region while the CEOC maintains TACON of resources on the camp. This ensures the BEOC is able to perform resource allocation to the most needed locations throughout the region.

(6) This order is effective the date signed.

b. Signal. In order to ensure communications between the BEOC and CEOC during a crisis, the Primary, Alternate Contingency, and Emergency (PACE) method of communications planning will be used per reference (1).

(1) Primary

(a) NIPR Email and NIPR Defense Collaboration Services (DCS) Chat. Individual accounts will not be used when

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possible to ensure continuity during turnover. The CEOC has three NIPR tokens for NIPR DCS and Command and Control systems. The CEOC mailbox mcbbutler.ceoc.foster.wo@usmc.mil will automatically forward all mails to all other NIPR tokens as well as to all personnel in the Foster CEOC distribution list.

(b) Command and Control Systems

1. NIPR and SIPR Command, Control, Communications, Computers, and Intelligence (C4i) is the Headquarters Marine Corps (HQMC) and Commandant of the Marine Corps mandated Antiterrorism and Emergency Management system for all Emergency Management responses pre references (m) and (n). All CEOC NIPR tokens have active accounts on NIPR C4i at <https://c4isuite.atfp.cnmc.navy.mil>. CEOCWO and higher personnel shall obtain and maintain both NIPR and SIPR C4i accounts at <https://c4isuite.atfp.cnmc.navy.smil.mil>.

2. Marine Corps Operating Picture (MCOP) is the Marine Corps Installations Command (MCICOM) NIPR only Operating Picture. This system does not have the capability for CEOC token accounts and therefore requires each individual watch stander to be identified prior to an incident in order to create accounts. CEOCWO and higher personnel should obtain a MCOP account when offered through MCIPAC G-3. The system is username base and located at <https://mcipac.mcop.milcloud.mil/>.

(c) SIPR Email and DCS Chat. SIPR does not allow group tokens and therefore individual logons will be established via CEOCWO and higher.

(d) Coalition Enterprise Exchange Service - Japan (CENTRIXS-J). CENTRIXS-J allows secure communications over SIPR between US and Japanese forces. The CEOCWO and higher will obtain and maintain accounts on CENTRIXS-J.

(2) Alternate

(a) DSN Telephones. The CEOC has seven dedicated DSN lines for NIPR DSN. The numbers are 645-9802/3/4/5/6/7 and 645-9777.

(b) Secure Terminal Equipment (STE). The CEOC has two STE's capable of secure telephonic communications located in the Secure Room. CEOCWO and higher with the proper clearance will have access to the cryptology assets required to operate these assets. The numbers are 645-5723/5724.

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(3) Contingency. Several CEOC personnel have government cell phones, which may be used as an alternate means of communication. Personal cell phones should not be used unless crucial to mission accomplishment.

(4) Emergency

(a) Land Mobile Radios (LMR) CEOC Net. The CEOC Net (Zone A) is the Camp's LMR communications net. This net is used to maintain communications between the tenant commands, emergency services, the SAF when activated, the heavy equipment team, and the CEOC in the event that telephone communications go down.

(b) LMR BEOC Net. The BEOC Net (Zone B) is the LMR channels maintained by MCIPAC as a means of base wide communication. If established, the CEOC is required to monitor this net to maintain communication among the respective CEOCs across the island and the BEOC per enclosure (2).

(c) LMR DOD Net. The DOD Net (Zone C) is the LMR channels used to maintain communications between branches of DOD in Japan. This net is normally monitored by the BEOC and will only be used by the CEOC if directed by the BEOC.


J. L. HAMMOND

DISTRIBUTION: List A



Foster CEOC Contact List

Okinawa Emergency Operations Centers		
Camp	DSN	Cell
Foster	645-9804/9805/9806/9807	080-8592-9531
Hansen	623-4525	080-6497-4566
Schwab	625-1218/1221/1222	090-6861-0046
Courtney	622-1004/9608/9609	
Futemna	636-3568/3268/2700	
Kinser	637-3152	
USNHO	646-7396/7529	090 6861 4958
Kadena LE Desk/EOC	634-2475	632-8438
Navy CFAO	622-1410	090-9787-2041
EOD	645-3299/3298	
MCIPAC	645-1340/0282/0264	645-7218 (OOD)
Ft Buckner Duty	641-3720/3535/3688/3738	
Fire & Emergency Services	645-3796	090-6861-4109
Foster PMO	645-7441/7442	080-3737-2950
GF Service Desk	645-7294/5/6	098-970-7294/5/6
Kadena Weather	634-3129	
Kadena Housing Maintenance	634-4663/3879/632-7361	090-3796-1123 098-961-4663
AFN	645-7589/2300	090-1603-1281 098-970-2300
		090-1116-4355
GF Maintenance	645-7294/7427/3760/2084/2061	090-6861-5233
Camp Foster Asset Contacts		
3d Dental Bn	645-3074/7381	
DoDEA (Primary)	634-5690/5598	070-3800-0895
DoDEA (Secondary)		080-8590-5119
DECA	645-6152/2712	080-6485-1522
AAFES (Primary)	645-7709	080-2705-5600
AAFES (Secondary)	645-5085	080-8391-4778
AAFES (Secondary)	645-3530	090-4470-8964
USNHO	646-7546	090-7476-6436
	646-7362	090-6861-4958
MWSS-172	645-2356/4368	090-6861-4906
	645-7258/645-5629	080-4949-9852
78 th Signal Bn	641-3720/3730/3738	
MWCS-18	645-5629/2038	090-1734-2012 080-2701-6041
MWHS-1	645-7436 (day POC)	090-1944-1428 (night)

CLR-3/CLB-4 (RDO)	645-3711/9470	
TSB (Fuel)	645-6849	Maj McLaren, Luke
TSB (Fuel)	080-4150-4795	
3 rd Med Bn	645-9564/67	080-8590-2110
MCCS	645-3082/9131	
Red Cross	645-3800	
Navy Federal Credit Union	080-6482-7261	098-970-7634 645-7634
Community Bank	080-6488-3981	645-2631
NCIS	645-0213/0218	
Camps Services		
Camp	DSN	Cell
Futenma	636-3058/3165	
Kinser	637-1886/3821	
Courtney	622-9596/7623	Rary
Hansen	623-4109/7339	
Schwab	625-2215/2337	
JWTC/Gonsalves	622-2238	
IE-Jima	622-2600/2622	
White Beach/Shields	622-1309	
Torii	644-4688/5440	
Ft Buckner	641-3500	
Navy Kadena	634-9335	
Lester Old Hospital		090-4470-2871
Pass & ID	645-7519/2239	645-3177/3556
Housing Facilities	634-1127/1427	
718 CES Eric Turner	eric.turner.22@us.af.mil	080-6481-1548
18 CE	634-2424	
Unit Command Numbers		
Unit/Position	DSN	Cell
CLR-3/CO	645-3216	080-1546-0590
XO	645-3969	
SgtMaj	645-3354	080-8594-1497
MWSS-172/CO	645-2490	080-1385-7114
XO	645-2983	080-8590-3645
SgtMaj	645-3702	080-2738-2267
E/53 Sig Bn/1SG	641-2490	090-6859-2582
333rd Sig Co/1SG	641-2582	090-6859-2582
CLB-4/CO	645-3856	080-6488-7084
XO	645-2081	080-2703-9233

SgtMaj	645-9264	080-1385-7194
3d TSB/CO	645-6787	080-8373-6704
XO	645-1411	
SgtMaj	645-4503	080-8373-7064
3d Med/CO	645-9578	080-1385-7051
XO	645-9577	
CMC	645-3275	
3d Den/CO	645-3499	080-8373-9786
XO	645-7041	
CMC		080-8592-9521
MWHS-1/CO	645-7602	080-1385-7141
XO	645-0114	
SgtMaj	645-3702	080-1385-7168
MWCS-18/CO	645-5603	090-3014-2260
XO	645-5621	
SgtMaj	645-7094	080-2737-9022
USNHO/CO	646-7216	090-6861-0581
XO	646-7440	090-6861-0576
CMC	646-7000	080-8591-8194
OOD	646-7555	080-8356-5962



Foster CEOC Watch Opening Checklist



This checklist provides a method to conduct a quick initial opening of the CEOC and is to be utilized in conjunction with CampO 3440.2, (Camp Foster CEOC Staff and Activation).

- o Notify Camp Commander and/or Camp Director.
- o Update tenant units (see phone list)
- o Recall CEOC Staff in accordance with CEOC Activation Matrix
- o Open Command and Control collaboration sites and begin maintaining logs
 - C4I NIPRNET (Foster Page):
<https://c4isuite.atfp.cniv.navy.mil/usmc/mcicom/mcipac/MCBButler/foster/default.aspx>
 - DCS: <https://conference.apps.mil/home> (go to rooms directed by MCIPAC as well as Camp Foster Chat)
 - SWIFT: Use additional CAC reader and personal authentication cert (see back of binder)
 - MCOP: <https://mcipac.mcop.milcloud.mil/>
- o Establish connection with BEOC and notify of activation
 - Radio: **Zone B - Channel 2, 3, or 4 (BEOC directed)**
 - DSN: **315 645 0262/0282**
 - Email: MCIPAC BEOC WO@usmc.mil
 - Video Teleconference: **AS DIRECTED**
 - PRC Frequency: **41.24**
- o See specific disaster Checklist, Action Set, and SOP (i.e. typhoon, tsunami, active shooter, bomb threat).
- o Adjust CEOC Activation Level and staffing as needed.



Foster CEOC Tsunami Checklist



<u>EM PHASE</u>	<u>MEASURE #</u>	<u>CHECK-OFF BOXES</u>	<u>ACTIONS</u>	<u>ACTION OFFICES</u>	<u>GUIDANCE</u>
1 MITIGATION PHASE	1.1		Coordinate with Camp and Tenant units to ensure Camp and Tenant personnel update recall and contact data in AtHoc.	CEOC Director	Coordinate with unit AtHoc Operators to complete this action.
	1.2		Coordinate with building managers to ensure that tsunami-elevation signs are posted in buildings that are less than 30 meters above sea level	Camp Facilities Chief	
	1.3		Provide Public Awareness	Camp Director	Provide class room training for employees and family members and/or leverage social media (i.e., Face Book), email, AFN, etc. to educate personnel on the earthquake/tsunami threat and response actions.
	1.4		Coordinate with PMO to ensure that Mass-Notification tests are conducted at least quarterly over AtHoc and Giant Voice systems at a minimum.	Camp Guard	These tests are in addition to morning and evening colors
	1.5		Ensure checklists are current and up to date and easily understood.	CEOC Director	
	1.6		Ensure that plans are in place to deploy resources to the elementary school, Child Development Center, and School-Age-Children facilities to assist their local staff in evacuating children when necessary.	Camp Guard	Lester Middle School is the main concern. The evacuation route ends at the fence line and does not allow for easy escape to higher ground if a major tsunami were to happen.

<div>2</div> <div>PREPARATION PHASE</div>	1.7	Review LIAs/agreements and separate checklists with local authorities regarding emergency evacuations of local citizens and emergency responders through the camp.	Camp Director	LIAs allow the local population and responders to transit through the camp to escape tsunami threats and/or respond to emergency situations.
	2.1	Coordinate the conduct of Evacuation Drills/Field Training Exercises, including LIAs/LTAs with the local community.	CEOC Director	Drills may be combined or separate.
	2.2	Coordinate with Camp and Tenant leads to encourage personnel to prepare emergency go-kits	Camp Director	May be completed as part of Public Awareness Training conducted in the Mitigation Phase.
	2.3	Coordinate with building managers to create and practice building evacuation and return plans.	Camp Facilities Chief	
	2.4	Coordinate with Camp and Tenant leads to encourage personnel to develop family-communications and family-evacuation plans as applicable.	Camp Director	May be completed as part of Public Awareness Training conducted in the Mitigation Phase.
	2.5	Coordinate with DODEA and MCCA to ensure that parents are aware of emergency evacuation plans for the DODEA school and MCCA CDC and SAC.	CEOC Director	
	2.6	Ensure that all employees have a care plan for children in the event of a Tsunami. For Marines and Sailors, this means updating and validating Family Care Plans (FCPs) to ensure that their children will be cared for in the event of a Tsunami.	All Leads	
	2.7	As part of check-in to work or live aboard Camp Foster, ensure communication and dissemination of the Tsunami evacuation procedures and rally points to employees, Marines, Sailors, and family members to ensure all personnel are accurately informed of actions to take in the event of a Tsunami	All Leads	

3 RESPONSE PHASE	2.8	Conduct regular, at a minimum annual, rehearsal of internal Tsunami evacuation procedures, to include accountability at pre-designated rally points. This can be done in conjunction with Camp drills, or at different times when more conducive for tenant/unit schedules."	All Leads	
	3.1.1	Immediately: if a major earthquake is felt, all personnel should self-evacuate to higher "green zones" on or off base. Due to expected congestion, everyone should continue driving out gates towards elevated terrain until the threat has passed then tune into radio, television, social networks, or make contact with others to determine threat status.	All Personnel	A strong earthquake may be the first or only tsunami warning we receive and is the worst case scenario; tsunami could strike in 15 to 30 minutes. Sound judgment and immediate action will be critical to saving lives. When in doubt, assume the worst: skip the threat assessment and make immediate notifications.
		OR		
	3.1.2	Receive warning and evacuation notices from the BEOC and relay camp wide as appropriate. If evacuations are directed have not already been initiated, initiate them immediately.	CEOC Command Staff	Ideally, Camp Foster receives notifications from the BEOC via giant voice "RED BUTTON" and via a call to the Foster CDO red Crisis Action Phone on the quarterdeck.
	3.2	Immediately dispatch road guard(s) to the intersections from Gate 5 to Gate 7 and from Gate 4 to Gate 6.	PMO & Guard	
	3.3	Coordinate with PMO to initiate mass notifications over Giant Voice directing personnel to evacuate to higher elevations (if applicable). Expect redundant notifications.	PMO & Guard	<p>If the exact threat is unknown, evacuate all personnel above 100 feet (30 meets) as soon as possible. If time permits, determine evacuation requirements based on warnings. At a "MINIMUM," if the projected wave threat is:</p> <ul style="list-style-type: none"> - GREATER THAN 1 METER (3.28 FEET): Evacuate to elevations greater than 100 feet (30 meters) (Get to Green). - 0.2 TO 1 METER (0.66 FEET TO 3.28 FEET): Evacuate to greater than 30 feet (10 meters) (Red to Yellow). - LESS THAN 0.2 METERS (0.66 FEET): Disseminate tsunami warning to all personnel for information purposes only. No evacuations necessary. If time allows, contact the Commander for specific instructions.

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	3.4	If MCIPAC as not done so, send mass-notifications over AtHoc that direct personnel to evacuate to higher elevations (if applicable) via avenues of least resistance.	CEOC Director	MCIPAC BEOC will be the primary sender of notifications due to their accounts sending to all of Okinawa. If the BEOC fails to send AtHoc messages, the CEOC can send to Foster personnel only.
	3.5	PMO (with Guard/SAF) immediate open gates 3, 4, 5, 6, 7 on Camp Foster and BPT open gate 2 for emergency egress, which includes off-base traffic through gates 4 & 5. Post roads guards for no more than 30 minutes to guide traffic towards gates.	PMO & Guard	DO NOT CHECK ID CARDS; THIS IS A TRUE OPEN BASE TO SAVE LIVES. Guards are only present to guide ALL persons to safety and prevent any life threatening criminal activity.
	3.6	Coordinate with all potential response leads to ensure Incident Commanders (IC) and the CEOC monitor the default interoperable LMR channels (B1, B2, or B3).	CEOC Command Section	Reference CEOC ICS Form 205s for current communications plans. Major incident will be addressed under a Unified Command construct.
	3.7	Coordinate with PMO to prohibit access to guide traffic to elevated safe areas.	Camp Guard Officer	For exercises, US and Japanese set up joint TCPs along the escape routes from gate 5 to gates 7 and gate 4 to gate 6 to keep exercisers inside authorized areas.
4 RECOVERY PHASE	4.1	Activate the CEOC per activation matrix and assume duties as CEOCWC, recalling CEOC members as needed.	Camp Director/CEO C Director	Tsunami comes in waves, there is a real danger of sending your responders into a second wave.
	4.2	IMMEDIATELY conduct a check on Camp Lester school if event occurred during school hours. Ensure Camp Lester is first priority for rescue operations once waters recede and support is able to be provided due to the residents being trapped on the base.	Camp Guard	Camp Lester's geography does not allow any evacuation away from the tsunami zone. Residents will be trapped on the East side of the camp due to the surrounding vegetation and perimeter fence blocking escape away from a tsunami. The School evacuation route takes them to hillside near Bldg. 6234.
	4.3	Initiate coordination of rescue and/or life-saving initiatives when necessary. Utilize direct contacts with MEF Units and coordination of the BEOC if tsunami is affecting more than one Camp.	CEOCWC	Support the IC(s).

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4.4		Establish key CEOC contacts.	CEOCWO	BEOC: 645-0272/0262 Camp Foster C4I Site: https://c4isuite.atfp.cniv.navy.mil/usmc/mcicom/mcipac/MCBButler/foster/default.aspx 18th Wing Command Post: 634-1800/1876 USFJ Command Center: 223-6065/6066/6067 (use if Okinawa's Command and Control is severely compromised)
4.5		Coordinate with applicable commands/tenants to acquire or provide resources as needed if only Foster affected. Coordinate with BEOC if multiple Camps are affected.	CEOCWO	
4.6		Maintain radio communications between the CEOC and Incident Liaison Officers at the Incident Command (IC) until recovery operations are completed, processing IC and higher echelon RFSs/RFIs.	CEOC Watch Clerks	Activate ICS net on radios: B1, B2, and B3 and track RFSs and RFIs on C4I/MCOP.
4.7		Logon to C4i One Clear Picture (OCP) and begin tracking any future tsunamis and earthquakes.	CEOC Watch Clerks	Under Hazards/Other Natural Disaster. A good practice is to keep this screen up on the main display.
4.8		Begin tracking all damages and trapped personnel on OCP (use MCOP if directed and if access has been granted).	CEOC Watch Clerks	Initial entry will be "URGENT" using OPREP-3 Incident, Environmental subgroup, check all three top boxes as well as MCIPAC, and put in the actions taken a note that tracking will be via OCP global collaboration. If directed to use MCOP message will state "MCIPAC has directed the use of MCOP over C4i for this event". For OCP tracking, use "GLOBAL" Incidents and Operations collaboration groups for C4i. HQMC will want detailed immediate visual COP of the incident, which C4i provides and is why it is the mandated system.
4.9		Initiate musters of all hands who fall under the coordinating authority of the Camp Commander in a disaster. Report musters to the BEOC.	All Leads	Initiate AtHoc as primary fast-action mustering tool then follow up with alternate methods (phone trees, face to face, etc.).

	4.10		Fill requests from the school and MCCA staff with control of school, CDC and SAC children.	CEOCWO	Control of children could become a challenge. DODEA and MCCA procedures take precedence and must be supported by Camp Operations and/or the CEOC staff. The Camp or CEOC (when activated) must assist DODEA and MCCA staff with parents who may attempt to circumvent policies.
	4.11		Prepare external reports	CEOCWO	SITREPS, OPREPS, etc.
	4.12		Track Damage Assessments and coordinate repairs after ICs are deactivated/demobilized, if applicable.	CEOC Watch Clerk	
	4.13		Coordinate with owning units to ensure that MEFs are returned to normal.	CEOCWC	
	4.14		Demobilize the CEOC when appropriate and authorized by the Camp Commander.	CEOCWC	



Foster CEOC Active Shooter Checklist

<u>EM PHASE</u>	<u>MEASURE #</u>	<u>CHECK- OFF BOXES</u>	<u>ACTION OFFICES (Specific Taskers)</u>	<u>AFFECTED OFFICES (Implied Taskers)</u>	<u>CEOC SECTION</u>	<u>ACTIONS</u>	<u>ADDITIONAL GUIDANCE</u>
<u>1 MITIGATION PHASE</u>	1.1		ATO	All Leads	NA	Coordinate with all units aboard the camp to foster a respectful workplace and ensure that personnel are trained and aware of potential shooters per DoD and service-specific training requirements.	Refer to active-shooter annual training requirements and reference materials. See https://www.dhs.gov/active-shooter-preparedness . Training covers: Profiling active shooters; responding to an active shooter; respond to Security Forces when they arrive; training staff; preparing for and managing active-shooter situations; recognizing potential workforce violence; managing consequences of an active-shooter situation; improving processes with Lessons Learned.
	1.2		Camp Facilities Chief	All Leads	NA	Coordinate with all units to institute physical security or access controls (i.e., keys, security system pass codes)	
<u>2 PREPARATION PHASE</u>	2.1		Camp Facilities Chief	All Leads	NA	Coordinate with all building managers to ensure that each facility has adequate emergency action or response plans that specifically address active shooters.	Plans must address lockdown procedures, evacuation routes, etc. per current directives.
	2.2		Camp Operations Officer	All Leads	NA	Coordinate with all units to ensure that Camp Operations facilitates or provides oversight of all active-shooter drills/exercises conducted aboard the camp.	
	2.3		MCIPAC Emergency Management Officer	ATO	NA	Coordinate with the ATO to ensure that lessons learned from exercise AARs are incorporated in the camp's Active-Shooter plan, procedures, and checklists.	Ensure that AARs are submitted following a drill, exercise, or event.
	2.4		Camp Guard	PMO	NA	Coordinate with PMO to train cooperatively for shooter scenarios.	Training may include law enforcement, emergency responders, MWD teams, EOD/bomb squads, SRT.

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3 RESPONSE PHASE	2.5		Camp Facilities Chief	All Leads	NA	Coordinate with all units to ensure that facility/building managers distribute floor plans and keys to appropriate managers / employees.	
	2.6		Camp Operations Officer	All Leads	NA	Coordinate with all units to ensure that unit recall data is current in AtHoc, which includes building numbers where personnel normally work.	
	2.7		Camp Facilities Chief	All Leads	NA	Ensure that all building managers place removable floor plans near entrances and exits for emergency responders	
	3.1		All Responders	All Responders	NA	Shots fired; witness (as) call 911 or activate fire alarms. Affected units lock down and take other actions per standing tactics, techniques and procedures.	
	3.2		All Responders	All Responders	NA	Affected units/personnel lock down and take other actions per standing tactics, techniques and procedures.	
	3.3		F&ES	PMO	NA	If a fire alarm, dispatch to the scene, but be prepared for an active-shooter incident.	F&ES normally do not enter an active-shooter environment until security forces report that it is safe to do so (i.e., shooter has been neutralized).
	3.4		PMO	PMO	NA	Dispatch response unit to the scene and follow Standard Operating Procedures.	Timelines for checklist items from here down depends on dynamics of the situation. DO NOT focus on a checklist when seconds lost will lead to further deaths in this scenario!
	3.5		PMO	All Leads	NA	Employ mass-notification systems to have personnel lock down and await further instructions when required.	Primary systems include AtHoc (phones, desktop, text, email, Pas where linked) and giant voice. Back-up includes phone trees and or megaphones. Active shooter incidents require "lock down;" CBRNE-D require "shelter in place (SIP)."
	3.6		Camp Guard	PMO	NA	When necessary, assist PMO with mass notifications.	
	3.7		PMO	Camp Guard	NA	Advise Camp Operations of incident and request SAF augmentation as applicable.	SAF provide cordons at a minimum, under PMO direction.

3.8		Camp Operations	Camp Operations	NA	Notify Camp Director and Camp Commander	CCIR Event
3.9		Camp Commander	CG	NA	Notify Commanding General	CCIR Event
3.10		Camp Commander	All Leads	NA	Establish TACON of all resources inside the camp that are required to respond to the incident and assume OPCON and tasking authority of all camp resources in order to provide force protection if necessary.	Ref BO 5400.1B and MOUs/MOAs. This statement should be included in all Emergency Action Plans or Responses Phase checklists. OPCON/TACON of MCB resources does not apply to resources dispatched by MCB (Area Command) to higher priorities outside the camp.
3.11		Camp Guard	SAF	NA	Recall ALL Camp Guard and transition to SAF role, recalling additional SAF support if required.	Timelines for checklist items from here down depends on dynamics of the situation. Separate checklist addresses activations (i.e., draw weapons. Ammo, radios, protective gear, etc).
3.12		SAF Lead	PMO	NA	Establish communications with PMO initial Incident Commander (Ch B3 or B16 per ICS 205 Comm Plan)	Refer to exercise plans for exercise comm plans. Timelines for checklist items from here down depends on dynamics of the situation
3.13		Camp Guard	PMO	NA	Coordinate with PMO to verify that other key offices have been notified: Fire, CID, NCIS, USNH, Gate Guards, EOD, PAO, SRT, and CDO.	The incident particulars will determine which offices may be notified or required. For exercises/drills, ensure prior coordination with report recipients to avoid conflict or confusion.
3.14		PMO (Initial Incident Commander)	All Responders	NA	Size up report/incident and conduct standard en-route operational practices.	Includes approaching event while being aware of potential for snipers.
3.15		PMO (Initial Incident Commander)	All Leads	NA	Identify hot zone and establish inner and outer cordons/perimeters while also considering traffic control.	For drills and exercises, the outer cordon will be referred to as an "exercises cordon." Guard Forces will establish "exercise cordons" around training areas to prohibit entry into the training area by non-participants until ENDEX is declared.
3.16		PMO (Initial Incident Commander)	All Leads	NA	Evacuate building occupants if/when required.	

	3.17		PMO (Initial Incident Commander)	All Leads	NA	Quickly isolate and/or neutralize the threat and secure the scene per standing tactics, techniques and procedures.	
	3.18		PMO (Initial Incident Commander)	UC	NA	Establish Incident Command Post (ICP) and Organization (Unified Command)	Form teams per pre-planned ICS Org Chart. Employ SAF (transitioned from Camp Guard) to meet shortfalls.
	3.19		PMO (Initial Incident Commander)	All Responders	NA	Communicate objectives and strategy to various Incident Commanders and transition to a Unified Command.	Assuming investigators (CID or NCIS as applicable) have not yet arrived, the ICP and UC must remain active until investigators initiate the investigative process, identify cordon security requirements, etc.
	3.20		CEOC Director	All Leads	CEOC Watch Commander	Activate the CEOC IMT per activation matrix and serve as CEOC Director if the incident will exceed one operational period, which does not include investigations during the recovery phase.	A minimal CEOC is often staffed by Camp Operation. However, a full activation of the CEOC requires personnel from tenant commands. See CampO 3304.2 assignment chart and matrix.
	3.21		Camp Operations	UC	Logistics Section Chief	Establish communications link with IC to establish Unified Command (Ch B3 or B16 per ICS 205 Comm Plan)	Refer to exercise plans for exercise comm plans.
	3.22		CEOC Watch Clerk	UC	Command Section	Begin tracking and logging incident as a COP as well as compiling full details in NIMS logs.	Initial entry will be "URGENT" using AFTP Incident, Active Shooter subgroup, check all three top boxes as well as MCIPAC, and put in the actions taken a note that tracking will be via OCP global collaboration. If directed to use MCOP message will state "MCIPAC Commanding General (NAME) has directed the use of MCOP over C4i for this event." THIS IS A USMC MANDATED C4I USE EVENT. For OCP tracking, use "GLOBAL" Incidents and Operations collaboration groups for C4i. HQMC will want detailed immediate visual COP of the incident, which C4i provides and is why it is the mandated system.

3.23		F&ES	UC	NA	Establish communications link with IC to establish Unified Command (Ch B3 or B16 per ICS 205 Comm Plan)	Vice versa depending on first responder to arrive on scene. Refer to exercise plans for exercise comm plans.
3.24		CEOC Watch Clerk	UC	Logistics Section Chief	Establish communications link with Unified Command leads (Ch B3 or B16 per ICS 205 Comm Plan).	Refer to exercise plans for exercise comm plans.
3.25		CEOC Watch Clerk	BEOC	Logistics Section Chief	Establish comm link with the BEOC (Ch A1 or B3 per ICS 205 Comm Plan; work with BEOC to clear a net for the UC)	It is important to ensure that CEOC and UC are on a dedicated net not used by the BEOC. See the CEOC Comm Plan (ICS Form 205) that identifies all B channels that are available. Refer to exercise plans for exercise comm plans.
3.26		CEOCWO	UC	Plans Section Chief	Assist Incident Commanders/Unified Command with Incident Action Plan (IAP) development (if necessary).	An IAP will only be required if the incident is expected to last for multiple operational periods.
3.27		CEOCWC	All Leads	Plans Section Chief	Establish Battle Rhythm if the event exceeds a 12 hour operational period.	Reference pre-planned BR in the CEOC and adjust as necessary to the situation and higher-headquarters' requirements.
3.28		CEOCWC	Camp Commander	CEOC Watch Commander	Brief Commander on situation	Use ICS Form 201
3.29		CEOC Watch Clerk	All Leads	Plans Section Chief	Update Camp Foster C4I "Urgent Notices." Be prepared to use MCOP if it has matured to support needs.	C4I Training Site (for exercises and drills): https://c4isuite-training.atfp.cnicy.navy.mil/usmc/mcicom/mcipac/MCBButler/foster/default.aspx Real-World Site: https://c4isuite.atfp.cnicy.navy.mil/usmc/mcicom/mcipac/MCBButler/foster/default.aspx
3.30		All Responders	All Responders	NA	Incident responders (including SAF) and CEOC IMT check in with incident and CEOC leads respectively.	
3.31		F&ES	All Leads	NA	THREAT (evacuate victims)	After Threat suppression: Hemorrhage Control; Rapid Extrication to Safety; Assessment by medical providers; Transport to definitive care.

	3.32	PMO (Initial Incident Commander)	UC	NA	Transition Incident Command to F&ES or Investigative Leads, depending on focus of effort. This is an ongoing assessment.	Incident Commander discusses IC transition with F&ES and Investigator.
	3.33	PMO (Initial Incident Commander)	UC	NA	Coordinate investigations and cordon support with CID and NCIS as applicable.	
	3.34	F&ES	CEOC	NA	Provide preliminary casualty reports to the CEOC or to Camp Operations in addition to normal F&ES reporting channels.	Reports of deceased personnel will only be made by competent authority. Numbers will likely change as time goes by. Details will come from USNH later.
	3.35	CEOCWC	Camp Commander	CEOC Watch Commander	Relay all CCIR to the Camp Commander and CEOC (if activated).	CEOC if CEOC is activated. Camp Director if the CEOC is not activated.
	3.36	Camp Commander	CG	NA	Relay all other CCIR events to the CG MCB Butler and Commanding Officer(s) affected by the event.	
	3.37	CEOCWO	All Leads	CEOC Watch Commander	Notify unit leads affected by the event, courtesy notifications to other unit leads aboard the camp.	CEOC performs if the CEOC is activated. The Camp Director performs if the CEOC is not activated.
	3.38	CEOCWC	All Leads	CEOC Watch Commander	Request unit leads or commands affected by the incident to report to the CEOC or Camp Operations Office or CO Conference Room for situation briefs if/when scheduled.	Conducted in the CEOC when activated.
	3.39	All Leads	All Leads	NA	Conduct all-hands musters	Timeline for when musters occur depends on dynamics of the situation
	3.40	CEOC Director	NCIS & PAO	LNOs	Coordinate with NCIS and PAO to determine availability of translators (if required).	NCIS and PAO have translators on staff
	4.1	Camp COMREL	PAO	LNOs	Coordinate with the MCB Butler PAO to determine if a JIC will be established and if the PAO will take lead on maintaining predetermined media connections.	The PAO should coordinate with the OAFO as well.
4 RECOVERY PHASE	4.2	CEOCWO	USNH	Logistics Section Chief	Contact USNH for actual casualty reports.	The Camp Director performs if the CEOC is not activated.
	4.3	Incident Commanders	All Leads	NA	Establish and manage a formal unit-release process at the incident site.	

4.4		Incident Commanders	All Responders	NA	Collect incident management records and unit logs.	
4.5		Camp Director	Chaplain	Operations Section Chief	Determine and announce an incident debriefing strategy (UC)	Coordinate with Chaplain
4.6		CEOCWC	Chaplain	LNOs	Assign a debrief team to prepare a report of the incident.	Coordinate with Chaplain
4.7		Camp Operations	Chaplain	LNOs	Determine and announce a stress debrief plan and assure appropriate stress debriefing and management resources for all personnel.	Coordinate with Chaplain
4.8		Camp COMREL	PAO	LNOs	Coordinate with the PAO to plan for ongoing PAO support.	Based on the size of the incident, there may be a need for ongoing PAO support.
4.9		Incident Commanders	UC	NA	Close down the ICP. Demobilized forces.	
4.10		Camp Operations	CACO	AR	Coordinate CACO calls with MCB Butler CACO	
4.11		All Leads	All Leads	NA	After action report prepared	At least 10 days after the incident or exercise.
4.12		Camp Operations Officer	All Leads	NA	Improvement plan established	
4.13		Camp Operations	All Leads	NA	Coordinate training and develop exercises based on plan updates	
4.14		NCIS	All Leads	LNOs	Complete investigations	



Foster CEOC Explosive Device Checklist



<u>EM PHASE</u>	<u>MEASURE #</u>	<u>CHECK-OFF BOXES</u>	<u>ACTIONS</u>	<u>ACTION OFFICES</u>	<u>CEOC STATION</u>	<u>ADDITIONAL GUIDANCE</u>
1 <u>MITIGATION PHASE</u>	1.1		Coordinate with all units to ensure each has planned evacuation, sheltering and mustering procedures for Explosive device type events such as Bomb Threats, Suspicious Packages, Improvised Explosive Device (IED), and Vehicle Borne Improvised Explosive Devices (VBIED).	Camp Operations Officer	NA	SOPs should address standard procedures such as moving away from walls and windows facing the device, distancing from hazard area, and evacuations as needed.
	1.2		Maintain required access controls and physical security of tenant location(s) per Physical Security Manual (i.e., keys, security system pass codes).	All Units	NA	
	1.3		Coordinate with all units to ensure the Camp Emergency Operations Center maintains building contacts who can initiate evacuations, musters, sheltering operations.	Camp Facilities Chief	NA	
2 <u>PREPARATION PHASE</u>	2.1		Ensure that buildings have at least one primary evacuation route, ideally at least one alternate route.	All Units	NA	
	2.2		Post evacuation routes in conspicuous locations throughout facilities.	All Units	NA	
	2.3		Coordinate with EOD to conduct training exercises/drills with building managers, first responders (PMO, Camp Guard, MCB Fire, EOD, at a minimum), and local national employees when applicable.	Camp Director	NA	
	2.4		Coordinate with responders to train cooperatively for Explosive Device type scenarios.	Camp Guard/ATO	NA	Include building manager(s), PMO, Camp Operations, MCB Fire, EOD, at a minimum.
	2.5		Coordinate with all units to ensure that unit recall data is current in AtHoc, which includes building numbers where personnel normally work.	ATO	NA	

<p>3 EMERGENCY RESPONSE PLAN: RESPONSE PHASE</p>	2.6	Ensure that all building managers place removable floor plans near entrances and exits for emergency responders.	Camp Facilities Chief	NA	Fire Bill
	2.7	Ensure that all personnel are trained on UXO responses, including evacuations and/or sheltering as applicable.	All Units	NA	
	3.1	Immediately notify PMO through 911 or direct communications for any possible explosive device.	AR	NA	
	3.2	Dispatch initial response unit(s) with PPE to the scene.	PMO	NA	Timelines for checklist items from here down depend on dynamics of the situation.
	3.3	Notifies city official(s) when applicable (i.e., per LIA or PIA)	LOCAL POLICE	NA	Engages JGSDF EOD. An example of a standing LIA that requires unique responses states, "All installation construction related to the bypass construction and operations or joint use will be without expense to the USG and will be the complete and sole responsibility of the GOJ. This includes any liability or repairs due to environmental hazard or unexploded ordnance mitigation. Additionally, it includes disposal of above materials, which may be discovered in the course of construction. In addition, the GOJ will be responsible for any and all additional measures of safety required to ensure the wellbeing of USG personnel."
	3.4	Notifies the Camp Director and Antiterrorism Officer IMMEDIATELY.	PMO	CEOC Director	These types of events cannot wait for the normal notification chain which takes hours. Explosive devices (other than UXO) requires immediate action
	3.5	Conduct an AL-3+ Activation of the CEOC with Camp Commander authorization.	CEOC Director	CEOC Watch Commander	
	3.6	Conduct recall of Camp Guard and coordinate with the CEOC Watch Commander for required manning	Guard Chief	CEOC Watch Commander	A minimum of 2 personnel will be needed in the CEOC with the number of personnel for securing a perimeter being dependent on the size and location of the device.

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3.7	Employ mass-notification systems to area(s) affected by the hazard zone and direct evacuation or shelter responses when applicable.	PMO	NA	Primary systems include AtHoc (phones, desktop, text, email), giant voice and bullhorns. Back-up includes phone trees, which are slow. Evacuations will be based on facility construction, windows, etc. in relation to the location of the device.
3.8	Notify key response units: Fire, USMC EOD and Environmental as applicable.	PMO	NA	Contact Environmental for potential chemicals/spills that might be associated with the suspicious item. Note that handling/possession of explosive ordnance by anyone other than qualified personnel in performance of their duty is strictly prohibited. Be prepared to provide EOD with info on: person and unit requesting EOD; location of device; location of guide/POC on site; description of item.
3.9	Notify local police if the hazard area may extend beyond the camp perimeter or if the device is in an area where the JGSDF EOD must respond under current signed agreements (i.e., LIA or PIA).	PMO	NA	Monitor the threat throughout the response. Be prepared to respond to inquiries about the unique responses that may be mandated by an LIA such as, "All installation construction related to the bypass construction and operations or joint use will be without expense to the USG and will be the complete and sole responsibility of the GOJ. This includes any liability or repairs due to environmental hazard or unexploded ordnance mitigation. Additionally, it includes disposal of above materials, which may be discovered in the course of construction. In addition, the GOJ will be responsible for any and all additional measures of safety required to ensure the wellbeing of USG personnel."
3.10	Begin contacting III MEF tenant units for WARNO preparation of possible SAF recall and equipment such as sandbags, trucks, forklifts, lighting, MRE's, etc.	Camp Guard/CEOC	CEOC Watch Officer	The duration of these events can be hours to days and vary greatly. Be prepared to conduct 24hr operations in case it is needed.
3.11	Notify other units in case additional support is required in case event expands or if accidental detonation/spillage/release occurs.	PMO	NA	USNH, NCIS and/or CID, PMO.
3.12	Contact CEOC/Camp Guard of event and any needs for SAF augmentation.	PMO	NA	

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3.13	Contact CEOC Watch Commander and advise on notifications received, status of recalling all Camp Guard and status of incident scene.	Camp Guard	NA	The incident could be over by the time CEOC personnel arrive if occurring after hours. Keeping the Watch Commander informed allows for the decision to cancel the activation.
3.14	Ensure the Camp Commander is kept informed until the CEOC is activated. Advise that this is a CCIR event.	Camp Guard/CEOC	NA	Redundancy ensures the Camp Commander and Director are kept informed and can keep vertical chains informed.
3.15	Contact affected units to ensure they are aware of the hazard and evacuation or sheltering as directed by PMO and/or EOD if directed at this stage.	Camp Guard/CEOC	NA	Note that EOD makes the determination to evacuate or not and may advise PMO to initiate evacuations. EOD may be US or JGSDF depending on the UXO location and/or project that unearthed the UXO.
3.16	Be prepared to evacuate or shelter per initial PMO or EOD directions received via phones, email, etc.	All Units	NA	Evacuation and shelter procedures are tenant unit's responsibility to develop. SOPs are developed in the mitigation phase.
3.17	Camp Guard with PPE (FLAK and Kevlar) to support PMO and provide a CEOC liaison at the scene to provide support directly to the CEOC.	Camp Guard	NA	Timelines for checklist items from here down depends on dynamics of the situation.
3.18	When necessary, assist PMO with engaging giant voice and AtHoc emergency mass-notification systems to shelter or evacuate personnel as appropriate.	Camp Guard/CEOC	NA	AtHoc connects to phones, desktops, text, and email. Note that EOD makes the determination to evacuate or not and may advise PMO to initiate.
3.19	Establish communications with PMO initial Incident Commander to ensure supporting SAF personnel are detached to PMO and that all information from the incident is relayed to the Camp Emergency Operations Center.	Camp Guard/CEOC	NA	Identify manning requirements early in order to conduct an emergency SAF recall. There will be a need for the CEOC to have a liaison with PMO due to PMO being on a different communication net than the CEOC.
3.20	Coordinate with PMO to verify that key and other support offices have been notified and that Unified Command is effected throughout all phases.	Camp Guard/CEOC	NA	
3.21	Size up report/incident and conduct standard en-route operational practices and plans for cordoning, evacuations, sheltering.	PMO	NA	As Initial Incident Commander. Plan minimum 300 foot standoff but be prepared to effect 500 feet.

3.22		Assume responsibilities as initial Incident Command (IC) until transitioned or a Unified Command (UC) is established.	PMO	NA	
3.23		Identify/mark initial hot zone, establish initial inner and outer cordons/perimeters and safe zones while also considering traffic control.	PMO	NA	As Initial Incident Commander. Be prepared to change based on lead EOD directions upon their arrival.
3.24		Evacuate or shelter building occupants if/when required.	PMO	NA	Note that EOD makes the determination to evacuate or not and may advise PMO to initiate. Be prepared to change based on lead EOD directions upon their arrival.
3.25		Establish initial Incident Command Post (ICP)/Unified Command (UC) while awaiting Fire (5 minutes), US or JGSDF EOD response (30 min to 1 hour).	PMO	NA	PMO as initial Incident Commander. Form teams per pre-planned ICS Org Chart. Employ SAF (transitioned from Camp Guard) to meet shortfalls.
3.26		Establish UC if appropriate and ensure that all response leads (MCB Fire, PMO, SAF, US or JGSDF EOD, etc.) transition to interoperable LMR net Zone B, Channels 3 (primary), 4 (alternate), 5 (tertiary).	IC/UC	NA	Responders determine IC or UC on site. CEOC will have direct communication with the UC if the net is changed to a B channel. Otherwise a CEOC liaison will be required.
3.27		Notify Camp Commander.	Camp Guard/CEOC	NA	
3.28		Notify Camp Director.	Camp Guard/CEOC	NA	
3.29		Notify MCB Butler CDO and/or G3.	Camp Guard/CEOC	NA	
3.30		Notify Commanding General.	Camp Commander	NA	
3.31		Notify GF of the incident and request verification on whether or not the incident site is within an area that requires JGSDF EOD response under an LIA or PIA.	Camp Director/CEOC	NA	To verify if the device is in an area that requires JGSDF EOD response per LIA or PIA, contact the GF 24-hour number at 645-7294/5/6 or 098 970 7294/5/6.
3.32		If not already done so activate CEOC and serve as CEOCWC if accidental detonation occurs.	CEOC Director	CEOC Watch Commander	From this point on, direct CEOC Ops if CEOC has been activated.

	3.33	Ensure IC/UC maintains direct communications either through the B net or through the CEOC liaison on scene.	CEOC Watch Commander	Operations Section Chief	Historically PMO has failed to keep the CEOC informed mainly due to being on a separate communications net.
	3.34	Permit City IC and JGSDF EOD entrance and be prepared to escort them to the device site if deemed JGSDF responsibility.	PMO	NA	JGSDF EOD is authorized emergency egress under existing LIAs. JGSDF EOD and City Officials will also possess a Group Access Pass.
	3.35	Be prepared to coordinate facilities to support GOJ responders with toilettes, showers, or other requirements depending on the length of the response mission.	CEOC	Logistics Section Chief	For example, the Field House and Gunners Gym are default facilities for most scenarios.
	3.36	Expedite passes for contactors that may be hired to assist with responses.	CEOC	Operations Section Chief	If the device is a GOJ, JGSDF EOD mission, expect contractors to assist them.
	3.37	Once the required EOD unit arrives and checks into the ICP, collaborates with US team, assesses threat, reviews checklist under Multi-Agency Coordination System (MACS), determines additional actions, finalizes evacuation and safe areas, etc, they may assume roll as IC under the LIA or as applicable.	IC/UC	NA	If the JGSDF EOD unit is the assigned EOD unit, the US responders will support and work closely with JGSDF EOD to address the hazard.
	3.38	EOD responders (US or JGSDF as applicable) assess sheltering and evacuations and determines if device is a hazard and if it will be removed or detonated-in-place and advises Unified Command elements on site (PMO, Fire).	IC/UC	NA	PMO and Fire keep their reporting chains and the Camp informed.
	3.39	Establish comm link with BEOC.	CEOCWO	Logistics Section Chief	
	3.40	Coordinate with NCIS and PAO/COMREL to determine availability of translators (if required).	CEOC Liaison	Operations Section Chief	
	3.41	Ensure that Camp COMREL is advised on the incident, especially if the potential threat may extend beyond the camp perimeter.	CEOCWO	Operations Section Chief	
	3.42	Coordinate notifications with city representatives, maintaining close communications with MCB PAO and/or the Okinawa Area Coordinator as appropriate.	COMREL		

3.43		Assist Incident Commander with Incident Action Plan development (if necessary).	CEOC Liaison	Plans Section Chief	Use ICS Form 201 at a minimum.
3.44		Establish Battle Rhythm if the event exceeds a 12 hour operational period.	CEOCWC	Plans Section Chief	
3.45		Keep Commander briefed on situation.	CEOCWC	CEOC Watch Commander	Brief per battle rhythm if event exceeds 12 hours. Use ICS Form 201.
3.46		Update C4I "Urgent Notices." Plot event to COP and paste OPREP link or the report. (Also update on MCOP IF access has been granted by MCIPAC. If no access report no access to G-3/5 and continue use solely on C4i)	CEOC Watch Clerk	Plans Section Chief	Initial entry will be "URGENT" using OPS Incident, Safety subgroup, check MCICOM and MCIPAC, and put in the actions taken a note that tracking will be via OCP MCIPAC collaboration. If directed to use MCOP message will state "MCIPAC has directed the use of MCOP over C4i for this event" and use ALL USMC checkbox. For OCP tracking, use "MCIPAC" Incidents and Operations collaboration groups for C4i.
3.47		Incident responders (including SAF) and CEOC IMT check in with incident and CEOC leads respectively.	All Responders	NA	Employ Unified Command concepts.
3.48		Relay all CCIR to the Camp Commander and CEOCWC (if activated).	CEOCWO	Operations Section Chief	
3.49		Provide material and manning support for the UC.	Camp Guard/CEOC	Operations Section Chief	Contact MEF units directly enacting the emergency authorization under the III MEF-MCIPAC MOU to obtain equipment and personnel. This incident does not have the luxury of a 72hr MEF response for support.
3.50		Ensure incident scene needs for food, water, manning, equipment, and other supplies are met.	Camp Guard/CEOC	Logistics Section Chief	
3.51		Maintain accurate logs and notifications through C4i and ICS logs.	CEOC Watch Clerk	CEOCWO	
3.52		Relay all other CCIR events to MCIPAC G-3/5 and Commanding Officer(s) affected by the event.	Camp Commander/ CEOCWC	Plans Section Chief	

4 RECOVERY PHASE	3.53	Notify unit leads affected by the event, courtesy notifications to other unit leads aboard the camp.	CEOCWO	Logistics Section Chief	
	3.54	Report to the CEOC or Camp Operations Office for situation briefs.	Affected unit(s)	LNOs	
	3.55	Escort EOD off the camp when requested or when JGSDF EOD is removing device.	PMO	NA	
	4.1	Ensure affected units are informed when all-clear is declared.	CEOCWO	Logistics Section Chief	Personnel are permitted to return to their work areas, residences once the all-clear has been announced.
	4.2	Ensure the CDO is informed when all-clear is declared.	CEOCWO	Operations Section Chief	Ensure PMO and Fire have been informed.
	4.3	Notify Camp Commander of all-clear declaration.	CEOCWC	CEOC Watch Commander	
	4.4	Notify Camp Director of all-clear declaration.	CEOCWC	CEOC Watch Commander	
	4.5	Notify MCB Butler CDO and/or G3 of all-clear declaration.	CEOCWO	Operations Section Chief	
	4.6	Notify Commanding General of all-clear declaration.	Camp Commander	Policy Section Leader	
	4.7	Notify GF of the all-clear declaration.	CEOCWO	Operations Section Chief	GF 24-hour number at 645-7294/5/6 or 098 970 7294/5/6.
	4.8	Submit CCIR Report to MCIPAC G-3/MCBB OOD.	CEOCWO	Plans Section Chief	
	4.9	Verify that affected units/offices are informed when all-clear is declared.	CDO	NA	Ensure redundancy.
	4.10	Establish JIC and maintain predetermined media connections if accidental detonation occurred.	MCB Butler PAO	NA	In coordination with the OAFO.
	4.11	Contact USNH for actual casualty reports, if casualties exist.	CEOCWC	CEOC Watch Commander	

4.12	Determine muster location, conduct all-hands musters, report muster results to normal channels, info copy Camp Operations (or CEOC if activated).	All Units	NA	Timeline for when musters occur depends on dynamics of the situation. CEOC is activated if accidental detonation occurs.
4.13	Collect incident management records and unit logs.	IC/UC	NA	
4.14	Determine and announce an incident debriefing strategy (Unified Command).	Camp Director	NA	
4.15	Assign a debrief team to prepare a report of the incident.	Camp Director	NA	
4.16	Determine and announce a stress debrief plan if casualties resulted.	CEOCWO	Plans Section Chief	
4.17	Plan for ongoing PAO support if applicable (i.e., accidental detonation and/or casualties).	MCB Butler PAO	NA	Based on the size of the incident, there may be a need for ongoing PAO support.
4.18	Close down the Incident Command Post (ICP). Demobilized forces. Demobilize CEOC	CEOCWC	NA	
4.19	Assure appropriate stress debriefing and management resources for all personnel and coordinate CACO calls with MCB Butler and/or unit CACO(s) (if casualties resulted).	Camp Director	Logistics Section Chief	Medical or Chaplain support
4.20	After action report prepared.	All Units	NA	
4.21	Improvement plan established.	Camp Guard	NA	
4.22	Coordinate training and develop exercises based on plan updates.	Camp Guard	NA	
4.23	Ensure ATO inclusion in the complete investigation.	NCIS	NA	



Foster CEOC UXO Checklist

EM PHASE	MEASURE #	CHECK-OFF BOXES	ACTIONS	ACTION OFFICES	CEOC STATION	ADDITIONAL GUIDANCE
1 <u>MITIGATION PHASE</u>	1.1		UXO's on Okinawa are unique and require their own checklist outside of all other Explosive Devices. Coordinate with all units to ensure each has planned evacuation, sheltering and mustering procedures for UXO events.	Camp Operations Officer	NA	SOPs should address standard procedures such as moving away from walls and windows facing the UXO, distancing from hazard area.
	1.2		Maintain required access controls and physical security of tenant location(s) per Physical Security Manual (i.e., keys, security system pass codes).	All Units	NA	
	1.3		Coordinate with all units to ensure the Camp Emergency Operations Center maintains building contacts who can initiate evacuations, musters, sheltering operations.	Camp Facilities Chief	NA	
2 <u>PREPARATION PHASE</u>	2.1		Ensure that buildings have at least one primary evacuation route, ideally at least one alternate route.	All Units	NA	
	2.2		Post evacuation routes in conspicuous locations throughout facilities.	All Units	NA	
	2.3		Coordinate with EOD to conduct training exercises/drills with building managers, UXO responders (PMO, Camp Guard, MCB Fire, EOD, at a minimum), and construction works when applicable.	Camp Director	NA	
	2.4		Coordinate with responders to train cooperatively for UXO-type scenarios.	Camp Guard/ATO	NA	Include building manager(s), PMO, Camp Operations, MCB Fire, EOD, at a minimum.
	2.5		Coordinate with all units to ensure that unit recall data is current in AtHoc, which includes building numbers where personnel normally work.	ATO	NA	

3 EMERGENCY RESPONSE PLAN: RESPONSE PHASE	2.6	Ensure that all building managers place removable floor plans near entrances and exits for emergency responders.	Camp Facilities Chief	NA	Fire Bill
	2.7	Ensure that all personnel are trained on UXO responses, including evacuations and/or sheltering as applicable.	All Units	NA	
	3.1	Witness(es) of UXO call 911 or call direct to PMO. If the UXO is discovered by a contract team performing construction on the camp, the contractor will also make notifications per their approved procedures, which will normally be to the local police.	AR	NA	This is a CCIR event. Note that local authorities could call in a UXO outside the perimeter that poses a threat to the camp.
	3.2	Dispatch initial response unit(s) with PPE to the scene.	PMO	NA	Timelines for checklist items from here down depend on dynamics of the situation.
	3.3	Notifies city official(s) when applicable (i.e., per LIA or PIA)	LOCAL POLICE	NA	Engages JGSDF EOD. An example of a standing LIA that requires unique responses states, "All installation construction related to the bypass construction and operations or joint use will be without expense to the USG and will be the complete and sole responsibility of the GOJ. This includes any liability or repairs due to environmental hazard or unexploded ordnance mitigation. Additionally, it includes disposal of above materials, which may be discovered in the course of construction. In addition, the GOJ will be responsible for any and all additional measures of safety required to ensure the wellbeing of USG personnel."
	3.4	Notifies the Mayor for approval to dispatch JGSDF EOD when applicable.	CITY REP	NA	Engages JGSDF EOD
	3.5	Approves dispatch of JGSDF EOD to the UXO site when applicable.	CITY MAYOR	NA	Engage with JGSDF EOD with City Official when applicable.
	3.6	Employ mass-notification systems to area(s) affected by the UXO hazard zone and direct evacuation or shelter responses when applicable.	PMO	NA	Primary systems include AtHoc (phones, desktop, text, email), giant voice and bullhorns. Back-up includes phone trees, which are slow. Evacuations will be based on facility construction, windows, etc. in relation to the location of the UXO.

	3.7	Notify key response units: Fire, USMC EOD and Environmental as applicable.	PMO	NA	Contact Environmental for potential chemicals/spills that might be associated with the suspicious item. Note that handling/possession of explosive ordnance by anyone other than qualified personnel in performance of their duty is strictly prohibited. Be prepared to provide EOD with info on: person and unit requesting EOD; location of UXO; location of guide/POC on site; description of item.
	3.8	Notify local police if the hazard area may extend beyond the camp perimeter or if the UXO is in an area where the JGSDF EOD must respond under current signed agreements (i.e., LIA or PIA).	PMO	NA	Monitor the threat throughout the response. Be prepared to respond to inquiries about the unique responses that may be mandated by an LIA such as, "All installation construction related to the bypass construction and operations or joint use will be without expense to the USG and will be the complete and sole responsibility of the GOJ. This includes any liability or repairs due to environmental hazard or unexploded ordnance mitigation. Additionally, it includes disposal of above materials, which may be discovered in the course of construction. In addition, the GOJ will be responsible for any and all additional measures of safety required to ensure the wellbeing of USG personnel."
	3.9	Deploy unit to escort JGSDF EOD and City Official(s) to the IC/UXO site if the UXO will be a JGSDF EOD mission.	PMO	NA	This checklist includes redundant assessments to determine if the UXO will be a US or GOJ response mission.
	3.10	If dispatched to the scene, advise US responders if the UXO is a JGSDF EOD mission. To verify if the UXO is in an area that requires JGSDF EOD response per LIA or PIA, contact the GF 24-hour number at 645-7294/5/6/7 or 098 970 7294/5/6/7.	EOD	NA	It is important that US and JGSDF EOD work as a MACS team to address the hazard when it is a JGSDF EOD mission on the camp. If US and JGSDF EOD Teams advise on different responses (i.e., standoff, cordons, evacuations, etc.), the Camp or Installation will err of the side of caution and effect the most stringent response(s).
	3.11	Notify other units in case additional support is required in case event expands or if accidental detonation/spillage/release occurs.	PMO	NA	USNH, NCIS and/or CID, PMO.
	3.12	Contact Camp Operations/Camp Guard of event and any needs for SAF augmentation.	PMO	NA	

3.13	Contact Camp Operations and advise on notifications received, recalling all Camp Operations/Camp Guard and activation of CEOC with Camp Commander authorization.	Camp Guard	NA	This is a USFJ CCIR event.
3.14	Ensure the Camp Commander is kept informed until Camp Operations and/or the CEOC is activated. Advise that this is a CCIR event.	Camp Guard/CEOC	NA	Redundancy ensures the Camp Commander and Director are kept informed and can keep vertical chains informed. Normal hours: coordinate with Camp Operations. After hours, sustain notifications until Camp Operations arrives.
3.15	Contact affected units to ensure they are aware of the hazard and evacuation or sheltering as directed by PMO and/or EOD if directed at this stage.	Camp Guard/CEOC	NA	Note that EOD makes the determination to evacuate or not and may advise PMO to initiate evacuations. EOD may be US or JGSDF depending on the UXO location and/or project that unearthed the UXO.
3.16	Be prepared to evacuate or shelter per initial PMO or EOD directions received via phones, email, etc. Be prepared to adjust actions as directed by JGSDF EOD if the UXO is identified as a JGSDF EOD mission per current LIA(s).	All Units	NA	Evacuation and shelter procedures are tenant unit's responsibility to develop. SOPs are developed in the mitigation phase.
3.17	Camp Guard with PPE (FLAK and Kevlar) to support PMO.	Camp Guard	NA	Timelines for checklist items from here down depends on dynamics of the situation.
3.18	When necessary, assist PMO with engaging giant voice and AtHoc emergency mass-notification systems to shelter or evacuate personnel as appropriate.	Camp Guard	NA	AtHoc connects to phones, desktops, text, and email. Note that EOD makes the determination to evacuate or not and may advise PMO to initiate.
3.19	Establish communications with PMO initial Incident Commander and ensure that supporting SAF personnel are detached to PMO and that all information from the incident is relayed to the Camp Emergency Operations Center.	Camp Guard/CEOC	NA	Identify manning requirements early in order to conduct an emergency SAF recall.
3.20	Coordinate with PMO to verify that key and other support offices have been notified and that Unified Command is effected throughout all phases.	Camp Guard/CEOC	NA	
3.21	Size up report/incident and conduct standard en-route operational practices and plans for cordoning, evacuations, sheltering.	PMO	NA	As Initial Incident Commander. Plan minimum 300 foot standoff but be prepared to effect 500 feet.

3.22	Assume responsibilities as initial Incident Command (IC) until transitioned or a Unified Command (UC) is established.	PMO	NA	
3.23	Identify/mark initial hot zone, establish initial inner and outer cordons/perimeters and safe zones while also considering traffic control.	PMO	NA	As Initial Incident Commander. Be prepared to change based on lead EOD directions upon their arrival, which could be JGSDF EOD if the UXO is determined to be a JGSDF EOD mission.
3.24	Evacuate or shelter building occupants if/when required.	PMO	NA	Note that EOD makes the determination to evacuate or not and may advise PMO to initiate. Be prepared to change based on lead EOD directions upon their arrival, which could be JGSDF EOD if the UXO is determined to be a JGSDF EOD mission.
3.25	Establish initial Incident Command Post (ICP)/Unified Command (UC) while awaiting Fire (5 minutes), US or JGSDF EOD response (30 min to 1 hour) and deepening on whether or not the UXO is a US or JGSDF EOD mission per LIA(s).	PMO	NA	PMO as initial Incident Commander. Form teams per pre-planned ICS Org Chart. Employ SAF (transitioned from Camp Guard) to meet shortfalls.
3.26	Establish UC if appropriate and ensure that all response leads (MCB Fire, PMO, SAF, US or JGSDF EOD, etc.) transition to interoperable LMR net Zone B, Channels 3 (primary), 4 (alternate), 5 (tertiary).	IC/UC	NA	Responders determine IC or UC on site, but if the UXO is determined to be a GOJ mission per current LIA(s), JGSDF EOD (or City Officials in some instances) will be the lead IC per LIA(s) and local policy.
3.27	Communicate objectives and strategy to Unified Command and adjust upon arrival of US or JGSDF EOD, depending on the mission.	IC/UC	NA	If US and JGSDF EOD Teams advise on different responses (i.e., standoff, cordons, evacuations, etc.) that require JGSDF EOD response per LIA or PIA, the Camp or Installation Commander default will be to err of the side of caution and effect the most stringent response(s).
3.28	Notify Camp Commander.	Camp Guard/CEOC	NA	
3.29	Notify Camp Director.	Camp Guard/CEOC	NA	
3.30	Notify MCB Butler CDO and/or G3.	Camp Guard/CEOC	NA	
3.31	Notify Commanding General.	Camp Commander	NA	

3.32		Notify GF of the incident and request verification on whether or not the incident site is within an area that requires JGSDF EOD response under an LIA or PIA.	Camp Ops Officer/Camp Director	NA	To verify if the UXO is in an area that requires JGSDF EOD response per LIA or PIA, contact the GF 24-hour number at 645-7294/5/6 or 098 970 7294/5/6.
3.33		Activate CEOC and serve as CEOCWC if accidental detonation occurs.	CEOC Director	CEOC Watch Commander	From this point on, direct CEOC Ops if CEOC has been activated.
3.34		Permit City IC and JGSDF EOD entrance and be prepared to escort them to the UXO site.	PMO	NA	JGSDF EOD is authorized emergency egress under existing LIAs maintained in the CEOC. JGSDF EOD and City Officials will also possess a Group Access Pass.
3.35		Be prepared to coordinate facilities to support GOJ responders with toilettes, showers, or other requirements depending on the length of the response mission.	CEOC	Logistics Section Chief	For example, the Field House and Gunners Gym are default facilities for most scenarios.
3.36		Expedite passes for contactors that may be hired to assist with UXO responses.	CEOC	Operations Section Chief	If the UXO is a GOJ, JGSDF EOD mission, expect contractors to assist them.
3.37		Once the required EOD unit arrives and checks into the ICP, collaborates with US team, assesses threat, reviews checklist under Multi-Agency Coordination System (MACS), determines additional actions, finalizes evacuation and safe areas, etc, they may assume roll as IC under the LIA or as applicable.	IC/UC	NA	If the JGSDF EOD unit is the assigned EOD unit, the US responders will support MACS action sets and work closely with JGSDF EOD to address the hazard.
3.38		EOD responders (US or JGSDF as applicable) assess sheltering and evacuations and determines if UXO will be removed or detonated-in-place and advises Unified Command elements on site (PMO, Fire).	IC/UC	NA	PMO and Fire keep their reporting chains and the Camp informed.
3.39		Establish comm link with BEOC.	CEOCWO	Logistics Section Chief	
3.40		Coordinate with NCIS and PAO/COMREL to determine availability of translators (if required).	CEOC Liaison	Operations Section Chief	
3.41		Ensure that Camp COMREL is advised on the incident, especially if the potential threat may extend beyond the camp perimeter.	CEOCWO	Operations Section Chief	

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3.42		Coordinate notifications with city representatives, maintaining close communications with MCB PAO and/or the Okinawa Area Coordinator as appropriate.	COMREL		
3.43		Assist Incident Commander with Incident Action Plan development (if necessary).	CEOC Liaison	Plans Section Chief	Use ICS Form 201 at a minimum.
3.44		Establish Battle Rhythm if the event exceeds a 12 hour operational period.	CEOCWC	Plans Section Chief	
3.45		Keep Commander briefed on situation.	CEOCWC	CEOC Watch Commander	Brief per battle rhythm if event exceeds 12 hours. Use ICS Form 201.
3.46		Update C4I "Urgent Notices." Plot event to COP and paste OPREP link or the report. (Also update on MCOP IF access has been granted by MCIPAC. If no access report no access to G-3/5 and continue use solely on C4i)	CEOC Watch Clerk	Plans Section Chief	Initial entry will be "URGENT" using OPS Incident, Safety subgroup, check MCICOM and MCIPAC, and put in the actions taken a note that tracking will be via OCP MCIPAC collaboration. If directed to use MCOP message will state "MCIPAC has directed the use of MCOP over C4i for this event" and use ALL USMC checkbox. For OCP tracking, use "MCIPAC" Incidents and Operations collaboration groups for C4i.
3.47		Incident responders (including SAF) and CEOC IMT check in with incident and CEOC leads respectively.	All Responders	NA	Employ Unified Command concepts.
3.48		If applicable: THREAT (evacuate victims).	F&ES	NA	After Threat suppression: Hemorrhage Control; Rapid Extrication to Safety; Assessment by medical providers; Transport to definitive care.
3.49		Be prepared to transition Incident Command to F&ES or Investigative Leads if there is an accidental detonation and/or depending on the focus of effort. This is an ongoing assessment.	Incident Command	NA	Incident Commander discusses IC transition and UC with F&ES and EOD depending on the situation and mission (US or GOJ).
3.50		Provide preliminary casualty reports to the CEOC or to Camp Operations in addition to normal F&ES reporting channels.	F&ES	NA	Reports of deceased personnel will only be made by competent authority. Numbers will likely change as time goes by. Details will come from USNH later.

	3.51	Relay all CCIR to the Camp Commander and CEOCWC (if activated).	CEOCWO	Operations Section Chief	
	3.52	Relay all other CCIR events to MCIPAC G-3/5 and Commanding Officer(s) affected by the event.	Camp Commander/CEOCWC	Plans Section Chief	
	3.53	Notify unit leads affected by the event, courtesy notifications to other unit leads aboard the camp.	CEOCWO	Logistics Section Chief	
	3.54	Report to the CEOC or Camp Operations Office for situation briefs.	Affected unit(s)	LNOs	
	3.55	Escort EOD off the camp when requested or when JGSDF EOD is removing UXO.	PMO	NA	
	3.56	Dispose of UXO per EOD instructions/policies then announce All Clear and advise CEOC.	EOD	NA	Marks transition to recovery phase.
4 RECOVERY PHASE	4.1	Ensure affected units are informed when all clear is declared.	CEOCWO	Logistics Section Chief	Personnel are permitted to return to their work areas, residences once the all-clear has been announced.
	4.2	Ensure the CDO is informed when all clear is declared.	CEOCWO	Operations Section Chief	Ensure PMO and Fire have been informed.
	4.3	Notify Camp Commander of all-clear declaration.	CEOCWC	CEOC Watch Commander	
	4.4	Notify Camp Director of all-clear declaration.	CEOCWC	CEOC Watch Commander	
	4.5	Notify MCB Butler CDO and/or G3 of all-clear declaration.	CEOCWO	Operations Section Chief	
	4.6	Notify Commanding General of all-clear declaration.	Camp Commander	Policy Section Leader	
	4.7	Notify GF of the all-clear declaration.	CEOCWO	Operations Section Chief	GF 24-hour number at 645-7294/5/6 or 098 970 7294/5/6.

4.8		Submit CCIR Report to MCIPAC G-3/MCBB OOD.	CEOCWO	Plans Section Chief	
4.9		Verify that affected units/offices are informed when all clear is declared.	CDO	NA	Ensure redundancy.
4.10		Establish JIC and maintain predetermined media connections if accidental detonation occurred.	MCB Butler PAO	NA	In coordination with the OAFO.
4.11		Contact USNH for actual casualty reports, if casualties exist.	CEOCWC	CEOC Watch Commander	
4.12		Determine muster location, conduct all-hands musters, report muster results to normal channels, info copy Camp Operations (or CEOC if activated).	All Units	NA	Timeline for when musters occur depends on dynamics of the situation. CEOC is activated if accidental detonation occurs.
4.13		Collect incident management records and unit logs.	IC/UC	NA	
4.14		Determine and announce an incident debriefing strategy (Unified Command).	Camp Director	NA	
4.15		Assign a debrief team to prepare a report of the incident.	Camp Director	NA	
4.16		Determine and announce a stress debrief plan if casualties resulted.	CEOCWO	Plans Section Chief	
4.17		Plan for ongoing PAO support if applicable (i.e., accidental detonation and/or casualties).	MCB Butler PAO	NA	Based on the size of the incident, there may be a need for ongoing PAO support.
4.18		Close down the Incident Command Post (ICP). Demobilized forces. Demobilize CEOC	CEOCWC	NA	
4.19		Assure appropriate stress debriefing and management resources for all personnel and coordinate CACO calls with MCB Butler and/or unit CACO(s) (if casualties resulted).	Camp Director	Logistics Section Chief	Medical or Chaplain support

	4.20		It is not clear how costs are captured or forwarded to the GOJ. For example, if there is an explosion that damages military or personal property, causes injuries, etc, how is GOJ billed?	G8/G7	NA	The LIA states, "All installation construction related to the bypass construction and operations or joint use will be without expense to the USG and will be the complete and sole responsibility of the GOJ. This includes any liability or repairs due to environmental hazard or unexploded ordnance mitigation. Additionally, it includes disposal of above materials, which may be discovered in the course of construction. In addition, the GOJ will be responsible for any and all additional measures of safety required to ensure the wellbeing of USG personnel."
	4.21		After action report prepared.	All Units	NA	
	4.22		Improvement plan established.	Camp Guard	NA	
	4.23		Coordinate training and develop exercises based on plan updates.	Camp Guard	NA	
	4.24		Complete investigations if accidental detonation occurred.	NCIS	NA	



Foster CEOC Explosion Checklist

EM PHASE	MEASURE #	CHECK-OFF BOXES	ACTIONS	ACTION OFFICES	IC & CEOC STAFF	ADDITIONAL GUIDANCE
1 MITIGATION PHASE	1.1		Refer to CBRNE-D/UXO checklist.	All Units	NA	
2 PREPARATION PHASE	2.1		Refer to CBRNE-D/UXO checklist.	All Units	NA	
3 EMERGENCY RESPONSE PLAN: RESPONSE PHASE	3.1		Witness(es) of explosion calls 911 or call direct to PMO. If the explosion is discovered by a contract team performing construction on the camp, the contractor will also make notifications per their procedures, which will normally be to the local fire (119) first.	All Units	NA	This could be a CCIR event. Note that local authorities could report an explosion outside the perimeter that poses a threat to the camp. First responders from off base may access the camp in an emergency per standing LIAs.
	3.2		Dispatch initial response unit(s) with PPE to the scene.	PMO	NA	Timelines for checklist items from here down depend on dynamics of the situation.
	3.3		Employ mass-notification systems to area(s) affected by the explosion or downwind hazards and direct initial evacuation or shelter responses when applicable.	PMO	NA	Primary notification systems include AtHoc (phones, desktop, text, email), giant voice and bullhorns. Back-up includes phone trees, which are slow. Evacuations will be based on facility construction, windows, etc. in relation to the explosion's location and downwind hazards.

3.4	Notify key response units: Fire, USMC EOD, MCIPAC G-3/5 CBRNE-D Officer, and Environmental as applicable.	PMO	NA	Contact Environmental for potential chemicals/spills that might be associated with the incident.
3.5	Notify local police if the hazard area may extend beyond the camp perimeter. If a UXO, use the UXO-response checklist.	PMO	NA	
3.6	If dispatched to the scene, advise US responders if the incident is a JGSDF or US EOD mission. To verify, contact the GF 24-hour number at 645-7294/5/6 or 098 970 7294/5/6.	EOD	NA	It is important that US and JGSDF EOD work as a MACS team to address the hazard bilaterally. Camp or Installation will err of the side of caution and effect the most stringent response(s).
3.7	Notify other units in case additional support is required.	PMO	NA	USNH, NCIS and/or CID, PMO.
3.8	Contact Camp Operations/Camp Guard of event.	PMO	NA	This event will put the Camp into immediate FPCON Delta with an initial AL-2 activation of the CEOC and all SAF personnel.
3.9	Contact Camp Operations and advise on notifications received, recalling Camp Operations/Camp Guard.	CDO	NA	
3.10	With Camp Commander approval activate CEOC at AL-1 and conduct full SAF recall.	CEOC Director/CEOC Director	CEOC Director	Intent is to be immediately prepared for a FPCON Delta event.
3.11	Contact affected units to ensure they are aware of the hazard and evacuation or sheltering as directed by PMO and/or EOD if directed at this stage.	CEOCWO/CDO	NA	Note that EOD or F&ES determine whether to evacuate or not and may advise PMO to initiate evacuations. EOD may be US unless the event is determined to be a UXO incident.
3.12	Be prepared to evacuate or shelter per initial PMO or EOD directions received via phones, email, etc. Be prepared to adjust actions as directed by JGSDF EOD if the UXO is identified as a JGSDF EOD mission per current LIA(s).	All Units	NA	Evacuation and shelter procedures are tenant unit's responsibility to develop. SOPs are developed in the mitigation phase.

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3.13		Upon order from CEOCWO or higher, recall ALL Camp Guard with PPE (FLAK and Kevlar) to support CEOC and PMO operations.	Camp Guard	Operations Section Chief	Timelines for checklist items from here down depends on dynamics of the situation.
3.14		When necessary, assist PMO with engaging giant voice and AtHoc emergency mass-notification systems to shelter or evacuate personnel as appropriate.	CEOCWC	Operations Section Chief	AtHoc connects to phones, desktops, text, and email. Note that EOD or F&ES will determine to evacuate or not and may advise PMO to initiate.
3.15		Establish communications with PMO initial IC and ensure that supporting SAF personnel are detached to PMO and that all information from the incident is relayed to the Camp Operations/Guard Officer or Chief.	CEOCWO	Logistics Section Chief	Ensure redundancy.
3.16		Coordinate with PMO to verify that key and other support offices have been notified and that Unified Command is effected throughout all phases.	CEOCWO	Operations Section Chief	
3.17		Identify/mark initial hot zone, establish initial inner and outer cordons/perimeters and safe zones while also considering traffic control. Notify CEOC of zones when activated.	PMO	Operations Section Chief	As Initial Incident Commander. Be prepared to change based on lead EOD or F&ES directions upon their arrival.
3.17.1		When CEOC activated log locations of explosions and possible hot zones on C4i OCP. Send LNO if needed.	CEOC Watch Clerk	Command Section	Initial entry will be "URGENT" using MTAC Incident, ATFP subgroup, check all three top boxes as well as MCIPAC, and put in the actions taken a note that tracking will be via OCP global collaboration. IF directed to use MCOP message will state "MCIPAC Commanding General (NAME) has directed the use of MCOP over C4i for this event." For OCP tracking, use "GLOBAL" Incidents and Operations collaboration groups for C4i. HQMC will want detailed immediate visual COP of the incident, which C4i provides and is why it is the mandated system.

3.18		Evacuate or shelter building occupants per EOD and/or F&ES guidance if/when required.	PMO	Operations Section Chief	
3.19		Establish initial Incident Command Post (ICP)/Unified Command (UC) while awaiting Fire (5 minutes), US or JGSDF EOD response (30 min to 1 hour).	PMO	IC/UC	PMO as initial Incident Commander. Meet shortfalls with Guard/SAF until PMO reinforcements arrive. Be prepared to transition IC to F&ES if appropriate.
3.20		Employ UC concepts and ensure that all response leads (MCB Fire, PMO, SAF, US or JGSDF EOD, etc.) transition to interoperable LMR net Zone B, Channels 3 (primary), 4 (alternate), 5 (tertiary). Zone B, Channel 6, will be for IC/UC lead to CEOC communications.	IC/UC	IC/UC	Responders determine IC on site.
3.21		Communicate objectives and strategy to Unified Command and adjust upon arrival of responders.	IC/UC	IC/UC	If responders advise on different responses (i.e., standoff, cordons, evacuations, etc), the Camp or Installation Commander default will normally be to err of the side of caution and effect the most stringent-response advice.
3.22		Notify Camp Commander.	Camp Guard/ATO	CEOC Watch Commander	
3.23		Notify Camp Director.	Camp Guard/ATO	CEOC Watch Commander	
3.24		Notify MCB Butler CDO and/or G3.	Camp Guard/ATO	CEOC Watch Commander	
3.25		Direct FPCON Delta as a precaution or if the cause of the explosion is suspect. See FPCON Action Sets for other actions to already covered in this checklist (i.e., SAF recalls).	Camp Commander	CEOC Watch Commander	

3.26		Update FPCON posture in C4i and begin notifications to all commands	CEOCWO	CEOC Watch Commander	
3.27		If a conventional attack, switch from this checklist to Base Defense Plans	Camp Commander	CEOC Watch Commander	
3.28		Notify Commanding General.	Camp Commander	NA	
3.29		Activate and direct the CEOC AL-2 at a minimum with AL-1 intended and serve as CEOCWC. Downgrade the AL per UXO checklist if the event was a UXO incident.	CEOC Director	CEOC Watch Commander	See CampO 3440.2 CEOC Activation Matrix
3.30		Be prepared to coordinate facilities support for responders (i.e., toilettes, showers, or other requirements), depending on the length of the response mission.	Camp Facilities Chief	Logistics Section Chief	For example, the Camp Gym is a default facility 24/7. Keep in mind that many responders will come from outside Camp Foster.
3.31		Once the required EOD and other responders arrive, check into the ICP, collaborate with the on site responders, assesses threats, review checklists, determine additional actions, finalizes evacuation and safe areas, determine IC.	IC/UC	IC/UC	If the explosion was outside the perimeter, US responders will support and work closely with GOJ responders to address the hazard.
3.32		Assess sheltering and evacuations.	IC/UC	IC/UC	PMO and Fire keep their reporting chains and the Camp informed. Leverage Area Command concepts.
3.33		Report to the CEOC to activate (if movement is specifically authorized).	CEOC Staff	CEOC Staff	See CampO 3440.2 CEOC Activation Matrix. The CEOC AL may be adjusted by the CEOC Director. PMO must be comfortable with selective movement outdoors before letting Category 1 and 5 personnel move.
3.34		Perform duties per intent of "CEOC STAFF PRIMARY-DUTY SUMMARIES" from CampO 3440-2.	CEOC	ALL SECTIONS	DO NOT MICROMANAGE THE INCIDENT. SUPPORT THE IC AND MAINTAIN SA ON THE INCIDENT(S).
3.35		Establish comm link with BEOC.	CEOC	Logistics Section Chief	

	3.36	Coordinate with NCIS and PAO/COMREL to determine availability of translators (if required).	CEOC Liaison	CEOC Watch Commander	
	3.37	Ensure that Camp COMREL or augmenting PAO is advised of the incident, especially if the potential threat may extend beyond the camp perimeter.	CEOC	PIO	In the absence of a Camp PAO, COMREL may support until an augmenting PAO arrives.
	3.38	Coordinate notifications with city representatives, maintaining close communications with MCB PAO and/or the Okinawa Area Coordinator as appropriate.	CEOC COMREL LNO	PIO	
	3.39	Monitor and assesses hazardous and unsafe situations camp wide. Support the incident Safety Officer with developing measures to assure personnel safety. Be prepared to fulfill the Safety Officer role for the IC until augmentation arrives.	CEOCWO	Safety Officer	
	3.40	Assist Incident Commander with Incident Action Plan development (if necessary).	CEOCEO	Planning Section Chief	Use ICS Form 201 at a minimum.
	3.41	Establish Battle Rhythm if the event exceeds a 12-hour operational period.	CEOCWC	Planning Section Chief	
	3.42	Provide situation briefs to CEOC Staff and Command.	CEOCWO	Planning Section Chief	Brief per battle rhythm if event exceeds 12 hours. Use ICS Form 201.
	3.43	CEOC Staff check in with Logistics Section (Check-In / Status Recorder).	CEOCWO	Planning Section Chief	Employ Unified Command concepts.
	3.44	Incident responders (including SAF) check in with IC (Check-In / Status Recorder).	All Responders	Planning Section Chief	Employ Unified Command concepts.

3.45		If applicable: THREAT (evacuate victims).	F&ES	Operations Section Chief	After Threat suppression: Hemorrhage Control; Rapid Extrication to Safety; Assessment by medical providers; Transport to definitive care.
3.46		Be prepared to transition Incident Command to F&ES or Investigative Leads (NCIS and/or CID) if deemed appropriate. This is an ongoing assessment.	IC/UC	IC/UC	Incident Commander discusses IC transition and UC with all response leads, depending on the situation and mission (US or GOJ).
3.47		Provide rough casualty reports to the CEOC in addition to normal F&ES reporting channels. Differentiate between incident casualties and responder casualties.	F&ES	Operations Section Chief	Reports of deceased personnel will only be made by competent authority. Numbers will likely change as time goes by. Details will come from USNH later.
3.48		Relay all CCIR to the Camp Commander and BEOC (if activated)	CEOCWC	CEOC Command	See CCIR.
3.49		Relay all other CCIR events to the CG MCB Butler and Commanding Officer(s) affected by the event.	Camp Commander	NA	See CCIR.
3.50		Notify unit leads affected by the event, courtesy notifications to other unit leads aboard the camp.	CEOCWO	PIO	Camp Director if the CEOC is not activated.
3.51		Once the FPCON posture is reduced from FPCON Delta, report to the CEOC or Camp Operations Office for situation briefs provided by the Planning Section Chief.	Affected unit(s)	Planning Section Chief	
3.52		Transfer IC to NCIS and/or CID if the incident becomes an evidence site for investigations.	NCIS	Operations Section Chief	
3.53		Reduce FPCON posture if appropriate.	Camp Commander	NA	All offices effect FPCON Action Sets and transition to recovery phase. Watch Clerks will update C4i as appropriate.

4 RECOVERY PHASE	4.1	Ensure affected units are informed of the FPCON posture.	CEOCWC	Logistics Section Chief	See FPCON Action Sets.
	4.2	Ensure the RDO is informed.	CEOCWO	CEOC Watch Commander	
	4.3	Keep Camp Commander informed.	CEOCWC	CEOC Watch Commander	
	4.4	Keep MCB Butler CDO and/or G3 or BEOC informed.	CDO	CEOC Watch Commander	
	4.5	Keep Commanding General informed.	Camp Commander	NA	
	4.6	Keep GF informed.	CEOC Watch Clerk	Logistics Section Chief	GF 24-hour number at 645-7294/5/6 or 098 970 7294/5/6.
	4.7	Submit CCIR Report to MCIPAC G-3/MCBB OOD.	CEOCWO	Planning Section Chief	
	4.8	Keep affected units/offices informed.	CEOC Watch Clerk	PIO	Ensure redundancy.
	4.9	Coordinate with PAO to establish a JIC and maintain predetermined media connections.	CEOCWC	PIO	In coordination with the OAFO.
	4.10	Contact USNH for actual casualty reports, if casualties exist.	CEOCWC	Operations Section Chief	The CEOC does not track detailed casualty reports. Details come via comm link with the USNH or via the BEOC (when activated).
	4.11	Determine muster location, conduct all-hands musters, report muster results to normal channels, info copy Camp Operations (or CEOC if activated).	All Units	NA	Timeline for when musters occur depends on dynamics of the situation. CEOC is activated if accidental detonation occurs.
	4.12	Collect incident management records and unit logs.	IC/UC	IC/UC	

	4.13	Determine and announce an incident debriefing strategy (UC).	CEOCWC	Planning Section Chief	
	4.14	Assign a debrief team to prepare a report of the incident.	CEOCWO	Planning Section Chief	
	4.15	Determine and announce a stress debrief plan if casualties resulted.	CEOCWO	Operations Section Chief	
	4.16	Coordinate with MCB PAO to plan for ongoing PAO support if applicable.	CEOC COMREL LNO	PIO	Based on the size of the incident, there may be a need for ongoing PAO support.
	4.17	Demobilize the IC.	IC/UC	Demob Unit Leader	
	4.18	Demobilize the CEOC if the FPCON posture allows.	CEOCWC	Demob Unit Leader	See FPCON Action Sets.
	4.19	Assure appropriate stress debriefing for all responders and coordinate CACO calls with MCB Butler and/or unit CACO(s) (if casualties resulted).	CEOCWO	Operations Section Chief	
	4.20	Prepare After Action Report.	All Units	NA	
	4.21	Establish Improvement Plan.	MCIPAC EMO	NA	Camp Foster no longer has an EMO position per MCIPAC CG decision to remove the CBRNE-D Officer. MCIPAC CBRNE-D has taken this responsibility with the position. (The E stands for Explosives)
	4.22	Coordinate training and develop exercises based on plan updates.	MCIPAC EMO	NA	Camp Foster no longer has an EMO position per MCIPAC CG decision to remove the CBRNE-D Officer. MCIPAC CBRNE-D has taken this responsibility with the position. (The E stands for Explosives)
	4.23	Complete investigations per standing procedures.	NCIS	NCIS	



Foster CEOC Typhoon Checklist

<p style="text-align: center;">PHASE CHECKLIST (PRE-TYPHOON SEASON) PREPARATION TCCOR-5 (Complete Before 1 June) TCCOR 5 will only be used on Okinawa from 1 December to 31 May if destructive winds of 50 knots or greater are possible within 96 hours.</p>				
<u>MEASURE #</u>	<u>CHECK-OFF BOXES</u>	<u>TASK</u>	<u>ACTION OFFICES</u>	<u>NOTES</u>
5.01		Distribute Typhoon Guides and ensure destructive weather officers are identified and added to the Destructive Weather distribution list. Also, ensure the Typhoon distribution list is updated.	All Leads	Distribution list is MCBButler Foster Destructive Weather on the Global for decision makers on destructive weather. The MCBButler Foster Typhoon list is a larger list including action members of typhoon response across Camp Foster.
5.02		Ensure that unit alpha, recall and emergency contact rosters in AtHoc are up to date.	All Leads	
5.03		Verify that key personnel have C4I accounts, can access C4I, and are familiar with TCCOR-Posture Reporting therein.	All Leads	Apply for C4I account: https://webreg.cnmc.navy.mil C4I: https://c4isuite.atfp.cnmc.navy.mil/usmc/Pages/index.aspx
5.04		Conduct telephone and radio communications checks with the CEOC.	All Leads	645-9804/5/6/7
5.05		Identify and prepare typhoon watch standers.	All Leads	Movement of personnel to relieve watch standers is prohibited between TCCOR-1C and TCCOR-1R. Pack a sustainment kit with up to 4 days nonperishable food, water, bedding, change of clothes.
5.06		Inventory typhoon supplies and replenish as necessary.	All Leads	
5.07		Develop emergency-storage plans for assets subject to storm damage.	All Leads	
5.08		Conduct Preventative Maintenance Checks and Services on emergency generators not under contracted maintenance.	All Leads	
5.09		Ensure that all emergency back-up generators for critical facilities are under contract maintenance.	All Leads	Monthly startups and preventative maintenance performed for all generators under contract
5.10		Ensure that all CEOC Watch Standers have the understanding of the CEOC tokens and systems.	CEOCWO	

5.11		Ensure personnel are registered on AtHoc.	All Leads	AtHoc is the repository for recall/alpha rosters. Authorized users can access with log in and password.
5.12		Prepare to stand CEOC Watch Officer (CEOCWO) when TCCOR-2 is declared.	Appointed H&SBN Personnel/ Guard SOG	Movement of personnel to relieve watch standers is prohibited between TCCOR-1C and TCCOR-SW. Pack an CEOC Watch sustainment kit with up to 4 days nonperishable food, water, bedding, change of clothes. Familiarize yourself with CEOC amenities such as showers, microwave, cable TV, etc.
5.13		Prepare to stand CEOC Watch Commander (CEOCWC) watch when TCCOR-2 is declared.	Guard Officer/ Camp Operations Chief	Movement of personnel to relieve watch standers is prohibited between TCCOR-1C and TCCOR-SW. Pack an CEOC Watch sustainment kit with up to 4 days nonperishable food, water, bedding, change of clothes. Familiarize yourself with CEOC amenities such as showers, microwave, cable TV, etc.
5.14		Acquire Mission Essential Passes.	Facilities Chief	Complete this measure when passes are required.
5.15		Prepare the Guard to activate the CEOC when TCCOR-2 is declared and to stand 24/7 ops at TCOOR-1.	Camp Guard/CEOC	Ensure Guard has full PPE when reporting.
5.16		Coordinate with PMO to ensure that PMO signs are ready for display at gates.	Camp Guard	
5.17		Be prepared to stand as CEOC Watch Commander (CEOCWC) when TCCOR-2 is declared if the ATO is unable to stand their appointed watch. This can change every typhoon and is controlled by MCIPAC G-3/5 decision.	Camp Operations Officer	Movement of personnel to relieve watch standers is prohibited between TCCOR-1C and TCCOR-SW. Pack an CEOC Watch sustainment kit with up to 4 days nonperishable food, water, bedding, change of clothes. Familiarize yourself with CEOC amenities such as showers, microwave, cable TV, etc.
5.18		Review the Camp typhoon hazards assessment. Update if necessary.	Camp Operations	
5.19		Review TCCOR Checklists.	Camp Operations	
5.20		Distribute Mission Essential Passes.	MCIPAC EM	When deemed required by MCIPAC on Okinawa.
5.21		Test CEOC communication systems.	Camp Guard/CEOC	
5.22		Ensure the BEOC has Camp Foster's Emergency Contact info.	Camp Guard/CEOC	
5.23		Establish AtHoc processes that allow CEOCWC to send TCCOR notifications.	CEOCWC	MCIPAC BEOC will be the primary sender of notifications due to their accounts sending to all of Okinawa. If the BEOC fails to send AtHoc messages, the CEOC can send to Foster personnel only.

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	5.24		Review the Emergency Communications Plan and update as required.	Camp Guard/CEOC	
	5.25		Ensure that CEOCWO and higher and CEOC tokens have access to key Command and Control web sites, know how to use them, and have them in their browser's "favorites" on all CEOC work stations and tokens.	Camp Guard/CEOC	<p>AtHoc: https://alerts1.mcdsjp.mcds.usmc.mil/client/auth/CACLogin</p> <p>C4I (MCIPAC page): https://c4isuite.atfp.cnmc.navy.mil/usmc/mcicom/mcipac/default.aspx</p> <p>C4I (Foster Page): https://c4isuite.atfp.cnmc.navy.mil/usmc/mcicom/mcipac/MCBButler/foster/default.aspx</p> <p>DCS: https://disa.deps.mil/disa/org/ES7/DCS/SitePages/Home.aspx</p>
	5.26		Conduct a pre-season Typhoon Working Group to identify any needed changes to the IIIMEF-MCBBBUL 3006 and submit changes to MCIPAC G4.	CEOCWC	This takes place NLT March each year. Use the Destructive Weather distribution list to contact all destructive weather officers.
	5.27		Provide MLC employees a translated version of checklist tasks that could affect their operations.	COMREL	



Foster CEOC Typhoon Checklist

MITIGATION PHASE CHECKLIST:

TCCOR-4

Destructive winds of 50 knots or greater are possible within 72 hours. TCCOR 4 will be continuously in effect as a minimum condition of readiness from 1 June to 30 November annually.

MITIGATION PHASE	MEASURE #	CHECK-OFF BOXES	TASK	ACTION OFFICES	NOTES
	4.01		Verify completion of preceding checklist items.	All Leads	
	4.02		Verify that key personnel have C4I accounts, can access C4I, and are familiar with TCCOR-Posture Reporting therein.	All Leads	Personnel are prohibited from movement outdoors to relieve duties/watches during TCCOR-1C and TCCOR-SW.
	4.03		Conduct telephone and radio communications checks with the CEOC (for units with radios).	All Leads	
	4.04		Inform the Camp Operations Officer when TCCOR measures have been set and/or if there are notable typhoon mitigation shortfalls. During the typhoon season, be prepared to report on the status at Camp Typhoon Conferences.	All Leads	Update postures in C4I.
	4.05		Stay abreast of inbound flights with arriving personnel and possible issues with TCCORs.	All Leads	Note: aircraft historically land at Naha during TCCOR-1C, when stores, are closed on bases and personnel have already been sent home. By the time some personnel arrive at an installation, Okinawa may already be in TCCOR-1E and will need assistance.
	4.06		Notify the Commander of all TCCOR changes.	Camp Director	
	4.07		Notify camp and tenant leaders of any Typhoon Conferences the Commander may direct.	Camp Director	

	4.08	Inform all tenant units of TCCOR status and ensure units respond when TCCOR conditions have been set and/or if there are notable typhoon mitigation shortfalls.	Camp Guard/CEOC	Use the MCBButler Foster Typhoon distribution list to notify all tenant units on Foster. Update postures in C4I.
	4.09	Track and log units' TCCOR attainment (in C4I) and inform the Camp Director on the status of TCCOR attainments or if issues have been identified that hinder setting the TCCOR.	Camp Guard/CEOC	
	4.10	During normal hours, notify all hands of TCCOR changes.	Camp Guard/CEOC	
	4.11	Ensure that TCCOR and storm track information is posted on the Camp Facebook page.	Camp Director	
	4.12	Request resource providers prepare and/or pre-stage (before TCCOR-1C) emergency support assets that may be used to assist in emergency or recovery operations.	CEOCWC	This is a pre-emptive notification for future action sets requesting equipment and personnel. Ensure there is an understanding of the requirements per the current years IIIMEF-MCBBBUL 3006
	4.13	Coordinate with PMO to ensure that TCCOR signs are displayed at gates.	Camp Guard	



Foster CEOC Typhoon Checklist

PREPARATION PHASE CHECKLIST:

TCCOR-3

Destructive winds of 50 knots or greater are possible within 48 hours. Conduct general clean-up at home.

PREPARATION PHASE	MEASURE #	CHECK-OFF BOXES	TASK	ACTION OFFICES	NOTES
	3.01		Verify completion of preceding checklist items.	All Leads	
	3.02		Recall critical personnel to perform typhoon preparations; restrict liberty as necessary to effect preparations.	All Leads	
	3.03		Secure all loose debris and stow all non-essential gear.	All Leads	
	3.04		Conduct telephone and radio communications checks with the CEOC (for units with radios).	All Leads	
	3.05		Prepare water containers for flushing where duties/watches will be locked down from TCCOR.	All Leads	Duty/watch rotations are prohibited during TCCOR-1C and TCCOR-SW if outdoor movement would be required.
	3.06		Ensure all LMR assets are returned to the CEOC, are fully charged, and available for issue.	All Leads	
	3.07		Fuel up government vehicles and advise personnel to do the same with their personal vehicles before TCCOR-1C.	All Leads	
	3.08		Inform all tenant units of TCCOR status and ensure units respond when TCCOR conditions have been set and/or if there are notable typhoon mitigation shortfalls.	Camp Guard/CEOC	Use the MCBButler Foster Typhoon distribution list to notify all tenant units on Foster. Update postures in C4I. Once all units respond change C4i Status to TCCOR-2 Set and notify CEOCWC.

3.09	Ensure IIIMEF-MCBBBUL 3006 personnel and equipment are available for deployment in TCCOR-2. Once Camp Guard manning has been exhausted notify tenant units of their remaining manning requirement per IIIMEF-MCBBBUL 3006.	Camp Guard/CEOC	This is historically an issue. Equipment will not be required until TCCOR-2. However, lessons learned shows equipment and personnel from tenant units are the most difficult part of any operation (especially real world events). LEAN FORWARD! Log completion of this task in C4i and NIMS logs.
3.10	Create storm tracking folder and a NIMS ICS Form 214 (Activity Log) to start the timeline and actions taken.	Camp Guard/CEOC	Create folder either in Camp Guard folder or under the typhoon folder in the CEOC drive. Ensure at a minimum, all notifications made and received storm information are logged.
3.11	Notify the Camp Director and Camp Commander of all TCCOR changes and completion status of typhoon SOP checklists.	Camp Guard/CEOC	
3.12	Notify camp and tenant leaders of any Typhoon Conferences the Commander may direct.	Camp Director	
3.13	Track and log units' TCCOR attainment (in C4I) and inform the Camp Director on the status of TCCOR attainments or if issues have been identified that hinder setting the TCCOR.	Camp Guard/CEOC	
3.14	Notify all hands of TCCOR changes via AtHoc if MCIPAC has not done so.	Camp Guard/CEOC	Only preform this action if directed by the Camp Commander.
3.15	Ensure that TCCOR and storm track information is posted on the Camp Facebook page.	Camp Director	
3.16	Prepare to initiate feeding and watering plan for personnel living in the barracks or on Typhoon Watch.	All Leads	MRE requests forms and procedures can be found in CampO 3000.1 (Typhoon SOP)
3.17	Coordinate with PMO to ensure that TCCOR signs are displayed at gates.	Camp Guard/CEOC	
3.18	Provide the CEOC with a roster of guests staying in camp facilities.	Billeting Officer	The CEOC will need this info in the event said personnel are involved in a typhoon related incident or other commands call to get info on personnel.
3.23	Ensure all items up to and including TC-3 in the TCCOR SOP CampO 3000.1 have been completed.	Camp Guard/CEOC	

	3.24		Utilizing weather websites, begin tracking and disseminating forecast information to the Camp Commander and tenant commands. Continue monitoring and reporting until TCCOR-AC has been announced and the storm is no longer a threat.	Camp Guard/CEOC	<p>Websites are listed on the Typhoon Website file in the Typhoon Folder:</p> <p>https://c4isuite.atfp.cnic.navy.mil/ocp/NoRibbon.aspx - C4i OCP (Main Display – Check off Hazards/Other Natural Disasters and then Tropical Cyclones)</p> <p>http://himawari8.nict.go.jp/ - Himawari Sat Live Feed (Hallway Display)</p> <p>https://shogunweather.com/tccor/ - Shogun Weather TCCOR Status</p> <p>https://www.tropicaltidbits.com/storminfo/ - Tropical Storm Charts</p>
	3.25		Track and log units' TCCOR attainment (in C4I) and inform the CEOCWO on the status of TCCOR attainments or if issues have been identified that hinder setting the TCCOR.	CEOC Watch Clerk	As units respond, change the TCCOR Status in C4i for that unit and notify CEOCWO once all units respond. Log in start and completion times of this task in the typhoon log.



Foster CEOC Typhoon Checklist

PREPARATION PHASE CHECKLIST:

TCCOR-2

Destructive winds of 50 knots or greater are anticipated within 24 hours. General clean up of missile hazards and begin preparing equipment and personnel for typhoon operations.

PREPARATION PHASE	MEASURE #	CHECK-OFF BOXES	TASK	ACTION OFFICES	NOTES
	2.01		Verify completion of preceding checklist items.	All Leads	
	2.02		Conduct telephone and radio communications checks with the CEOC (for units with radios).	All Leads	
	2.03		Mobilize all personnel and equipment per the IIIMEF-MCBBBUL 3006. Ensure water bulls are in the correct location and equipment WITH OPERATORS , Camp Guard, and any activated SAF are mustered and remain at the CEOC until dispatched by the CEOC. Once 100% confirmation of all equipment and personnel are present, dispatch Marines and HMWWV assets to PMO. ALL PERSONNEL MUST HAVE FULL PPE AND BE PREPARED TO REMAIN IN PLACE FOR 96HRS.	Camp Guard/CEOC	See TCCOR-3 (3.01.12). All personnel and resources assigned to the CEOC for operations are under full control of the CEOC by authorization of the Camp Commander who has authority by Commanding Generals of both MCIPAC and III MEF. During the operational period, only the CEOC can re-allocate resources from one CEOC to another without prior approval, but must notify the effected CEOCs.
	2.04		Turn in or store unnecessary government vehicles. Remove all canvas from tactical vehicles. Park vehicles to provide maximum protection from high winds.	Camp Guard	
	2.05		Secure doors to Camp buildings that are not needed and begin placing sandbags at the base of door exteriors.	All Leads	This includes the CEOC and especially Bldg. 494
	2.06		Ensure worn door jams of secured building entrances are taped.	All Leads	Lessens the chance for winds to blow rain water inside.
	2.07		Ensure windows are covered or blocked to prevent flying, shattered glass where there are concerns; do NOT tape across windows.	All Leads	This includes the CEOC and especially Bldg. 494

2.08	Ensure tracking of any evacuate personnel from off-base quarters via coordination with the billeting office.	All Leads	It is extremely rare that people will be in substandard housing in Okinawa that would warrant evacuation to base quarters. This measure is here as a just in case.
2.09	Direct personnel to cease throwing garbage into dumpsters and solid waste collection points.	All Leads	Post via Social Media as needed.
2.10	Conduct an AL 3+ activation of the Foster CEOC.	Camp Director/ CEOC Director	Log in completion of this task
2.11	Ensure personnel assigned to typhoon operations are aware they must have full PPE (Flak, Kevlar, Eye Pro, etc.) and will possibly remain in the CEOC for 96hrs or longer.	All Leads	
2.12	Inform all tenant units of TCCOR status and ensure units respond when TCCOR conditions have been set and/or if there are notable typhoon mitigation shortfalls.	CEOCWO	Use the MCBButler Foster Typhoon distribution list to push updates to all tenant units. Update postures in C4i and ICS Forms. Log in completion of this task.
2.13	Ensure that all CEOC watches have access to key CEOC Command and Control web sites, know how to use them, and have them in their browser's "favorites" on all CEOC work stations and tokens.	CEOCWC	Main sites for Typhoon are C4i and SWIFT or DCS (token have pre-established access and favorites saved). Additional CAC readers are for SWIFT if used. MCOP may be required only if MCIPAC has granted Camps full access to the system.
2.14	Notify the Commander of all TCCOR changes.	CEOCWC	If BEOC is activated, log onto the currently used chat room (DCS, SWIFT, etc.) and update status. If MCOP has been granted update TCCOR status in MCOP and C4i for all Action Sets below. If BEOC is not activated or full access not granted, utilize C4i and email.
2.15	Notify camp and tenant leaders of any Typhoon Conferences the Commander may direct.	Camp Director	Use the MCBButler Foster Destructive Weather distribution list.
2.16	Log into CEOC systems for typhoon use including C4i, Chat Room (DCS, SWIFT, etc), and Himawari Satellite feed. (Bookmark on tokens under Typhoon and Weather)	CEOC Watch Clerks	On C4i also open OCP and check the "Fleet Weather Center" box under General Weather /Warnings or "Tropical Cyclone" under Hazards/Other Natural Disasters to bring up current Typhoons on OCP. For SWIFT chat use your own CAC and the Authentication cert in the additional CAC reader.
2.18	Ensure logs are kept in accordance with NIMS guidance.	CEOC Watch Clerk	Utilize NIMS Forms located in the CEOC folder and utilize the C4i CEOC log. Utilize MCOP if directed and if full access has been granted by MCIPAC.

2.19	If MCIPAC has not done so in a realistic timeframe, notify all hands of TCCOR changes via AtHoc.	CEOCWC	MCIPAC BEOC will be the primary sender of notifications due to their accounts sending to all of Okinawa. If the BEOC fails to send AtHoc messages, the CEOC can send to Foster personnel only.
2.20	Remind and escalate as needed the tenant units responsibility of their remaining manning requirement per IIIMEF-MCBBBUL 3006	CEOCWO	Log in completion of this task
2.21	Ensure that TCCOR and storm track information is posted on the Camp Facebook page.	Camp Director	
2.22	Provide hand held radios to personnel as may be needed for emergency communications.	CEOCWO	Utilize the LMR Sign Out Log and ensure enough radios remain for CEOC Operations.
2.23	Encourage units staged for movement/deployment have their assets removed or stored.	CEOCWO	
2.24	Upon completion of initial muster and accountability is completed, mobilize required Guard/SAF and Equipment to PMO ensuring enough personnel and equipment remain at the CEOC for operations. Camp Services will continue until 1C.	CEOCWO	Per the 2020 Typhoon Working Group: The Camp Guard will use all available personnel first and then will recall SAF and Operators for equipment only after internal manning has been depleted.
2.25	Ensure all CEOC watches and guard personnel have items to sustain them throughout the expected typhoon plus 2 days.	CEOCWO	Personnel will often underestimate how long typhoons in this AOR can last. This will be their last chance to get what they need (toiletries, change of clothes, food, etc.).
2.26	Ensure solid waste contractor begins clearing solid waste receptacles.	Facilities Chief	
2.27	Coordinate with PMO to ensure that TCCOR signs are displayed at gates.	CEOC Watch Clerk	
2.28	Ensure all items up to and including TC-2 in the TCCOR SOP CampO 3000.1 have been completed by all units.	CEOCWO	
2.29	Track and log units' TCCOR attainment (in C4I) and inform the CEOCWO on the status of TCCOR attainments or if issues have been identified that hinder setting the TCCOR.	CEOC Watch Clerk	As units respond, change the TCCOR Status in C4i for that unit and notify CEOCWO once all units respond. Log in start and completion times of this task in the typhoon log.
2.30	Notify CEOCWC/Camp Director if issues have arisen that hinder setting TCCOR-2 including equipment/manning.	CEOCWO	Use Contact List and make every attempt to acquire resources before escalating up the Chain.
2.31	If TCCOR-2 was set early enough with Camp Director approval release typhoon watches until declaration of TC-1.	CEOCWO	All equipment must be in place and a complete recall list available before making this decision. Only allow if there is an extended period of time before the storm is expected to arrive.



Foster CEOC Typhoon Checklist

PREPARATION PHASE CHECKLIST:

TCCOR-1

Destructive winds of 50 knots or greater are anticipated within 12 hours. Last check for missile hazards and secure all equipment not directly involved in operations.

PREPARATION PHASE

MEASURE #	CHECK-OFF BOXES	TASK	ACTION OFFICES	NOTES
1.01		Verify completion of preceding checklist items. CEOC IS ACTIVATED AND ON ROTATIONS BY THIS TIME!	All Leads	Begin recall of excused personnel to ensure they arrive with all required PPE and supplies by the announcement of TCCOR-1C.
1.02		Remind personnel that DOD schools MAY close and that children may be sent home via Social Media	Camp Director/ CEOCWC	0500-1159 = If declared prior to 0500 busses will not leave and school is cancelled. If declared after 0500 busses will run as normal and after school activities are closed. 1200-1459 = School will continue as normal. After School activities are cancelled. 1500-0459 = School will be cancelled if conditions persist prior to 0500 on a school day.
1.03		Ensure logs for all CEOC activities are being maintained.	CEOCWO	
1.04		Conduct telephone and radio communications checks with the BEOC.	CEOC Watch Clerk	
1.05		Implement vehicle storage plans from TCCOR-1 to TCCOR-1C.	All Leads	
1.06		Inform all tenant units of TCCOR status and ensure units respond when TCCOR conditions have been set and/or if there are notable typhoon mitigation shortfalls.	CEOCWO	Use the MCBButler Foster Typhoon distribution list to push updates to all tenant units. Update postures in C4I and ICS Forms.

1.07	Ensure that personnel relocate office equipment that might be subjected to water damage. Includes moving desktops off of floors subjected to flooding and away from windows.	All Leads	
1.08	Notify the Commander of all TCCOR changes.	CEOCWC	
1.09	Notify camp and tenant leaders of any Typhoon Conferences the Commander may direct.	Camp Director/ CEOCWC	
1.10	If IIIMEF-MCBBBUL personnel and equipment has not been fulfilled yet notify Camp Commander and escalate to CO level.	CEOCWC	Any equipment or personnel missing will be first attempted to recall via the units 3-shop. Afterwards the units leadership will be contacted via the Camp Director. The final step is for the Camp Commander to become involved. All units must be in place by TCCOR-1C.
1.11	Ensure all items up to and including TC-2 in the TCCOR SOP CampO 3000.1 have been completed by all units.	CEOCWO	
1.12	Ensure all Water Bulls are in their assigned locations per IIIMEF-MCBBBUL 3006	Facilities Chief	
1.13	Post TCCOR and storm track information on the Camp Facebook page.	Camp Director	
1.14	Notify all leads of impending gate closures that occur from TCCOR-1C until TCCOR-SW.	CEOCWO	Ensure enough time is permitted for personnel to exit the camp prior to gate closures.
1.15	Verify that the solid waste contractor has completed all trash pickup.	Facilities Chief	
1.16	Ensure that all contractor work sites will be secured prior to TCCOR-1C.	Facilities Chief	
1.17	Coordinate with PMO and tenant organizations (MCCS, DECA, AAFES) to ensure that TCCOR signs are displayed.	CEOC Watch Clerk	
1.18	Ensure all items up to and including TCCOR-1 in the TCCOR SOP CampO 3000.1 have been completed by H&SBN/Camp Services.	CEOCWO	

1.19		Update C4I TCCOR Log and main log as appropriate.	CEOC Watch Clerk	
1.20		Track unit TCCOR attainment and inform the Commander on the status of TCCOR attainments or if issues have been identified that hinder setting the TCCOR.	CEOC Watch Clerk	As units respond, change the TCCOR Status in C4i for that unit and notify CEOCWO once all units respond. Log in start and completion times of this task in the typhoon log.
1.21		If MCIPAC has not done so in a realistic timeframe, notify all hands of TCCOR changes via AtHoc.	CEOCWO	MCIPAC BEOC will be the primary sender of notifications due to their accounts sending to all of Okinawa. If the BEOC fails to send AtHoc messages, the CEOC can send to Foster personnel only.



Foster CEOC Typhoon Checklist

PREPARATION PHASE CHECKLIST: TCCOR-1C

Destructive winds of 50 knots or greater are anticipated within 12 hours. Actual winds are 34-49 knots. All nonessential personnel are released to their quarters until TCCOR-SW/AC.

PREPARATION PHASE

<u>MEASURE #</u>	<u>CHECK-OFF BOXES</u>	<u>TASK</u>	<u>ACTION OFFICES</u>	<u>NOTES</u>
1C.01		Verify completion of preceding checklist items.	All Leads	
1C.02		Release all non-essential personnel to their residence and secure personnel to their quarters after conducting final preparedness and mitigation checks and briefs. Gates will close NLT 2 hours after the announcement of TCCOR-1C	All Leads	<p>Advise everyone to report damages and injuries to the ECOC from TCCOR-1 until TCCOR-SW. Remind them:</p> <ul style="list-style-type: none"> - Personnel are prohibited from being outside during TCCOR-1E and TCCOR-SW unless an EMERGENCY situation warrants. - All facilities such as the commissary, AAFES, other community services/functions, selected gates (per PMINST-18), and various sources of information, are closed till TCCOR-SW or TCCOR-AC. - Military personnel must remain fit for duty in case of emergency recalls. - TCCOR-SW return-to-duty policies.
1C.03		Conduct telephone and radio communications checks with the BEOC and any Guard Force with radios.	CEOC Watch Clerk	
1C.04		Inform all tenant units of TCCOR status and ensure units respond when TCCOR conditions have been set and/or if there are notable typhoon mitigation shortfalls.	CEOCWO	Use the MCBButler Foster Typhoon distribution list to push updates to all tenant units. Update postures in C4I and ICS Forms.
1C.05		Ensure that all government vehicles that are not in support of the CEOC's Typhoon Response and Recovery mission are returned to unit motor pools.	All Leads	

1C.06		Advise personnel that the Dining Facility, Bldg. 488, will remain operational thru the current meal for up to two hours if TCCOR-1C is declared during the meal.	All Leads	
1C.07		Ensure CEOC Watch is logged 24/7 on decided Chat Rooms (DCS, SWIFT), C4i, MCOP (if accessible) and is utilizing the forms, websites, and information located on the Share Drive.	CEOCWO	DCS Chat Rooms: https://conference.apps.mil/webconf/typhoon-chat-mcipac-g3 https://conference.apps.mil/webconf/okinawatyphoon
1C.08		Ensure all items up to and including TC-1C in the TCCOR SOP CampO 3000.1 have been completed.	All Leads	
1C.09		Transfer any key Camp Operations phone lines to the CEOC. Inform the CEOC watch.	Camp Services	CEOC numbers: 645-9804/9805/9806/9807 Phones are transferred by dialing *72, hear 4 quick tones followed by a dial tone, dial one of the CEOC numbers, hear 2 to 3 tones, hang up.
1C.10		Post TCCOR and storm track information on the Camp Facebook page.	Camp Director	
1C.11		Ensure that colors are lowered until TCCOR-SW/AC or TCCOR-4 is declared.	Camp Services	
1C.12		Initiate feeding plan.	All Leads	Note that the Dining Facility, Bldg. 488, will remain operational thru the current meal for up to two hours if TCCOR-1C is declared during the meal.
1C.13		Coordinate with PMO to ensure all gates, with the exception of 3, 7 (if deemed needed), 8, 10, and Lester 1, are closed after two hours of TCCOR-1C, secure civilian guards (if FPCON posture allows), and utilize Guard/SAF personnel to man active posts/gates.	CEOCWO	Ensure secured gates are fully closed with X-Barriers put in place if manning is being removed from the gate.
1C.14		Remind tenants of impending gate closures that will occur within two hours of TCCOR-1C declarations and that they will remain closed from until TCCOR-SW.	CEOCWO	Gates WILL close 2 hours after the announcement of 1C. Emergency gates of 3 or 7 (when directed), 8, 10, and Lester-1 will remain manned but are for EMERGENCY USE ONLY!
1C.15		Coordinate with PMO to ensure that TCCOR signs are displayed at gates.	CEOC Watch Clerk	
1C.16		Ensure that all Construction sites are secured.	Facilities Chief	
1C.17		Ensure the Futenma River Gate has been raised to its highest setting to avoid flooding of lower Foster!	Facilities Chief/ CEOCWO	H&SBN CDO has this responsibility and they key. However, the CEOC is overall responsible while activated.

	1C.18	Update C4I TCCOR Log and update the main log as appropriate.	CEOC Watch Clerk	
	1C.19	Notify the Commander of all TCCOR changes.	CEOCWC	
	1C.20	Inform the BEOC of all TCCOR postures via chat/C4i.	CEOCWO	
	1C.21	If MCIPAC has not done so in a realistic timeframe, notify all hands of TCCOR changes via AtHoc.	CEOCWC	MCIPAC BEOC will be the primary sender of notifications due to their accounts sending to all of Okinawa. If the BEOC fails to send AtHoc messages, the CEOC can send to Foster personnel only.
	1C.22	Track unit TCCOR attainment and inform the Commander on the status of TCCOR attainments or if issues have been identified that hinder setting the TCCOR.	CEOC Watch Clerk	As units respond, change the TCCOR Status in C4i for that unit and notify CEOCWO once all units respond. Log in start and completion times of this task in the typhoon log.



Foster CEOC Typhoon Checklist

RESPONSE PHASE CHECKLIST:

TCCOR-1E

Destructive winds of 50 knots or greater are occurring. The only movement authorized are life saving activities.

RESPONSE PHASE	MEASURE #	CHECK-OFF BOXES	TASK	ACTION OFFICES	NOTES
	1E.01		Verify completion of preceding checklist items and all items up to and including TC-1E in the TCCOR SOP CampO 3000.1 have been completed.	All Le ads	
	1E.02		Restrict outdoor movement to EMERGENCY (i.e., life-saving) actions only.	All Leads	
	1E.03		Monitor radios, televisions, web sites for storm/TCCOR information.	All Leads	
	1E.04		Conduct telephone and radio communications checks with the CEOC (for units with radios).	All Leads	
	1E.05		Inform all tenant units of TCCOR status and set 1E on C4i TCCOR Tracker.	CEOCWO	Use the MCBButler Foster Typhoon distribution list to push updates to all tenant units. Update postures in C4i and ICS Forms.
	1E.06		Coordinate with PMO to ensure that prohibited movement of personnel outdoors is enforced. Any dispatched personnel for emergency calls to services will be in full flack and Kevlar PPE.	CEOCWO	
	1E.07		Coordinate with PMO to ensure that TCCOR signs are displayed at gates.	CEOCWO	
	1E.08		Inform the Camp Commander and Camp Director of all TCCOR changes, damages, injuries. Ensure any requests for off base relief efforts are relayed through the Camp Commander and coordinated through the BEOC.	CEOCWC	

	1E.09		Post TCCOR and storm track information on the Camp Facebook page.	CEOCWO	
	1E.10		Maintain contact with the BEOC and communicate situation and needs.	CEOC Watch Clerk	
	1E.11		If MCIPAC has not done so in a realistic timeframe, notify all hands of TCCOR changes via AtHoc.	CEOCWO	MCIPAC BEOC will be the primary sender of notifications due to their accounts sending to all of Okinawa. If the BEOC fails to send AtHoc messages, the CEOC can send to Foster personnel only.



Foster CEOC Typhoon Checklist

RECOVERY PHASE CHECKLIST:

TCCOR-1R

After a typhoon has passed and destructive winds have subsided and are no longer forecast to occur, survey and work crews are sent out to determine the extent of damages and to establish safe zones around hazards such as downed power lines, blocked roads, floods, unstable structures.

RECOVERY PHASE	MEASURE #	CHECK-OFF BOXES	TASK	ACTION OFFICES	NOTES
	1R.01		Verify completion of preceding checklist items.	All Leads	
	1R.02		Conduct telephone and radio communications checks with the CEOC for recovery operations.	All Leads	
	1R.03		Post TCCOR and storm track information on the Camp Facebook page, answer all questions from the local community and relay any damages to the CEOC.	Camp Director	
	1R.04		Maintain contact with the BEOC and communicate situation and needs.	CEOC Watch Clerk	
	1R.05		Inform all tenant units of TCCOR status and set 1R on C4i TCCOR Tracker. Ensure notification includes the warning that movement of personnel is STILL RESTRICTED.	CEOC Watch Clerk	Use the MCBButler Foster Typhoon distribution list to push updates to all tenant units. Update postures in C4i and ICS Forms.
	1R.06		Initiate Recon/Recovery teams across the Camps and ensure communications are kept with each vehicle. Ensure all damage reports are being logged as they are found for inclusion in the damage report.	CEOCWC	The ONLY personnel moving around in TCCOR-1R are the RECOVERY TEAMS in full PPE! Any leadership who wish to tour the Camp prior to the completion of TCCOR-1R will do so with coordination of the CEOC and in full PPE with the use of tactical vehicles ONLY .
	1R.07		Report to the CEOC damages as they are found via LMR. Any large items in blocking the road that can be moved will be. Utilize TRAM as needed.	Recon/Recovery Teams	Ensure Radios are ON and functional with assignment fully understood prior to departure.

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1R.08		Start consolidating known damage/injury reports and brief the Camp Director and/or Camp Commander and applicable Tenant Leads.	CEOCWC	The CEOC must keep a detailed log of damages to submit via C4i/email/MCOP.
1R.09		Submit damage reports to BEOC as applicable for significant storm-related events (major damages, injuries, etc.).	CEOC Watch Clerk	CEOCWO will review all submissions prior to release.
1R.10		Notify the BEOC when Camp Foster is prepared to transition to TCCOR-SW/AC.	CEOCWC	Okinawa's TCCOR Authority will declare the end of TCCOR-1R into TCCOR-SW or TCCOR-AC once all service leads on Okinawa have reported safe conditions for movement of personnel. Do not be bullied by MCIPAC into calling ready early. Foster has 5 separate bases and it takes time to protect life!
1R.11		Upon completion of Recon/Recovery Operations, ensure all typhoon watch personnel are cleaning up the areas including sleeping areas in perpetration of demobilization.	CEOCWO	



Foster CEOC Typhoon Checklist

STORM-PROXIMITY-DEPENDENT CHECKLIST: TCCOR-SW

Destructive winds of 50 knots or greater are not forecast; however, the probability of high winds still exists due to the proximity of the storm. High winds may include gusts exceeding 50 knots and/or sustained winds of 34-49 knots, which may cause hazards. The storm is close enough to the area that a heightened alert status is necessary in order to rapidly elevate TCCORs should the storm deviate from its forecasted track. Stay alert for any TCCOR changes. In some instances, we may return to TCCOR Storm Watch if the storm is not currently forecast to bring damaging winds but is in close enough proximity that it could.

RECOVERY PHASE	<u>MEASURE #</u>	<u>CHECK-OFF BOXES</u>	<u>TASK</u>	<u>ACTION OFFICES</u>	<u>NOTES</u>
	SW.01		Complete other TCCOR Checklists based on proximity of the storm to Okinawa. See notes.	All Leads	If the storm were to change direction and could hit Okinawa in 48 hours, complete nonintrusive TCCOR-3 checklist items. If 24 hours, complete TCCOR-2 checklists. If 12 hours, complete TCCOR-1 and/or 1C checklist(s).
	SW.02		Remain at work if elevated TCCORs were not declared. Return to work if TCCOR SW declarations follow TCCOR 1C, 1E, or 1R.	All Leads	WHEN APPLICABLE: - During normal working ours, military personnel report for duty within one hour after the setting of TCCOR-SW. - Civilian employees report for work within two hours of the setting of TCCOR-SW, unless three and one-half hours or less remain on the employee's regularly scheduled shift. In this case, employees will report for their next regularly scheduled shift. - Dependents remain indoors until TCCOR-AC
	SW.03		Muster all hands (military, civilian, contractors) if TCCOR-SW is declared following a typhoon that resulted in TCCOR-1E	All Leads	STANDARDS: - 70% accounted for within 24 hours. - 90% accounted for within 48 hours. - 98% accounted for within 72 hours.
	SW.04		Immediately report significant damages, injuries, missing personnel to the CEOC and Maintenance Operations Center (MOC).	All Leads	mcbbutler.ceoc.foster.wo@usmc.mil

SW.05		Ensure that Facilities' Managers/Building Custodians begin detailed Damage Assessments during the daylight hours of TCCOR-SW and TCCOR-AC and submit detailed damage assessments to the CEOC.	All Leads	
SW.06		As weather conditions permit, begin breaking down typhoon preparations.	All Leads	
SW.07		Begin demobilization of the CEOC with Camp Commander approval. Camp Guard will resume normal duties upon completion of demobilization.	CEOCWC	Deactivate the CEOC once all preliminary damage assessments and injury reports have been received and reported on.
SW.08		Transfer office phone lines and binders back to office spaces upon reassuming duties.	All Leads	For office spaces that transferred lines to the CEOC: to deactivate phones that were transferred, dial *71, hear 2-3 quick tones, hang up.
SW.09		Inform all tenant units of TCCOR status and ensure units are informed to forward damage reports to mcbbutler.ceoc.foster.wo@usmc.mil.	CEOCWO	Use the MCBButler Foster Typhoon distribution list to push updates to all tenant units. Update postures in C4I and ICS Forms.
SW.10		Stay abreast of known damages/injuries and keep the Commander informed.	Camp Director	
SW.11		Ensure that Camp Facebook page is updated.	Camp Director	
SW.12		Determine if the Camp Commander requires a Typhoon Conference with camp leads to discuss recovery operations, and notify key leads if applicable.	Camp Director	
SW.13		Track unit TCCOR attainment and inform the Commander and Camp Director on the status of TCCOR attainments or if significant issues.	Camp Guard/CEOC	
SW.14		Update the C4I log book.	Camp Guard/CEOC	
SW.15		Advise key leads to ensure that all-hands are advised to remain cautious outdoors because wind damage and hazards may still be present, and strong gusts may still occur, blowing down loosened tree branches or power lines.	Camp Operations	
SW.16		Notify all hands of TCCOR changes via AtHoc.	Camp Guard/CEOC	If MCIPAC has not done so.
SW.17		Coordinate with PMO to open gates for normal operations.	Camp Guard	

SW.18		Coordinate with PMO to display TCCOR signs at gates.	Camp Guard	
SW.19		Begin consolidating preliminary damage assessments, and be prepared to provide preliminary damage reports and cost estimates to the Camp Director within 48 hours of TCCOR-AC being announced.	Facilities Chief	
SW.20		Continue coordinating recovery actions and damage repairs. Keep the Camp Director abreast of progress.	Facilities Chief	
SW.21		Determine if any emergency billeting was used during the storm and assist with returning to normal posture.	Billeting Officer	
SW.22		If MCIPAC has not done so in a realistic timeframe, notify all hands of TCCOR changes via AtHoc.	CEOCWO	MCIPAC BEOC will be the primary sender of notifications due to their accounts sending to all of Okinawa. If the BEOC fails to send AtHoc messages, the CEOC can send to Foster personnel only.



Foster CEOC Typhoon Checklist

END STATE CHECKLIST: TCCOR-AC

Hazardous conditions and winds are no longer present.

<u>MEASURE #</u>	<u>CHECK-OFF BOXES</u>	<u>TASK</u>	<u>ACTION OFFICES</u>	<u>NOTES</u>
AC.01		Return to Pre-Typhoon Season preparedness posture (or TCCOR-4 between 1 June and 30 Nov).	All Leads	TCCOR-4 is Okinawa's baseline posture from 1 June to 30 Nov.
AC.02		Submit After Action Reports/Lessons Learned to the EMO within 48 working hours if Okinawa entered TCCOR-1E	All Leads	
AC.03		Notify key leads if the Camp Commander has directed any post typhoon conferences.	Camp Director	
AC.04		Update C4I TCCOR Log and update the main log as appropriate.	Camp Guard/ CEOC Watch Clerk	
AC.05		Notify tenant commands and ensure any AARs are sent to the CEOC.	CEOCWO	Use the MCBButler Foster Typhoon distribution list to push updates to all tenant units. Update postures in C4I.
AC.06		Post TCCOR and storm track information on the camp's Facebook page.	Camp Director	
AC.07		Ensure that colors are reinstituted if not already done.	Camp Services	
AC.08		Return any unopened cases of MRE's in accordance with CampO 3000.1	All Leads	
AC.09		Coordinate with PMO to ensure that TCCOR signs are displayed at gates.	Camp Guard	
AC.10		If Okinawa entered TCCOR-1E, submit a consolidated After Action and Lessons Learned Report to the Commander within 5 working days.	CEOCWC	