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

CampO 3400.1
CAMSVC
JAN 04 2017

CAMP ORDER 3400.1

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

Subj: CAMP FOSTER CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH-YIELD EXPLOSIVE PROTECTION ORDER

Ref: (a) DODI 2000.16
(b) DODD 2000.12-H
(c) MCIPAC/MCB Butler Fire Department Standard Operating Guide for Hazardous Material Response
(d) MCO 5580.2B
(e) MCO 3440.8
(f) MCO P5100.8G
(g) Camp Foster and Emergency Operations Center Standard Operating Procedures
(h) MCBBO 3120.2

Encl: (1) Shelter in Place Procedures
(2) Shelter in Place Monthly Inventory
(3) CBRNE Notification Flowchart

1. Situation

a. Camp Foster frequently hosts special events, distinguished visitors, and has a large housing population. These events and housing areas present a prime target for terrorists to use Chemical, Biological, Radiological, Nuclear, and High-yield Explosive (CBRNE) attacks due to their ability to cause mass-casualties, panic, and confusion. Recent world events have demonstrated the willingness of terrorists to use Weapons of Mass Destruction (WMD), which demonstrates the need for response planning to mitigate the damage from a CBRNE attack. It is prudent that the command maintain effective plans and preparedness for dealing with a myriad of potential man-made or natural incidents. The CBRNE order meets the command's responsibility in outlining the organization, assignments, and

procedures in the event of a significant crisis. This assessment is required by references (a) through (f).

b. The Camp Foster CBRNE order defines the nature and scope of total emergency CBRNE response planning procedures. It sets forth the command's emergency operations and provides the overall authority and responsibilities for emergency preparedness, disaster relief, anti-terrorism, and CBRNE operations aboard Camps Foster and Lester, Plaza Housing, Taiyo Golf Course, and Fort Buckner.

c. The primary mission of the command in any emergency is to protect the lives of military, civilian, and dependent personnel, as well as to minimize damage or loss to military and personal property, establishing, implementing, and empowering a command infrastructure identified and tailored to the specific emergency. This CBRNE order has been developed to provide a sound basis for emergency preparedness programs and training activities.

d. The CBRNE order is structured around three distinct operational phases: pre-incident, response, and recovery. The CBRNE order follows the four phases of emergency management: mitigation, planning, response, and recovery.

e. For the purpose of this CBRNE order, a CBRNE threat is defined as any condition or event that occurs on Camps (Camp Foster, Camp Lester, Plaza Housing, Taiyo Golf Course, and Fort Buckner) involving a weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors. A CBRNE event can also constitute as an accidental release of dangerous chemicals stored in hazardous materials lockers and hazardous waste accumulation points. Additionally, a CBRNE event can involve a weapon containing a biological agent, toxin, or vector, as well as the release of radiation or radioactivity at a level dangerous to human life. Such an event or threat requires the command to institute appropriate measures to mitigate, deter, address, and respond through proper planning and preparation. To assist in the planning process, the following CBRNE disasters or incidents constitute a threat:

(1) CBRNE Disasters

(a) Chemical Agents

1. Blister

2. Blood

3. Nerve

4. Choking

5. Vomiting

6. Incapacitating

(b) Biological Agents (viruses, bacteria, and toxins)

(c) Radiological (radiological disposal devices and radiological exposure devices)

(d) Nuclear (air, surface, sub-surface detonation, and improvised nuclear devices)

(e) Toxic Industrial Chemical (TIC) and Toxic Industrial Material (TIM) spill

(f) Military-grade and fertilizer-based explosives

f. Camp Foster is vulnerable to terrorist/criminal CBRNE attacks because of its geographical location, housing population, special events, and command element. Additionally, Camp Foster is the main support establishment for all Marine camps on Okinawa. Camp Foster is also vulnerable to non-terrorist/criminal biological threats such as bacterial and viral outbreaks due to the high number of personnel leaving and entering the island's civilian and military ports and airports. The threat of terrorists, criminals, and protesters using CBRNE materials to cause destruction, loss of life, and disasters involving TICs and TIMs will remain a threat to the U.S. military camps and bases on Okinawa.

g. Okinawa, Japan has several diseases and viruses that are native to the country of Japan. Hepatitis A, Hepatitis B, rabies, and Japanese Encephalitis are the four common infectious diseases recognized by the Centers for Disease Control and Prevention.

h. Camps have several Hazardous Waste Accumulation Points (HWAP) and Hazardous Material (HAZMAT) storage lockers. HWAPs store hazardous waste materials including, but are not limited

to used paint cans, oil filters, dry sweep absorbents, and batteries. Hazardous material storage lockers store various TICs and TIMs such as petroleum, oils and lubricants, chlorine, flammables, and bleach.

i. China is a nuclear weapons state which is estimated to have 50 to 75 intercontinental ballistic missiles in their arsenal. Companies in China have also been sanctioned by the U. S. Government for supplying foreign governments with materials to manufacture chemical and biological weapons. North Korea is rapidly developing its nuclear weapons program and, in April of 2013, conducted an intercontinental ballistic missile test which fired a missile over the Ryukyu Islands. North Korea also has an active uranium enrichment program which could supply material needed for radiological attacks (dirty bombs). North Korea is also known to have chemical and biological weapons development and storage facilities. North Korea's active chemical weapons program allows for them to use non-persistent agents to attack front-line forces and repeal counter-attacks. Persistent agents would be used for fixed locations such as military installations and ports.

j. The unpredictability and increasing sophistication of terrorism could result in incidents occurring with little or no forewarning. The objective of a terrorist operation would be to inflict mass casualties on U.S. personnel or to execute an attack on critical military infrastructure. Terrorist groups in Japan have already established a willingness to use chemical weapons in attacks, which was demonstrated by the Tokyo Subway Sarin Gas Attacks in 1995.

k. Potential methods of attack used by the terrorist for chemical attacks are contaminating food and water supplies, skin contact, eye contact, and inhalation. Biological agents can be used to contaminate through vectors, water and food contamination, skin and eye contact, or inhalation. Radioactive and nuclear contamination can be distributed through a spill, exposure device, or an explosive dispersion device.

2. Mission. This CBRNE order provides policy and guidance for implementation, execution, and management of the Camps' CBRNE Protection Program in support of Marine Corps Installations Pacific's emergency response operations. Camp Foster will, in conjunction with the Marine Corps Installation Pacific's command and G-3/G-5, conduct continuous CBRNE protection sustainment operations and training in order to protect service members and their families and command resources to mitigate the effects of

natural disasters or man-made incidents involving CBRNE agents with minimal disruption to the execution of the command and its missions.

3. Execution

a. Commander's Intent. To define and implement Camps Foster and Lester's responsibilities in preparing, detecting, assessing, warning, defending, and recovering from incidents to include CBRNE warfare and terrorism, accidental and criminal events, and TIMs releases.

b. Concept of Operations

(1) The guiding principles of this CBRNE order include detailed CBRNE response planning, improved individual awareness, education and training, effective communications, improved coordination, and a proactive basis for action. This CBRNE order establishes base-line CBRNE defense postures for a reasonable and rational scale of protective measures from normal operations or crisis response. This CBRNE order employs countermeasures, mitigation strategies, recovery, reconstitution, and continuity of operations. Detailed plans will be established to address those scenarios which are most likely to occur. Each scenario will be divided into three distinct phases: pre-incident, response, and recovery. The pre-incident (proactive) phase will establish command line norms and consists of unit and day-to-day activities. The response phase consists of those measures employed to address the situation as it occurs. The recovery phase focuses on those actions taken to return the command to normal condition (i.e., reporting, cleanup).

(2) Explanation of the three phases of a crisis.

(a) Pre-Incident Phase. This phase integrates and includes all pre-incident responses and consequence management planning, equipment acquisition, training, education, construction considerations, and special and routine actions taken before an attack or incident occurs.

1. Maintain a high level of situational awareness while detecting, monitoring, and tracking adversary actions and events. Implement and maintain an effective CBRNE defense posture.

2. Conduct analysis of incoming data to define the nature of the threat and environment. Perform vulnerability and risk assessments, and make recommendations to improve the CBRNE defense posture.

3. Employ passive and active measures. Passive measures are performed independently and aid in preventing, deterring, delaying, or restricting an adversary. Active protection measures prevent, deter, restrict, resist and/or defeat the threat. The Random Antiterrorism Measures (RAM) matrix and execution schedule is posted in the Camp Emergency Operations Center (CEOC). Execution of RAM matrix benchmarks will be maintained in the CEOC. Physical security and CBRNE defense measures need to be implemented according to the Force Protection conditions. Security personnel, both military and civilian, may be insufficient to provide total protection for all camp resources; therefore, the principal owner or user of a facility, resource, or personnel must develop adequate awareness and safeguard measures. Activation of the Security Augmentation Force (SAF) will be required.

(b) Response Phase. This phase includes all actions to be taken once an incident occurs. Depending on the severity of the incident, these actions may include, but are not limited to activation of the CEOC, activation of the Base Emergency Operations Center (BEOC) or Regional Operations Center (ROC) per reference (h), deployment of first responders, and activation of the SAF. It can also require the activation of memorandums of understanding, memorandums of agreements, and inter-service support agreements, as necessary. It furthermore includes actions taken to manage the incident and actions directed toward a return to normal operations. Actions taken during the incident phase are critically reviewed and improvements to the plan are made based off the feedback that is provided at later dates.

1. Utilize the current mass notification system to warn tenant units, dependents, and local nationals of threats and disasters. Utilize the current mass notification system to instruct personnel and gain accountability.

(c) Recovery Phase. Recovery operations are designed to clean up and/or remove the hazardous material and restore the Camps back to the normal and working conditions. Depending on the nature of the incident, the response may need to be coordinated with the Department of State, Naval Criminal Investigative Service and the Host Nation (HN).

c. Tasks

(1) Camp Commander, Camp Foster

(a) Retain command over all crisis incidents on Camps Foster and Lester, Plaza Housing, Taiyo Golf Course, and Fort Buckner until management responsibilities have been assumed by a higher agency having primary jurisdiction for such incidents.

(b) Provide guidance in the development and management of the CBRNE order.

(c) Serve as a member of the Camp Foster CBRNE Working Group.

(d) Designate a CBRNE Protection Officer in writing.

(2) Camp Director

(a) In a crisis will head the CEOC

(b) Serve as a member of the CBRNE Working Group.

(c) Coordinate the use of internal/external resources as required by the on-scene commander via the CEOC.

(d) Ensure the Camp Commander and the Marine Corps Regional Operations Center are notified when the CEOC has been fully activated.

(e) Develop and maintain the capability to man and operate a primary CEOC in accordance with Reference (G).

(3) CBRNE Protection Officer

(a) Conduct and supervise a CBRNE exercise annually.

(b) Develop and maintain the Camps' CBRNE Response Order. Order will be annually reviewed at a minimum. Order will be digitally stored on the Marine Corps Installations Pacific Camp Foster Unclassified Sharepoint, https://sharepoint.mcipac.usmc.mil/installation/foster/cbrne/SitePages/Home.aspx.

(c) Prepare the agenda and conduct a quarterly CBRNE Working Group meeting.

(d) At a minimum, attend the Level II Anti-Terrorism/Force Protection certification course and Hazardous Materials Technician course.

(e) Plan, develop, and conduct CBRNE exercises and training. Ensure SAF Marines receive training on CBRNE operations and equipment. Ensure tenants aboard Camps are familiar with shelter in place procedures per enclosure (1) and perform drills to rehearse established procedures.

(f) Review and become familiar with the references listed in this CBRNE order.

(g) Collect and maintain current threat information relative to CBRNE on all Camps.

(h) Conduct, at a minimum, monthly preventative maintenance checks and services, and inventories of Camp detection equipment and individual protection equipment to ensure readiness for CBRNE emergencies.

(i) Develop and coordinate CBRNE RAM's aboard all Camps.

(j) Coordinate and attend CBRNE Working Group meetings and attend the Marine Corps Installations Pacific (MCIPAC) Anti-Terrorism Work Group meetings.

(k) Maintain regular coordination with all Camp Foster CBRNE Working Group personnel.

(l) Implement and supervise the Camps' CBRNE training program. Ensure appropriate personnel within tenant units and first responders receive an annual installation CBRNE plan and attend training.

(m) Conduct a vulnerability assessment and risk analysis in accordance with references (a), (b), and (e).

(n) Identify and document shortfalls that adversely affect the CBRNE Defense Program.

(o) Incorporate CBRNE defense requirements into new building construction plans by coordinating with Facilities Engineers.

(p) Where possible, coordinate CBRNE defense efforts with HN authorities.

(q) Provide appropriate CBRNE training to camp personnel and installation first responders, as necessary.

(r) Represent Camp Foster at the United States Forces Japan CBRNE forums.

(s) Represent Camp Foster as the CBRNE subject matter expert for MCIPAC exercises.

(t) Serve as CEOC watch officer and provide the CEOC with technical advice and recommendations on mission-oriented protective posture and Personal Protective Equipment (PPE), troop-safety criteria, operational exposure guidance, CBRNE/WMD reconnaissance, biological warfare defense measures, and mitigating techniques.

(u) Assess weather and terrain data, including downwind vapor hazards and fallout patterns, to determine if environmental factors are conducive to terrorist employment of WMDs.

(v) Be prepared to create and disseminate notifications to tenant organizations and residents via mass notification systems.

(4) Camp Emergency Operations Center. CEOC will perform actions per reference (g).

(5) Fire and Emergency Services

(a) Be prepared to serve as a member of the CBRNE Working Group as the subject matter expert on first responder operations.

(b) Be prepared to act as the on-scene commander for CBRNE/HAZMAT emergencies. Be prepared to establish command and control and communication per references (c) and (f).

(c) Be prepared to establish a HAZMAT Incident Command Post inside the cold zone during a CBRNE emergency and notify the CEOC of the location.

(d) Be prepared to dispatch HAZMAT vehicle/trailer to assist with decontamination efforts.

(e) Be prepared to establish and staff a decontamination site to decontaminate victims and first responders per reference (c). Decontamination site will include cold, warm, and hot zones.

(f) Be prepared to determine the hazardous material or CBRNE agent used in an incident.

(g) Be prepared to perform defensive and offensive operations to control the release of HAZMAT and/or CBRNE materials.

(h) Emergency medical technicians should be prepared to provide vitals and supportive first aid to decontaminated personnel.

(i) Be prepared to support Camp CBRNE exercises as required by the Camp Commander.

(j) Ensure personnel are trained to operate in a CBRNE environment.

(6) Provost Marshal's Office (PMO)

(a) In a crisis, be prepared to perform duties in accordance with references (d) and (f).

(b) Act as on-scene commander when hostile human elements are still present.

(c) Be prepared to provide security, traffic control, and entry and/or exit control procedures. Provide security around the incident until the SAF can be recalled. Coordination should be conducted with the CEOC.

(d) Be prepared to participate in the CBRNE Working Group.

(e) Be prepared to support the Camp's annual CBRNE exercise as required by the Camp Commander.

(f) Ensure personnel are equipped and trained to operate in a CBRNE environment.

(7) U.S. Naval Hospital Okinawa

(a) In a CBRNE/HAZMAT crisis, be prepared to inform the Camp Commander of all medical issues.

(b) Be prepared to participate in the CBRNE Working Group as a member.

(c) Be prepared to develop emergency medical plans for all Camp Foster CBRNE/HAZMAT situations.

(d) Be prepared to establish a decontamination site for incoming casualties at the U.S. Naval Hospital's Emergency Room Ambulance Bay.

(e) Be prepared to establish a triage site to catalog survivors and direct segregation for further treatment at the incident site.

(f) Be prepared to plan, supervise, and provide the following for CBRNE/HAZMAT incidents:

1. The casualty evacuation plan is internal to the hospital and is designed for handling patients who have already been brought into the hospital.

2. Mass casualty plan internal to the hospital for handling patients who have already been brought into the hospital. Be prepared to execute per reference (e).

3. Medical care of prisoners/detainees and civilians within the command's area of operations.

4. Treatment and hospitalization of sick or injured personnel.

5. Patient evacuation, including the use of both Marine Corps dedicated Medical Evacuation platforms (air and ground), Air Force, Navy, and civilian evacuation aircraft.

6. Director of Public Health may assist in environmental surveys and inspections.

7. Director of Public Health will coordinate with responders to prevent the spread of biological agents.

8. Supervision and preparation of health-related incident reports.

9. Ambulance and medical personnel.

10. Psychiatric personnel, as required.

11. Review of suspect(s) and victim(s) medical records.

(g) Be prepared to assist in coordinating the support of the area medical laboratory in the receipt of biomedical samples and initial identification of biological warfare agents.

(h) Be prepared to advise on the effects of the medical threat (including environmental, endemic and epidemic diseases, WMD, and directed-energy devices) toward personnel, rations, and water.

(i) Be prepared to advise on how the effects of CBRNE defense operations impact the public health of personnel and the local population.

(j) Be prepared to coordinate with the Installation Protection/CBRNE Officer to conduct a mass casualty drill during the annual Installation Protection/CBRNE exercise.

(8) Explosive Ordnance Officer (EOD)

(a) Be prepared to support the camp's annual CBRNE exercise as required by the Camp Commander.

(b) In a crisis involving explosive hazards, be prepared to act as the incident commander until the incident involving explosive hazards are resolved. Diffuse and dispose of any explosive device and related materials.

(c) Be prepared to perform small-scale hasty/immediate decontamination operations as necessary in support of the Fire and Emergency Services.

(d) Be prepared to train security personnel in bomb search procedures.

(e) Be prepared to assist in training of personnel in improvised explosive devices recognition.

(f) Be prepared to participate in the CBRNE Working Group.

(g) Ensure personnel are equipped and trained to perform mission in a CBRNE environment.

(9) Community Relations Specialist (COMREL)

(a) In the event of an emergency, the COMREL will act as a liaison and translator between local governments, local government agencies, and the Camp Commander under the guidance of the Camp Commander, MCIPAC PAO, and MCIPAC G-7.

(b) COMREL will direct local media to the MCIPAC Public Affairs Office and G-7.

(10) Camp Environmental Office

(a) Participate in the CBRNE Working Group meeting.

(b) Ensure Site Specific Spill Plans (SSSPs) are developed and updated as required. Annually provide updated SSSPs to PMO, Fire and Emergency Services, and Camp Services.

(c) Support CBRNE response with assistance for chemical spills, as required. Conduct quarterly inventories on spill supplies and equipment. Ensure spill supply and equipment shortages are placed on order. Ensure Camp environmental personnel attend training required to comply with emergency planning and response requirements.

(d) Support the Camp's annual CBRNE exercise as required by the Camp Commander.

(11) Tenant Units

(a) Ensure a shelter in place plan is established for each building. Ensure buildings are properly equipped to perform shelter in place procedures. Ensure personnel within a tenant unit's assigned buildings are knowledgeable on procedures and drills are conducted. Ensure each floor of all tenant controlled buildings has a shelter in place location established and marked with the sign from enclosure (1).

(b) Ensure personnel in all buildings are knowledgeable on the Heating, Ventilation, and Air Conditioning (HVAC) shutoff switch is located. Designate key personnel to turnoff HVAC systems in any CBRNE event.

4. Administration and Logistics

a. Functions. The Camp CBRNE Protection Officer will use the Maximo Program to initiate, track, and close any work orders for equipment involving the receipt or request of equipment or parts, transfer of equipment, or calibration of equipment. Responsible individuals for CBRNE equipment in tenant units aboard Camp Foster should use Maximo or a similar system for the receipt or request of equipment or parts, transfer of equipment, or calibration of equipment.

b. Facilities. All CBRNE detection equipment and PPE that is maintained by tenant units should be maintained and stored in accordance with proper storage procedures. Equipment should be stored to allow for rapid dissemination.

5. Command and Signal

a. Command. This Order is applicable to all tenant units and personnel aboard Camp Foster, Camp Lester, and Plaza Housing. This Order is effective as of the date signed.

(1) During a crises, the CEOC should provide general guidance and assistance to first responders (Fire and Emergency Services, PMO, and EOD). The CEOC is also responsible for coordinating resources in support of any request from the first responders.

(2) The Camp Commander fulfills the role of the agency executive or senior official during a crises. In this role, the Camp Commander provides policy, mission, strategic direction, and authority to the Incident Commander (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 liaison to request such support via normal emergency channels through the Fire and Emergency Services, PMO, and U.S. Naval Hospital Okinawa.

b. Signal

(1) During an emergency, the CEOC will communicate with tenant units and organizations using the Defense Collaboration Services (DCS) and land line telephones. DCS chat allows for synchronous communication and the capability to have Web Conferencing (session management, text messaging, application sharing/broadcasting, audio, presence and awareness, voting/polling, video, multiple sessions, and recording) and Instant Messaging (IM). Prior to an emergency or during, the CEOC will send out the internet link to the DCS chatroom after the CEOC is notified by the BEOC.

(2) The Ground Based Emergency Response Detection System (GBERDS) is an incident and resource management system located in the CEOC. The system allows for the CEOC to communicate with the BEOC, the MCIPAC CEOCs, and the COECs in the Marine Corps Installations West. During an emergency, GBERDS will be utilized to coordinate and manage incident response with the BEOC, other CEOCs, and first responders.

W. L. DEPUE, JR

DISTRIBUTION: List A

SHELTER IN PLACE PROCEDURES

What is Shelter in Place? Shelter in place is a short-term safety procedure that will help protect staff and students by taking shelter inside the building if hazardous materials are released into the atmosphere. Hazardous materials are all around us at work and school. When properly handled, they do not pose a health threat; however, when they are accidentally or intentionally released, there is a potential for danger. Preparedness is the key to surviving any emergency, especially a hazardous materials accident. Toxic releases can come without a warning and allow only minutes to respond.

Why Would You Shelter in Place? Shelter in place would be necessary if chemical, radiological or biological contaminants are accidentally or intentionally released into the environment. During a release of hazardous materials, the air quality may be threatened and an evacuation may take you through a plume of toxic materials that could lead to serious health problems. Information on the hazard would be provided to the school by local health or emergency authorities. Note that the shelter in place is usually a few hours in duration, not days or weeks.

Prepare Before a Disaster Strikes	Shelter in Place Supplies
1. Choose room(s) to be used. The ideal room is an interior room above the ground floor that has access to water and restroom facilities. 2. Pre-cut plastic sheeting two to four mm thick so it can be quickly applied to windows and vents. 3. Assemble shelter in place supplies and store them in the chosen shelter rooms. 4. Your to-go bag (evacuation bag) may contain important information on your emergency plan and student accountability. You may want to revise this emergency resource to provide needed information during a shelter in place event as well as during an evacuation. 5. Educate parents on the importance of complying with a school's shelter in place procedure to protect their health as well as the health of their children.	1. Pre-cut plastic sheeting and duct tape to cover windows, doors, air vents or other openings (see Figure 1). Wet cloth towels can also be used if plastic sheeting is not available. 2. Battery-powered radio. 3. Flashlight (with extra batteries). 4. Telephone or communication device. 5. Hygiene items, if restroom facilities are not available (e.g., plastic bucket with a tight lid, garbage bags). 6. First aid kit. 7. Water and snacks. 8. Games and books. 9. Any specialized student health care items including medications and equipment.

Special Consideration: Do not forget to plan for students and staff with special health needs. Make sure the necessary medicines, supplies, and equipment are available in the rooms designated to shelter in place.

Shelter in Place Procedures for Schools

1. Activate the school emergency plan including the parent communication and notification procedure.

2. Close the building; if needed, follow reverse evacuation procedures to bring students, staff, and visitors into the building.

3. Go to the pre-designated shelter in place rooms. Place signs on doors explaining that the school is shelter in place.

4. Prepare for telephone inquiries from concerned parents by having a telephone available in the room selected to provide shelter. Ensure that there is a way to communicate with all the rooms where individuals are sheltering.

5. Close and lock all windows and doors to the outside.

6. Turn off heating/air condition systems and fans (any system that draws air from outside); close all vents.

7. Seal doors, windows, heating vent or any opening that could let air in with plastic and tape or wet towels. Once sealed, stay away from windows.

8. Do not go outside. Listen to your radio/television until local authorities advise you that the emergency is over. You will be informed on how to ventilate your building to remove any residual hazardous fumes by local authorities.

9. Follow your school emergency plan to account for students.

Shelter in Place Checklist

1. Staff trained on building shelter in place procedures.

2. Staff and students promptly reported to assigned rooms.

3. "Shelter in Place" signs placed on doors of appropriate rooms.

4. Rooms secured as outlined in the emergency plan.

5. Windows and exterior doors closed and locked.

6. Air conditioners, fans, and heating systems that draw in air are turned off.

7. Duct tape and plastic sheeting used to seal windows, doors, vents, and outlets. Wet cloth towels can be used in place of plastic and tape.

8. Pilot lights turned off but electricity should remain on.

9. Drapes and curtains closed.

10. Staff and students accountability completed.

11. Alternate source of water for rooms without sinks.

12. Provisions identified for staff and students needing emergency medication or health supplies during shelter in place.

13. Phone lines established in appropriate rooms.

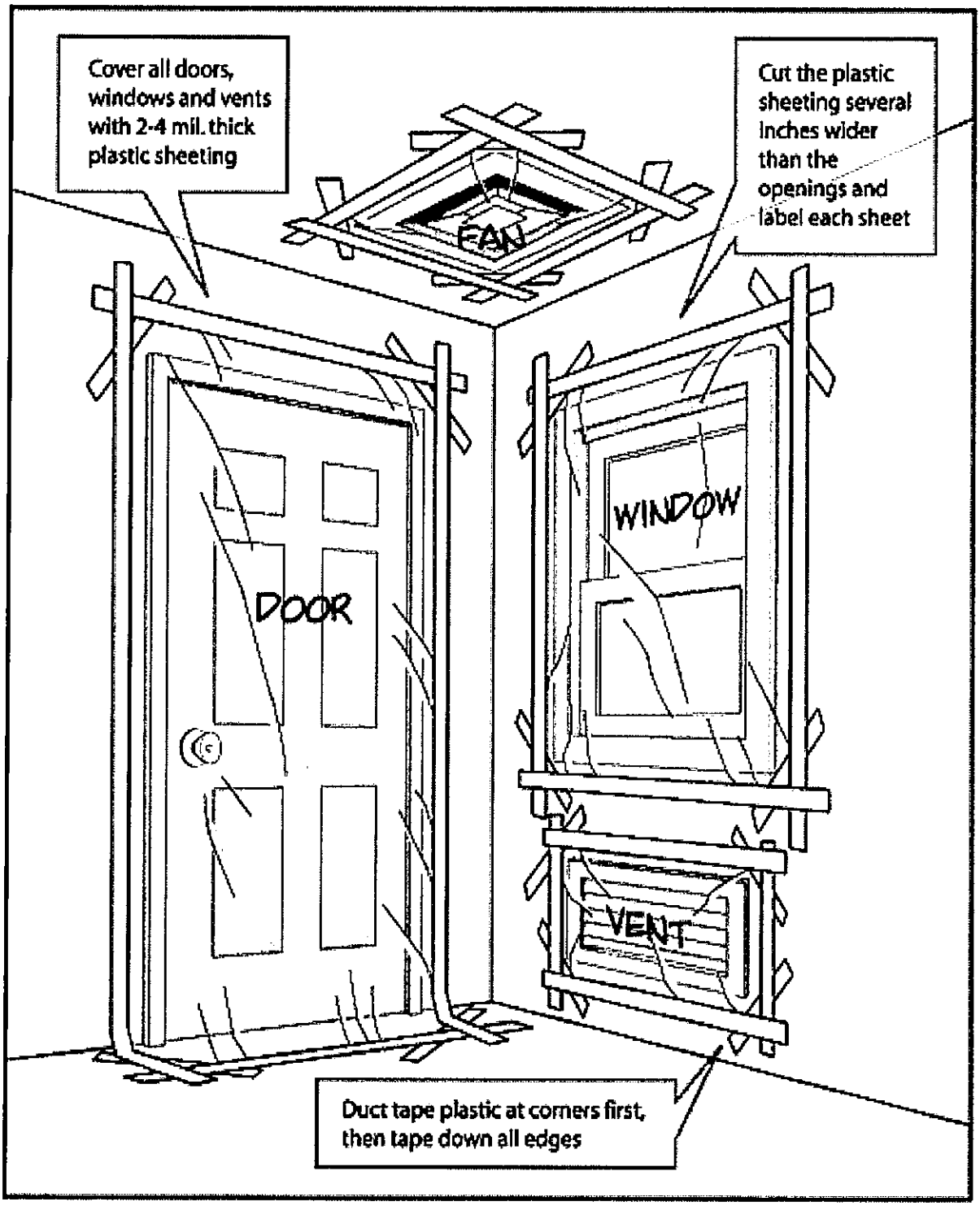


Figure 1. DUCT TAPE AND PLASTIC SHEETING PROCEDURES

S·I·P
Shelter-In-Place Area

EMERGENCY HVAC SHUT OFF SWITCH

SHUT-OFF THE HVAC SYSTEM

When Shelter-in-Place is announced

EMERGENCY HVAC SHUT OFF SWITCH

Shelter In Place Monthly Inventory

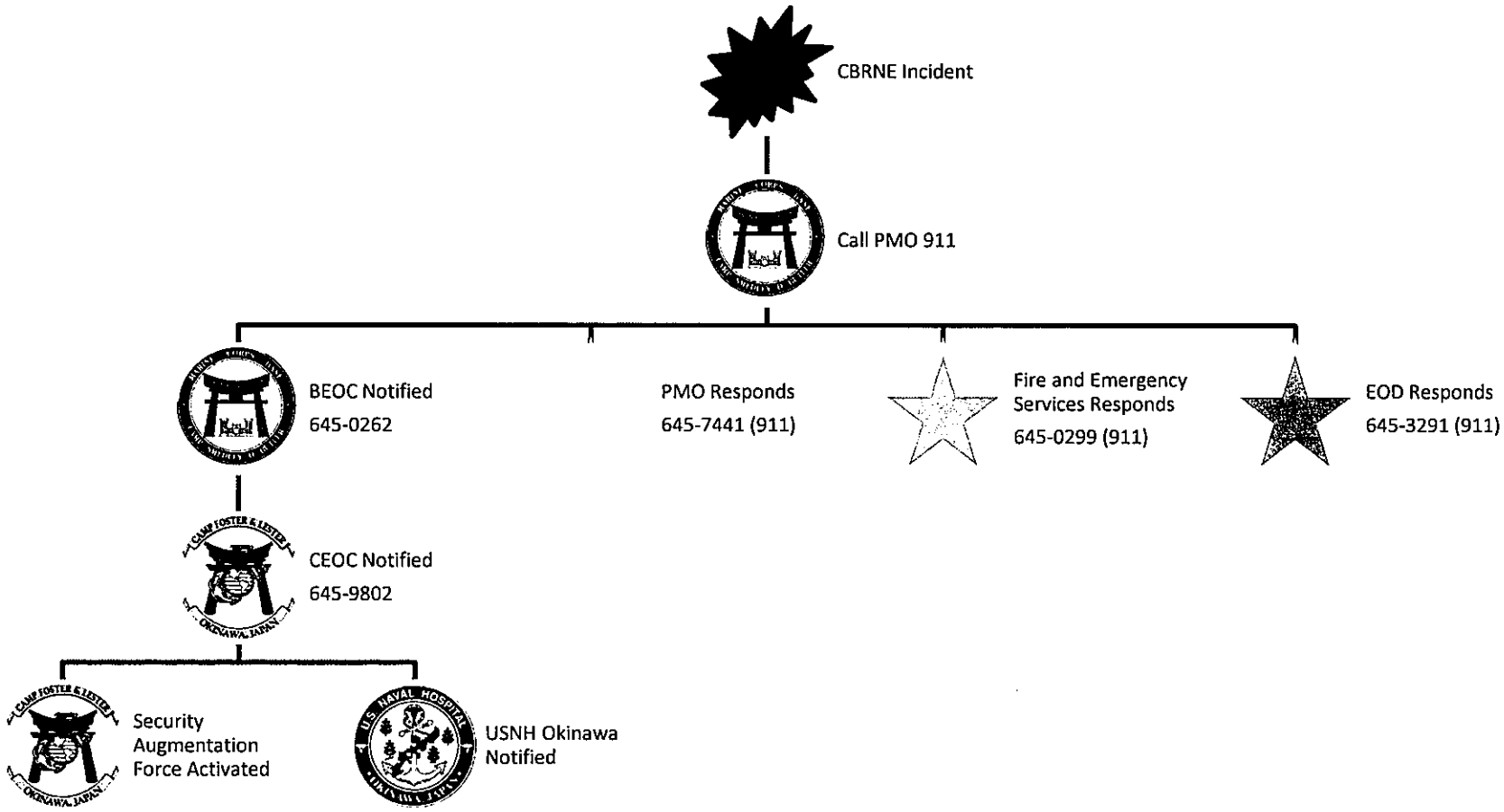
Initial each month when complete.

Current Year (YYYY): _____	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Plastic Sheeting 2-4 mm												
Battery Powered Radio												
Flashlight with Batteries												
Telephone												
Hygiene Items												
Garbage Bags												
Plastic Bucket and Lid												
First Aid Kit												
Water and Snacks												
Specialized Healthcare (e.g., Insulin, Asthma Inhaler, etc.)												

_____ _____

Print Rank and Full Name Signature

CBRNE NOTIFICATOIN FLOWCHART



Camp Foster Command Notification Chart

Camp Butler

MCB Butler OOD	645-3745/2644/7218
BEOC Watch Officer	645-0262/0282

Camp Foster Emergency Operations Center

CEOC Watch Officer	645-9802

Tenant Units

Headquarters and Support Battalion CDO	645-7315
1st Marine Aircraft Wing	645-3744/2564
MWCS-18(CDO)	645-2038
MWCS-18(WDC)	645-2564
MWSS-172(SDO)	645-7729
MWHS-1	645-7436
CLR-3	645-3711
CLB-4	645-3711
3rd TSB	645-3711
3rd Dental Battalion	645-7381
USNH Okinawa	646-7362/090-6861-4958
3rd Medical Battalion	645-9564

Tenant organizations

MCCS(emergency)	645-9131
MCCS(non-emergency)	645-3082
Red Cross	645-3800
DODEA	634-7383/6015
AAFES	645-7709/7716