

# Continuity of Operations Plan (COOP)



## 5<sup>th</sup> DISTRICT SOUTHERN REGION

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# MEMORANDUM

01 January 2010

From: Albert Lee DeJean, Jr.  
District Commodore, 5<sup>th</sup> District Southern Region

Subj: **DISTRICT INSTRUCTION (re: 5<sup>th</sup> District Southern Region COOP for 2010)**

## 1. PURPOSE

This plan applies to all members of the Fifth District, Southern Region, (D5SR) United States Coast Guard Auxiliary, who are involved with the administration and implementation of the District Continuity of Operations Plan (COOP). The COOP provides advance planning for emergency response and defines the specifics of the District emergency organization, command structure, resources, capabilities, and limitations. It specifically addresses how the District will continue providing support services to the Coast Guard in the event of a disaster or emergency situation.

## 2. ACTION

EXCOM members, Division Commanders, and Flotilla Commanders of all Fifth District, Southern Region, and Auxiliary units shall become thoroughly familiar with this plan. Each Division located within D5SR is responsible for implementing appropriate response actions within their Areas of Interest (AOI) and in coordination with adjacent AOIs.

## 3. PLANS AFFECTED

All previous versions or editions of the District Emergency Response Plan are hereby canceled. Division and Flotilla Emergency Response Plans shall reference and conform to this District continuity of operations plan, particularly with respect to organization, communications, command and control, and required notifications in the event of an emergency situation or disaster.

## 4. DISCUSSIONS

This Plan outlines policies and procedures necessary for effective administration and operation of Fifth District, Southern Region Auxiliary units during emergency operations. This plan should be reviewed in its entirety.

## 5. RESPONSIBILITY

The District Commodore is responsible for the content and upkeep of this plan. It is the responsibility of the Division Commanders and Flotilla Commanders that any Flotilla or Division Emergency Response Plan contains all of the information depicted in this document and provide yearly updates to the District Readiness Coordinator for incorporation into this document. Questions or concerns about the material contained in this document should be addressed to the District Commodore at the address shown above. Each Division and Flotilla shall appoint an Emergency Response Coordinator who shall work with the District Readiness Coordinator and Operations Staff Officer to coordinate implementation of emergency response plans of the division and the development of local flotilla plans.

Distribution:

NACO  
NAVCO-AE  
EXCOM  
DCCDRs

**DISTRICT 5SR CONTINUITY OF OPERATIONS PLAN (COOP)  
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Letter of Promulgation

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## DISTRICT 5SR Continuity of Operations Plan

### 1.1 COMMODORE'S (DCO) INTENT

Ensure safety of 5<sup>th</sup> District Southern Region Auxiliary volunteers and continue recreational boating safety and other operational support for the Coast Guard during emergencies and disasters.

### 1.2 PURPOSE

Crises may jeopardize continued operations of the United States Coast Guard Auxiliary. To successfully react to a wide range of potential emergencies, this plan provides for both the flexible response to an emergency and quick initial reaction to reconstitute mission-essential functions which support Coast Guard operations in the 5<sup>th</sup> District Southern Region.

### 1.3 APPLICABILITY AND SCOPE

This plan is applicable to all United States Coast Guard Auxiliary volunteers in the 5<sup>th</sup> District Southern Region, hereinafter referred to as "USCGA." The United States Coast Guard is the ultimate authority in directing involvement of the USCGA during any emergency or disaster.

### 1.4 OBJECTIVES

1. Ensures continuous performance of USCGA minimum mission essential functions/operations during an emergency;
2. Reduces impact on and mitigates disruptions to operations;
3. Emphasizes importance of members taking care of themselves (and their families), then re-establishing contact with the USCGA and making themselves available for further tasking as the situation may require; and,
4. Achieves timely and orderly recovery from an emergency/disaster and resumption of full operational capability of service to the Coast Guard and recreational boating community.

### 1.5 PLANNING CONSIDERATIONS

This plan minimizes:

1. Time to execute response, recovery and restoration processes;
2. "Ad hoc" decisions made following an emergency/disaster;
3. The need to develop and implement new procedures once the emergency/disaster has occurred;
4. Loss of data and information;
5. Confusion and exposure to errors, omissions, and duplication of effort; and,
6. Dependence on participation of any specific person or groups.

### 1.6 CONCEPT OF OPERATIONS

This plan is designed to ensure continuity of essential USCGA functions and time-phased restoration of other USCGA functions through succession of the chain of leadership authority. **The United States Coast Guard always holds ultimate authorities in directing USCGA operations, but may delegate certain leadership responsibilities and authorities to the USCGA District Commodore (DCO).**

**Phase 1 – Activation, Succession and Evacuation (< 12 Hours)** encompasses decision processes to activate COOP, notify personnel, initiate chain of leadership functions, and to receive direction from Coast Guard leadership (to the DCO/EXCOM).

The VCO, as the District Readiness Coordinator has responsibility for the overall supervision of emergency preparedness and continuity of operations plans relative to support provided by Auxiliary units in the Fifth District, Southern Region Auxiliary. Whenever a condition of alert, readiness, warning, danger, or call-out is announced by the designated Coast Guard authority, the DCO may direct the VCO to initiate activity associated with implementation of the District COOP. Depending upon the nature of the disaster or emergency situation, the VCO may involve all District Captains and Division Commanders or only those or only those affected directly by the

disaster or emergency situation. District Captains notified will immediately activate their Emergency Response calling trees and/or personnel notification systems. Results of the emergency notification activity will be communicated to the DCO thru the VCO on time intervals established by VCO. The DCO may also direct members of EXCOM to convene depending upon instruction received from DIRAUX.

**Phase 2 – Resumption of Operations (12 Hours to 30 days)** deals with crisis and consequence management and continuation of mission essential functions. DCO continues to receive direction from Coast Guard leadership and resumes sustaining functions as conditions permit.

Activity to account for the whereabouts and safety of all Auxiliary members in areas associated with the disaster or emergency situation continues until the DCO is satisfied with the reporting results.

The DCO/VCO communicates with Coast Guard authorities to determine activities and responsibilities which the Auxiliary will assume during the disaster or emergency situation. Involvement is passed thru relevant District Captains and Division Commanders. At the discretion of the DCO/VCO, Coast Guard order issuing authorities may communicate directly with District Captains and Division Commanders to assign Auxiliary involvement.

**Phase 3 – Sustained Operations (> 30 days)** covers intent to continue providing services and transition to permanent operations.

Focus is on an orderly return to normal operations using a phased-approach to assure continuation of mission essential functions. The DCO/DCOS communicates with Coast Guard authorities as appropriate and conduct an after-action review of the COOP and effectiveness of plans and procedures as soon as possible. Lessons learned and areas for correction are identified and a remedial action plan for improvement is created.

Personnel involved are recognized as appropriate.

## **1.7 MISSION ESSENTIAL FUNCTIONS (USCGA Preparedness)**

Auxiliary Members are expected to be trained and be proficient in aspects of surface, air, or radio operations. Training is a constantly recurring mission during non-emergency periods. Division Commanders (DCDRs) should take every opportunity to ensure that their personnel involved in operations and communications are fully trained and meet or exceed all expectations. Auxiliary Facilities (AUXFACs) are expected to be maintained in a constant state of readiness to support Coast Guard requirements. When equipment failure precludes a facility from being operational, the facility owner must report such unavailability of use to their FC or FSO-OP at once, in order to allow each Flotilla to maintain an accurate list of available facilities to assist the Coast Guard if required. Auxiliary Resources within the Fifth District, Southern Region, are reserved for the primary support of the Coast Guard in times of disaster, and will not be committed to the support of outside organizations without prior approval from the DCO and/or the USCGA.

### **Sub-Unit Emergency Plans**

Each Flotilla maintains an Emergency Preparedness Plan that defines its emergency response plans and local agency support on the waters of its immediate area. Each flotilla also works closely with those local agencies that normally call on the flotilla for support. Boats, radio communications, and vehicles can be dispatched quickly as each flotilla maintains an emergency calling list and drills in such response operations. Often the response requirement to local on-water events is a matter of minutes. These flotilla plans, recognize and relate within this division plan. Three areas to maintain individual readiness include having a facility available, being at the local Coast Guard unit when needed, and being ready for call-out.

### **Support and Liaison with Local Agencies**

During emergencies police, game warden, fire/rescue squads, fireboats, mountain rescue, and numerous diver equipped water rescue teams provide primary response. A close relationship is necessary as often CG Auxiliary patrols are often first on scene. Accordingly, drills and mutual training exercises are established and individual training must stress actions as a first responder to an accident, then to work closely with the arriving local emergency personnel. Auxiliary units typically work closely with local command posts of these local agencies when on scene. Local boating emergencies happen often on a day-to-day basis, **however in the event of a broader emergency, the broader USCG command will determine the priority of support for CG Auxiliary resources.**

## 1.8 DEFINITIONS AND ACRONYMS

ADSO-OP	Assistant District Operations Officer
AO I	Area of Interest (Auxiliary unit boundaries)
AOR	Area of Responsibility (USCG unit boundaries)
ASC	Auxiliary Sector Coordinator
AUXFAC	Auxiliary Facility (boat, aircraft, or radio)
AUXDATA	Auxiliary computerized personnel records system
AUXLO	Auxiliary Liaison Officer
AUXULO	USCG Sector Auxiliary Unit Liaison Officer
CAP	Civil Air Patrol
CP	Command Post
DCAPT	District Captain
DCO	District Commodore (Auxiliary Region)
DCOS	District Chief of Staff
DCDR	Division Commander (Auxiliary Division)
DEORT	Division Emergency Overland Response Team
DSO	District Staff Officer
EPIRB	Emergency Position Indicating Radio Beacon (PEPIRB adds Personal)
ERP	Emergency Response Plan
EXCOM	District Executive Committee
FC	Flotilla Commander
FSO	Flotilla Staff Officer
FSO-OP	Flotilla Operations Officer
ICS	Incident Command System
MSO	USCG Marine Safety Office
OPS	Operations
POMS	Patrol Order Management System (Auxiliary Computerized Orders Management System)
SARDET	Search and Rescue Detachment (a fixed or moveable station)
SBA	Sector Baltimore
SHR	Sector Hampton Roads
SNC	Sector North Carolina
DSO	Division Staff Officer
SO-OP	Division Operations Staff Officer
TCT	Team Coordination Training
VCDR	Division Vice Commander

## 1.9 Succession Plan

If the Commodore (DCO) or District Chief of Staff (VCO) is unavailable or incapacitated, and the order of succession cannot be followed due to an emergency/disaster in the District authority would automatically transfer to a pre-designated member of the EXCOM.

If COOP is initiated, it is likely that most or all of the EXCOM members in the District will be adversely affected by the event. Communication systems may be severely degraded. For this reason, succession of command will pass to existing elected Auxiliary officers in the following order:

District Captain, Sector Baltimore  
 District Captain, Hampton Roads  
 District Captain, North Carolina

Additional Delegations of Authority and Orders of Succession, if any, will be in writing, with copy provided to and maintained by DIRAUX in Portsmouth, VA.

**ANNEX A****Appendix A.1****District Auxiliary EXCOM**

The members of the Executive Committee of the Fifth District Southern Region (D5SR) of the United States Coast Guard Auxiliary are shown below:

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## Appendix A.2a

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## Appendix A.2b

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## Appendix A.2c

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**Appendix A.3**

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**Appendix A.4**

**FIFTH COAST GUARD DISTRICT SECTORS**

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Commander  
USCG Sector **HAMPTON ROADS**  
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Commander  
USCG Sector **NORTH CAROLINA**  
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**Appendix A.5**

**FIFTH COAST GUARD DISTRICT YTC / AIR STATION**

Commanding Officer  
USCG Yorktown Training Center (**YTC**)  
Yorktown, VA 23690-5000  
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Commanding Officer  
USCG Air Station **ELIZABETH CITY**  
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**Appendix A.6****FIFTH COAST GUARD DISTRICT STATIONS  
OFFICERS-IN-CHARGE**

Station **ANNAPOLIS**  
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Station **CRISFIELD**  
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Station **HATTERAS INLET**  
Hatteras, NC 27943-0579  
(757) 787-9527

Station **HOBUCKEN**  
Hobucken, NC 28537-999  
(252) 745-3132

Station **IMARV TAYLORS ISLAND**  
P.O.Box 8 Oxford, MD 21645  
(410) 397-3103

Station **LITTLE CREEK**  
c/o US Naval Amphibious Base  
Norfolk, VA 23520  
(757) 464-9372

Station **MILFORD HAVEN**  
P.O. Box 17  
Hidgins, VA 23076-0017  
(804) 725-3732

Station **OAK ISLAND**  
P.O. Box 1030  
Long Beach, NC 28465-8443  
(919) 278-1133

Station **OCEAN CITY**  
610 Philadelphia Avenue  
Ocean City, MD 21842-4240  
(410) 289-1905

Station **OCRACOKE**  
Ocracoke, NC 27960-0100  
(252) 928-4731

Station **OREGON INLET**  
Rt. 1, Box 498  
Nags Head, NC 27959-9731  
(252) 441-6260

Station **PORTSMOUTH**  
4000 Coast Guard Boulevard  
Portsmouth, VA 23703-2199  
(757) 483-8527

Station **SAINT INIGOES**  
St. Inigoes, MD 20684-0008  
(301) 872-4344

Station **SWANSBORO**  
11101 Station Street  
Emerald Isle, NC 28594-2026  
(252) 354-3847

Station **STILLPOND**  
Worton, MD 21678-9730  
(410) 778-2202  
(919) 256-3469

IMARV **WACHAPREAUQUE**  
P.O. Box 579 Wachapreague VA  
23480-0370  
(252) 986-2176

Station **WRIGHTSVILLE BEACH**  
912 Water Street  
Wrightsville Beach, NC 28480-20

**Appendix. A.7****DIRECTOR'S STAFF**

<b>Title</b>	<b>Name</b>	<b>Phone Number</b>	<b>E-mail</b>
Recreational Boating Safety Boat Smart Operation	Dennis Sens	757-398-6204	dsins@lantd5.uscg.mil
Operational Training Officer	CWO Timothy Luton	757-398-6509	
Auxiliary Affairs Specialist	Carol Alexander	757-398-6208	calexander@lantd5.uscg.mil
Auxiliary Yeoman			
DIRAUX's Webmaster			
Administrative Assistant	Richard D. Dunnington	757-398-6314	ddunnington@lantd5.uscg.mil
Administrative Assistant	Jack Kane	757-398-6314	jkane@lantd5.uscg.mil
Administrative Assistant	Paul Woche	757-398-6314	pwoche@lantd5.uscg.mil
Administrative Assistant			
Office FAX		757-398-6203	

## ANNEX B

### OPERATIONS

Several possible involvement scenarios are found in the following "OPERATIONS APPENDICES":

1. Appendix C-1	Floods	5. Appendix C-5	Vessel Firefighting
2. Appendix C-2	Hurricanes	6. Appendix C-6	Security Emergencies
3. Appendix C-3	Marine Casualties	7. Appendix C-7	MARSEC Conditions
4. Appendix C-4	Oil and Other Spills		

Auxiliary resources are utilized by the Coast Guard before, during, and after emergencies to perform a variety of support missions, such as:

1. Underway patrols to:
  - a. Provide on-scene and over flight observation necessary for situation analysis.
  - b. Warn and/or evacuate personnel located in endangered areas.
  - c. Transport personnel, supplies, and equipment to and from critical sites.
  - d. Assist in providing coordination of waterway traffic/safety zones.
  - e. Assure that small craft and waterfront properties are secure.
2. Establish and maintain radio communications between units.
3. Where necessary, establish and maintain such activities as necessary to support the Coast Guard and to ensure the safety of the general public.

**Command and Control: No mission given by local authorities can be undertaken without the permission of the Coast Guard or the DCO.** During emergencies, units of the District will be under the direct Operational Control (OPCON) of Commander, Coast Guard Fifth District or an authorized representative. The units of the District participating in emergency response capacities shall remain under the Administrative Control (ADCON) of the DCO. District Captains and Division Commanders are responsible for communicating decisions and directions of the DCO/VCO to their units and for communication any concerns, results, and status information to the DCO/VCO. Authorized Coast Guard commanders may direct on-scene operations as required during any emergency situation; however it is the facility owner/operator decision to comply with any request. If these types of missions are accepted by the facility owner/operator, that information should be communicated to the DCO/VCO (thru the applicable District Captain and Division Commander, as soon as practical). The District shall use normal Coast Guard working frequencies for the area in which they are operating while communicating via radio.

**Safety and Self-preservation:** Safety and self-preservation are the number one factors during flood conditions. It is imperative that auxiliary members strive for safety. It is common knowledge, that professional rescue personnel must take care of themselves before attempting to help other victims. For this reason, observe the following common sense rules:

- a. Never attempt to accomplish a mission for which you have not been trained.
- b. Never attempt a mission that you feel is unsafe.
- c. Know your crew. This type of activity is very demanding on all crew members and fatigue sets in before you know it. Coxswains are responsible for their crews. Constant re-evaluation of your crews' fitness is essential.
- d. Apply all the principles learned during "TCT" sessions.

**Safety and Health:** All volunteers should receive training in advance of and at the beginning of any incident in the following safety and health concerns:

- a. Sewage in water.
- b. Debris in water.
- c. Floating propane tanks.
- d. Floating oil drums.
- e. Floating chemical containers.
- f. Disoriented livestock and pets.
- g. Mosquitoes in mud covered areas.

- h. Unsafe lifting and handling operations while removing debris.
- i. Contaminated drinking water supplies.
- j. Mold growing in buildings.
- k. Damaged electrical services.
- l. Fatigue and family disruption.
- m. Persons in the water, alive or deceased.
- n. Floating debris in the water.
- o. Damage to on-shore utilities:
- p. Fatigue and family disruption is engaged for long periods of time.

The following is a checklist for mitigating the above hazards and should be specifically checked for applicability and implementation:

- Tetanus immunizations
- Insect repellent
- Use of mechanical advantages during lifting and moving of objects
- Steel-toed shoes for land operations
- Bottled drinking / washing water
- Hypochlorite bleaches for building and equipment disinfection
- Gloves (Working and latex)
- Tag out and lock out of electrical equipment during repairs
- Crew rest and relaxation
- Crew rotation
- Provisions for good, hot, nutritional food
- Peer counseling for Auxiliary members
- Relaying of messages to members from friends and relatives
- Provisions for clean uniforms
- Provisions for sanitation facilities with hot water for shaving and showering
- Provide additional look-outs as required
- Conduct quick recon of assigned area to locate all natural and manmade obstructions
- Maintain vigilant watch during all times
- Provide for crew rotation to allow for rest and relaxation
- Provide good, nutritional food
- Relay messages to members from family and friends
- Make provisions for the cleaning of uniforms
- Make arrangements for refueling of facilities

## Appendix B-1

### Floods

**Situation:** Floods in this area are usually regional in nature, and affect large areas. Areas most affected in the Central Area of the Fifth District, Southern Region, would more than likely be in those areas immediately adjacent to the Coastal regions and their tributaries, with some local flooding in areas that experience hilly, rolling countryside's. Floods are normally preceded by 12 - 48 hours warning, thus allowing some time for preparation. Flooding could destroy infrastructures such as marinas, private docks, fuel docks, commercial seafood houses, bridges, roads, electric and telephone lines, homes, etc. This type of damage could be expected throughout the Central Area and the entire District.

**Mission:** Smaller, localized floods would more than likely be handled through local authorities, which are discussed in Appendix C-8. For regional flooding, the Fifth District, Southern Region (hereinafter referred to as the District) would be mobilized as part of the Coast Guard Forces. Mission types include assisting with evacuation, followed later with reconstruction of Coast Guard Facilities, and then damage assessment. For this purpose our "MISSION STATEMENT" is:

"Upon notification of a flood condition, the District, will attempt to mobilize surface, air, radio facilities and members required to man those facilities within four (4) hours for the purpose of evacuation, reconstructive efforts, or damage assessment. The District units will operate under the command of the Fifth District Commander, United States Coast Guard, or an authorized local Coast Guard Commander, in accordance with the Coast Guard Auxiliary Act of 1996, as passed by the United States Congress. District units will attempt to sustain emergency operations for a period of forty-eight (48) hours."

#### *Flood Warning Stage:*

Usually there is 0-12 hours warning. Upon notification by the DCO/DCAPT or an authorized Coast Guard Commander, the DCDR's shall activate their "Calling Tree," and SO-OP's shall assign required members to facilities. During this stage self-preservation is of the first concern. Mooring and dock lines should be checked, extra lines secured, or vessel removed from area. All facilities will be topped off with fuel, lubricants, and fresh potable water. All equipment shall be determined to be operational. A radio net test will be conducted to assure communications. The DCO will make provisions to establish a Command Center, and establish communications with the ordering authority, the DCAPT's, the DCDR's, and other players as required. It is essential during this phase that any inoperable equipment that would disable a facility from completing an assigned mission is reported immediately to the DCAPT's, or in their absence, the DCO.

#### *Rising Waters Phase:*

Members of the District shall perform duties assigned by the ordering authority such as evacuation of victims, protection of victim personal property, etc. During this phase, safety is of great concern as waters usually are running swiftly, and debris is plentiful. Use extreme caution in navigation. Operations should normally be limited to daylight hours.

#### *Falling Floodwaters Phase:*

During this phase, first priorities should be given to the reconstitution of Coast Guard and Auxiliary moorings, radio stations, etc. Then assist the community as directed by Coast Guard authority and as requested by local authorities. **It should be noted that no local authority requests will be honored, until permission is given by the Coast Guard or the DCO.** Other probable missions include checking positions of ATONS, PATONS, and bottom contours, as well as location of debris obstructing or creating a danger to water traffic.

**Infrastructure:** During both localized and regional floods, some structures may become inoperable or inaccessible, requiring the need for alternative facilities to be considered. It is the DCO's, and the DCAPT's responsibility to coordinate these efforts and it is the DCDR's responsibility to pass along all such changes as required to all facilities engaged in emergency assistance. Alternative sites may be required for the following:

1. Dockage
2. Fuel re-supply.
3. Food and clean water.
4. Rest areas.
5. Command Post.
6. Communications center

## Appendix B-2

### Hurricanes & Other Natural Disasters

#### Situation:

Some emergencies, such as tornadoes may take place with little or no warning. Such emergencies may pose a threat to life, property, and communications, and the ability to respond to them requires advance planning and preparation. Planning for these emergencies that occur without prior warning cannot be addressed in a plan such as this but the after affects and actions of the Auxiliary are very similar to that of a post hurricane condition as described later in this Appendix.

Other types of emergencies, such as hurricanes (given the time constants of major storms and improved means of weather forecasting), may provide considerably greater warning time, and allow a more graduated increase in readiness and alert levels for personnel and facilities. Hurricanes winds and the resulting area of localized flooding probably represent the greatest wide-area threats to the District. Casualties and damage from such weather events would most likely result from high winds, abnormally high tides, and heavy runoff of rain especially in the Coastal Areas North Carolina and Virginia as well as the Chesapeake Bay, and its tributaries. In the preparation of their plans, the Division and Flotilla Elected Officers should be especially concerned to develop plans and procedures which may be needed during the season when such weather events are most likely to occur. For reference purposes, the hurricane season for this area is considered to last from 1 June through 30 November, requiring the Auxiliary to maintain an increased level of alert and preparedness during that period. Conditions to expect prior to and immediately after a hurricane include:

- a. Conditions when hurricane is less than 100 miles away:      Gentle off shore breezes.
  - b. Clouds gathering off shore.
  - c. Possible light rain.
  - d. Undercutting along coastal shorelines.
1. Conditions when hurricane is less that 50 miles away:
    - a. Gale and tropical force winds.
    - b. Cloudy with fast moving rain clouds.
    - c. Heavy rain which combined with wind gusts could be vertical.
    - d. Thunderstorms and tornadoes are possible.
    - e. High seas will usually prevent Auxiliary Facilities from operating.
  2. Conditions during landfall:
    - a. Intense, sustained hurricane force winds.
    - b. Possible strong and severe thunderstorms.
    - c. Possible tornadoes.
    - d. Heavy, sustained rains.
    - e. Storm surge causing severe and extensive flooding.
  3. Post hurricane conditions:
    - a. Winds and rain slowly diminishing as hurricane moves out of AOR.
    - b. Flooding conditions subside.
    - c. There is still a possibility of thunderstorms.
    - d. Weather eventually returns to normal.

#### Mission:

It is the policy of the Fifth District, Southern Region Auxiliary to preserve all forces for deployment until after impact of the hurricane. After the hurricane passes, the reconstruction of Auxiliary facilities will be accomplished, followed by assisting of Coast Guard facility reconstruction efforts.

For this purpose, our "MISSION STATEMENT" is:

"Upon notification of hurricane conditions 5 through 1, the Fifth District, Southern Region Auxiliary will take immediate actions as prescribed in this Appendix. The Fifth District, Southern Region Auxiliary will mobilize as soon

as possible for the purposes of facility protection, self-preservation, evacuation, reconstructive efforts, damage assessment, or other missions assigned by proper authorities. The Fifth District, Southern Region Auxiliary will operate under the Operational command (OPCON) of the Commander Fifth District, United States Coast Guard, , while remaining under the Administrative Command (ADCON) of the DCO, in accordance with the Coast Guard Auxiliary Act of 1996, as passed by the Congress of the United States. The Fifth District, Southern Region Auxiliary units will attempt to sustain operations for ninety-six hours (96).”

### **Execution:**

In emergency situations, Auxiliary resources may be utilized by the Coast Guard before, during, and after emergencies to perform a variety of support missions, such as:

1. Underway patrols to:
  - a. Provide on-scene and over flight observation necessary for situation analysis.
  - b. Warn and/or evacuate personnel located in endangered areas.
  - c. Transport personnel, supplies, and equipment to and from critical sites.
  - d. Assist in providing coordination of waterway traffic/safety zones.
  - e. Assure that small craft and waterfront properties are secure.
2. Establish and maintain radio communications between units.
3. Where necessary, establish and maintain such activities as necessary to support the Coast Guard and to ensure the safety of the general public.

### *Emergency Response Organization*

Once an Emergency Hurricane Response alert has been announced, DCO and the Local DCAPT / ASC will assume the primary duty of administering and coordinating support activities of Fifth District, Southern Region Auxiliary units. The DCO / DCAPT / ASC will maintain constant contact with Coast Guard Authorities and serve as liaison and as primary advisor to the DCDR's on emergency response matters. The District Staff Officer-Communications (DSO-CM) shall during times of emergency, supervise Fifth District, Southern Region Auxiliary communications and perform such additional duties as may be assigned by the DCO.

### *Hurricane Response Process*

The **HURRICANE SEASON** is 1 June through 30 November. The low flat terrain of the Fifth District coastal areas is vulnerable to hurricanes, winds, high tides, flooding, and heavy rains, and storm surges which accompany these tropical storms. The hurricane tidal front may extend to 50 to 75 miles on both sides of the eye of the storm. The storm may curve or re-curve at any point and is potentially dangerous until it has passed 100 miles beyond. The possible experience of "tornado" force wind gusts embodied in the hurricane force winds greatly increase the danger of "riding out" the storm in unsafe structures and situations.

Therefore, **HURRICANE CONDITIONS** are normally set for the District or for parts of the District by the District Commander. However, Local Coast Guard Commanders and Officers in Charge of Coast Guard Stations in the Fifth District, Southern Region are also authorized and may be expected to set HURRICANE CONDITIONS at any time they consider it necessary, as well as for drills and exercise purposes, clearly identifying that such are for drills or exercise purposes when so doing.

There are five (5) levels of conditions that have been established by the Fifth Coast Guard District for hurricane alert, readiness, warning, and danger.

- a. **Hurricane Condition FIVE** - A seasonal condition automatically assumed by all Auxiliary Units annually, 1 June through 30 November, or set at any time when an alert is received from a higher designated authority.
- b. **Hurricane Condition FOUR** - The alert condition set when hurricane winds are probable to reach landfall within seventy two (72) hours.
- c. **Hurricane Condition THREE** - The readiness condition set when hurricane winds are probable within forty-eight (48) hours.

- d. **Hurricane Condition TWO** - The warning condition set when hurricane winds are probable with twenty-four (24) hours.
- e. **Hurricane Condition ONE** - The danger condition set when hurricane winds are probable within twelve (12) hours.
- f. **Post Hurricane Recovery** - The storm is no longer a threat to the area; however, major damage has occurred and recovery operations are required.

Additionally, there is a "Disaster Potential Scale" consisting of five (5) categories for Atlantic Hurricanes.

- a. **Category I:** sustained winds of 64-82 knots (74-95 MPH) can produce a storm surge 4-5 feet above normal, with low-lying coastal roads inundated, minor pier damage, some small craft in exposed anchorages may break moorings, no real damage to building structures, some damage to poorly constructed signs.
- b. **Category II:** sustained winds of 83-95 knots (96-110 MPH) can produce a storm surge of 6-8 feet above normal with coastal roads and low-lying escape routes inland cut by rising water 2 to 4 hours before arrival of the storm center, considerable pier damage, marinas flooded, some trees down, major structural damage to exposed mobile homes, minor but not major structural damage to building structures.
- c. **Category III:** sustained winds of 96-113 knots (111-130 MPH) can produce a storm surge of 9-12 feet above normal, with serious coastal flooding cutting low-lying inland escape routes 3 to 5 hours in advance of storm center's arrival, mobile homes destroyed, some structural damage to small residential and utility buildings.
- d. **Category IV:** sustained winds of 114-135 knots (131-155 MPH) can produce a storm surge of 13-18 feet above normal, with major damage to lower floors of structures near the shore due to flooding and battering by storm debris, low-lying inland escape routes inundated 3 to 5 hours before storm center's arrival, extensive roof damage and complete roofing failure on many small residences.
- e. **Category V:** sustained winds of greater than 135 knots (155 MPH) can produce a storm surge greater than 18 feet above normal, with trees and signs down, extensive window and door damage, complete failure of roof structures on many residential and industrial buildings, extensive glass failures, some complete building failures, complete destruction of mobile homes.

At each Hurricane Condition level, requirements exist for specific actions by units. The following requirements are established for each Fifth District, Southern Region Auxiliary Division and Flotilla for each level of Condition - FIVE through ONE and Post Hurricane Recovery. Unit plans will include these requirements. **It is the responsibility of the local DCAPT to keep the DCO informed of local conditions set for their area. While it is requested that the Coast Guard Units keep the DCO informed, do not assume that this information has *been passed*.**

**a. Condition FIVE (Seasonal Alert: 1 June to 30 November):**

(1) The Division

- (a) On 1 June annually, or upon receipt of an alert message from the DCO, or local DCAPT / ASC, the Divisions Captains shall set Condition FIVE. The DCDR will alert Flotillas and notify the DCO and their local DCAPT / ASC when all Flotillas have been alerted.
- (b) Review the Division Emergency Response Plan and brief all personnel on provisions of the plan, specifically the measures to be taken before, during, and after hurricanes to protect life and property.
- (c) DCDR will notify the DCO and the local DCAPT when Condition FIVE has been set by all Flotillas.

(2) The Flotilla

- (a) On 1 June annually, or upon receipt of alert notification from the Division DCDR, set Condition FIVE.
- (b) Review the Flotilla Emergency Response Plan; notify the DCDR of any existing and/or anticipated deficiencies in meeting Condition FIVE through ONE.
- (c) Instruct facility owners, both air and surface, to fill and maintain fuel tanks at a minimum capacity of 90%.
- (d) Instruct vessel facility owners to fill and maintain water tanks at maximum capacity.
- (e) Instruct Fixed Land and Mobile Radio Facility owners to verify that their facilities are operable.

- (f) Keep informed on pending storm conditions.
- (g) Radio facility owners ensure that they have a means of monitoring the National Weather Service.
- (h) Brief members on the provisions of the Flotilla Emergency Response Plan and conduct periodic drills to test the plan.

**b. Condition FOUR (Storm Alert: hurricane force winds within 72 hours):**

(1) The Division

- (a) Upon receipt of Alert Message from the DCO or DCAPT the DCDRs will alert FC's to set Condition FOUR. The DCDR will notify the DCO through their DCAPT when Condition FOUR has been set by all Flotillas.

(2) The Flotilla

- (a) Upon alert notification set Condition FOUR.
- (b) Initiate facilities equipment checks.
- (c) Alert members to check previously determined method of protecting their facilities from possible storm damage. (i.e. – consider trailering of boat out of storm area; storing boat on land; mooring in a hurricane hole; remaining in slip with additional lines; etc.)
- (d) Notify the DCDR that Condition FOUR has been set.

**c. Condition THREE (Readiness: hurricane force winds expected within 48 hrs):**

(1) The Division

- (a) Upon receipt of a Readiness Alert Message from the DCO or DCAPT, the DCDR's will alert FC's to set Condition THREE. The DCDR will notify the DCO through their DCAPT when Condition THREE has been set by all Flotillas.

(2) The Flotilla

- (a) Upon readiness alert notification set Condition THREE.
- (b) Members who are trailering boat out of the storm area, storing boat on land, or mooring in a hurricane hole should commence necessary action.
- (c) Notify the DCDR that Condition THREE has been set.

**d. Condition TWO (Warning: hurricane force winds expected within 24 hours):**

(1) The Division

- (a) Upon receipt of a Warning Alert Message from the DCO or DCAPT, the DCDR will alert FC's to set Condition TWO. The DCDR shall notify the DCO through their DCAPT when Condition TWO has been set by all Flotillas.
- (b) Notify FC's to be ready for possible activation of vessel/aircraft, fixed and mobile radio facilities to support Coast Guard communication requirements when the storm has passed, in accordance with the Communications plan described in Annex A. The Emergency Communications Response Calling Tree is listed in Appendix A1. The Fixed Land Radio Facilities Calling Tree is listed in Appendix A2.

(2) The Flotilla

- (a) Upon warning alert notification, set Condition TWO.
- (b) Establish a continuous Flotilla radio watch with vessel/aircraft, fixed and mobile radio facilities on assigned VHF frequencies. Frequencies should be coordinated with the Coast Guard.
- (c) Members should complete their method of protecting facilities from possible storm damage such as trailering boat out of storm area, storing boat on land, mooring in a hurricane hole, remaining in slip with additional lines, etc.
- (d) Prepare to respond to the requests of the Fifth District as well as local Coast Guard Units. This may include reporting the following information by VHF-FM Radio or land line:

1. Weather and Sea Conditions.
2. Hurricane condition information.

3. Assistance requests.
4. Assessments of property damage.
5. Casualty assessments.
6. Other required emergency information.

(e) Owners of aircraft facilities should consider removing their facilities from the area until post hurricane condition. In this case, they should notify the Flotilla Commander of this fact.

**e. Condition ONE (Danger: hurricane force winds expected within 12 hours):**

(1) The Division

(a) Upon receipt of a Danger Alert Message from the DCO or DCAPT, the DCDR will alert Flotillas to set Condition ONE. Notify the DCO through their DCAPT when Condition ONE has been set by all Flotillas.

(2) The Flotilla

- (a) Upon receipt of a danger alert notification set Condition ONE.
- (b) Instruct all vessel facilities previously called out to secure safe anchorage.
- (c) Be ready for call-out once the storm has passed.
- (d) Maintain a constant weather watch.
- (e) Prepare to assess storm damage to vessel, radio, and aircraft facilities. Preparation must include all necessary supplies to sustain the member for at least three days. This should include food, water, fuel for vehicle, identification as an Auxiliarist, chain saw with oil and fuel, and any other supplies deemed necessary.

**f. Post Hurricane Recovery (Storm Passed):**

Once personnel and facilities have been called out for support duty, they will report and communicate through channels prescribed by Coast Guard authority. The DCO/local DCAPT will continue in their assigned duties as coordinators for Auxiliary support, under the direction of Coast Guard Commanders, until relieved after the emergency call-out has been terminated. Furthermore:

- (a) Operations will depend upon damage assessment and surviving operational capability.
- (b) The first responsibility of the Auxiliary after the storm passes is to ensure the safety of their families and property. Accountability of all members must be ascertained. Those unaccounted for or in need of assistance must be reported to the DCO through the DCDR and DCAPT. Secondly, provide an accurate statement of readiness condition and status of surviving Auxiliary emergency response resources. Each FC will render a report for the readiness condition and status of Flotilla operationally qualified members and facilities to the DCDR as soon as possible after the storm's passage. The DCDR's will provide a Division summary to the DCO through their DCAPT as soon as possible thereafter.
- (c) Requests for operational response by Division resources will be passed by the DCO through the DCAPT to the DCDR's, who will notify the FCs of the responses requested.
- (d) Actions may include relaxation of readiness levels for members and facilities, securing the emergency VHF net (if landline services are available), etc. Units with a high level of operational capability may be returned to Condition TWO or other readiness levels.
- (e) Throughout POST HURRICANE RECOVERY, members and facilities performing assigned missions must keep their FC's advised of their status. FC's will periodically report such status to the DCDR, who will keep the DCO advised via their respective DCAPT.
- (f) Division members and facilities will maintain the highest state of emergency response readiness (Condition ONE) until specifically released from such condition by a "Secure from Mission" or "Set Condition \_\_\_\_" message passed by the DCO through the DCAPT to the DCDR's, who will relay said message to FCs'.

**Administration and Logistics:****Infrastructure:**

During both localized and regional floods, some structures may become inoperable or inaccessible, requiring the need for alternative facilities to be considered. It is the DCAPT's responsibility to relay this information to the DCO and local Coast Guard Authorities. Alternative cites may be required for the following:

- |                          |                           |
|--------------------------|---------------------------|
| a. Dockage               | d. Rest areas.            |
| b. Fuel re-supply.       | e. Command Post.          |
| c. Food and clean water. | f. Communications center. |

**Command and Control:**

During hurricane conditions, units of the Fifth District, Southern Region Auxiliary will be under the direct Operational Control (OPCON) of the Commander, Fifth District, and local Coast Guard Commanders and will attempt to perform any mission assigned if deemed by the DCO/DCAPT to be able to be accomplished in a safe and reasonable manner, without injury to members or damage to facilities.

**Appendix B-3****Marine Casualties**

**In addition to the general guidance given for all emergencies the following guidance should be considered**

**Situation:** Cargo ships are present throughout the majority of the Fifth District as well as barges and other commercial shipping operations are present in almost all waterways. Groundings and collisions involving these vessels generally lead to closure of the waterway and a commercial salvage operation. Commercial passenger vessels as well as cruise ships on their way to and from the various ports are becoming more and more frequent. The District has also seen an increase on the number of excursion boats, and could possible even see the introduction of floating casinos sometime in the future. Combine the above commercial traffic, the volume of local recreational traffic, and the result of a collision, casualties involving these vessels can quickly become major SAR operations.

**Mission:** Auxiliary Facilities of the Fifth District, Southern Region (hereinafter referred to as the "District") can be utilized for many different missions during a mass marine casualty. Some of the possible Auxiliary missions, divided into the various types of vessels involved, include:

3. For cargo vessel casualties, our assigned missions could include:
  - a. Patrol safety zone established by Coast Guard.
  - b. Direct traffic.
  - c. Provide platforms for transportation to and from scene.
  - d. Provide technical and operational support for Coast Guard.
  
2. For passenger vessels and aircraft casualties, facilities can possibly be mobilized for:
  - a. Extended SAR missions.
  - b. Participation in major Coast Guard SAR operations.
  - c. Provide technical and operational support.
  - d. Augmentation of Coast Guard crews.

For Marine Casualties, our mission statement is as follows:

"Upon notification of a marine casualty within any area of the District, Auxiliary surface facilities, aircraft, radio stations, and personnel necessary for assigned missions, will be mobilized within one (1) hour. This mission will probably be for an extended period and the Auxiliary's mission will change as the situation changes. Auxiliary units of the District will operate under the Operational Command (OPCON) of Commander, United States Coast Guard, Fifth District, in accordance with the Auxiliary Act of 1996, as enacted by the Congress of The United States. Auxiliary Units of the District will continue to be under the Administrative Command (ADCON) of the DCO. Auxiliary units of the District will attempt to sustain emergency operations for a period of ninety-six (96) hours.

**Execution:**

Upon notification of a marine casualty by the District Commander, or an authorized representative, or the DCO, via the "Calling Tree," units of the District will report as directed by the ordering authority. Again possible missions have been broken down by the types of vessels involved.

**Cargo Vessels:**

1. Assist as required to recover personnel in water.
2. Provide security of scene as directed by Coast Guard.
3. Provide safety zone around scene.
4. Direct traffic away from floating debris and submerged obstacles.
5. Provide platforms for transportation to and from scene for authorities as directed by Coast Guard.
6. Provide reconnaissance over flights of scene as directed.
7. Provide technical/documentation as requested.

**Passenger and Aircraft Casualties:**

1. The Units of the District will mobilize for extended SAR operations.
2. Unlike recreational SAR missions, towing is likely not to be required.
3. Vessels assigned to this mission should be relatively fast, as speed is of the essence in saving personnel in the water.
4. Recover victims from water.
5. Recover personal items from victims.
6. Recover small pieces of debris from vessel casualty.
7. Provide security / safety are around scene as directed by Coast Guard.
8. Provide platforms for transportation to and from scene.
9. Provide other technical and operational assistance as required.

**Administration and Logistics:**

Hazards encountered are generally similar to normal safety zone and SAR operations. Aircraft crashes, especially, are very likely to have tragic outcomes. Auxiliaries may encounter dead or grievously injured victims, or disturbing reminders of them. Due to the nature of aircraft crashes, universal precautions against blood-borne pathogens will be utilized at all times. Facilities participating in this type of operation should arrive at the scene ASAP with the following provisions:

1. Full fuel tanks.
2. Clean potable water, enough for extended operations.
3. Enough food for twenty-four (24) hours.
4. Full complement of safety equipment.
5. Blood-borne pathogen equipment.

The DCO/VCO will establish communications with and report as directed, for the purposes of:

1. Coordinating fuel re-supply through Coast Guard.
2. Coordinating re-supply of food and drinking water.
3. Providing sufficient dockage as required.
4. Providing for rest areas and sanitation facilities.
5. Assigning personnel and facilities to duty.
6. Providing for the rotation of crews and facilities.
7. Accounting for all Auxiliaries and AUXFACs involved in the operation.

**Command and Control:** During marine disasters, units of the District will be under the direct Operational Control (OPCON) of the Commander, Fifth District Coast Guard, or an authorized representative, and will attempt to perform any mission assigned if deemed by the DCO/DCAPT to be able to be accomplished in a safe and reasonable manner, without injury to members or damage to facilities.

## Appendix B-4

### Oil & Other Spills

**Situation:** Oil and hazardous materials spills, are addressed in Coast Guard Area Contingency Plans. All shore facilities and vessels handling oil are required to plan for spill cleanup. Most contract with an Oil Spill Removal Organization (OSRO). It is the Coast Guard's policy to have the OSRO do most of the spill containment and cleanup. It should be noted that:

1. Number 2 fuel oil and heavier oils create ecological damage but pose limited public health threat.
2. Hazardous materials releases are usually addressed with local support; usually fire departments.
3. Most Coast Guard and Auxiliary Personnel are not trained for aggressive hazmat response.
4. Gasoline spills behave like flammable hazmats; they are of short duration, present high hazard, and require specialist response.
5. Auxiliarists may be involved in containment only if properly trained in accordance with Coast Guard Regulations. Some of these tasks require medical screening.
6. Auxiliary vessels could very possibly be fouled by oil and would not normally be asked to deploy a boom. However, trained personnel may do this work from Coast Guard facilities or from shore.

### Mission:

Units of the Fifth District, Southern Region hereinafter referred to as the "District," will generally be asked to patrol a safety zone around the source and conduct environmental damage assessment. For the purpose of this Appendix, the District's "MISSION STATEMENT" is as follows: "Upon notification of an oil or hazardous chemical spill within any of the District's waterways, Auxiliary Units will mobilize requested facilities and crews within one (1) hour for the purpose of safety zone patrols, and other missions as assigned by the Coast Guard. Units of the District will be placed under the Operational Command (OPCON) of the Commander, United States Coast Guard, Fifth District or an authorized representative in accordance with the Auxiliary Act of 1996, as enacted by the Congress of the United States. Auxiliary units will remain under the Administrative Command (ADCON) of the DCO. Auxiliary units will attempt to sustain emergency operations for a period of forty-eight (48) hours."

### Execution:

#### *Discovery and Notification:*

1. Spillers must report to the USCG's National Response Center.
2. Coast Guard and Auxiliary patrols may happen upon a release.
3. Identification of spill is critical in hazmat incidents.
  - a. Report the color of spill.
  - b. Pattern of spill.
  - c. Smell if any.
  - d. All visible labels and text.
4. **DO NOT TRY TO HANDLE CONTAINERS.**
5. **MOVE UPWIND AND OBSERVE WITH BINOCULARS.**

### Preliminary Assessment and Initiation of Action

1. Aircraft may be launched to track spill.
2. Coast Guard may request assistance in deploying booms subject to:
  - a. Training.
  - b. Health requirements.
3. Establish safety zone patrols well outside the spill area.

#### *Countermeasures, Cleanup, and Disposal*

1. Most of this work is accomplished by the OSRO.
2. Focus on shore line damage assessment.
3. Provide safety zone patrols for OSRO and boating safety.

### *Documentation and Cost Recovery*

Much of this work is done routinely by active-duty personnel over a period of weeks. Auxiliarists may be asked to help recreational boaters file damage claims for fouling.

### **Administration and Logistics:**

In a major spill, the Assignment Processing unit (Coast Guard) of the Incident Command System will request assets through the DCO/DCAPT who will request and track incoming Coast Guard Auxiliary responders. Costs for Federal responders to an oil or hazmat spill generally are charged to special funds and then recovered from the spiller. Copies of expense reports and Activity Report - Mission Forms (patrol Orders) must be filed with the appropriate Coast Guard Command. However, since they generally do not have access to AUXDATA and have no other means of tracking Auxiliary time, the SO-OP's will forward copies of all Patrol Orders to the DCO/DCAPT/ASC, as soon as possible, along with all documents for damage claims that ***have been verified*** by the Division Damage Claims Officer.

Follow the safety and health precautions described in "Appendix C-1 Floods" located within this plan. Petroleum products may release hazardous levels of benzene and other toxic vapors and may also cause skin irritation. Avoid handling oiled wildlife. These animals will bite. They are also considered evidence of an environmental crime and should be handled by State and Federal wildlife officers.

Auxiliarists may be asked to help move booms (usually located in small trailers at predetermined sites) to the response site. If trained, they may assist in the deployment. Logistical requirements handled by the DCO/DCAPT/ASC are as follows:

1. Make provisions for feeding Auxiliarists engaged in extended operations.
2. Arrange for fuel and lubricants re-supply if required.
3. Arrange for rotation of crews and facilities to allow for rest.
4. As required, open all or part of the District radio Net as needed.

### **Command and Control:**

During these types of emergencies, large number of responding vessels and aircraft will create tremendous amounts of radio traffic, confusion, and command and control nightmares. Radio traffic should be kept to a minimum at all times and used only to relay or respond to necessary official Coast Guard messages. The DCO or in his absence the DCAPT, shall be responsible for:

1. Mobilization and use of forces.
2. Logistical items as described above.
3. Establish radio net on alternate frequency as assigned by Coast Guard.
4. Counseling for distraught Auxiliarists.
5. General Health and welfare of all Auxiliarists involved with operation.

## **Appendix B-5**

### **Vessel Firefighting**

#### **Situation:**

Vessel fire fighting missions are not common to normal operations, but could occur on any of the navigable waterways in Fifth District, Southern Region hereinafter referred to as the "District." Vessel fires usually occur spontaneously, with little or no warning. Unless one of the District's Auxiliary facilities is on a normal operations mission and in the immediate area, the likelihood of arriving on scene through normal callout procedures in time to assist with the firefighting would seem unlikely. However, for large vessels, or vessel fires that ignite other vessels in a marina, or adjacent buildings, it is quite conceivable that assistance could be provided to both Coast Guard and Local Authorities.

#### **Mission:**

The District's vessel firefighting mission is to assist the United States Coast Guard and Local Authorities with any and all means available, without engaging in actual firefighting procedures. Units of the District are not equipped or

trained for this type of mission and therefore will not engage in such activity for the safety of both the members and the facilities unless in an attempt to save the lives of crew and passengers on burning

1. SAR missions and recovery of personnel in water.
2. Enforcement of safety and security zones.
3. Transportation of personnel.
4. Marine Traffic Control.

**For this purpose our “MISSION STATEMENT” is:**

“Upon notification of a vessel firefighting condition, units of the District, will mobilize surface, air, radio facilities, and required members to man all facilities within two (2) hours for the purpose of evacuation, damage assessment, security, transportation platforms, or marine traffic control. District units will operate under the Operational Command (OPCON) of the Commander, United States Coast Guard, Fifth District, in accordance with the Coast Guard Auxiliary Act of 1996, as passed by the United States Congress. Auxiliary units will remain under the Administrative Control (ADCON) of the DCO. District units will attempt to sustain emergency operations for a period of forty-eight (48) hours.”

**Execution:**

**Alert Phase**

The alerting of units usually is given with no advance warning. Upon being alerted either by the Coast Guard, DCO, or DCAPT the DCDR's and/or SO-OP's shall activate their “Calling Tree” and assign facilities and required members to fulfill all requests from the ordering authorities.

*Mission Phase*

The DCO and or the DCAPT in his absence shall assign required facilities to the designated AOR, and establish communications with the Coast Guard OIC and Local Authorities if applicable, and attempt to provide all support requested. It is during this initial stage, that the DCO/DCAPT should once again inform all Coast Guard and Local Authorities that we are not trained to fight vessel fires, and should therefore be assigned as support / logistical units only.

**Command and Control:**

During vessel firefighting situations, Units of the District will cooperate with Local Authorities in an effort to support the Emergency Management Centers requests. Before accepting a mission from local authorities, it should be made quite clear, that if the Coast Guard does not agree with the mission given to the Auxiliary, or requires the Auxiliary assistance elsewhere, our duties and obligations to the local authorities will be terminated. No mission given by local authorities can be undertaken without the permission of the Coast Guard.

During firefighting operations, District units will be under the direct Operational Control (OPCON) of a United States Coast Guard Unit. However, all Auxiliary personnel and Facilities will remain under the Administrative Control (ADCON) of the DCO. Units of the District will attempt to perform any mission assigned if deemed to conform to prior training and be accomplished in a safe and reasonable manner, without injury to members or damage to facilities.

Nothing in the above statement is meant to keep authorized Coast Guard Commanders from directing the on-scene operations as time can be critical in emergency situations. If Coast Guard authorities request facilities to perform other functions on an emergency basis, it is the facilities coxswain's decision to comply with such request if deemed to be safe for both personnel and facilities. All such missions if accepted by the Coxswain shall be relayed to the DCAPT as soon as practical.

For the purposes of this plan, radio communications shall be conducted on normal assigned working frequencies for the AOR in which units of the District are working.

## Appendix B-6

### Security Emergencies

#### Situation:

Security emergencies are likely to affect both local and regional areas, and as the events of September 11th, 2001 have demonstrated, they could also affect the entire Nation. These emergencies could range anywhere from providing security for diplomatic meetings to protecting our National Security. Our prime mission for the District would be to assume the traditional role of the Coast Guard, thereby freeing the regulars to provide the security required above. Usually these events require immediate response while giving little if no prior warnings.

The District will be prepared to perform all traditional life saving missions of the Coast Guard, as well as provide logistical support as required. Other possible missions are as outlined below. It is of the utmost importance that the Auxiliary's traditional role of boating safety be continued without interruption during these periods of security emergencies. It is the DCDR's and FC's primary mission to see that all aspects of our boating safety programs are carried out to the fullest extent.

#### Mission:

Smaller localized security measures would more than likely be handled through local authorities. For Area, Regional, National and International security emergencies, the regular Coast Guard forces would be deployed providing 1st line defense security. The District's mission types could very possibly include:

1. Provide vessels to assume "B-0" Status releasing Coast Guard assets for security duty elsewhere. (DCAPT)
2. Provide Radio Watch standers for all Stations as required.
3. Take over any or all Coast Guard Stations in their entirety, including SAR, watch standing, food service, maintenance, etc. If required, all such coordination will be handled through the DCO.
4. Provide marine traffic control in affected areas as directed.
5. Provide road access control as directed by USCG.
6. Augment Coast Guard forces in support capacities.
7. Provide platforms for local, state, and federal agencies involved as requested.
8. Provide platforms for press core personnel.
9. Provide security patrols around sensitive areas.

For this purpose our "MISSION STATEMENT" is:

**"Upon notification of a security emergency, the USCGAUX, District, 5th SR will mobilize surface, air, radio facilities, and sufficient numbers of members to man all operational and administrative support missions assigned within four (4) hours, for the purpose of providing security support as requested by the Commander, United States Coast Guard, Fifth District, or an authorized representative. The District will function under the Operational Command (OPCON) of the Commander, United States Coast Guard, Fifth District, in accordance with the Coast Guard Act of 1996, as passed by the United States Congress. For the purpose of Administrative Control (ADCON), the District facilities and personnel will remain under the administrative supervision of the DCO. The District will attempt to sustain security operations for a period of 180 days."**

#### Execution:

##### *Alert Phase:*

Usually 0-12 hours warning is given. The DCO/DCAPT initializes the activation of the Division calling trees and assigns required members to facilities and support operations as requested. The DCO will establish the District CP and establish communications with all Divisions. The DCO establishes liaisons with the Commander, USCG, Fifth District or an authorized representative, and receives assignments. Assignments are disseminated and assets are activated as required. Inform and or introduce additional Auxiliary ICS personnel as required.

##### *Security Phase:*

Activated facilities and personnel are to notify DCO when on station and ready to assume assigned missions. DCO/DCAPT will notify order issuing authorities when facilities are on station. DCO/DCAPT maintains

communications with the order issuing authorities. The DCO/DCAPT shall make arrangements for all logistical functions as required such as coordinating food, water, fuel, sanitation services, etc., as required.

### **Command and Control:**

During security emergencies, the District will attempt to cooperate with local and state authorities in an effort to support each request. However, before accepting a mission from local authorities, it should be made quite clear that if the Coast Guard does not agree with the mission given to the Auxiliary, or is required elsewhere, our duties and obligation to local authorities will be terminated. No mission assigned by local authorities can be undertaken without the permission of the order issuing authority and/or the DCO. During emergency security operations, the District will be under the direct control of the Commander, USCG, Fifth District, and will attempt to perform any mission assigned if deemed by the DCO/DCAPT, to be capable of being accomplished in a safe and reasonable manner, without injury to members or damage to facilities. The elements of the District participating in emergency security response are under operational control of the Commander, Fifth District, and administrative control of the DCO. It is the DCO's responsibility to coordinate the decisions and requests of the order issuing authority.

Nothing in the above statement is meant to keep authorized Coast Guard commanders from directing the on-scene operations as time can be critical in emergency operations. If requested by what appears to be authorized Coast Guard personnel, but are unknown personally to members, verify their authority and identify through ID cards, and known Coast Guard sources. "REMEMBER, THIS IS A SECURITY OPERATION!!" If such other mission is accepted by the Coxswain and deemed to be safe to both members and facilities, it is the Coxswain's responsibility to notify the DCO of this mission change ASAP. Nothing in the chain of command shall limit the Coast Guard from communicating directly with facilities during an emergency operation to save lives or property, and for this reason, all facilities will still be required to monitor primary Coast Guard frequencies.

### **Maritime Security Conditions**

#### **Situation:**

Because of the events of September 11, 2001, the Commandant of the United States Coast Guard has developed a new system for describing the levels of readiness for the Coast Guard based on three distinct situations. The three situations are identified as Maritime Security Conditions 1, 2, and 3, commonly referred to as MARSEC-I, MARSEC-II, and MARSEC III.

Each of these readiness levels contain various activities and resource requirements and are set according to intelligent information available at the time. These levels can change rapidly from one hour to the next. Auxiliary units supporting The United States Coast Guard, Fifth District, Southern region must be prepared, ready, and able to adapt quickly to changing conditions. Possible missions for the Auxiliary in the Fifth District, Southern Region are outlined below as well as a process of notifying all members involved as to changes in the levels of implementation, and the responses expected from our organization.

It is of the utmost importance, that the Auxiliary's traditional role of boating safety be continued without interruption during these periods of MARSEC assignments. It is the District Commodore's primary mission to see that all aspects of our boating safety programs are carried out to the fullest extent possible.

For safety and accountability purposes, all requests for Auxiliary facilities and personnel functioning under this appendix must be arranged through the Sectors and Stations. All requests from the various stations for other than normal operations should be reported through normal Auxiliary channels to the District Readiness Coordinator (VCO). Sectors should forward special requests for Auxiliary assistance directly through the District Readiness Coordinator.

#### **Mission:**

Various missions are explained in the following:

##### **MARSEC-I:**

MARSEC-1 also referred to as the "New Normalcy," is the lowest of the three conditions. During this condition, all units in and supporting the Fifth District, Southern Region, will continue their primary mission of promoting boating safety, operational and administrative support of local Coast Guard units as normal. Under this condition, all

requirements and other possible missions outlined in this plan are to be complied with as requested, as well as the following possible assignments:

1. Increase Harbor Patrols: - Provide additional and more frequent HARPATS as requested by Ordering Coast Guard Authorities through the DCAPT's.
2. Increase of Auxiliary facilities to assist with traffic control, especially at marine events.
3. Increase security patrols around assets and critical structures as directed by Order Issuing authorities.
4. Provide assets to be used as platforms for Port Vulnerability Assessment Teams as requested through the various Sectors.
5. Provide platforms for Vessel/Facility/Port Inspection Teams.
6. Provide additional facilities for "B-(X)" status as requested, to ensure a speedier response if conditions should warrant.
7. Increase AUXAIR flights as requested by Sectors through the assigned Air Stations.
8. Flotilla Commanders, Liaisons Officers, and Division Commanders or their representative should provide Station OINC's and Sectors with reliable methods of contacting them should the need arise.
9. The DCAPT shall provide updated information to the Sector Commander as well as the District Readiness Coordinator, regarding the availability of Auxiliary assets throughout the District, and any other information required for the development of contingency plans.
10. The DCDRs are responsible for providing member qualifications and availability information contained in the "Patriot Readiness Forms" to their DCAPT who will in turn furnish that information electronically to the District Readiness Coordinator (VCO) who shall maintain a composite database for the entire District.

### **MARSEC-II**

MARSEC-II is the next step upwards of increased security measures and is set when there is a "Risk" as determined through various intelligence agencies and other means. During this condition, all units in and supporting the Fifth District, Southern Region, will continue their primary mission of promoting boating safety, operational and administrative support to the local Coast Guard units as normal. Under this condition, all requirements and other possible missions outlined throughout this plan in other Annexes are to be complied with as requested, as well as the following possible assignments:

1. All MARSEC-I provisions as outlined under MARSEC-I.
2. Provide heighten and more frequent Port and HARPAT patrols as requested through the Sector.
3. Provide additional aircraft surveillance of AORs as directed by the Sector through the order issuing Air Stations.
4. Increase critical infrastructure surveillance as requested through the Sector.
5. Provide additional ATON patrols to ensure all critical ATONS are on station and watching properly.
6. Place facilities in critical areas on "B-(X)" status to reduce response time as much as possible.
7. Provide additional assets and personnel as required by the Coast Guard Sectors.

### **MARSEC-III**

MARSEC-III is the condition set when an attack is either imminent or has occurred, or when it is determined by the Sector to be appropriate. During this condition, all units in and supporting the Fifth District, Southern Region, will continue their primary mission of promoting boating safety, operational and administrative support to local units as normal. Under this condition, all requirements and other possible missions outlined in this "Plan" are to be complied with as requested, as well as the following possible assignments:

1. All MARSEC provisions as outlined under MARSEC-1 and MARSEC-II.
4. Attempt to provide all requested Operational, Logistical, and Administrative support requested.
5. Increase vessel availability to the maximum while decreasing response times to a minimum.

For this purpose our "MISSION STATEMENT" is:

"Upon notification of a MARSEC Condition, the USCGAUX, Fifth District, Southern Region, will mobilize surface, air, radio facilities, and sufficient numbers of members to man all operational and administrative support missions assigned within four (4) hours, for the purpose of providing MARSEC support as requested by the United States Coast Guard, Fifth District Commander. The Fifth District, Southern Region, Auxiliary units will function under the "Operational Command (OPCON)" of USCG, in accordance with the Coast Guard Act of 1996, as passed by the United States Congress. For the purpose of "Administrative Control (ADCON)", the District facilities, and personnel

will remain under the administrative supervision of the District Commodore. The District Auxiliary will attempt to sustain MARSEC operations for a period of 180 days. During this time of heightened activity, the Auxiliary will make every attempt to continue their primary mission of Boating Safety.”

**Execution:  
MARSEC-I**

Upon notification of MARSEC-I condition by the Sector:

1. The DCAPTs shall:
  - a. Set condition MARSEC-I throughout their Areas by notifying all DCDR's to activate their calling trees.
  - b. Notify the Sector commander and the District Readiness Coordinator (VCO) when MARSEC-I condition is set in their Area.
  - c. Coordinate with Sector Coordinators as to assets requested by COTP.
  - d. Provide updated reports as requested to Coast Guard Commanding Officers and the DCO.
  
2. The DCAPT or their representative shall:
  - a. Notify all DCDR's of Condition being set.
  - b. Inform DCDR's of any special requests from Sector or their Stations such as platforms, etc.
  - c. Immediately request and coordinate additional surface vessels for HARPAT missions, as requested.
  - d. Provide the Sector with a list of vessel availability for “B-(X)” status, broken down by Auxiliary AOR, and location of those facilities.
  - e. Provide a list of those vessels that could respond for operations within 2, 4, 8, 12, or 24 hours notice.
  - f. Coordinate with Sector the availability of additional AUXAIR flights, through the order issuing Air Stations, if required.
  - g. Immediately provide updates to DCO as to facility status changes and availability. This status should be updated on a monthly basis.
  
3. Upon notification by the DCAPT, the DCDR's shall activate their “calling trees” alerting members as to the change in status and shall:
  - a. Notify DCAPT when all Flotillas within their respective Divisions have reported that the condition is set.
  - b. Attempt to ensure that all planned safe boating missions continue as scheduled.
  - c. Immediately provide updates to DCAPT as to facility status changes and availability utilizing the Fifth District, Southern Region Facility Status Forms. Resubmit updated forms on a monthly basis.
  - d. Provide assistance to the SO-OP to ensure all requests are being fulfilled.
  - e. Provide additional information as requested by the DCAPT or DCO.
  
4. Upon notification, the SO-OP's shall comply with all requests from the DCAPT and attempt to provide whatever information and or facilities are requested. The SO-OP's shall also ensure that all FSO-OP's have complied with the relative conditions outlined in Hurricane Condition 4 such as:
  - a. Water tanks are topped off
  - b. Fuel tanks are topped off.
  - c. Facilities are in operational condition
  - d. Radios are operational.
  - e. Flotilla communication net has been tested. The SO-OP shall forward reports to the DCAPT through their DCDR.
  
5. SO-CM's shall alert all radio facilities and ensure that their Division radio nets are operational. This should be accomplished by actually conducting a division radio net drill. Forward reports to DCAPT through the DCDR.

**MARSEC-II**

Upon notification to set MARSEC-II, all conditions outlined in *MARSEC-I* above shall be adhered to plus the following requirements:

1. The DCAPTs shall:
  - a. Set MARSEC-II condition as outlined above.
  - b. Notify the Sector and the DCO when condition is set throughout their Area.
  - c. Coordinate the increase of additional Auxiliary HARPAT missions, aircraft surveillance patrols, port and infrastructure patrols as requested by Sector
  - d. Provide Operational Commanders with updated availability of "B-(X)" facilities. Take measures to anticipate future requests in an attempt to reduce response time as appropriate.
  - e. Prepare to assume SAR "B-0" status at some or all C.G. Stations.
  
2. The Sector ADSO-OP shall:
  - a. Establish and maintain contact with the DCAPT.
  - b. Process requests from the DCAPT for additional facilities.
  - c. Keep the DCAPT informed on the status/availability of all surface facilities.
  - d. Keep in contact with all SO-OP's, and arrange for additional missions such as HARPAT, Port and Infrastructure Patrols.
  
3. The Sector ADSO-CM shall:
  - a. Establish and maintain contact with the DCAPT.
  - b. Immediately instruct all Divisions to conduct a communications drill.
  - c. Alert all stations as to change of status.
  - d. Report status of Communication drill to the DCAPT. Report any deficiencies or discrepancies noted during the drill.
  
4. DCDR's shall:
  - a. Notify DCAPT when condition is set in their divisions.
  - b. Attempt to ensure that all planned safe boating missions are continued as scheduled.
  - c. Provide information and reports as directed by the DCAPT.
  - d. Coordinate with their SO-OP and CM efforts to support the DCAPT requests.
  - e. Provide updated facility information utilizing the forms as distributed.
  
5. SO-OPs and SO-CMs shall:
  - a. Provide information requested by DCAPT.
  - b. Attempt to provide all surface and communications facilities requested by the DCAPT.
  - c. Take measures to reduce the response time.

### **MARSEC-III**

1. DCAPT shall:
  - a. Ensure that all provisions of MARSEC-I and II are in place.
  - b. Introduce additional Auxiliary members to CP as required.
  - c. Coordinate requests for additional resources required by the OIC of the CP.
  - d. Assume accountability of all Auxiliary Forces involved ensuring:
    - (1) Safety and legality of missions assigned
    - (2) Provisions for food.
    - (3) Provisions for fuel.
    - (4) Provisions for rotation of crews and facilities.
    - (5) Provisions for special equipment.
    - (6) Provisions to ensure manning boards in CP are accurate.
  
2. Sector ADSO-OP shall:
  - a. Coordinate the acquisition of additional assets as requested by COTP through the DCAPT.

- b. Keep DCAPT informed of all facilities in use, types of missions, AOR's or operation, and length of time underway.
3. Sector ADSO-CM shall:
    - a. Activate either portions of, or the entire Area Radio Net as directed by the DCAPT.
    - b. Provide status reports to the DCAPT as requested.
  4. DCDR's shall:
    - a. Attempt to ensure that all safe boating missions are continued as scheduled.
    - b. Coordinate efforts of SO-OP and SO-CM.
    - c. Provide updated reports of facility status utilizing the forms as distributed.
  5. SO-OPs and CMs shall:
    - a. Attempt to provide all facilities requested.
    - b. Inform DCDR of any deficiencies in equipment as soon as possible.
    - c. Update vessel availability and attempt to minimize response time.

**Command and Control:**

During MARSEC Conditions, the Fifth District, Southern Region will attempt to cooperate with local and state authorities in an effort to support each request. However, before accepting a mission from local authorities, it should be made quite clear that if the Coast Guard does not agree with the mission given to the Auxiliary, or requires assistance elsewhere, our duties and obligation to local authorities will be terminated. No mission assigned by local authorities can be undertaken without the permission of the CP OIC and the DCAPT.

Nothing in the above statement is meant to keep authorized Coast Guard commanders from directing the on-scene operations as time can be critical in emergency operations. If requested by what appears to be authorized Coast Guard personnel, but are unknown personally to members, verify their authority and identify through ID cards, and known Coast Guard sources. "REMEMBER, THIS IS A SECURITY OPERATION!" If such other missions are accepted by the Coxswain and deemed safe to both members and facilities, it is the Coxswain's responsibility to notify the DCAPT of this mission change ASAP.

During security emergencies, the Fifth District, Southern Region will operate under the operational control of the Sector Commanders, and will utilize the following chain of command:

1. Chain of Command:
  - a. Operational Control - Commanders.
  - b. Administrative Control – DCO and DCAPT's.
  - c. Nothing in this chain of command shall limit the Coast Guard from communicating directly with facilities during an emergency operation to save lives or property, and for this reason, all facilities will still be required to monitor primary Coast Guard frequencies.
2. Radio Communications will utilize frequencies as directed by the local Coast Guard Operational Commanders.

## **ANNEX C LOGISTICS**

Consideration of logistics is an essential element of emergency response planning. Logistics address how resources (human and physical) get deployed, what they are and where they are kept. Widespread natural disasters, which disrupt infrastructure, mandate careful pre-placement of critical resources. In some cases, such placement may be well outside of the affected area, adding a time delay to deployment and utilization. Auxiliary units should be integrated into the logistics arrangements of the total response organization where possible

### **Piers, Airfields, and Staging Areas**

*Piers* must be accessible during the expected emergency. To be useful, there must be adequate logistical resources available at the pier, including: dockage, fueling facilities, parking, and sanitation facilities. The owner must be willing to tolerate extended use of the pier facility by Coast Guard and Auxiliary vessels and vehicles. An Auxiliary team may be deployed to manage Auxiliary vessel support at the pier. Local law enforcement assistance may be required if the pier becomes congested.

*Airfield* characteristics are tabulated in various NOAA, FAA and commercial publications with which aviators are normally familiar. It may not be necessary to tabulate them here. Auxiliary aircraft flying under orders are Coast

Guard aircraft and may use military airfields. However, military airfields often do not have aviation gasoline, as military aircraft are nearly all jet or turbine-engine rather than piston-driven. An Auxiliary liaison/management team may be deployed to manage Auxiliary aircraft participation in the response. If used, they should keep track of aircraft deployment, aircrew hours, fuel reserves, and feeding of personnel.

*Staging areas* are used to unload, assemble, distribute and retrieve equipment. The staging function may take place at a pier. Common staging may be used by all agencies in the response. Staging areas must be accessible and secure. They should be equipped with a radio or cell phone. Work space should be available. At a minimum, clean dry tables or benches should be available and the area should be reasonably protected from wind. Staging areas should have an identifiable and accountable manager. Inventories should be checked frequently. Stock control procedures should be in place prior to activation. Care must be taken to ensure that the staging area remains a safe environment. Spilled materials must be cleaned up. When supplies are being offloaded at a staging area, it is important that unloading operations do not create traffic bottlenecks. Two-way traffic flow should be preserved through the staging area, with a one-way loop for vehicles dropping off supplies and people. Damaged equipment and spent consumables are collected at a salvage point. This should be managed, but it is also important that it not interfere with the critical task of re-supplying the responders with fresh equipment.

### **Food, Water, Transportation, Sanitation, Housing**

During extended emergencies, Auxiliary personnel must be taken care of. This function begins with registration and tracking of all those working on scene. In the Incident Command System, this function is performed by the Assignment Processing Unit. An Auxiliarist should be included in this section. If there is none, a simple log of personnel on scene should be maintained.

Auxiliarists may require lodging. Billeting in Coast Guard or other military quarters should be considered, as it involves no out of pocket expenses. Quarters should be clean and quiet to provide adequate rest.

Auxiliarists may require transportation to piers, staging areas, lodging, and elsewhere. If boat crews are working from piers other than their own, they may need local ground transportation, as their own vehicles will not be accessible. Aircrews arriving from out of the local area will also need local transportation.

Arrangements should be made to enable vehicles to travel to and through the response area, even if roadblocks are in place. Official Coast Guard Auxiliary magnetic signs are available for use on vehicles during a mission. All Auxiliarists should be in uniform and should carry their Coast Guard Auxiliary photo ID cards. These measures, plus written orders (which may be pre-approved or faxed), should help to unravel most such situations. If an Auxiliary team is prevented from moving, the local Coast Guard commander should be contacted immediately. In some cases, it may be most convenient to use vehicles with Government tags. Auxiliarists may be authorized to drive Coast Guard vehicles.

Response personnel will require sustenance if they are to be effective during their emergency response, whether the response is short term or extended. Food should be wholesome, appetizing, and safely stored and prepared. Adequate facilities for the serving and consumption of food should be arranged. Conditions of the emergency may not always allow for proper heating of food, in which case items that can safely be eaten cold should be available. Conversely, refrigeration may not be available in devastated areas. The temptation to live on junk food or fast food for an extended period of time should be resisted. Junk food is not nutritionally balanced and will lead to early fatigue, or digestive trouble. Recent experience at Oklahoma City and elsewhere indicates that responders should also not rely on donated food. With the best of intentions, donors may make the food too spicy for most tastes, or may fail to keep it sufficiently warm or cold. In major disasters, FEMA requests that response units arrive with sufficient resources to sustain themselves for the first 72 hours.

Adequate sanitation facilities are important during any emergency response lasting more than a few hours. Designated staging areas and piers may already have adequate sanitation facilities. This includes safe water supplies or effective disinfectants for hand washing.

## Health and Safety

During emergency situation, the usual risk factors associated with ordinary patrol activities become even more pronounced, and the chances of those factors adversely affecting the health and safety of the participants increase. At the same time, the successful outcome of the mission is jeopardized if the crews become injured or their state of health is affected. The risk factors include fatigue, seasickness, fire, fumes, noise, heat, cold, sun glare, airborne, blood-borne and waterborne pathogens, and post-traumatic stress injury resulting from involvement with personnel casualties. The steps needed to safely and competently perform a mission follow a series as below:

1. Perform an initial assessment. Assess the scene and determine the hazards (thermal, chemical, mechanical, electrical, pathogens, dangerous animals). If there are hazards present, do not proceed unless properly trained and equipped. Evaluate risk versus gain. Also determine and report the number of persons and their conditions, state of consciousness, and mechanisms of injury. Notify controlling unit of medical situation.
2. Conduct medical monitoring for injured persons, check the ABC's: Airway, Breathing and Circulation. Determine the alertness level of conscious victims and their skin characteristics (pale, cold, hot, clammy, dry, and perspiring). Report vital signs to controlling unit. If CPR is needed, activate emergency medical services first.

**If the situation evolves beyond your training or resources, notify the controlling unit and withdraw. Do not become a victim yourself.**

3. Use protective equipment to limit the risks of exposure to pathogens or personal injury. Examples of personal protective equipment (PPE) include latex or non-allergic gloves, blood-borne pathogen kit, anti-microbial handiwipes, 10% Sodium hypochlorite (bleach) disinfectant, hard-hat, steel-toed boots, overalls, hearing protection, sunscreen, and blankets.
4. Prepare carefully for all operations in hazardous areas, both mechanical activities and work involving victims. Know what you intend to do before you start and ensure that you have the right resources, including personnel and protective equipment, at hand.
5. Train for your intended or anticipated missions. Seek specialized training when you identify a knowledge gap. Learn and practice use of personal equipment and protective clothing, including safe donning, doffing, and disposal.
6. Condition yourself for duty and be aware of limitations imposed by your own physical or medical condition or by the equipment that you are required to use. When you accept a mission, you are indicating your belief that you are capable of executing it fully, in accordance with Coast Guard performance criteria and current professional standards of care.
7. Reassess all conditions frequently and alter or adjust response if circumstances regarding the incident or personnel change. Record your findings regularly so that additional responders can understand the situation. Keep the controlling unit advised of status of personnel and incident.

## Medical Support

Briefly describe your arrangements for medical care. For injuries and medical conditions that arise while on duty, Auxiliarists should use the local Coast Guard unit's normal health care provider. This may be a commercial health plan or a military medical facility. If there are no local active-duty Coast Guard units, Auxiliarists should obtain emergency medical care at any convenient place. In any case, the operational commander and the Director of Auxiliary must be informed as soon as possible.

Auxiliarists involved in response operations may also require non-emergency medical care. This might include treatment for minor cuts and scrapes or monitoring of blood pressure and heart rate after a particularly strenuous activity. At Coast Guard bases, a Health Sciences Technician will normally provide this level of care. In cases where the fire department has a dominant role, a medical support unit is usually activated as part of the combined fire/rescue/EMS team. If the Auxiliary field commander feels that his personnel may be over-extending themselves physically, he or she should have no hesitation in directing them to the medical unit for a quick check.

## SUPPLIES AND SERVICES

### Piers

Division Commanders are responsible for designating two or three areas within their operational AOR that can provide for safe dockage of Auxiliary facilities utilized during an emergency.

Those areas shall include the following:

- |   |   |
|---|---|
| 1. Safe and secure dockage.             | 5. Accessibility for fuel distribution. |
| 2. Security of personnel and equipment. | 6. Accessibility of roads.              |
| 3. Staging area privacy.                | 7. Personal hygiene facilities.         |
| 4. Accessibility for food distribution. |   |

The list of chosen piers shall be included in the Division's Emergency Plan.

### Airfields

Division Commanders are responsible for designating air fields within their Operational AOR and shall include them in their Division Emergency Response Plan. These air fields shall include the following services:

1. Means of dispensing fuel.
2. Availability of serving food.
3. Provide adequate security for Auxiliary personnel and facilities.
4. Provide adequate navigational aids. (Both day and night)

Staging areas are used to unload, assemble, distribute and retrieve equipment. A common staging area may be used by all responders, or separate staging areas can be established within the District.

If required, local staging areas will be set up by the DCO/DCAPT with the help of the local DCDR and as a minimum, shall provide clean dry facilities for protection from the elements. The staging area must be able to be secured by either Auxiliarists or local authorities if required. A controllable area must be established to deal with the media, and privacy areas must be established for Auxiliarists to meet with their family members not involved as responders.

## Food, Water, Transportation, and Sanitation

During extended emergencies, Auxiliary personnel must be taken care of. This function begins with the registration and tracking of all members working either operationally or administratively to support the mission. The DCO/DCAPT is responsible for the registration and tracking of all Auxiliary personnel and assets involved with the emergency. DCDR's will immediately notify the DCO and the DCAPT of all members and assets called out to support an emergency operation.

It shall be the DCO/DCAPT responsibility to coordinate with either the Coast Guard or Local Authorities for the following:

1. Provision for food.
2. Provisions for Fuel.
3. Access to restricted areas in order to perform our mission.
4. Transportation of supplies if required.
5. Provision for security for our personnel if required.
6. Sanitation and personal hygiene facilities for all members involved.

## Health and Safety

1. During emergency situations, the risk factors associated with the ordinary patrol activities become even more pronounced, and the chances of those factors adversely affecting the health and safety of the participants increases. At the same time, the successful outcome of the mission is jeopardized if the crew becomes injured or their state of health is affected. The risk factors include fatigue; seasickness; Fire; fumes; noise; heat; cold; sun glare; airborne, blood-borne and waterborne pathogens; and post-traumatic stress injury resulting from involvement with personnel casualties. The steps needed to safely and competently perform a mission follow a series as below:
  2. Perform an initial assessment
    - a. Assess the scene
    - b. Determine the hazards
 

(1) Thermal	(4) Electrical
(2) Chemical	(5) Pathogens
(3) Mechanical	(6) Dangerous animals
    - c. Evaluate the risks verses the gain
    - d. **DO NOT PROCEED IF NOT PROPERLY TRAINED OR EQUIPPED**
    - e. Determine the number of persons involved and report their conditions, state of consciousness, and mechanism of injury.
    - f. Notify controlling unit of medical situation.
  3. Conduct Medical Monitoring
    - a. Check airways, breathing and circulation.
    - b. Determine the consciousness level and alertness of victims.
    - c. Determine skin characteristics:
 

(1) Pale	(4) Dry
(2) Cold	(5) Perspiring
(3) Clammy	
    - d. Report vital signs to controlling authority.
    - e. If CPR is required, activate emergency medical services first.
  4. Use protective equipment to limit the risks of exposure to pathogens or personal injury
    - a. Use latex or non-latex surgical gloves.
    - b. Utilize you blood-borne pathogen kit.
    - c. Use anti-microbial hand wipes.
    - d. Use 10% Sodium hypochlorite bleach as a disinfectant.
    - e. Where a hard hat.
    - f. Where steel toed shoes for land operations.
    - g. Wear sunscreen, and protective clothing.
  5. Prepare Carefully
    - a. Know what you intend to do before you start.
    - b. Ensure that you have the right resources.

- (1) Personnel
- (2) Equipment

1. Train

Train for your intended missions. Seek specialized training when you identify a knowledge gap. Learn and practice use of personal protective equipment and clothing, including safe donning, doffing, and disposal.

7. Condition Yourself

- a. Be aware of your own physical and mental limitations.
- b. Do not attempt to exceed the capabilities of your equipment.
- c. Perform no mission you have not been trained for or not in keeping with the Coast Guard performance criteria and current professional standards of care.

8. Reassess All Conditions Frequently

- a. Reassess mission conditions frequently.
- b. Alter or adjust if circumstances regarding mission or personnel change.
- c. Report your findings regularly to keep additional responders aware of situation.
- d. Keep controlling unit advised of status of personnel equipment, and incident.

**Medical Support**

During all emergency conditions and extended missions, Auxiliary units will utilize the local medical services available. Emergency services will generally be provided by local volunteer or paid fire companies, EMT's, and ambulance services. All personnel injured during an emergency shall if able, be taken to closest emergency medical treatment facility available, and if required, transported to the most appropriate hospital.

**In either case, the DCO/DCAPT and the Controlling Station shall be notified immediately of any injury or suspected injury.**

## ANNEX D

### PERSONNEL

District 5, Southern Region, has approximate 3,200 Auxiliarists available for emergency response, although a significantly smaller number will be available for use during an emergency.

#### Call-Out Procedures:

The resources of the District are divided into Divisions and Flotillas and in Annex A. Each DCDR is responsible for establishing and maintaining a Division call-out roster (CALLING TREE). Likewise, each FC is responsible for establishing and maintaining a Flotilla Calling Tree. Ensure that the absence of one or two key people will not cause the whole call-out procedure to collapse. If contact cannot be made with a member, leave a message if possible and go to the next member on the list until proper notification is made. Some Auxiliary units appoint a duty officer for a period of several days, a person who is always in the local area and is available for contact, via pager, cellular phone or some other reliable method. In others, groups of members agree to be on call for a period of time and remain within close proximity of a telephone as much as possible. The last member to be contacted when executing a calling tree should be the unit leader (DCDR or FC) that activated the calling tree so that they know the notifications have been made and when they were completed. Calling Trees should be constantly updated and tested frequently.

#### Available Personnel:

List the active members by flotilla, name, telephone number and operational qualifications. Do not list addresses. If you pre-designate boat crews or other special teams, list by teams in the Division Appendix of Annex A. Plan 30-50% excess personnel into each team to allow for vacations, illness, and other types of unavailability. Base available resources on a realistic estimate of actual availability. Some fraction of your members will not be available for duty due to lack of current qualifications, health, etc. Count the number of members who actually performed operations in the most recent season, and use this as your upper limit. Plan ahead for reinforcements. In general, any action that extends beyond 8-10 hours calls for a second shift. Activities that extend over several days at a high tempo require four or five shifts in order to maintain effectiveness, with not all personnel being used each day. Coast Guard planners use a ratio of 4.2 crews/vessel for extended 24-hour operations, 2.8 crews/vessel or 16-hour (daylight) operations.

#### Shortfalls

Identification of resource shortfalls is an important function of Coast Guard planning. Construct a table that lists each emergency scenario you expect to encounter (flood, hurricane, etc). Review your analysis in Annex C and estimate the resources you would need to properly execute your chosen or assigned mission. List this as total numbers of boats, crewmembers, radios, aircraft, trucks, etc. Then use Annexes D and E to estimate the resources you actually would have available. If this process reveals resource shortfalls, you have several possible courses of action. You could conduct accelerated member training, request assistance from another Auxiliary or active-duty unit, or revise the mission. You can only request assistance from another unit if they are not likely to be affected by the same disaster scenarios.

**ANNEX E****PUBLIC AFFAIRS**

Public Affairs is not usually the primary responsibility of an Auxiliary unit during an emergency or disaster situation. Generally speaking, the Coast Guard command or local agency that is leading the response will want to manage media relations. Auxiliarists may be tasked to assist in public affairs functions. It is not always possible or desirable for Auxiliarists to avoid news reporters. Sometimes a repeated "no comment" response may give the impression of evasion, especially on videotape. The public must be given the impression of a caring, professional Team Coast Guard, always ready to serve the public interest. When talking with the media, Auxiliarists should follow these guidelines:

**PUBLIC AFFAIRS GUIDELINES FOR FIELD ACTIVITIES**

- a. Talk only about what you personally did, saw, or have direct knowledge of. If reporters have questions about the actions of other individuals, refer them to the person in question or to the Public Affairs officer.
- b. Don't speculate. Give only confirmed, truthful information. Do not comment on causes, motives, future events, or the actions of others.
- c. Do not release sensitive information, including names of victims or the identity of suspected responsible parties.
- d. Appear on camera only in proper work or dress uniform, appearing to be doing something or with visible activity in the background. Do not conduct an interview while smoking a cigarette, eating, sitting on a bench, etc. Make sure your baseball cap is on right way round, windbreaker zipped up and shirt buttoned. If in a boat, wear a PFD and get the camera crew to do the same.
- e. Leave press conferences to the experts. If you participate in one, be sure of what you're doing and get advice from the Public Affairs officer and/or the incident commander.
- f. If one TV station is invited to an event, all must be, regardless of their track record. The Coast Guard cannot play favorites in media access.

## ANNEX F

### COMMAND RELATIONSHIPS

Repeated experience has shown that a well-defined field command structure must be established early in any major emergency. The command element assesses the situation on the ground and begins to expand the response organization as needed. Initially, a small group will assume all of the incident management functions. Later the response organization becomes more formalized. The same principle is true of the Auxiliary component of the response organization. It will expand from an initially small element, grow through a surging of resources, organize itself into a cohesive and efficient team, and finally demobilize safely. The role of the Auxiliary field commander or leader is to make this happen smoothly. Since Auxiliary units are not usually the lead agency in a response, the responsibility of the Auxiliary field commander is to feed resources to the Coast Guard Forces or to the State agency that is leading the effort.

#### Emergency Response Coordination

Within the Auxiliary, responsibility for emergency response coordination may vary from place to place. In certain districts, the Auxiliary District Commodore and the Coast Guard Chief of Marine Safety have entered into a formal Memorandum of Understanding (MOU) that addresses the use of Auxiliary resources in support of marine safety activities, including disasters. There should be a District Emergency Coordinator, appointed by the District Commodore.

There should also be a district-level Auxiliary Command and Control Element (ACCE), available for dispatch in the case of a major emergency that may be expected to last a week or more and affect a large section of the district. Coast Guard districts maintain District Response Action Teams (DRATs) and/or Crisis Action Teams to provide similar support to operational units. These personnel may be issued open travel orders to allow them to detach from their regular duties and proceed to the response area without delay. If an ACCE is formed, District Commodores should consider requesting that it be integrated into the DRAT organization and provided similar logistical support by the Coast Guard. All ACCE members should be operationally knowledgeable Auxiliarists who are willing to participate in any training required by the Coast Guard District, and who can mobilize quickly when called. As a rough guide, ACCE members should be packed and ready to travel within two to four hours of initial notification.

In less extended emergencies, coordination of Auxiliary participation may be provided by District Captains, Division Commanders, or Flotilla Commanders. The Auxiliary Manual states that whenever a Coast Guard Sector is formed (usually by the merger of a Marine Safety Office and a Coast Guard Group), a District Captain shall be the principal broker of Auxiliary services to it. In many instances this will be the appropriate level of emergency response coordination. The district-level MOU referred to above may specify these relationships. In accordance with district-level emergency plans, District Captains and Division Commanders may wish to appoint an emergency coordinator, or assign the duty to one of the existing staff officers such as the DSO-OP or MS, ADSO-OP or MS, or OP or MS counterparts at the Division level.

It is reasonable to expect that the National Interagency Incident Management System (NIIMS) will become the predominant model for management of all non-military emergencies within the next several years. However, at the present time, Auxiliarists participating in a natural disaster response with active-duty Coast Guard units may find themselves incorporated into a Coast Guard structure or into a National Interagency Incident Management System (NIIMS). Responses led by State or local agencies will usually follow the NIIMS concept.

#### Use of the Auxiliary Unit Structure

In large operations, the Auxiliary division or flotilla structure may be used effectively as the basis for command of some of the assets and personnel. This corresponds to the geographic breakdown of the Operations Section into Existing vessel patrol sectors may be used as Incident Command System (ICS) Division boundaries. In such cases the senior Auxiliarist should ensure that they are receiving sufficient logistical support (fuel, food, information, billeting) from the wider response organization. There is no objection in principle to the assignment of Coast Guard active duty or Reserve personnel to augment these geographic Divisions, if responsible Coast Guard authority sees fits. Employment of Auxiliary divisions or flotillas as command elements assumes that these units have up-to-date response plans and are prepared to mobilize in accordance with those plans.

Not all assets can be efficiently allocated at the same geographic level, and it is not necessary for all Auxiliary resources to be assigned as a single entity within the response organization. Auxiliary assets should be assigned

where they naturally belong, based on their type and their location. Radio stations should be integrated into the general communications infrastructure of the response organization. Aircraft should be assigned to the Aviation Branch. Auxiliaries with particular skills may be best assigned within the Command Post; the senior Auxiliary should generally remain there to manage the integration of Auxiliary personnel.

An important concept in emergency management is the “pushing” of resources and information toward the area of action. In military logistics, the opposite of “push” is “pull” - resources are sent forward only after the field teams request them. This is inefficient. It also places too great a burden on the already overstressed field crews to specify all of their needs. In an efficient emergency response organization, all of the supporting elements push people, materials and data forward without prompting. The scenarios analyzed in Annex C of the plan are the initial basis for determining how many boats, vessels, radio stations, and personnel must be mobilized.

## **ANNEX G COMMAND, CONTROL AND COMMUNICATIONS**

During emergency situations, communications become critical. Tactical control of a field response rests on effective radio contact with each vessel, aircraft, or vehicle. The numbers of vessels and aircraft activated is often much greater than normal and it is not possible to maintain proper span of control using the regular tactical nets. Also, long-distance communications channels may be disrupted. Auxiliary Communications Units (ACU's) – land, mobile, and fixed land—can lend valuable service in this environment.

### **APPENDIX G-1**

#### **RADIO PLAN**

Radio frequencies are useful for support and maintenance of the emergency, and in general should be used for all traffic except with those units not so equipped. In many situations, marine frequencies will be fully utilized by vessels involved with the emergency. Auxiliary non-marine frequencies may be used by units so equipped. In some districts, VHF-FM repeaters have been set up and provide excellent wide area communication. Several are in use in the Fifth District, Southern Region. Cellular telephones have become very popular and certainly are useful during emergencies. However, in major disasters the network may become overloaded or restricted. Cell phones do not allow the instant communications that two way radios do because of the time needed to dial the number, network connection time, etc. Cell phone service can become very expensive if it is the principal means of communication.

In times of emergency, ACU's will probably be called upon to communicate not only with other Coast Guard and Auxiliary units, but also local, state, or federal agencies. In some cases ACU's may have experience working with these units and may be equipped to work on their frequencies, but in many cases not. In general it is more desirable to have the other agency come up on Coast Guard frequencies than for ACU's to use theirs. Auxiliarists using Public Safety frequencies generally should use a call sign assigned by that agency and not their Auxiliary call sign; differences in procedures and prowords can add to the confusion of the event. The role of the ACU is often to provide liaison between Coast Guard and local public safety units, since most other agencies do not possess marine radio capability.

In addition to short range VHF communications, High Frequency (HF) or short wave communications are available to ACU's. In general, those ACU's with HF capability are also amateur radio operators. HF radio can provide communications over distances of several hundred to several thousand miles depending on conditions, and can supplant long distance telephone circuits that are likely to be overloaded during major disasters.

Scanners can be a useful addition to an ACU. They allow the monitoring of state, local and federal agencies. However, many public safety agencies have recently moved to 800 MHz trunked radio systems. Each exchange of transmissions occurs on different frequencies dynamically reassigned as the conversation progresses. Conversations on trunked systems are difficult to follow with a conventional scanner.

A communications plan should designate the channels on which the Auxiliary and various other agencies will operate. The frequency assignments should be explicitly discussed with outside agencies. Never assume that a particular agency will come up on a particular channel unless they have actually told you so. During special situations it is easier to keep track of units and minimize circuit confusion by using special tactical call signs. These should be included in your plan if they are known in advance, and adhered to during the prosecution of the emergency.

### **APPENDIX G-2**

#### **STANDARD MESSAGES**

Standard message formats are used to ensure that no important elements of information are omitted from a transmission. Formal message traffic and the SITREP format are discussed in the Auxiliary Communications Specialty Course. This is a good basic format for passing information to higher authority and requesting support. Coast Guard units have other formats for special purposes. Formal messages take time to transmit. To limit congestion of field voice networks, they can be transmitted by fax, electronic mail, or over packet radio. Packet radio is a means of transmitting data over non-marine radio channels. A modem is used to link a transceiver and a computer running appropriate software. As in a computer network, each user only receives traffic addressed to them.

Good communication is very dependent on practice. Some Auxiliary radio facilities and watch standers rarely activate, others operate throughout the year. It is very desirable to hold one or two emergency drills annually to supplement regular radio nets to test effectiveness of communications. It is an excellent idea to include local Coast Guard units in these drills.

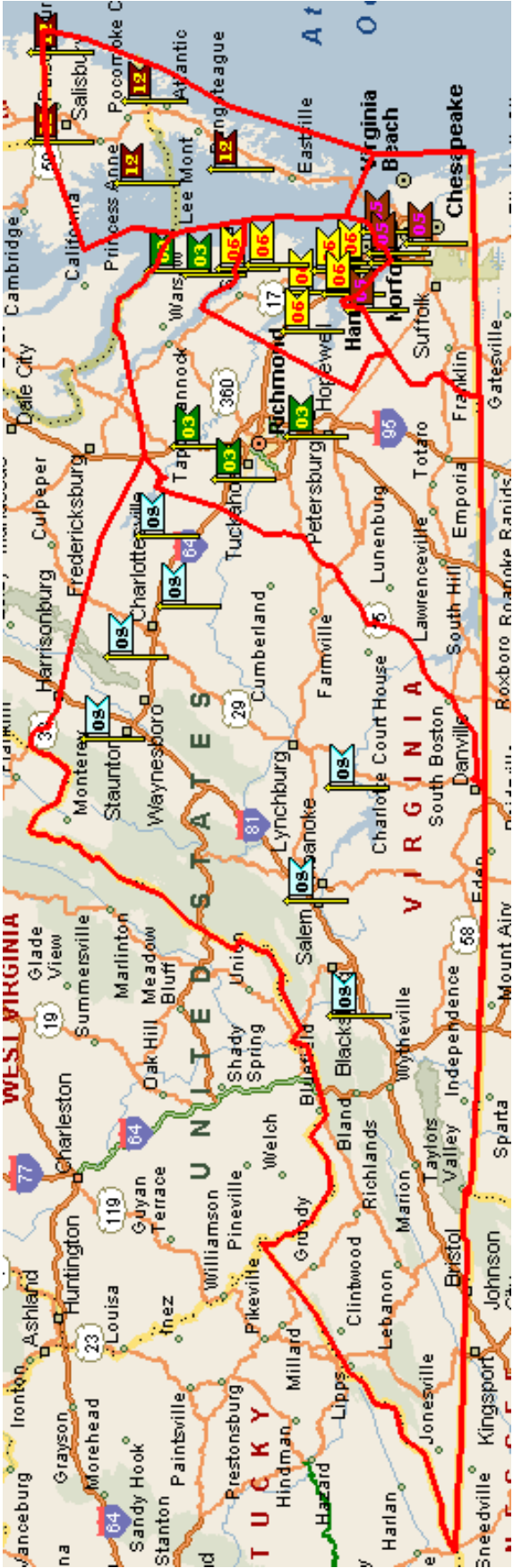
Auxiliary leadership should coordinate with their call-out authorities to obtain samples of the standard message format utilized by that unit.



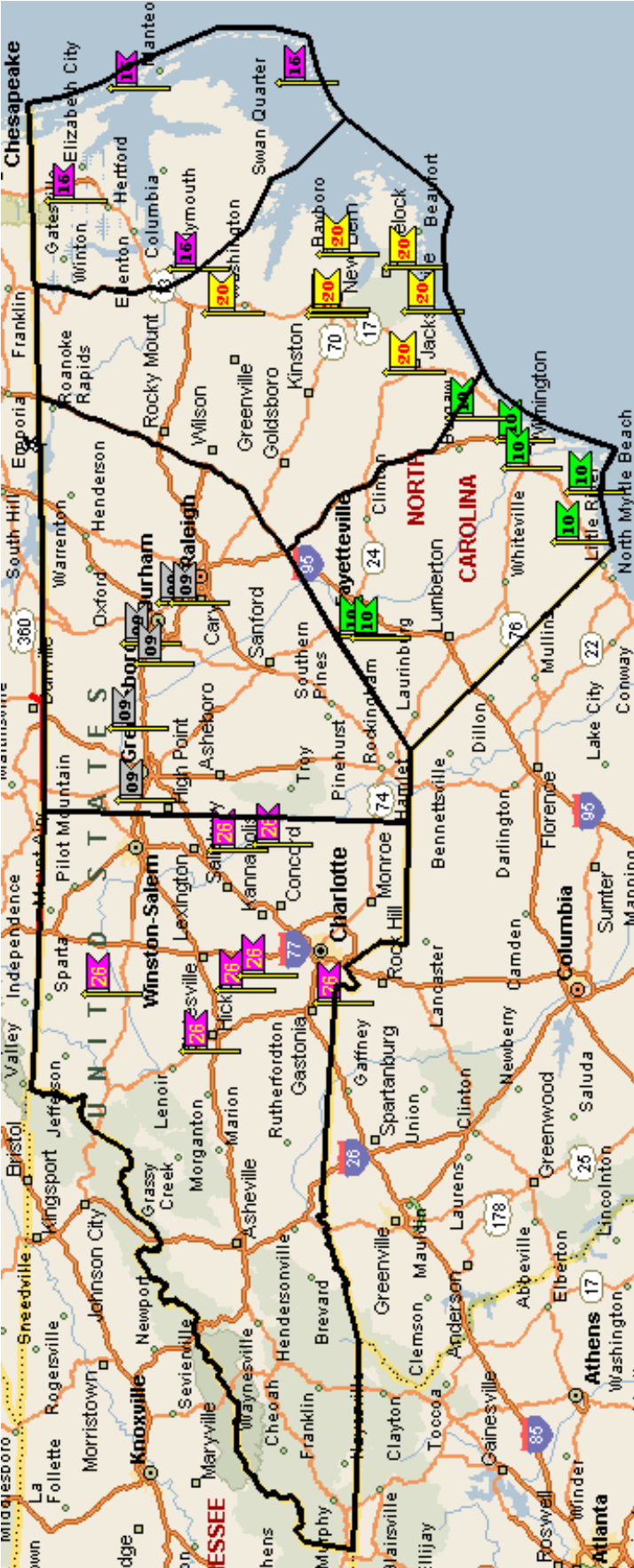




(Sector Hampton Roads with Divisions)



(Sector North Carolina with Divisions)



**APPENDIX K****REFERENCES, AUTHORITIES, and COOP TRAINING**

1. Auxiliary Operations Policy Manual COMDTIST M167978.
2. Fifth District (SR) Auxiliary Policy Manual, D5INST M1679.
3. Appendix 21 TAB C, to annex C to D5 OPLAN 9750 Hurricane Contingency Plan
4. Sector Auxiliary Standard Operating Practices
5. Guidelines for Emergency Response Planning, USCG Auxiliary, January 2003
6. The National Security Act of 1947, July 26, 1947, as amended.
7. Executive Order 12148, Federal Emergency Management, July 20, 1979, as amended.
8. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, April 3, 1984.
9. FPC 60, Continuity of the Executive Branch of the Federal Government at the HQS Level During National Security Emergencies, November 20, 1990.
10. Presidential Decision Directive (PDD) 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas, May 22, 1998.
11. Presidential Decision Directive (PDD) 67, Enduring Constitutional Government and Continuity of Government Operations, October 21, 1998.
12. Federal Preparedness Circular 65, July 26, 1999, Federal Executive Branch Continuity of Operations (COOP).
13. DOD Directive 3020.4, "Order of Succession Under Executive Order 13000 and the Federal Vacancies Reform Act of 1998", May 2, 2001.
14. Federal Preparedness Circular 66, April 30, 2001, Test, Training, and Exercise (TT&E) Program for Continuity of Operations (COOP).
15. Federal Preparedness Circular 67, April 30, 2001 Acquisition of Alternate Facilities for Continuity of Operations (COOP).
16. Homeland Security Presidential Directive (HSPD) 8, December 17, 2003.
17. Department of Defense (DoD) Directive 3020.26, "Defense Continuity Program (DCP), September 8, 2004, Certified Current as of January 1, 2007.
18. Strategy for Homeland Defense and Civil Support, Department of Defense, June 2005.
19. DOD Instruction 3020.42, Defense Continuity Plan Development, April 13, 2006.
20. DOD Instruction 3001.02, Personnel Accountability in Conjunction with Natural or Manmade Disasters, August 8, 2006.
21. CJCS Manual 3150.13B, Joint Reporting Structure – Personnel Manual, 1 November 2007.

**Continuity of Operations Planning Web-Based Course:**

<http://training.fema.gov/EMIWeb/IS/iS547LS/COOPLesson05.pdf>