



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 3440.1

N00

15 Jul 13

NSTC INSTRUCTION 3440.1

From: Commander, Naval Service Training Command (NSTC)

Subj: EMERGENCY ACTION PLAN

Ref: (a) NSGLINST 3440.17 (Series), Naval Station Great Lakes
Emergency Management Program

Encl: (1) Emergency Response Procedures for Building 1

1. Purpose. To provide policy, guidance and responsibilities for implementing a comprehensive Emergency Action Plan (EAP) within Naval Service Training Command (NSTC) at Great Lakes, Illinois, in accordance with reference (a).

2. Scope and Applicability

a. Scope. This instruction applies to Naval Service Training Command personnel at Great Lakes, Illinois. It covers Navy emergency management activities, including all internal efforts of prevention, mitigation, preparedness, response, and recovery from natural or man-made disasters as defined within reference (a).

b. Applicability. This instruction applies in peacetime, Military Operations Other Than War (MOOTW), and wartime conditions. This instruction is applicable to Navy personnel, to include active and reserve components, Navy civilians, transient military or U.S. Government personnel, contractor personnel, visitors, guests, and third country national personnel, as assigned. NSTC personnel located in Building 3400, United States Military Entrance Processing Command (USMEPCOM) Headquarters, shall comply with the emergency response procedures outlined in the USMEPCOM Emergency Action Plan.

3. Background. The EAP shall serve as the principle method within NSTC Great Lakes for implementing the shore installation preparedness and defense guidelines/standards directed by reference (a).

4. Policy

- a. The primary objectives of the EAP are to:
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- (1) Protect personnel within the NSTC Great Lakes Area Responsibility (AOR).
 - (2) Sustain Command Mission Essential Functions (MEF).
 - (3) Restore Command MEFs post-event.
- b. Enclosure (1) outlines Emergency Response Procedures to be followed by personnel within NSTC HQ Building 1 in any event requiring evacuation or sheltering-in-place (SIP).

5. Responsibilities

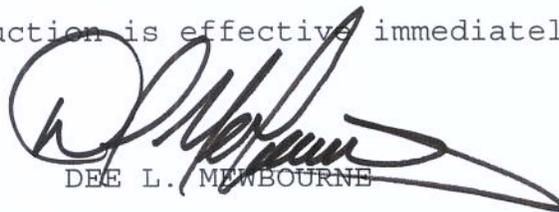
- a. Commander, NSTC Great Lakes shall:
- (1) Designate an Emergency Response Coordinator (ERC) in writing in accordance with this instruction.
 - (2) Maintain open communication with Commanding Officer, Naval Station Great Lakes (NSGL) regarding needed assistance during emergency events.
- b. The ERC shall:
- (1) Report to Commander, NSTC on all matters concerning emergency response or preparedness.
 - (2) Ensure emergency response procedures are developed and approved by Commander, NSTC as required.
 - (3) Serve as NSTC Great Lakes representative on NSGL Emergency Management Working Group (EMWG) and the Installation Training Team (ITT).
- c. The NSTC Flag Duty Officer (FDO) shall:
- (1) Maintain situational awareness of weather conditions and warnings obtained from radio/television news services or the NSGL CDO and notify all required levels within the command of the warning and preventive actions to be taken.

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(2) Receive reports, as applicable, within the NSTC Great Lakes AOR during emergency events, to include status of personnel mustered and damage to structures.

(3) Make reports to the NSGL Emergency Operations Center (EOC) and Commander, NSGL, as applicable.

6. Effective Date. This instruction is effective immediately.



DEE L. MEWBOURNE

Distribution:

NSGL EOC

NSGL EOC Manager

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EMERGENCY RESPONSE PROCEDURES

Bldg: 1 Fire Marshal: Building Maintenance Supervisor (BMS), Mr. Howard Carabello.

For Police/Ambulance assistance:

- (1) Dial 3333 or 9-911 from base phones or 911 from your personal phone; and
- (2) Assist the victim until competent medical care arrives.

In case of FIRE:

- (1) Sound the alarm. Alarms are located at all stairwells;
- (2) Dial 3333 or 9-911 from base phones for emergency assistance;
- (3) Time permitting, close doors and windows to confine the fire and prevent drafts. DO NOT endanger yourself or others in this effort; and
- (4) Evacuate the building.

For emergency events requiring EVACUATION (fire, bomb threat and internal hazardous material release):

- (1) Proceed to the grass roundabout behind Bldg. 1. If this area cannot be accessed safely, the secondary muster location is Ross Field or an alternate location as assigned;
- (2) Department Heads are responsible for mustering their department's civilian staff and military personnel assigned; and
- (3) Senior person present report status of muster to NSTC Flag Duty Officer (FDO) at 847-513-1814.

For emergency events requiring SHELTER-IN-PLACE (destructive weather, chemical, biological, radiological, nuclear, and explosive events, active shooter, external explosive threat, or hazardous material release):

- (1) Proceed to Room 239 (NSTC Command Conference Room);
- (2) When required, shelter in place in your workplace, close and lock the door, and move all personnel away from the threat, i.e. active shooter or external explosive;
- (3) When possible muster all civilian and military staff assigned and;
- (4) When possible, senior person present report status of muster to NSTC FDO at 847-513-1814.

Enclosure (1)