



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
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PENSACOLA, FLORIDA 32508-5220

NETCINST 3030.2C  
N4  
20 May 2026

NETC INSTRUCTION 3030.2C

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND EMERGENCY ACTION  
PLANNING

Ref: (a) DoD Instruction 6055.17 of 13 Feb 17  
(b) SECNAVINST 3030.4E  
(c) OPNAVINST 3440.17A  
(d) OPNAVINST 3030.5C  
(e) CNIC M-3440.17 of 18 May 22  
(f) NETCINST 5100.2  
(g) NETCINST 5214.1D

Encl: (1) Emergency Evacuation Management Coordinator  
(2) Continuity of Operations Planning  
(3) Shelter-in-Place Planning  
(4) Destructive Weather

1. Purpose

a. The purpose of this instruction and enclosures (1) through (4) is to provide guidance regarding the emergency management (EM) responsibilities among Naval Education and Training Command (NETC) subordinate units. The cessation and resumption of training and student and staff evacuations due to the onset of destructive weather, incidents of terrorism, or other man-made and natural hazards will always be an imminent threat and require prior planning within NETC. Each NETC unit is required to develop and be prepared to implement an Emergency Action Plan (EAP) that includes an all-hazard procedure and Continuity of Operations Plan (COOP) that is designed to prepare, protect, and evacuate students and staff and in certain instances, government property. The EAP requirements in this instruction do not meet or eliminate the EAP requirements associated with high-risk training platforms.

b. All NETC units will ensure their EAP is in full compliance with references (a) through (g). EAPs will be updated annually, and copies provided to the NETC EM Officer (EMO) and Regional EM Coordinator (REMC) if assigned.

c. The NETC EMO is the functional lead for NETC domain EM instructions and policy. Subordinate commands may employ an REMC who will coordinate EM response and COOP efforts for all NETC units within the respective geographic area of responsibility (AOR). All NETC units will designate, at a minimum, a collateral duty EM Coordinator (EMC) who will coordinate EM response and COOP efforts for the unit. Learning center (LC) and learning site (LS) units should coordinate proposed EM evolutions and evacuation operation timelines with NETC N4 via the REMC and NETC EMO. Subordinate commands should ensure LCs and LSs are fully apprised of NETC N4 directives and pending evacuation operations, especially those that will require LC or LS assistance. Subordinate commands should also provide periodic status reports to supported LCs and LSs for all tracked weather conditions or incidents that have the potential to force the cessation of training.

2. Cancellation. NETCINST 3030.2B.

3. Background. Reference (a) establishes policy, assigns responsibilities, and provides procedures for conducting EM activities at Department of War (DoW) installations worldwide. Reference (b) establishes policy, assigns responsibilities, and specifies requirements for implementing COOP programs within the Department of the Navy (DON). Reference (c) provides policy and guidance to develop, implement, and maintain an installation EM program on Navy installations. Reference (d) establishes policy, assigns responsibilities, and specifies requirements for implementing the Navy COOP program. Reference (e) executes policy delineated in reference (c) and provides guidance, operational structure, and assignment of responsibilities for developing a comprehensive, all-hazards EM Program at Navy regions and installations. Reference (f) establishes policy and procedures for the NETC forward deployed safety personnel. Reference (g) prescribes policy, responsibility, and guidance for commander's critical information requirements reporting to force development domain on events requiring notification to Commander, NETC and Headquarters (HQ) staff leadership. Enclosure (1) assigns commands in charge as emergency evacuation management coordinators (EEMC) for their respective AORs and assigns responsibilities as such. Enclosure (2) is the NETC COOP. Enclosure (3) provides shelter-in-place (SIP) procedures

for NETC units. Enclosure (4) is provided to assist NETC commands in the development of a destructive weather plan should the need arise.

#### 4. Concept of Operations

a. Disasters can be the result of hostile military action, acts of subversion and sabotage, civil disorders, fires, explosions, aircraft crashes, hazardous material (HAZMAT) spills, destructive weather, flooding, or other events. Any of these emergency situations, whether accidental, natural, or deliberate, could require cessation of training operations due to a loss of base support and services, extensive damage to buildings or facilities, personnel casualties or widespread conflagration, a breakdown of civil order and discipline, contamination of food, water, and facilities, and physical security breaches.

b. With such a wide range of scenarios, the ability to adequately plan and train for each would be quite impractical, if not impossible. As such, EAPs will be written with an all-hazards type approach. NETC units will therefore generate EAPs that focus first and foremost on the sustainment, reconstitution, and continuation of essential training support functions with the following priorities:

(1) Coordinate student evacuation, safe haven, and recovery operations with NETC and the host Commander, Navy Installations Command (CNIC) region and installation.

(2) Coordinate emergency maintenance and repair services for all NETC facilities and support systems with the host installation.

(3) Execute remaining elements of the EAP response and COOP as may be directed by higher authority.

(4) When directed by higher authority, provide assistance to host installations in their recovery efforts.

c. Unless otherwise previously directed by NETC, the EAP will be implemented upon installation commander's notification that an emergency event has occurred or has the potential to

occur in the near future. It is important to note that all execution directives and orders from region authority take precedence over local EAP instructions.

d. The REMC, if assigned, or the EMC, in cooperation with the host region and host installation commander(s), will ensure that supported units are notified of student evacuation policies and procedures, conduct annual training or briefings, and are apprised of all projected or anticipated EAP actions.

e. The REMC, if assigned, or EMC will establish and maintain a working relationship with the NETC EMO, region and installation EMO, and LC or LS EMCs. LCs or LSs not supported by a REMC will coordinate directly with their respective installation or region EMO, if assigned, and the NETC EMO. NETC N7 may relay specific guidance regarding the acceleration and cessation of training to LS commanding officers (CO), officers in charge, or executive officers through the REMC.

## 5. EM Organization

a. The EM organization will take all measures necessary and possible, prior to, during, and after an emergency event to minimize damage and personnel casualties, initiate recovery operations, and assist federal, state, and local authorities as may be required by the region or installation commander.

b. The size and composition of the EM organization will be based upon the demands of both the host region or installation commander responsible for tenant support and the composition of the NETC training footprint in the particular geographic region.

c. An REMC may be designated and will serve as NETC's regional authority for the implementation of and compliance with region and installation EM response and COOP plans, programs, and policies. Primary duties of the REMC may include, but are not limited to:

(1) Assisting LC or LS in EAP program development and implementation.

(2) Conducting periodic EAP training for assigned EMCs.

(3) Coordinating periodic EAP exercises.

(4) Conducting NETC-directed review of LC or LS EM programs.

(5) Coordinating with host installations and Navy regions to ensure NETC EM programs remain current and in compliance with all applicable DoW, DON, and host region or installation instructions and directives.

## 6. Basic EAP Requirements

a. NETC unit EAPs will be coordinated with the host CNIC region or host installation EM programs as outlined in host-tenant agreements or applicable inter-service support agreements, memorandums of understanding (MOU), and memorandums of agreement (MOA). Coordination must include active participation in EM preparedness, mitigation, response, and recovery efforts, as required by CNIC regional or installation EM program(s). The EAP focuses on the measures and actions that are vital for protecting assigned personnel within the unit in order to sustain mission essential functions (MEF). Critical tasks to be addressed in the unit EAP include:

(1) Integration with regional and installation mass warning and notification systems.

(2) Completion and participation in public awareness programs.

(3) Evacuation and SIP planning and coordination with regional or installation evacuation and safe haven procedures.

(4) Active shooter planning.

(5) Destructive weather planning.

(6) Continuity of Operations Planning.

(7) Integration with regional or installation EM plans.

(8) Training and exercise planning.

b. The above list is not all inclusive and may vary depending on location. EAPs will also contain a concept of

operations that includes mission priorities, assumptions and guidelines, and an organization structure that identifies unit relationships and responsibilities.

## 7. Evacuation Organization and Policies

a. All NETC units will establish an evacuation organization to ensure the safe and efficient evacuation of their staffs and students. The scope of the evacuation organization will vary with the NETC footprint, and units must properly coordinate their evacuation efforts with the REMC, where applicable, and their respective host region or installation.

### b. Evacuation Policies:

(1) Students in a temporary additional duty (TAD) status who are from local shore units or ships in port will be released to their parent units in sufficient time to comply with the parent unit's evacuation and sortie operations. Other TAD and permanent change of station students will evacuate under NETC unit control to a designated safe haven. Safe havens may be afloat, ashore, or a combination thereof. Students with family members and personal transportation will be permitted to evacuate to a non-Navy designated safe haven (remotely located motels, relative's residence, etc.). Contact information must be provided to NETC unit leadership.

(2) Students with personal vehicles or rental cars are permitted to drive said vehicles to the safe haven. No more than four non-dependent personnel may travel in any one vehicle (driver plus three).

(3) Evacuees moving to a Navy designated safe haven will be permitted to bring personal health and comfort items, such as clothing, toiletries, bedding, and small recreational items. Unless transportation resources permit, evacuees will be limited to one sea bag. Students should bring uniform items for a minimum of three days.

8. Training and Readiness

a. NETC units will participate, to the fullest extent possible, in all host region and installation EM drills and exercises. Exercise lessons learned should be forwarded to the REMC, where applicable, and the NETC EMO for review.

b. Local training should include topics such as first aid, communications, rescue skills, property protection, personnel evacuations, EAP reviews, active shooter, SIP, and include training employees in emergency procedures.

9. Summary. As discussed, emergency action planning is the responsibility of every NETC unit. NETC must take every precaution necessary to protect its students, staff, and facilities. Enclosures (1) through (4) provide various planning considerations for insertion into NETC unit EAPs.

10. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

11. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy (SECNAV), and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction

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is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).

EMERGENCY EVACUATION MANAGEMENT COORDINATOR

1. Purpose. NETC has directed the command in charge (see table 1) to be the EEMC for the AOR. The command in charge will coordinate with the LCs and LSs for the execution of student evacuation for NETC students.

<b>AOR</b>	<b>Command in Charge</b>
Naval Air Station Pensacola	Center for Naval Aviation Technical Training
Norfolk and Hampton Roads	Surface Combat Systems Training Command
Great Lakes	Naval Service Training Command and Surface Warfare Engineering School
San Diego	Center for Information Warfare Training
Jacksonville and Mayport	Surface Combat Systems Training Command

Table 1. Command in Charge Coordination for AOR

2. General. EEMC is the coordinator for LCs and LSs for the Emergency Evacuation Plan. The elements of the plan are applicable to all NETC students and to the LC or LS executing the plan within their AOR. It is important to note that this enclosure makes no attempt to replicate, in its entirety, the information contained in the aforementioned references. It is incumbent of all responsible parties to be familiar with these references in order to ensure the safety of personnel and property. Although certain sections of this instruction may be repeated within the content of this instruction, this is done as a matter of convenience and does not necessarily represent all required action.

3. Responsibilities

a. NETC will:

(1) Assist in coordinating all funding requirements for evacuation.

(2) Provide oversight to respective EEMCs for EAPs and any other matters dealing with evacuations.

(3) Assist financial contracting for meal services, grey water, and utility bills per (command and evacuation site) MOA.

(4) Receive reports from EEMC which includes each LC or LS when each tropical cyclone condition of readiness (COR) is elevated to COR IV.

(5) Specifically identify a NETC representative, typically the High Risk Safety Officer (HRSO) assigned to your region.

b. EEMC will:

(1) Ensure MOU or MOA developed for safe haven site.

(2) Provide total number of students assigned and the number of those students that would require evacuation within a reasonable amount of time to the NETC HRSO when COR IV is set.

(3) Coordinate and arrange contracting for bus transportation to and from safe haven site in the event an evacuation is ordered based on student numbers provided by LCs or LSs.

(4) Coordinate with safe haven site for allocated spaces for evacuees.

(5) Coordinate meal service and arrange contracting for evacuee meals at safe haven site.

(6) Develop safe haven site chain of command, in particular, camp commandant.

(7) Ensure NETC is kept apprised during all phases of the evacuation process.

CONTINUITY OF OPERATIONS PLANNING

1. Purpose

a. To establish NETC policy, responsibilities, and guidance for developing and implementing a COOP. A COOP provides the capability for NETC units to continue MEFs without unacceptable interruption during emergencies or conditions when normal operations have been impaired or made impossible. Emergencies consist of any occurrence, including, but not limited to, natural disaster, terrorist attack, military attack, technological failure, civil unrest, or other disruptive condition that seriously degrades or threatens the national security of the United States.

b. COOP planning includes preparatory measures, response actions, and restoration activities planned or taken to ensure continuation of these functions to maintain military effectiveness, readiness, and survivability. COOP planning is a "good business practice" and a fundamental part of the Navy's mission.

2. Discussion. NETC primary MEFs are as follows:

- a. Support SECNAV.
- b. Support Chief of Naval Operations (CNO).
- c. Support Deputy CNO (N1).
- d. Provide command and control of all NETC units.
- e. Respond to tasking and provide information and training necessary to facilitate naval operations worldwide.

3. Policy

a. Effective direction of the NETC domain during crisis requires that MEFs continue with minimal degradation or interruption. COOP programs will address the following:

- (1) MEF identification and requirements.
- (2) Alternate work site identification.

- (3) Program management and planning.
- (4) Testing, training, and exercise.
- (5) Communications and logistics support.
- (6) Funding and acquisition.
- (7) Orders of succession.
- (8) Delegations of authority.

b. To provide continuity of MEFs, COOP plans must:

(1) Identify and prioritize MEFs. Determine those functions that can be deferred until time and resources permit restoration.

(2) Identify COOP actions in four basic phases as defined in reference (d):

- (a) Phase I or readiness and preparedness phase.
- (b) Phase II or activation phase.
- (c) Phase III or continuity operations phase.
- (d) Phase IV or reconstitution phase.

(3) Provide for subordinate activities and unit(s) COOPs that support the immediate superior in command or parent unit(s) COOP requirements as applicable.

(4) Recognize, endeavor to assist, and take advantage of COOP processes that occur in civil government.

(5) Provide for robust recoverable communications among NETC HQ, subordinate commands, NETC subordinate units, and their successors. Where possible, develop multiple levels of communication redundancy.

(6) Document and report all costs required to acquire, operate, and maintain COOP-related capabilities and facilities for the four COOP phases to the appropriate higher level.

(7) Develop procedures for expending funds, executing contingency contracts, and emergency procurement during COOP events.

(8) Include COOP funding as an item in the annual budget submission. Identify and justify estimates through prescribed budget exhibits and appropriate informational elements.

(9) Anticipate destructive natural events, national security emergencies, or hostile acts that may interrupt operations at NETC organizations, activities, or units. Plans must be executable during duty and non-duty hours with little or no warning.

(10) Designate emergency HQ relocation and reconstitution sites to support MEFs and successor survival.

(11) Develop post-event reconstitution and recovery procedures and requirements. Coordinate with the cognizant facility and personnel management offices to identify and clarify these requirements.

(12) Be reviewed at least annually and update as required.

c. NETC units must:

(1) Designate a COOP action officer or coordinator to serve as the primary point of contact for all COOP planning issues. COOP coordinator information must be sent to the NETC EMO.

(2) Implement the COOP program and develop their own instruction to supplement this instruction as applicable.

(3) Establish methods to track the availability and readiness of all resources designated for use during all phases of COOP operations.

(4) Develop, coordinate, and maintain procedures and checklists to carry out MEFs.

(5) Develop and maintain an organizational specific COOP. Take into consideration geographic location when

developing planning scenarios. Prioritize the most probable threat (e.g., Atlantic and Gulf Coast - hurricanes, West Coast and Lower Mississippi Valley - earthquakes, etc.).

(6) Establish and maintain procedures to rapidly notify personnel during duty and non-duty hours in support of COOP execution.

(7) Establish and maintain procedures to rapidly notify higher HQ and Navy operations center of organizational and activity evacuation as a result of COOP execution.

(8) Designate emergency relocation site(s).

(9) Develop and maintain reconstitution and recovery procedures for respective staff.

SHELTER-IN-PLACE PLANNING

1. Purpose

a. NETC units are vulnerable to threats which create hazardous conditions that may be best mitigated by a comprehensive SIP plan. This precaution is aimed at keeping personnel safe while remaining indoors. SIP means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off your entire home or office building. Instructions to SIP are usually provided for durations of a few hours, not days or weeks. SIP, when employed correctly, can increase the safety of NETC personnel. Numerous situations exist that may dictate sheltering-in-place. These situations may include, but are not limited to:

- (1) Chemical, biological, nuclear, or radiological contaminants released.
- (2) HAZMAT spilled or released.
- (3) Weather event (e.g., tornado, flash flood).
- (4) Bomb threat in the area (not in your building).
- (5) Active shooter.

b. NETC units must promulgate direction as to how public safety information will be disseminated to students and staff (e.g., SIP warning, active shooter warning, tornado warning, etc.). Units should maximize all means possible (computer, telephone, television, radio, emergency vehicles, word of mouth, and loudspeaker).

c. Plans should be organized in a manner that is easy to understand and follows a systematic process. A checklist format that details functions that must be performed at various stages of preparation is recommended. The following excerpt of a SIP checklist is provided as an example:

IMMEDIATE ACTION	WATCHSTATION	STATUS
1. If outdoors, seek shelter.	All hands	
2. If unable to get indoors, place any obstructions (wall, hill, rocks) between self and event site. Use shirt or loose clothing to cover mouth and nose. Stay low.	All hands	
3. If in a vehicle, shut all windows and exterior vents. Attempt to drive away from the event site. Stay in vehicle and obey direction from local law enforcement.	All hands	
4. If shelter itself is under attack, evacuate only if necessary. Otherwise, direct all personnel as far from the event site as possible.	All hands	
5. As conditions permit, attempt to contact the Command Duty Officer (CDO) to report muster and status.	All hands	
6. Secure all exterior doors and windows.	Department Heads	
7. Secure exterior heating, ventilation, and air conditioning units.	Department Heads	
8. Move to interior spaces. Primary: bathrooms. Secondary: hallways without windows. Do not seek shelter in basement, as some gases are heavier than air.	All hands	
9. Close all interior doors, verify windows secured.	All hands	
10. Secure use of loading elevator, if applicable.	All hands	
11. Seal all remaining cracks or openings with available material including towels, blankets, clothing, plastic sheeting, or duct tape.	All hands	
12. If necessary, cover nose and mouth with a wet cloth.	All hands	
13. If available, tune in radio or television to the Emergency Alert System for further information and guidance.	All hands	
14. Wait for the "All Clear" to be passed.	All hands	
15. Receive all muster reports and report to the EMO for further instructions and guidance.	CDO	

DESTRUCTIVE WEATHER

1. Purpose. The purpose of this enclosure is to assist in Destructive Weather Plan development. While impossible to prepare for every incident, plans should be developed using a risk-based methodology. Focus on the highest probable threat, but plan for all realistic possibilities. Destructive weather hazards may include hurricanes, tornadoes, tsunamis, earthquakes, blizzards, flooding, etc.

2. Planning. Plans must be developed in conjunction with host installation and region EM plans. Plans should be organized in a manner that is easy to understand and follows a systematic process. A checklist format that details functions that must be performed at various stages of preparation for the various weather systems is recommended.

3. Checklist Example. The following checklist example is an excerpt from a hurricane COR preparation checklist. It is important to note that a similar format may be utilized for other weather patterns as well (e.g., tornados, thunderstorms, etc.). Tropical Cyclone COR IV:

<b>IMMEDIATE ACTION</b>	<b>WATCHSTATION</b>	<b>STATUS</b>
1. Receive notification of COR IV from naval station EMC.	CDO	
2. Notify the following: CO, Executive Director, Command Master Chief.	CDO	
3. Notify all military and civilian personnel.	Department Heads	
4. Receive COR IV attainment reports.	CDO	
5. Notify base EMC on attainment of COR IV.	CDO	
6. Maintain readiness by following weather updates.	Department Heads	
7. Track status of follow-on actions and report to CDO when completed or conditions that will delay completion.	Department Heads	
8. Review staff and student recall bills. Provide all recall updates to Admin. Update essential personnel list and dispersal plans.	CDO or Admin Officer	
9. Determine water requirements.	CDO	
10. Determine sandbag requirements.	CDO	