



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 3440.1B

N00

26 Oct 19

NSTC INSTRUCTION 3440.1B

From: Commander, Naval Service Training Command

Subj: EMERGENCY ACTION PLAN

Ref: (a) CNICINST 3440.17
(b) DoD Instruction 3020.52 of 18 May 2012
(c) DoD Instruction 6055.06 of 21 December 2006
(d) DoD Directive 3020.26 of 14 February 2018
(e) Presidential Decision Directive 67
(f) SECNAVINST 3030.4C
(g) SECNAVINST 3400.4
(h) OPNAVINST 3440.17A
(i) OPNAVINST 3030.5B
(j) NETCINST 3030.2A
(k) NSGLINST 3440.17A

Encl: (1) Active Shooter Flow Chart
(2) Emergency Action Plan Drill Package
(3) NSTC MCP, MEP, and Mission non-essential personnel
(4) Emergency Contact Information
(5) NSTC Continuity of Operations Planning (COOP)

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 references (a) through (k).

2. Cancellation. NSTCINST 3440.1A.

3. General. When a hostile incident or emergency situation occurs, key emergency first responder personnel that have been trained and previously identified along with various emergency response agencies will be notified to respond and assist as required. Depending on the situation, NSTC staff personnel should isolate and control the emergency when safety permits. Do not place yourself or others in harm's way. Key NSTC staff personnel (Flag Duty Officer (FDO), Antiterrorism Officer (ATO), Chief of Staff (CoS), etc.), will proceed to the NSTC Headquarters (HQ) quarterdeck and accomplish the initial or corrective measures outlined in this instruction to the fullest extent possible. Anyone witnessing a hostile act or emergency situation must immediately notify the Naval Station Great Lakes (NSGL) Navy Security Force (NSF) personnel at (847) 688-5555. After emergency personnel are dispatched, contact the ATO at (847) 688-7600 ext. 350.

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4. NSTC HQ FDO and ATO Actions Post Emergency Incident

a. Make additional notifications as required to include the NSTC ATO/ Emergency Response Coordinator (ERC), SWO, and CoS. Additionally, contact NSGL emergency first responders at (847) 688-2135 as emergency dictates.

b. Secure the quarterdeck to all non-essential personnel.

c. The FDO or ATO will normally be the first NSTC HQ representatives informed of a serious incident or situation affecting Building 1 so initial action can be taken and appropriate information passed to all NSTC HQ personnel.

d. The CoS, FDO, or ATO will issue necessary orders for evacuation or other immediate action as required to protect life, limit mission degradation, and protect property.

5. Shelter-in-Place (SIP)

a. The following incidents represent instances that may require NSTC HQ personnel to seek SIP. These incidents are only examples, and are not all inclusive:

(1) Chemical, biological, radiological, or nuclear contaminants released (CBRNE).

(2) Hazardous materials spilled/released (HAZMAT).

(3) Weather event (i.e., tornado, flash flood, etc.).

(4) Bomb Threat in the Area (not in your building).

(5) Active Shooter.

b. Should any of the above occur, NSGL Emergency Management (EM) personnel will provide public safety information by all means available (giant voice, computer, telephone, television, radio, emergency vehicles) instructing the NSTC HQ staff on what actions must be taken and how to protect yourself. SIP is a precaution aimed to keep personnel safe while remaining indoors. SIP means taking refuge in a small interior room, with few or no windows. 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. If you are told to seek SIP, follow the below listed procedures:

(1) Secure operations.

(2) Have all personnel outdoors secure what they are doing and return indoors.

(3) If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to SIP, they want everyone to take those steps now,

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where they are, and not drive or walk outdoors.

(4) Do not attempt to pick up children from school or day care facilities. Staff members at those facilities are trained to protect children in their care and will activate their SIP procedures as required.

(5) Close and lock all windows, exterior doors, and any other openings to the outside.

(6) If you are told there is danger of an explosion, close the window shades, blinds or curtains.

(7) In the event of a CBRNE or HAZMAT incident/accident, have employees familiar with your building's mechanical systems turn off all fans, heating, and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems in particular, need to be turned off, sealed, or disabled.

(8) Gather essential disaster supplies, such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

(9) Select interior room(s) above the ground floor, with the fewest windows or vents. In the case of a chemical threat, an above ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed. For a destructive weather event, a ground floor or basement room is preferred. The room should have adequate space for everyone to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes.

(10) It is ideal to have a hard-wired telephone and a computer in the room(s) you select. Call emergency personnel and have the phone available if you need to report a life threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

(11) Bring everyone into the room(s). Shut and lock the door(s).

(12) In the event of a CBRNE or HAZMAT incident/accident, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

(13) Write down the names of everyone in the room, and call the NSGL police at (847) 688-5555 to report your location, the number of people in the room with you, and a contact phone number for your group.

(14) Keep listening or watching for updated instructions until you are told all is safe or you are told to evacuate. Officials may call for an evacuation for areas of greater risk.

6. Active Shooter

a. An active shooter is an individual actively engaged in harming or attempting to harm people in a confined and populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims.

b. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

c. Because most active shooter incidents are often over within 10 to 15 minutes, before law enforcement arrives on scene, individuals must be prepared both mentally and physically to deal with an active shooter. Be mindful of the following safe practices:

(1) Be aware of your environment, the people in it, and any possible dangers or warning signs displayed. Be proactive.

(2) Take note of the two nearest exits in your vicinity and determine the quickest point of exit.

(3) Make a decision to flee or hide quickly.

(4) As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter.

d. Enclosure (1) identifies the decision process that should be utilized during an active shooter incident.

7. Fire and Explosion Information and Procedures

a. All fires, even if already extinguished, must be immediately reported to the NSGL fire department. Although small fires may be extinguished with the fire equipment on hand, control of large fires should be attempted only to the extent necessary to complete personnel evacuation.

b. The first person discovering the fire and/or explosion will immediately alert all hands by sounding the alarm by shouting "FIRE! FIRE! FIRE!"

c. Dispatch an individual, if possible, or the person discovering the emergency to activate the building alarm by tripping the nearest fire alarm box.

d. The person discovering the fire shall notify the NSGL Fire Department and Emergency Medical Services (EMS) by calling (847) 688-2135, speak calmly and clearly, and do not hang up.

(1) Give your name and rate/rank or title.

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(2) Give the location and nature or class of fire (if known). Example: "Sir/Ma'am, this is YN2 Sailor and I am reporting a fire in Building 1, NSTC Headquarters, on the second deck."

(3) Notify the CoS, FDO, ATO, or SWO.

e. The NSTC HQ COS, FDO, or ATO will immediately initiate building evacuation measures and the evacuation of all personnel. Staff will proceed to the grass roundabout behind Building 1. If this area cannot be accessed safely, the secondary muster location is Ross Field and the tertiary location is Constitution Field. The NSTC Evacuation Map is included in enclosure (1).

f. All personnel will become familiar with the primary and secondary escape routes as well as routes to their respective muster location. Routes are posted throughout the building.

g. The NSGL Fire Marshall conducts routine fire inspections of facility spaces and is responsible for ensuring the extinguishers are properly charged. Removal of fire extinguishers from their designated places for purposes other than fighting a fire is not authorized. Fire extinguishers are located throughout the building and personnel should locate and become familiar with types of extinguishers available.

h. All Building 1 personnel will participate in all fire drills within the NSTC HQ building.

i. The FDO will make entries in the FDO log for all fires/fire drills.

8. Evacuation. Depending on the extent of the emergency, the following actions are to be taken by evacuees if time permits:

a. Secure all windows.

b. Secure all classified material and lock all security containers.

c. Advise the emergency response units of any injuries and the extent of medical assistance needed. Fire department personnel will dispatch EMS units. Be as specific as possible regarding the number of injured personnel and their condition.

d. Assess the situation to determine what, if any, firefighting or rescue measures may be initiated, i.e., isolate the fire, initiate measures to evacuate injured personnel to prevent further injury.

e. Upon exiting the building, all personnel will muster at their designated location as per enclosure (1). No matter the exit location, all personnel shall muster with the senior officer present (or representative) at their designated site.

f. The senior officer present at each muster site is in charge and will ensure a 100 percent accounting of all personnel is accomplished. Once the muster is completed, report the status of

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the muster via cell phone, blackberry, or "runner" to the FDO (cell: (847) 513-1814) who will be located at muster site "A" with the CoS.

g. Divert pedestrian and vehicular traffic from the immediate area and clear entrances for the approach and parking of fire department/medical vehicles.

9. All Clear. "All Clear" must be announced prior to personnel returning to the building. The "all clear" can only be authorized by the fire or police department representative in charge at the scene. Once the "all clear" has been granted, the FDO will notify each muster site senior officer via phone or in person. Once informed by the FDO, the senior officer present may direct all personnel under their control back into the building.

10. Destructive Weather

a. NSTC may experience several different forms of destructive weather throughout the year. Maintain situational awareness of weather conditions and warnings obtained from radio/television news services or the NSGL Command Duty Officer (CDO) and notify all required levels within the command of the warning and preventive actions to be taken.

b. Weather Definitions.

(1) Thunderstorm. Associated with cumulonimbus clouds, usually affects only a small area. It always produces thunder and lightning and may generate hailstorms and violent wind gusts.

(2) Tornado. A tight rotary windstorm. Although small in scale, it is one of the most violent storms known.

(3) Waterspout. A tight rotary windstorm over or close to a body of water.

(4) Gale. A non-tropical windstorm with expected wind speeds 34-49 knots.

(5) Storm. A non-tropical windstorm with wind speeds 50 knots or greater.

(6) Tropical Depression. A tropical cyclone with wind speeds greater than 33 knots.

(7) Tropical Storm. A tropical cyclone with wind speeds from 35-64 knots.

(8) Hurricane. A tropical cyclone (Hurricane) with wind speeds of 64 knots or greater. Hurricane categories are classified as follows:

(a) Category 1 - Winds of 65 to 82 knots. Storm surge 4 to 5 feet above normal. Minimal damage.

(b) Category 2 - Winds of 83 to 95 knots. Storm surge 6 to 8 feet above normal. Moderate damage.

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(c) Category 3 - Winds of 96 to 113 knots. Storm surge 9 to 12 feet above normal. Extensive damage.

(d) Category 4 - Winds of 114 to 135 knots. Storm surge 13 to 18 feet above normal. Extreme damage.

(e) Category 5 - Winds above 135 knots. Storm surge more than 18 feet above normal. Catastrophic damage.

c. Storm Readiness Conditions.

(1) Small Craft Warning. Harbor and inland waters are experiencing winds between 18 and 34 knots and wind driven waves of concern to small craft.

(2) Tornado Watch. Conditions are favorable for tornadoes and associated thunderstorms to form within or close to the watch area.

(3) Tornado Warning. A tornado has been sighted or verified by radar within or close to the warning area.

(4) Severe Thunderstorm Watch. Conditions exist for wind gusts of 50 knots or greater and/or hail of .75 inches.

(5) Severe Thunderstorm Warning. A severe thunderstorm has been sighted or verified by radar within or close to the warning area.

(6) Thunderstorm/Tornado Condition II. Destructive winds and the weather phenomena indicated are expected in the general area within six hours. Associated lightning, torrential rain, hail, severe downbursts, and sudden wind shifts are possible. Take precautions that will ensure an appropriate state of readiness on short notice.

(7) Thunderstorm/Tornado Condition I. Destructive winds and the weather phenomena indicated are imminent or are occurring. Associated lightning, torrential rain, hail, severe downbursts, and sudden wind shifts are possible. Take immediate safety precautions and shelter.

(8) Gale/Storm Warning. Destructive winds of the force indicated are anticipated within 12 hours.

11. Mission Critical Personnel (MCP) or Mission Essential Personnel (MEP)

a. In order to limit base population, the CoS will approve enclosure (2), as defined below on an annual basis. The NSTC ERC will be the NSTC HQ staff point of contact for MCP and MEP identification.

b. MCP. Military or civilian personnel critical to physical security, facility repair, transportation functions, and other duties deemed critical to the NSTC mission.

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c. **MEP.** Military, civilian, or contract personnel essential to physical security, facility repair, transportation functions, and other duties deemed essential to the NSTC mission.

d. **Mission Non-essential.** All other military, civilian, or contract personnel not otherwise designated critical or essential.

12. Emergency Management Working Group (EMWG)

a. In accordance with reference (a), NSTC's ERC is required to participate in the NSGL EMWG to assist NSGL's Emergency Management Officer (EMO) in the development, execution, exercising, and assessment of the installation's EM program.

b. EMWG shall:

(1) Assist the Installation EMO in the development, execution, exercising, and assessment of the NSGL EM program

(2) EMWG shall meet at least quarterly and a copy of the minutes of each meeting shall be retained for file. Action items shall be tracked through completion and reflected in minutes of each meeting

(3) Coordinate plans and concepts of operations among multiple functional areas and among organic response organizations and mutual aid partners

(4) Coordinate its efforts with the NSGL Antiterrorism Working Group (ATWG) to ensure proper focus on issues of interest to both groups

(5) Evaluate and modify existing support agreements, when and where appropriate

(6) Integrate installation EM initiatives into resource planning

(7) Collect and prioritize installation EM resource requirements for the appropriate budget submissions

(8) Ensure that the NSGL EM Plans are developed, maintained and integrated with local and state Electromagnetic Pulses.

13. Continuity of Operations. COOP is the process by which NSTC will relocate Mission critical personnel to Naval Air Station Pensacola in the event that the NSTC HQ facility incurs unsustainable damage as a result of natural or man-made disaster. The complete NSTC COOP is located in enclosure (4).

14. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

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15. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



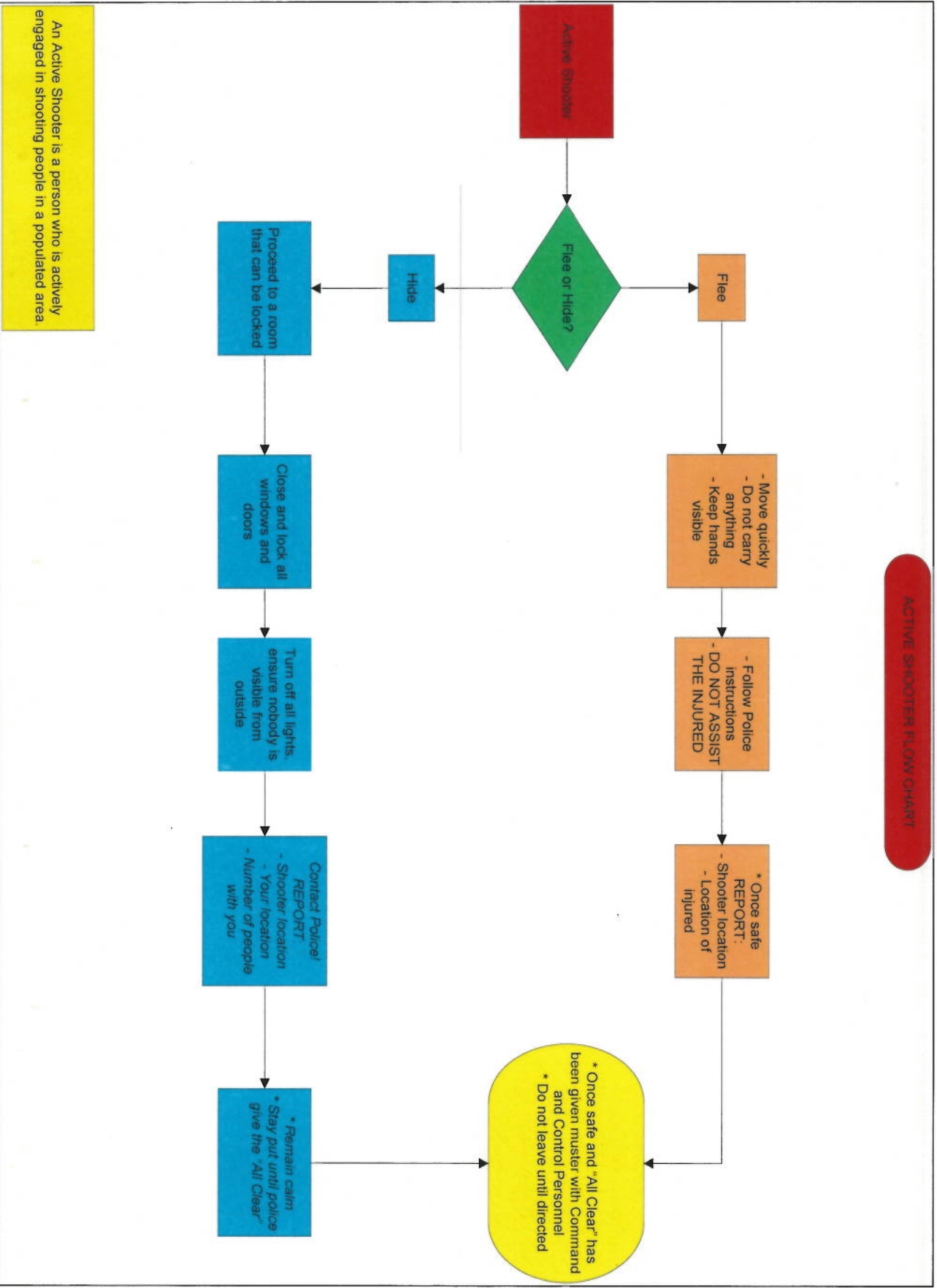
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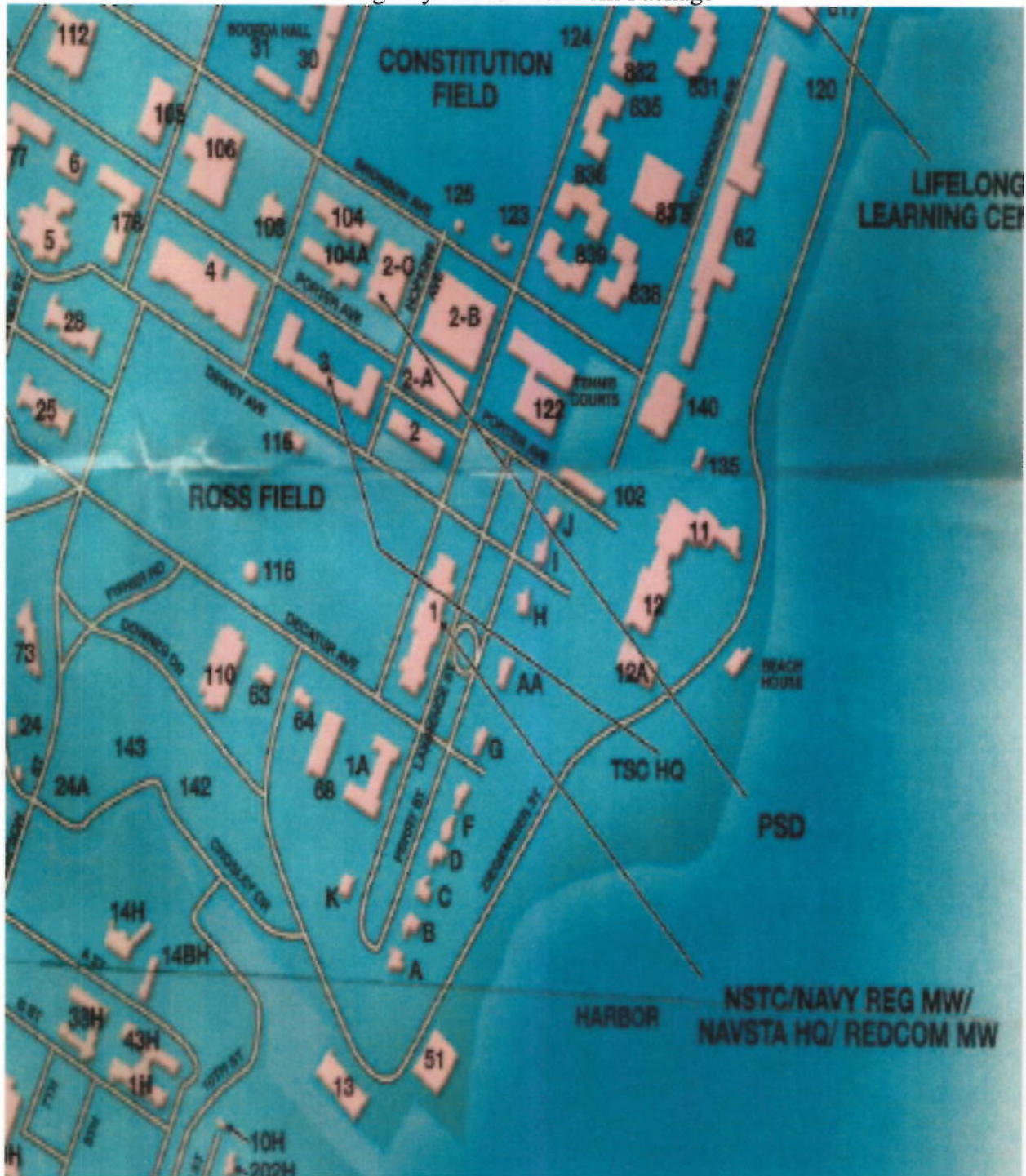
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ACTIVE SHOOTER FLOW CHART



Emergency Action Plan Drill Package



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NSTC MCP, MEP, and Mission non-essential personnel

1. In order to limit command population during an emergency, the COS has approved the list of MCP, MEP, and mission non-essential personnel as defined below. Depending on the severity and longevity of the emergency, the list may be adjusted by the COS. The NSTC ERC will be the NSTC HQ staff point of contact for MCP and MEP identification.

a. MCP: Military or civilian personnel deemed critical to the NSTC mission.

(1) Commander, Naval Service Training Command

(2) Chief of Staff, Naval Service Training Command

(3) Deputy Commander for Training and Development, Naval Service Training Command

b. MEP: Military and civilian deemed essential to the NSTC mission.

(1) Executive Director

(2) N1, NSTC

(3) N3, NSTC

(4) N4, NSTC

(5) N5, NSTC

(6) N6, NSTC

(7) N7, NSTC

(8) N8, NSTC

(9) N9, NSTC

(10) NSTC, Public Affairs Officer

c. Mission Non-essential: All other military, civilian, or contract personnel not otherwise designated critical or essential.

d. NSTC Senior Watch Officer and Flag Duty Officer. Secure the watch as required from NSTC HQ and assist the COS and the NSTC ERC as required.

e. Public Affairs. Coordinate information to media and keep the chain of command informed. Proactively communicate to the NSTC staff via multiple venues on the current status of situation.

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f. Logistics (N4). Facilitate procurement of supplies necessary to sustain MEFs for a minimum seven days at NSTC HQ and up to 30 days of sustained operations at the designated alternate work site, if required. Any NSTC HQ staff element relocating to a site other than the primary alternate site will be responsible for coordinating their own logistical support.

g. Information Technology (N6). Ensure the availability of information systems and IT equipment to support MEFs at the alternate site, including the documentation to support those systems.

h. Resources, Requirements and Assessments (N8). Establish procedures for capturing costs of emergency readiness training, response, and recovery operations. Provide evacuation and other cost estimates to the COS and the NSTC EMO as appropriate.

i. NSTC HQ MCP and MEP. MCP and MEP must be cognizant of the numerous contingencies, with or without warning, which may affect the utility of Building 1, NSGL, or the North Chicago area. Therefore, MCP and MEP must be in a near perpetual state of readiness to execute their MEFs. This implies they must have the capability and means to proceed from both NSTC HQ and their homes to the designated alternate work site(s) and carry out their assigned MEFs.

5. Succession Plan. Naval Service Training Command Headquarters is responsible for establishing, promulgating, and maintaining orders of succession to key positions. This HQ plan will address the top three most critical NSTC HQ positions. Each NSTC HQ Division is responsible for developing and maintaining internal order of succession/delegation of authority plans. In the event of an emergency, the following successor plan will be executed. The designated successors will be given the authority to act on behalf of the person who they succeed.

Position	Successor	Program Responsibility	Condition
COMMANDER, NSTC (CNSTC)	CHIEF OF STAFF (COS)	FULL	All Emergencies
CHIEF OF STAFF (COS)	DEPUTY COMMANDER FOR TRAINING AND DEVELOPMENT	FULL	All Emergencies
DEPUTY COMMANDER FOR TRAINING AND DEVELOPMENT	EXECUTIVE DIRECTOR (ED)	FULL	All Emergencies

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6. Concept of Operations. NSTC must have the capability to execute COOP with little or no notice. NSTC mission essential functions (MEFs) must be operational with minimal disruption

a. According to references (i) and (j), NSTC primary MEFs are as follows:

(1) Support SECNAV

(2) Support CNO

(3) Support DCNO (NI)

(4) Support NETC

(5) Provide command and control to all of NSTC units.

(6) Respond to tasking and provide information necessary to facilitate Navy operations worldwide.

b. As defined in reference (i) and (j), COOP actions in three basic phases:

(1) Phase I or Pre-event/Evacuation phase

(2) Phase II or Trans-event phase

(3) Phase III or Post-event phase

c. Provide for subordinate activities and unit(s) COOP plans that support the Immediate Superior in Command (ISIC) or parent unit(s) COOP requirements as applicable.

d. Provide for robust recoverable communications to NETC Headquarters, subordinate units, and their successors. Where possible, develop multiple levels of communication redundancy.

e. Document and report all costs required to acquire, operate, and maintain COOP-related capabilities and facilities for the three COOP phases to the appropriate higher level.

f. Designate emergency headquarters relocation and reconstitution sites to support MEFs and success or survival.

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

7. Relocation Sites. In the event that NSTC Staff is unable to resume operations in Building 1, NSGL, then NETC Headquarters Building 628 at NAS Pensacola, FL is the primary alternate work site. NSTC will utilize the Visiting Flag suite on the second deck of the building 628. The remaining MCP will use the N9 spaces located on the first deck in building 628. However,

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depending on a wide array of various factors, other locations within the North Chicago area or other locations to be determined, may be more logical or cost effective depending on the situation. Deviation from this plan will require leadership to make real time decisions based on feasibility and current information available. All options should be explored.

8. Relocation Planning. Due to NSTC's MCP only consisting of three staff members, each member will utilize their personal government credit card and defense travel system to make travel arrangements when operating out of an alternate work site.

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NSTC Emergency Contact Information

- NSGL Emergency Number - 911
- North Chicago Emergency Number - 911 or (847) 596-8700
- NSGL CDO - (847) 340- 0495 or (847) 505-8750
- NSTC FDO - (847) 513-1814
- NSGL ATO - (847) 688-5555 ext. 348
- NSGL EMO - (847) 688-2622 ext. 283
- NSTC ATO/ERC - (847) 688-7600 ext. 350
- NCIS - (847) 688-5655
- Waukegan FD Bomb Squad - (847) 599-2500

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NSTC Continuity of Operations Plan (COOP)

1. Purpose. To delineate policy, responsibilities, and guidance for implementing the COOP for NSTC mission essential functions (MEF) during natural or man-made emergencies. The objectives of this plan are to:

- a. Reduce loss of life and injuries, minimize property damage and losses, and enhance rapid restoration of mission capability
- b. Sustain continuity of command authority (line of succession).
- c. Identify alternate work sites in which to continue to operate.
- d. Achieve a timely and orderly recovery from a COOP incident, and reconstitute normal operations with resumption of all NSTC HQ responsibilities.

2. Background. References (a) through (k) direct the development of a COOP to ensure the continuation of MEFs within Department of the Navy (DON) organizations. The NSTC HQ COOP, provides the means to continue MEFs during emergencies and incidents that require elements of the NSTC staff to be relocated or reconstituted. Personnel identified as critical to performing specific NSTC HQ MEFs will be classified as Mission Critical Personnel (MCP). Personnel identified as essential to performing specific NSTC HQ MEFs will be classified as Mission Essential Personnel (MEP). It is a fundamental mission of the NSTC HQ to prepare and plan for continued operations at an alternate work site. While this COOP plan does not address every conceivable event, it does serve as a common point of departure from which hazard or incident specific modifications may be made to meet actual circumstance needs as they occur.

3. Scope. This instruction describes the NSTC HQ COOP execution process in the event of any emergency affecting Building 1 (NSTC HQ), Naval Station Great Lakes, or the North Chicago area.

4. Responsibilities. During a Continuity of Operations Plan (COOP) incident, the individuals listed below will have the following responsibilities:

- a. Commander Naval Service Training Command (CNSTC). Maintain overall responsibility for safety of the NSTC staff and performance of NSTC functions
- b. NSTC Chief of Staff (COS). Evacuate Mission Critical Personnel (MCP) to the alternate work site if necessary and designate an Officer-In-Charge (OIC) for remaining personnel. Until an OIC is designated, the senior ranking person present will assume the duties as OIC.
- c. NSTC HQ ERC. Coordinate all COOP efforts unless otherwise designated by the COS.