



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 3440.17C
N37

23 MAY 2018

NAVSUPPACT NAPLES INSTRUCTION 3440.17C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES EMERGENCY MANAGEMENT
PLAN

Ref: (a) DoD Instruction 2000.12 of 1 March 2012
(b) DoD Instruction 2000.21 of 5 April 2016
(c) DoD Instruction 2205.02 of 23 June 2014
(d) DoD Instruction 6055.17 of 13 February 2017
(e) OPNAVINST 3100.6 (Series)
(f) OPNAVINST 3440.17 (Series)
(g) CNICINST 3440.17 (Series)
(h) CNREURAFSWAINST 3440.17 (Series)
(i) NAVSUPPACTNAPLESNOTE 3100.6 (Series)
(j) NAVSUPPACTNAPLESINST 3440.1 (Series)
(k) NAVSUPPACTNAPLESINST 3440.2 (Series)
(l) National Incident Management System (NIMS)
(m) National Response Framework (NRF)
(n) National Fire Protection Agency 1600

Encl: (1) Emergency Management Coordinator Designation Letter Template

1. Purpose. To provide policy, guidance, operational structure, and assignment of responsibilities for developing a comprehensive, all-hazards Emergency Management (EM) Plan for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy and tenant commands in accordance with references (a) through (n) and to implement the EM Plan within the area of responsibility (AOR) assigned to Commanding Officer (CO), NAVSUPPACT Naples per reference (h).

2. Cancellation. NAVSUPPACTNAPLESINST 3440.17B

3. Scope. This instruction applies to all activities within NAVSUPPACT Naples AOR in peacetime, military operations other than war (MOOTW), and wartime conditions. It covers Navy EM activities, including all internal efforts of EM prevention, mitigation, preparedness, response, and recovery from natural or manmade disasters as defined within reference (f) and all aspects of Foreign Consequence Management/Foreign Disaster Relief/Foreign Humanitarian Assistance assigned to NAVSUPPACT Naples by references (b), (c), and (h).

4. Applicability. This instruction is applicable to Navy personnel, to include active and reserve components, Navy civilians, Navy families, Navy and non-Navy tenants aboard NAVSUPPACT

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Naples, transient military or U.S. government personnel, contractor personnel, visitors, guests, and third country national personnel, as assigned. This instruction does not apply to mobile, expeditionary, afloat, or other deployable forces as delineated in applicable Forces Forward guidance.

a. Exemption. Per references (f) and (g), the scope of the Navy Installation EM Program excludes combat operations and combat operations support as well as with chemical, biological, radiological, and nuclear (CBRN) events during major combat operations. Naval Nuclear Weapon and Nuclear Propulsion Program incident/accidents are also excluded from this instruction.

5. Background

a. The EM Program shall serve as the principle method within NAVSUPPACT Naples for implementing shore installation chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) preparedness and defense guidelines and standards directed by references (d) and (f).

b. The following information serves as a guide to the most significant aspects of an Installation EM Program. Detailed program guidance is provided within references (b) and (g).

6. Policy

a. EM Program Primary Objectives. Per reference (f), protect personnel onboard Navy Regions and Installations. Maintain critical missions performed onboard Navy Regions and Installations (specifically, Mission Essential Functions [MEFs] and any Critical Mission Facilities [CMFs] associated with these MEFs). Restore MEFs performed onboard Navy Regions and Installations.

b. Authority and Responsibility. Per reference (f), NAVSUPPACT Naples Commanding Officer (CO) has the authority and responsibility to protect personnel, equipment, and facilities subject to CO's control. Nothing in this instruction or the EM Program shall detract from, or conflict with, the inherent and specified authorities and responsibilities of the CO.

c. EM Program Standards. References (d) and (f) promulgate EM Program guidance based on a list of standards. Reference (c) further delineates those standards and has been utilized as the basis for the NAVSUPPACT Naples EM Plan

d. Hazard Risk Assessments. NAVSUPPACT Naples CO shall identify and prioritize potential hazards by completing Hazard Risk Assessments and then develop mitigating actions, policy guidance, and capabilities. These Hazard Risk Assessments are a risk-based strategy that

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considers threat, vulnerability, consequence management, response capability, and criticality. Upon completion of all regional and installation hazard risk and capability assessments, copies shall be provided to the Commander, Navy Region Europe, Africa, Southwest Asia (CNREURAFSWA) Emergency Management Office (N37).

e. EM Capabilities. NAVSUPPACT Naples CO shall establish and maintain required capabilities necessary to sense hazards, shape the situation, shield personnel, and sustain critical operations in accordance with reference (g).

f. The required EM capabilities will not be deemed to exist until they are properly organized, manned, trained, equipped, exercised, evaluated, and sustained according to reference (b). EM capabilities may be organic, regionalized, or provided by federal, host nation, local authorities/agencies, other service components through Status of Forces Agreement (SOFA), Memorandums of Understanding or Agreement (MOU/MOA), Mutual Aid Agreements (MAA), contracting, or Inter-Service Support Agreements (ISSAs). All such agreements shall be approved through proper authority and a copy maintained by the Navy organization that participates in the agreement. Copies shall be filed with the CNREURAFSWA and NAVSUPPACT Naples EM Officers (N37) and Command Business Manager (N5).

g. Environmental and Natural Resource Program Requirements. Within NAVSUPPACT Naples, Navy civilian or military first responders and emergency responders shall comply with all applicable Navy Environmental and Natural Resources Program Requirements.

h. Tenant Commands. Commands located on or grouped with NAVSUPPACT Naples do not require separate programs, but shall participate in designated prevention, mitigation, preparedness, response, and recovery efforts through the development of tenant command Emergency Action Plans according to CNREURAFSWA and NAVSUPPACT Naples EM Programs.

i. Antiterrorism Plans. This plan is consistent with CNREURAFSWA and NAVSUPPACT Naples antiterrorism force protection (ATFP) plans as required by references (f) and (g).

j. Fire Disaster Plans. This plan is consistent with Federal Fire Department disaster plans as required by references (f) and (g).

k. CNIC Guidance. Reference (c) is a combination of EM related sources and shall be used as the overarching guidance for the EM Program. Reference (b) will be used as the governing document should conflicts occur with other sources.

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7. Assumptions

a. Response to an emergency onboard a shore installation may require all existing first and emergency responder assets. It may also exceed the EM capabilities of organic NAVSUPPACT Naples and or tenant command resources.

b. NAVSUPPACT Naples may require extensive regional, federal, host nation, local authorities/agencies, and/or other service components in order to effectively respond to and recover from an emergency. Close liaison with these agencies and departments prior to an emergency is essential to ensure host nation authorities understand our requirements and are responsive to protecting Navy resources, where appropriate, in accordance with SOFA and other applicable governing documents (technical agreements).

c. Higher headquarters may task NAVSUPPACT Naples with Foreign Consequence Management/Foreign Disaster Relief/Foreign Humanitarian Assistance missions. Per references (g) and (h), NASUPPACT Naples shall be prepared to aid host nation and local civil authorities. Requests for US Navy assistance will normally come from the Department of State (DoS). Higher headquarters will also coordinate Secretary of Defense approval for Department of Defense (DoD) assistance. Foreign Consequence Management/Foreign Disaster Relief/Foreign Humanitarian Assistance shall be provided strictly according to DoS and DoD directives.

d. EM and emergency response are typically based on mutual assistance between the respective agencies and departments. Per references (b) and (c), NAVSUPPACT Naples shall be prepared to request assistance if needed, from higher headquarters, federal, host nation, local authorities/agencies, and/or other service components.

8. Responsibilities

a. NAVSUPPACT Naples CO shall:

(1) Designate a full-time Emergency Management Officer (EMO) in writing in accordance with reference (d). Due to the nature of the EMO responsibilities and the need for long-term continuity, these positions should be filled by civilians whenever possible.

(2) Designate an appropriate number of personnel to serve as collateral duty or full-time staff in support of the EM Program, including the administration and operation of the EOC.

(3) Provide direction and oversight of the NAVSUPPACT Naples EM Program. Assure EM standards of references (d), (f), and (g) are addressed in the EM Program.

(4) Establish the NAVSUPPACT Naples Emergency Management Working Group (EMWG) per references (f) and (g) to assist the EMO in developing, executing, exercising and

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assessing the NAVSUPPACT Naples EM Program. The EMWG should encourage participation by all tenant commands to the maximum extent possible.

b. The NAVSUPPACT Naples EMO (N37) shall:

(1) Report operationally to the NAVSUPPACT Naples CO, and administratively to the NAVSUPPACT Naples Operations Officer (OPSO [N3]).

(2) Serve as the EM Program Coordinator for NAVSUPPACT Naples in the prevention, mitigation, response, and recovery of potential effects of all natural and man-made hazards, including CBRNE events that may affect the installation.

9. Action

a. The EMO shall:

(1) Develop an EM Program based on references (a) through (n).

(2) Utilize the NAVSUPPACT Naples Hazard Summary to develop functional area annexes, support annexes, and hazard specific appendices. Standard operating procedures shall also be developed as stand-alone procedures, separate from the EM Plan.

b. Utilizing enclosure (1), NAVSUPPACT Naples Department Heads and tenant activities will designate both an EM Coordinator (Military E-7/Civilian GS-11 or higher preferred) and alternate EM Coordinator, responsible for:

(1) Identification of command mission essential functions and essential services to include supporting resources, personnel and continuity of operations in accordance with reference (k).

(2) Develop Department/Command Emergency Action Plans and or procedures, designed to assist personnel in hazard mitigation, dissemination of emergency information, curtailment/relocation of operations/services, evacuation and/or relocation of personnel and resources, accountability of personnel, and shelter-in-place in the event of an emergency or disaster incident.

(3) Maintain direct liaison with the NAVSUPPACT Naples EMO and EM staff to coordinate emergency management and disaster planning operations in accordance with reference (j).

(4) Ensure all assigned personnel and family members have registered for the AtHoc/CDNS system.

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(5) Educate assigned personnel, family members, and command visitors on emergency preparedness and response actions using material provided by the NAVSUPPACT Naples EM Office and the Commander, Naval Installations Command Ready Navy program.

(6) Participate in installation exercises as requested by NAVSUPPACT Naples N36.

(7) Provide available resources and manpower in support of emergency operations within the NAVSUPPACT Naples AOR.

(8) Perform personnel accountability as directed by immediate superior in command or requested by CNREURAFSWA and/or NAVSUPPACT Naples Commanding Officer via the Navy Family Accountability and Assessment System (NFAAS).

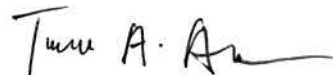
(9) Identify any Mission Essential Functions (MEFs) tied to the National Military Strategy, request approval from higher authority that these MEFs are appropriate and develop or maintain Continuity of Operations Plans (COOP) in accordance with reference (f) and (k).

(10) Develop and maintain Continuity of Business (COB) plans for other assigned missions.

(11) Represent your command during the emergency management working group.

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.

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



T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4BB

Lists: I through IV

Electronic via NAVSUPPACT Naples web site:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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From: Department/Command
To: DC2(SW/AW) John Sailor, USN

Subj: DESIGNATION AS PRIMARY/ALTERNATE EMERGENCY MANAGEMENT
COORDINATOR

Ref: (a) CNICINST 3440.17C
(b) OSHA Standards
(c) OPNAVINST 3440.17A
(d) NAVSUPPACTNAPLESINST 3440.1A
(e) NAVSUPPACTNAPLESINST 3440.2

1. Per references (a) through (e), you are hereby designated as the Primary / Alternate Emergency Management Coordinator for Department / Command. You are charged with the responsibility of familiarizing yourself with the pertinent instructions, including references (a) through (e).
2. Your duties shall include assisting in training and completing administrative services for your department under the guidance of the Command Emergency Management Officer or EOC Manager as directed.
3. This designation shall remain in effect until revoked in writing or upon your transfer: PRD: XX-XXXX.

UIC: XXXXX

Building #'s Responsible for: XXX

Number of Personnel Responsible for: XXX

Address: PSC 817 Box XXXX
FPO AE 09622

Department Head / CO / OIC

Copy to:
Department Head
Tenant Command CO/OIC
Emergency Management Officer