Commander's/Leader's Organizational Emergency Preparedness Assessment Checklist

	COMMAND/ORGANIZATION MISSION CONTINUITY	YES	NO	UNK
1	Has a Primary & Alternate Command/Organization Emergency Management Coordinator (EMC) been identified by designation, and has the designation letter been provided to NSA Naples Emergency Management (EM), N37? (Reference: NAVSUPPACTNAPLES INST 3440.17D)			
2	Is the designated Primary & Alternate EMC clear on their responsibilities, and grasp the scope of their responsibility to assist Command/Organization leadership in the processes included in, but not limited to this checklist?			
3	Is my command/organization identified as a Mission Essential Function (MEF)? (Reference: OPNAVINST 3440.17 series)			
4	If my command/organization is identified as a MEF, have we completed the following?			
	- Established a continuity of operation plan (COOP)? (Reference: OPNAVINST 3440.17 series)			
	- Has the COOP been validated bi-annually?			
	- Has a copy of the Command's/Organization's COOP been provided to NSA Naples EM, N37? If the document is classified, has the Command/Organization provided notification to NSA Naples EM stating such?			
	- Has the Command's/Organization's COOP location been identified and included in the COOP document?			
	- Have all necessary resources been identified & sourced to support established COOP?			
	- Have BINs/positions required for MEF & COOP been identified as emergency/mission essential, Personnel Categorization (CAT) 1? (Reference: NAVSUPPACTNAPLES INST 3440.17D & 3440.2A)			
	- Have BINs/positions NOT identified for MEF & COOP been identified as Personnel Categorization 2 through 4? (Reference: NAVSUPPACTNAPLES INST 3440.17D & 3440.2A)			
	- Has the command's/organization's personnel categorization listing been validated/updated quarterly? (Reference: NAVSUPPACTNAPLES INST 3440.17D & 3440.2A)			
5	If my command/organization IS NOT identified as a MEF, have we completed the following?			
	- Established an Emergency Action Plan (EAP) (which may be included in the COOP)?			
	- Has the EAP been validated annually?			
	- Has a copy of the Command's/Organization's EAP been provided to NSA Naples EM, N37?			
6	Has the Command/Organization established an EM education & awareness program for assigned personnel, family members, and command visitors on emergency preparedness and response actions using training materials provided by NSA Naples EM, and the Commander, Navy Installations Command's (CNIC) Ready Navy program?			
	COMMUNICATIONS	YES	NO	
1	Are all Command/Organization points of contact, phone numbers & email address current, and have they been shared with NSA Naples Command Duty Officer (CDO) & EM?			
2	Does the Command/Organization have a communications plan established (as part of the EAP)?			

			YES	NO
3	Has the communications plan been shared with assigned personnel?			
4	Does the Command/Organization have an emergency notification and communication procedure established?			
	- Does the Command/Organization has an internal notification system established within the EAP to be used in the event of a wide-area notification system failure (Giant Voice or other load speaker delivery)?			
	- Has a communications outage plan been established, including Command/Organization expectation(s) of assigned personnel in the event there is a communications outage during off-duty hours affecting communication between assigned personnel and the Command/Organization?			
PERSONNEL			YES	NO
1	Is the Command/Organization prepared to perform personnel accountability as directed by NSA Naples Operations Officer, NSA Naples CO, and/or CNEURAFCENT via the Navy Family Accountability and Assessment System (NFAAS), or system/process specified by supported command's procedures, and reported to NSA Naples Emergency Operations Center (EOC), or as directed?			
2	Are ALL assigned personnel registered in ATHOC (phone, text & email) notification system?			
3	Personnel Categorization (Reference: NAVSUPPACTNAPLES INST 3440.2A)			
	- Have personnel filling the MEF & COOP BINs/Position identified as Personnel Categorization (CAT) 1? (Reference: NAVSUPPACTNAPLES INST 3440.17D & 3440.2A)			
	- Have all personnel identified as Category (CAT) 1 been briefed on their specific responsibilities, and Command/Organization expectations of them prior to, during & following an emergency event?			
	- Have all personnel identified as Category (CAT) 2 through 4 been briefed on their specific responsibilities, and Command/Organization expectations of them prior to, during & following an emergency event?			
	- Have all Command/Organization family members (other the LN) been identified & listed as Personnel Category 2 on the Command's/Organization's Personnel Categorization listing?			
4	Does the Command/Organization have the residential address/ GPS location for all assigned personnel?			
5	Does the Command/Organization know if any assigned personnel reside in the Italian Civil Protection Agency (Protezione Civile) higher risk areas?			
	- Who resides in the defined Red Zone for Campi Flegrei, and are they identified as being essential to mission essential function(s) (MEF), Category 1?			
	- Has the Command/Organization verified all assigned personnel have an individual & family emergency plan available, particularly for those who reside in a defined Red Zone?			
	- Has the Command/Organization established an internal relocation process for those who reside in the Red Zone, particularly for those who reside in a defined Red Zone?			