**DEPARTMENT OF THE NAVY**
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 3440.17D
N37
4 Apr 23

NAVSUPPACT NAPLES INSTRUCTION 3440.17D

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

Subj: EMERGENCY MANAGEMENT PLAN

Ref: (a) DoD Instruction 2000.12 of 1 March 2012, DoD Antiterrorism Program
(b) DoD Instruction 2000.21 of 5 April 2016, DoD Support to International Chemical, Biological, Radiological, and Nuclear Incidents
(c) DoD Instruction 2205.02 of 23 June 2014, Humanitarian and Civic Assistance Activities
(d) DoD Instruction 6055.17 of 13 February 2017, DoD Emergency Management Program
(e) OPNAVINST F3100.6K, Special Incident Reporting (OPREP-3 PINNACLE, OPREP-3 NAVYBLUE, and OPREP-3 NAVY UNIT SETREP) Procedures
(f) OPNAVINST 3440.17A, Navy Installation Emergency Management Program
(g) CNIC M-3440.17, Navy Installation Emergency Management Program
(h) CNREURAFCENT M-3440.17, Region Emergency Management Plan
(i) NAVSUPPACTNAPLESNOTE 3100
(j) NAVSUPPACTNAPLESINST 3440.1A
(k) NAVSUPPACTNAPLESINST 3440.2A
(l) National Incident Management System
(m) National Response Framework
(n) National Fire Protection Agency 1600

Encl: (1) Emergency Management Coordinator Designation Letter Template

1. <u>Purpose</u>. 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 (NSA), Naples, Italy and tenant commands, organizations, and agencies per references (a) through (n) and to implement the EM plan within the area of responsibility (AOR) assigned to the Commanding Officer (CO), NSA Naples per reference (h).

2. <u>Cancellation</u>. NAVSUPPACTNAPLESINST 3440.17C

3. <u>Scope</u>. This instruction applies to all activities within NSA Naples AOR in peacetime, military operations other than war (MOOTW), and wartime conditions. It covers U.S. Navy Emergency Management (EM) activities, including all internal efforts of EM prevention, mitigation, preparedness, response, and recovery from natural or manmade disasters as defined within reference (t) and all aspects of foreign consequence management/foreign disaster relief/foreign humanitarian assistance assigned to NSA 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 NSA 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.

5.  Exemption to Applicability.  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.

6.  Background

    a.  The EM program must serve as the principle method within NSA Naples for implementing shore installation chemical, biological, radiological, nuclear, and high-yield explosive (CBRN) preparedness, 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).

7.  Policy

    a.  EM Program Primary Objectives.  Per reference (f), protect personnel onboard Navy regions and installations. Maintain critical missions performed onboard U.S. 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), NSA Naples 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 must 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 NSA Naples EM plan.

d. <u>Hazard Risk Assessments</u>. NSA Naples must 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 considers threat, vulnerability, consequence management, response capability, and criticality. Upon completion of all regional and installation hazard risk and capability assessments, copies must be provided to the Commander, Navy Region Europe, Africa, Central (CNREURAFCENT) Emergency Management Office (N37).

e. <u>EM Capabilities</u>. NSA Naples must establish and maintain required capabilities necessary to sense hazards, shape the situation, shield personnel, and sustain critical operations per reference (g). 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 must be approved through proper authority and a copy maintained by the Navy organization that participates in the agreement. Copies must be filed with the CNREURAFCENT and NSA Naples EM Officer (N37) and Command Business Manager (N5).

f. <u>Environmental and Natural Resource Program Requirements</u>. Within NSA Naples, U.S. Navy civilian or military first responders and emergency responders must comply with all applicable Navy environmental and natural resources program requirements.

g. <u>Tenant Commands</u>. Commands located on or grouped with NSA Naples do not require separate programs, but must participate in designated prevention, mitigation , preparedness, response, and recovery efforts through the development of tenant command emergency action plans (EAPs) according to CNREURAFCENT and NSA Naples EM programs.

h. <u>Antiterrorism Plans</u>. This plan is consistent with CNREURAFCENT and NSA Naples antiterrorism force protection (ATFP) plans, as required by references (f) and (g).

i. <u>Fire Disaster Plans</u>. This plan is consistent with federal fire department disaster plans as required by references (f) and (g).

j. <u>CNIC Guidance</u>. Reference (c) is a combination of EM related sources and must 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.

8. <u>Assumptions</u>

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 NSA Naples and or tenant command resources.

b.  NSA 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 Status of Forces Agreement and other applicable governing documents (technical agreements).

c.  Higher headquarters may task NSA Naples with foreign consequence management/foreign disaster relief/foreign humanitarian assistance missions.  Per references (g) and (h), NSA Naples must be prepared to aid host nation and local civil authorities.  Requests for U.S. 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 must 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), NSA Naples must be prepared to request assistance if needed, from higher headquarters, federal, host nation, local authorities/agencies, and/or other service components.

9.  Responsibilities

a.  NSA Naples Commanding Officer (CO) must:

(1) Designate a full-time Emergency Management Officer (EMO) in writing per 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 NSA Naples EM program.  Ensure EM standards of references (d), (f), and (g) are addressed in the EM program.

(4) Establish the NSA Naples Emergency Management Working Group (EMWG) per references (f) and (g) to assist the EMO in developing, executing, exercising and assessing the NSA Naples EM program.  The EMWG should encourage participation by all tenant commands to the maximum extent possible.

b.  The NSA Naples EMO must:

(1) Report operationally to the NSA Naples CO, and administratively to CNEURAFCENT N37, Region Emergency Management Program Director.

(2) Serve as the EM Program Manager for NSA 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.

(3) Provide management and administration of the NSA Naples EM program. Assure EM standards of references (d), (f), and (g) are addressed in the EM program.

10. <u>Action</u>

a. The EMO must:

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

(2) Utilize the NSA Naples hazard summary to develop functional area annexes, support annexes, and hazard specific appendices. Standard operating procedures must also be developed as standalone procedures, separate from the EM plan.

(3) In coordination with NSA Naples Tenant commands, identify any MEFs tied to U.S. national military strategy, validating their designation, and requesting approval from higher headquarters. Upon validation, provide guidance to the effected organization in developing, publishing, and maintaining the continuity of operations plan (COOP), per reference (f) and (k).

(4) Develop, publish, and maintain a listing of all Tenant commands, and their designated emergency management coordinators for inclusion in scheduled NSA Naples EMWG.

b. NSA Naples departments, tenant commands, agencies and organizations must:

(1) Utilizing enclosure (l), NSA 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:

(a) Identification of command mission essential functions and essential services to include supporting resources, personnel and continuity of operations per reference (k).

(b) Develop Department/Command EAPs 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, lockdown, and shelter-in-place in the event of an emergency or disaster incident.

(c) Maintain direct liaison with the NSA Naples EMO and EM staff to coordinate emergency management and disaster planning operations per reference (j).

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

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

(f) Participate in installation exercise as requested by NSA Naples EM (N37), and/or Installation Training Officer (N36).

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

(h) 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).

(i) Prepare, maintain, and submit organizational personnel categorization each quarter to NSA Naples EM, per reference (k), tenant command personnel categorization.

(j) In coordination with NSA Naples, tenant commands not identified as being MEF, provide guidance in developing, publishing, and maintaining organizational continuity of business plans.

(k) Represent the tenant command/agency during the quarterly NSA Naples EMWG meetings.

11. <u>Records Management</u>

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 Department of the Navy 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 or the OPNAV Records Management Program (DNS-16).

12.  <u>Review and Effective Date</u>.  Per OPNAVINST 5215.17A, NSA Naples EMO 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 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 still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.  Otherwise, if the instruction 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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Date: 2023.04.04 14:05:00 +02'00'

J. W. STEWART

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3440
N37

From:  (Department /Command Name)
To:     (Designee's Name)

Subj:  DESIGNATION AS (PRIMARY/ALTERNATE) EMERGENCY MANAGEMENT
       COORDINATOR

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

1.  Per references (a) through (e), you are hereby designated as the (Primary / Alternate) Emergency Management Coordinator for (Department / Command Name).  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 the training and completing administrative services for your Department/Command under the guidance of the NAVSUPPACT Naples Emergency Management Officer (N37), or Emergency Operations Center (EOC) Manager, as directed.

3.  This designation shall remain in effect until revoked in writing by your Department Head, Officer In-Charge (OIC), or Commanding Officer (CO), or upon your transfer/reassignment.  Your Projected Reassignment Date is (DD MMM YYYY).

4.  Your area of responsibility includes:

    a.  UIC(s):

    b.  Building Number(s):

    c.  Number of Personnel (for accountability & categorization):

    d.  Your E-mail address is:

    e.  Your telephone contact number(s) is/are:


                        Department Head / OIC / CO's Signature

Copy to:
Departmental/Command File
NAVSUPPACT Naples N37