



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 3440.1B

G-3

24 MAY 2010

DEPOT ORDER 3440.1B

From: Commanding General
To: Distribution List

Subj: EMERGENCY OPERATIONS CENTER PROCEDURES

Ref: (a) MCO 3504.2 (OPREP-3 REPORTING)
(b) MCO 3440.7A (NOTAL)
(c) DepO 3302.1A (AT/FP Order)
(d) DepO 3000.1F (Disaster Preparedness)

Encl: (1) EOC Operations
(2) Staff Responsibilities/Tasks
(3) Information Flow/Battle Rhythm
(4) EOC Activation Checklist

1. Situation. The MCRD/ERR Emergency Operations Center (EOC) will be activated and staffed to function as a command and control center as directed by the Commanding General (CG). Instances when the EOC may be activated include destructive weather, a terrorist incident, or a mass casualty event.

2. Cancellation. DepO P3440.1A

3. Mission. On order, MCRD/ERR Parris Island operates an EOC to function as a command and control facility in order to facilitate information flow and reporting requirements with higher headquarters, issue orders, directions, and guidance to subordinate units, and coordinate with external agencies as required.

4. Execution

a. Commander's Intent. When activated, the EOC acts as the focal point for receiving and disseminating information. It is expected that all commands and sections supporting the EOC provide personnel who are experienced, understand their units/sections inner workings and are trained in EOC procedures. Staffing the EOC with quality personnel will translate to efficient and effective operation.

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b. Concept of Operations. When presented with a situation that may dictate EOC activation, the G-3 will brief the CG or the Chief of Staff (C/S), secure a decision to activate the EOC, and notify higher headquarters and subordinate commands. It should be understood at this time that all information pertaining to the current crisis will flow through the EOC. The G-3 will provide staff cognizance over the EOC once activated. As required, the G-3 will also activate the MCRD Parris Island military liaison team to other military commands and local civilian authorities EOC. Following passage of the crisis situation, with approval by the CG, the EOC will be deactivated and all personnel will return to their units/sections.

c. Tasks

(1) Assistant Chief of Staff (AC/S) Manpower and Human Resources (G-1)

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(2) AC/S Operations and Training (G-3)

(a) Provide staff cognizance in all matters concerning the EOC.

(b) As required, activate the MCRD Parris Island military liaison team to the Beaufort County EOC.

(c) Provide training to all designated personnel on EOC operations and procedures.

(d) Establish security procedures for the EOC.

(e) Be prepared for sustained EOC operations.

(f) Ensure the EOC is supplied and equipped at all times.

(g) Conduct an annual exercise that requires activation of the EOC.

(h) Coordinate with and request an EOC representative from the Commanding Officer Naval Hospital Beaufort as required.

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(3) AC/S Installations and Logistics (G-4)

(a) As directed, provide representatives to the EOC to include Depot Movement Control Center (DMCC) personnel and MCRD Fire Department.

(b) Be prepared for sustained EOC operations.

(c) Ensure the generator servicing the EOC is fully maintained and fueled at all times.

(d) Upon activation of EOC for potential evacuation of MCRD PI, the DMCC will co-locate within the EOC.

(4) AC/S Staff Judge Advocate

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(5) Public Affairs Officer (PAO)

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(6) Force Preservation Office

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(7) Commanding Officer, Headquarters and Service Battalion (HQSVCBn)

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(8) Commanding Officer, Recruit Training Regiment (RTR)

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

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(9) Commanding Officer, Weapons and Field Training Battalion (WFTBn)

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(10) AC/S G-6

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(11) AC/S Comptroller

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(12) AC/S Recruiting

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(13) Marine Corps Community Service (MCCS)

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(14) 6th Marine Corps District

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

(15) Provost Marshall

(a) As directed, provide representatives to the EOC.

(b) Be prepared for sustained EOC operations.

d. Coordinating Instructions

(1) The EOC is located on the 3rd deck of building 144.

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(2) Access to the MCRD EOC will be limited to the Crisis Management Team (CMT) and watch standers.

(3) Request for access to the EOC will be submitted to G-3.

(4) Each EOC representative will have access to a telephone, facsimile, computer, and printer.

(5) On 1 May and on 1 December each year, Commands and AC/S's are required to update and submit to the EOC their roster of watch standers. Personnel identified are required to attend annual EOC training. Personnel identified will ensure they are fully aware of all orders pertaining to EOC operations and their area of responsibility (i.e. Destructive Weather, ATFP).

5. Administration and Logistics

a. The Assistant Chief of Staff (AC/S) G-3, is the sponsor for this order.

b. Recommendations for changes or modifications to this order will be provided to the AC/S, G-3 for staffing to the AC/S G-1. The G-1 will staff this order to the appropriate subordinate commands and staff sections for consideration and will implement any changes or revisions.

c. An electronic copy of this order can be found on the MCRD Parris Island Intranet (<http://parrislandintranet.nmci.usmc.mil/G1/default.aspx>).

6. Command and Signal

a. Command. This order is applicable to all commands, organizations, units, and tenants aboard MCRD Parris Island.

b. Signal. This order is effective the date signed.


R. L. GRABOWSKI
Chief of Staff

DISTRIBUTION: A

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EOC OPERATIONS

1. Functions of the EOC

a. Provide the CG with timely information, the status of all higher, adjacent, and subordinate units.

b. Conduct briefings as required to ensure the CG, subordinate commanders, and primary staff officers maintain situational awareness.

c. Prepare, receive, disseminate and record operational reports from higher, adjacent, supporting, subordinate commands, and civilian agencies.

d. Provide recommendations and/or courses of action to the CG.

e. Publish orders and guidance from the CG to subordinate units.

f. Supervise the execution of plans and orders.

2. Activation. The decision to activate the EOC will be made by the CG or in his absence, the Chief of Staff. The G-3 will publish and transmit the activation order per reference (a).

3. Staff Sections

a. Members of the EOC represent their commands or staff section and act as a conduit for the continuous flow of accurate information. Representatives must have the expertise to conduct operations in the event of an emergency. Figure 1-1 depicts seating arrangements for EOC representatives. Upon activation the following units/sections will provide representatives to the EOC:

(1) G-1

(2) G-3

(3) G-4

(4) G-6

(5) HQSVCBn

- (6) RTR
- (7) WFTBn
- (8) PAO
- (9) BNH
- (10) PMO
- (11) Force Preservation
- (12) Staff Judge Advocate (SJA)
- (13) Comptroller (as required)
- (14) AC/S Recruiting (as required)
- (15) Marine Corps Community Service (MCCS) (as required)
- (16) 6th Marine Corps District (as required)

4. Crisis Management Team (CMT)

a. CMT. The CMT is the CG's primary advisory body that is activated in emergency situations.

b. The CMT is chaired by the CG and moderated by G-3. The CMT will advise the CG on current crisis, natural or man made. Figure 1-1 depicts seating arrangements for CMT representatives.

c. Composition. The CMT will consist of the following personnel or their designated representative.

- (1) Commanding General
- (2) Chief of Staff
- (3) Depot Sergeant Major
- (4) Commanding Officer, HQSVCBN
- (5) Commanding Officer, RTR
- (6) Commanding Officer, WFTBN

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- (7) Commanding Officer, NHB
- (8) G-1
- (9) G-3
- (10) G-4
- (11) G-6
- (12) AC/S Recruiting
- (13) AC/S Comptroller
- (14) Staff Judge Advocate
- (15) Public Affairs Officer
- (16) Provost Marshal Office

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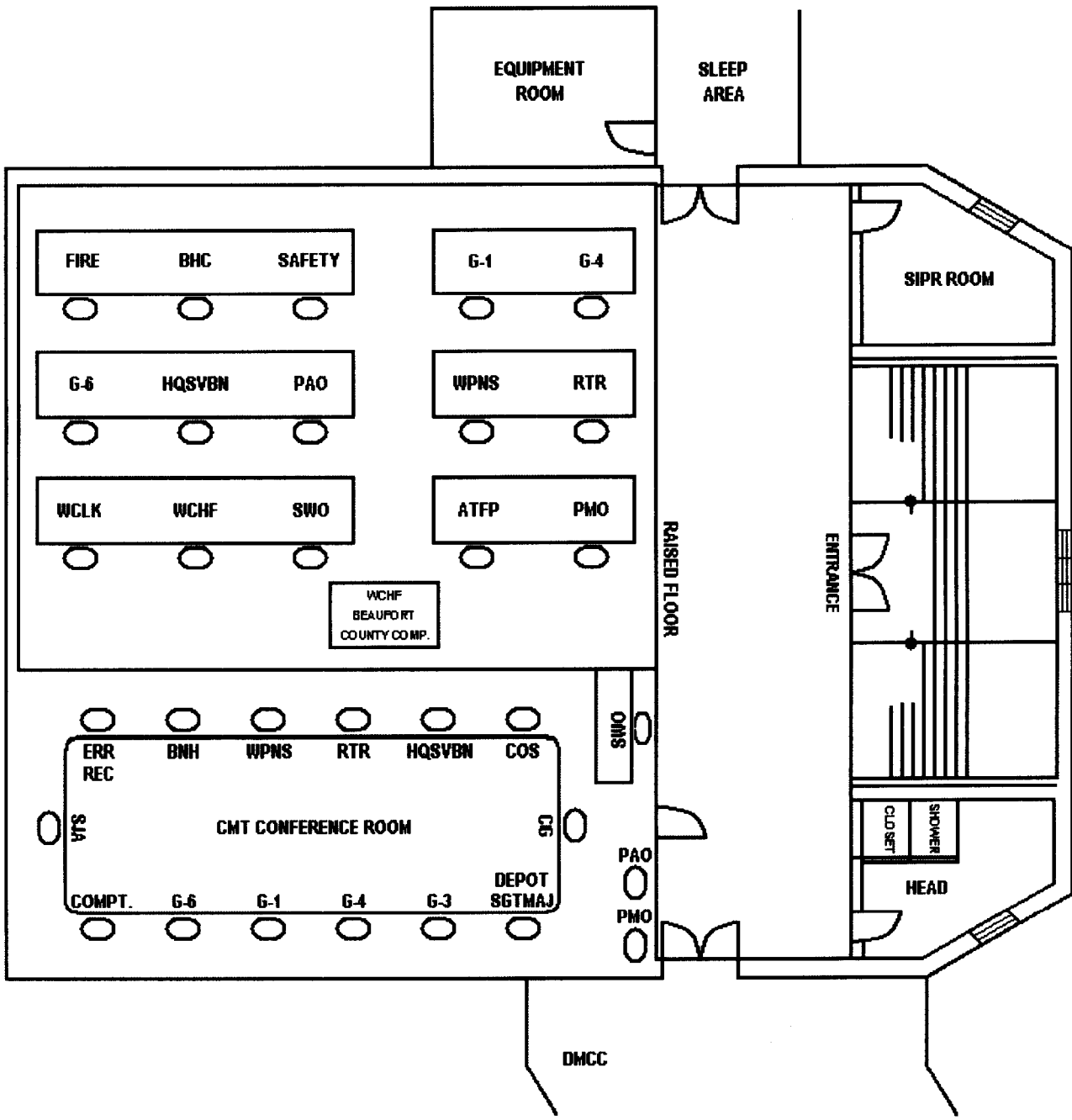


Figure 1-1 (EOC Layout)

24 MAY 2010STAFF RESPONSIBILITIES/TASKS

1. General. EOC representatives represent their command/staff section and act as an instrument for the flow of information.

2. Duties

a. Senior Watch Officer (SWO). The SWO, an Officer from G-3, supervises all watch standers and ensures a proper information flow is maintained. Additionally, the SWO drafts all outgoing messages and prepares all CMT briefs. Finally, the SWO makes liaisons with higher, adjacent and supporting commands to transmit information and submit requests on behalf of the Commanding General.

b. Watch Chief. The Watch Chief is a SNCO from the G-3 Operations Division/EOC staff and is the senior enlisted member of the watch staff. He provides guidance to all watch standers, establishes all communication links, posts the watch schedule, ensures sufficient amounts of water and MRE's are available, and ensures that the EOC has uninterrupted power.

c. Watch Clerk. The Watch Clerk, from the G-3, works directly for the Watch Chief. Duties of the Watch Clerk include inputting data into the internal and external chat, updating information boards, assisting the watch standers, and operating audiovisual equipment.

d. Watch Standers. On-coming Watch Standers will arrive 20 minutes prior to the shift change brief, read all instructions, display boards, ensure complete situation awareness is achieved, and verify the accuracy of phone rosters. Off-going Watch Standers will maintain a formal electronic journal of events occurring during the watch to include guidance and notes of ongoing actions. In addition, the off-going Watch Stander will ensure all points of contact are accurate and the on-coming Watch Stander is prepared to assume duty.

3. Watch Schedule. Upon activating the EOC, the SWC will develop and forward the watch schedule to the EOC staff and CMT. The schedule will be divided into two twelve hour shifts requiring a minimum of two watch standers per command/staff section.

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4. MCRD Parris Island Military Liaison Team to Beaufort County.
This team is the link between the Commanding General, and the local civilian authorities. It allows for the coordination and synchronization of MCRD Parris Island actions and Beaufort County Actions.

INFORMATION FLOW/BATTLE RHYTHM

1. EOC Information Flow

a. General. The Senior Watch Officer's (SWO) primary responsibility is information control. All EOC watch standers assist the SWO by maintaining a high degree of situational awareness. All information is passed first to the SWO who screens and makes the following decisions:

(1) Is the information needed? (Store or eliminate)

(2) Who needs the information? (Display and/or disseminate)

(3) What must be done with the information? (Process, response required, or decision required)

2. EOC Briefings

a. General. Briefings are an essential element of information exchange and in many circumstances will be the primary vehicle through which the CMT maintains situational awareness. The primary goal for EOC briefings is to present updated information in a logical fashion so personnel gain an understanding of the situation.

b. Concept. There are many briefs that will take place in the EOC. All briefs will be conducted as necessary.

(1) Commanding General's/CMT Brief. This brief is normally presented by utilizing the maps/displays and status boards in the EOC. The Commander's Brief is a formal briefing and the SWO must ensure the accuracy of posted information. The data provided must provide a quick update of the situation and highlight only those issues requiring a Commander's decision or guidance. In addition, only areas that have changed since the last update will be addressed. The watch section must be ready at any time to provide an update to the Commanding General.

(2) Initial Staff Orientation. The Watch Chief will brief watch standers manning the EOC. This is conducted in order to provide the appropriate representatives with the same information as the CMT. The intention of this brief is to facilitate a common understanding.

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(3) Shift Change Brief. The purpose of the shift change brief is for the outgoing EOC watch to share all pertinent information concerning the current situation, activities of the last shift with the oncoming watches and projected events during the next shift. Shift change briefs will take place 15 minutes before oncoming duties take over. The goal for the brief is to achieve complete situational awareness for members of the oncoming watch. Shift Change Brief topics may include:

- (a) Events during the past 12 hours (crisis dependent).
- (b) Orders in effect.
- (c) Threats or Storm Condition.
- (d) Manpower issues; Shortages, etc.
- (e) Logistical issues including billeting, mess, transportation, and engineering assets available.
- (f) Medical assets available.
- (g) Fire Police assets available.
- (h) Communication assets available.
- (i) Legal issues.
- (j) Public Affairs Issues
- (k) Changes in contact names and numbers
- (l) Schedule changes

3. Battle Rhythm

a. As determined by the Commanding General based on the type of incident e.g. Mass casualty, Terrorist Threat, Destructive Weather.

b. Figure 3-1 is an example of a daily schedule addressing destructive weather.

EXAMPLE OF DAILY SCHEDULE

Time	Event	Location	Participants
0500-0600	Update by Nat Wx Service Bft Co.	EOC	Bft Co. LNO
0630	Update Task Tracker complete	EOC	SWO/EOC Staff
0700	CMT Brief	EOC	G-3/SWO/CMT
1100-1200	Update by Nat Wx Service Bft Co.	EOC	Bft Co. LNO
1230	Update Task Tracker complete	EOC	SWO/EOC Staff
1300	CMT Brief	EOC	G-3/SWO/CMT
1700-1800	Update by Nat Wx Service Bft Co.	EOC	Bft Co. LNO
1830	Update Task Tracker complete	EOC	SWO/EOC Staff
1900	CMT Brief	EOC	G-3/SWO/CMT
1900-0500	Task Tracker update & CMT Brief	EOC	G-3/SWO/CMT

Figure 3-1

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EOC ACTIVATION CHECKLIST

1. When directed to activate the EOC, the following will be accomplished:
 - a. Issue order to activate the EOC.
 - b. On order, initiate recall of the CMT.
 - c. Ensure all communications assets are on-line and fully operational.
 - (1) Track Star System.
 - (2) Mass Notification System.
 - (3) Hand held devices.
 - d. Log into Beaufort County WEB EOC.
 - e. Distribute EOC Watch Stander binders.
 - f. Update all EOC information boards.
 - g. Update all EOC Activation, Deactivation and Situation Report messages.
 - h. Update timeline and task board in the EOC Conf room.
 - i. Prepare the CMT/Initial Staff Orientation Brief.
 - j. Ensure sufficient fuel levels are maintained in the EOC generator.
 - k. Ensure sufficient rations (bottled water, MRE's) are on hand to support sustained EOC operations.
 - l. Validate phone numbers for higher headquarters and the Marine Corps Operations Center.