



***District 7 - Division 3
FLOTILLAS 3 –1/8
Ft. Lauderdale, Florida***

EMERGENCY PREPAREDNESS

&

DISASTER RESPONSE

PLAN GUIDELINES

March 21, 2006

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INTRODUCTION

The Coast Guard Auxiliary Flotilla is a volunteer civilian component of the United States Coast Guard providing assistance to the Coast Guard in any of its missions except in direct law enforcement and military actions.

Each Flotilla has a responsibility to be prepared for emergencies and to provide organized and meaningful responses for disasters in support of the U.S. Coast Guard efforts. Coastal areas are particularly vulnerable to crisis of

- **Heavy Weather**
- **Earthquakes**
- **Marine Disasters**
- **Alien Migrations**
- **Civil Disturbances**
- **Terrorism**
- **Military Out Load Operations**

The Seventh Coast Guard District has a Contingency Plan for response to domestic emergencies which is called "COMMANDER SEVENTH COAST GUARD DISTRICT DOMESTIC EMERGENCY PLAN". The short title is CCGDSEVEN OPLAN. The SEVENTH DISTRICT CRISIS ACTION CENTER, (short title CAC), is located at Miami, St Petersburg, (alternate: Norfolk, VA). Example: If a hurricane hits Miami, St Petersburg takes over the OPLAN and coordinates all necessary emergency response.

All Auxiliary Commanders shall develop and submit supporting Disaster Contingency Plans that shall be incorporated into the OPLAN. Each plan is to be updated yearly and submitted through the normal chain of command to the Seventh District prior to 31 March. (Director of Auxiliary, Cmdr. Kurt W. Nancarrow, 909 SE First Ave, Miami, FL 33131-9640, ph. 305.536.5698)

In addition to detailed Emergency Preparedness & Disaster Response Plans specific to a local Flotilla, each auxiliary unit will submit an OPLAN consisting of a *Cover Page* with *Flotilla number, City and Eight Attachments*:

Attachment A - Current listing of all OPERATIONAL SURFACE FACILITIES INCLUDING PWC.

Attachment B - Current list of VHF-FM facilities including Land, Mobile and Special Purpose.

Attachment C - Current list of Long Range HF-SSB Radio facilities.

Attachment D - Current listing of Operational Aircraft facilities.

Attachment E - Auxiliary Support Vessels (ALSU)

Attachment F - Disaster Response Team (DART)

Attachment G - Auxiliary Mobile Communication Unit (AMCU)

Attachment H - Auxiliary Mobile Radio Facility (AMRF)

See enclosure (3) to Auxiliary Contingency Operations Planning Directive.

Special AUXILIARY FORCE ELEMENTS within the OPLAN include:

- * AUXILIARY LOGISTICAL VESSELS (ALSV)
- * DISASTER ACTION TEAM VESSELS (DART)
- * AUXILIARY MOBILE COMMUNICATION UNIT (AMCU)
- * AUXILIARY MOBILE RADIO FACILITY

See enclosure: DEFINITIONS OF AUXILIARY FORCE ELEMENTS TO BE USED WHEN COMPLETING YOUR CCGDSEVEN OPLAN (Ver. 091801).

A statement of Auxiliary Forces "Offer of Use", completed Attachment Forms and Photo of Facility pasted to form is needed.

THE OPLAN IS EXTREMELY IMPORTANT AND DOES NOT MATTER WERE YOU LIVE IN THE SEVENTH DISTRICT!

DEVELOPING DETAILED
EMERGENCY PREPAREDNESS
&
DISASTER RESPONSE
PLANS

WHO, WHAT, WHEN, WHERE and HOW are questions that must be answered in any plan.

WHO will develop and maintain the EP-DR plan?

Once an Emergency Preparedness & Disaster Response Officer is appointed, the FSO-EP will need to assign several Auxiliary volunteers to his/her EP-DR team. It is suggested that not less than three (3) or more than five (5) people be involved, led by the FSO-EP. In preparing an EP-DR plan, a great deal of research and documentation on available facilities and skills is necessary. The OPLAN calls for specific listings of trained personnel and facilities. Action Plans within the local flotilla will require detailed and specific names, places, sequences of events, communication channels and other resources. Close coordination and communication with all other officers and members of the flotilla is required. With each Change of Watch and throughout the year, people, situations and facilities change.

A revised OPLAN must be submitted through proper Chain of Command channels to the Auxiliary District Commander by 1 April of each year in order that the final Auxiliary OPLAN is received by the U.S. Coast Guard District Commander (Commander, Commodore Mary Larsen, Seventh Coast Guard District, 909 SE First Avenue, Miami, FL 31131-3050) by 1 March. This plan will become a part of the **District Seven Disaster Contingency Plan.**

WHO is the Primary Coordinator for Emergency Preparedness and Disaster Response?

The local FSO-EP is the primary coordinator for Emergency & Disaster Response. One or two back-ups must be named. All officers of a local flotilla should be nearby and on standby for coordination of all flotilla resources.

The three to five members and phone numbers of the Emergency Preparedness & Disaster Response Plan Team are:

WHAT information and facilities are required?

1. Completion of Enclosure (3) to Auxiliary Contingency Operations Planning Directive forms including all eight attachment forms that include emergency personnel and facilities listings. *Developed and completed on:*
_____.
2. An updated Flotilla Roster, listing: No., NAME, ADDRESS, CITY, ZIP, HOME PHONE, OTHER PHONE, E-MAIL. *Developed and completed on:*
_____.
3. An updated AUXMIS/DATA QUALIFICATIONS listing of Auxiliary Members and Numbers. *Developed and completed on:* _____.
4. An Auxiliary Member PRACTICAL SKILLS & APPLIED WISDOMS Survey Inventory. *Developed and completed on:* _____.
5. An IF-THEN SENARIO for each planned emergency. IF such and such happens, THEN “WHO” will do “WHAT” and “WHERE” in “WHICH” sequence. These scenarios will need to be documented and PRACTICED in Emergency Disaster Response Drills. A record of the practice drills should be reported as part of the OPLAN. *Completed on:*_____.
6. A DIRECTORY of EMERGENCY DISASTER RESPONSE CONTACTS with Names, Positions, Affiliations, Phone Numbers, FAX Numbers, E-Mail, Addresses must be developed and maintained. This should include, but not be limited to, Local, County and locally established State and Federal (FEMA) Emergency Preparedness, Law Enforcement, Coast Guard Stations, Fire Stations, FBI, News Medias, Red Cross, Governmental Organizations and up-line with the Division OS-EP. *The DEDRC was completed on:*
_____.
7. GO-PACS should be created or listed in the event that an evacuation of base facilities is mandated or if resources are needed elsewhere. These GO-PACS need to accommodate self-survival as well as mission needs. In these times of terrorism with WMD potential, chemical, biological and fire blast protection equipment may be considered as part of GO-PACS. Certainly stand-by generators, drinking water, field light strands & stands, changes of clothing, emergency rations, portable communications, etc. are essential items to have on stand-by.
8. A redundant CALLING TREE must be established to alert auxiliary members and solicit supportive action. *The CALLING TREE was established and tested on* _____.
9. A DIRECTORY OF FLOTILLA MEMBER PHYSICAL RESOURCES should be developed. Items to include but not limited to are:

- Transportation with Drivers
 - Automobiles
 - Pick-Up trucks
 - Cargo Vans and 18 Wheelers
 - Bikes and Motorcycles
- Portable Communication Equipment
- Heavy Equipment & Operators
- An addendum of already listed Auxiliary Facilities
- First Aid & Emergencies Supplies
- HAZMAT equipment

10. A LISTING OF SECURITY SHORTFALLS & A DUTY SCHEDULE in our local area that a security crisis might create.

Reviewed with Auxiliary leaders and Coast Guard & Completed on:

_____.

11. Coordination with the Coast Guard INCIDENT COMMAND SYSTEM (ICS). The major components are:

- **Command** – Sets objectives and priorities, has overall responsibility at the incident or event.
- **Operations** – Conducts tactical operations to carry out the plan, develops the tactical objectives/organization and directs all resources.
- **Planning** – Develops the action plan to accomplish the objectives, collects and evaluates the information and maintains resource status.
- **Logistics** – Provides support to meet incident needs, provides resources and all other services needed to support the incident.
- **Finance /Administration** – Monitors costs related to the incident, provides accounting, procurement, time recording and cost analysis.

Contacted and received assignments: _____.

12. Completion of five (5) Local Flotilla EMERGENCY PREPAREDNESS & DISASTER RESPONSE PLAN Binders. *Developed and completed on:*

_____.

WHERE:

A location for an Emergency & Disaster Response Flotilla HQ must be pre-determined, perhaps in the Radio Room if such exists in a flotilla or in a member's home.

The Emergency HQ is: _____ *Phone number is:*

_____.

An alternate meeting place should be established in the event that the regular meeting place is incapacitated or inaccessible. *The alternate meeting place is:*

_____, *phone number;*_____.

WHEN:

Developing and maintaining the Emergency Preparedness and Disaster Response Plan is a continuous process. Practice drills must be scheduled throughout the year.

In the event of an emergency or disaster, key personnel as outlined above are immediately called to Local Flotilla Emergency HQ to perform their duties.