

**UNITED STATES COAST GUARD AUXILIARY**

**DISTRICT ELEVEN NORTH**

**CONTINGENCY PLAN**

**MAY 18 2011**

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# **INTRODUCTION**

## **PURPOSE OF THE PLAN**

As noted in the US Coast Guard Auxiliary Operations Manual (COMDTINST M16798.3E), Auxiliary forces are a viable, trusted, security-vetted resource available to Coast Guard Operational Commanders in executing most Coast Guard missions (Ref. pp. 1-4 and 5-3).

This document provides guidance for the Auxiliary units of District Eleven North in preparing for missions involving natural and human-initiated disasters or public emergencies. It is not intended to limit the roles the Auxiliary may be called upon to play, but rather to identify those for which the Auxiliary can and should be prepared.

## **RELATIONSHIP TO OTHER PLANS**

The Plan is intended to be consistent with the National Incident Management System (NIMS) and the National Response Framework (NRF).

The Plan is also intended to be consistent with the contingency response plans of Coast Guard Sector San Francisco, Group Humboldt and Air Stations San Francisco and Sacramento (hereafter, CG Plans). The provisions of this Auxiliary Plan will be modified as necessary to be in accord with CG Plans and intentions regarding use of the Auxiliary.

## **SCOPE OF THE PLAN**

The Plan specifies the actions to be taken by Auxiliarists in District Eleven North to prepare for, and respond to, natural or human-initiated disasters or public emergencies.

The Area of Responsibility (AOR) for District Eleven North and this Plan, includes the navigable waters of Northern California and Nevada and state sole waters of Northern California, Nevada and Utah as outlined in respective Memorandums of Understanding between the US Coast Guard and the States.

## **RESPONSE RESOURCES**

The Auxiliary has a wide variety of resources that can be made available in the event of a disaster or public emergency. In District Eleven North, these resources include 143 vessels, 9 aircraft and 160 radios (both fixed and mobile), and personnel resources consisting of approximately 1,500 members with multiple skills, capabilities and qualifications.

Personnel resources of three types can be identified. The first type includes members who are qualified to augment an active duty billet: communication watch standers, boat crew, marine safety specialists and others. The second type includes those with needed formal Auxiliary qualifications: coxswains and boat crew, land mobile and fixed land radio operators, pilots and air crew, interpreters and others. The third type includes personnel who have skills or professional training that may be of assistance in an emergency: commercial pilots, merchant marine officers, doctors and nurses, architects and engineers, translators, divers, photographers, and personnel skilled at first aid and CPR, driving, computer operations, cooking and child care.

Current lists of Auxiliary vessel facilities, mobile radio facilities, fixed land radio facilities and Auxiliary qualification currencies are maintained centrally. Updated lists of personnel available in the third category mentioned above are maintained by the individual flotillas, and incorporated in their contingency plans.

## **RESPONSE ASSUMPTIONS**

The Plan assumes that the National Response Framework (NRF) will be activated for natural disasters, technological emergencies, terrorist actions, pollution and/or hazardous materials response and other incidents requiring Federal assistance under the Stafford Disaster Relief and Emergency Assistance Act. It also assumes that the National Incident Management System (NIMS) will be used to coordinate multi-agency response to a disaster, emergency or incident.

The Coast Guard Auxiliary will participate in any response in accordance with these assumptions, and at the explicit request and direction of the Coast Guard. Members will not participate otherwise except as private citizens.

Common Incident Command System responsibilities are listed in Appendix A.

## **NOTIFICATION PROCEDURES**

An emergency request for assistance by the Coast Guard may be communicated through several different channels (to DIRAUX, to the District Commodore, to the Auxiliary Sector Coordinator or Group Coordinator, to one of the Patrol Area Coordinators or to an Auxiliary Watch Officer). In the case of a request coming from a small boat station, it may also be made to a local Flotilla Commander or select individuals.

Regardless of the channel utilized, the person receiving the request will notify the Auxiliary Unit Resource Leader (designated as the Auxiliary Sector Coordinator or Group Coordinator) who, in turn, will notify the Incident Commander's staff and the Auxiliary Executive Committee. This procedure is intended to ensure that all available avenues of assistance are being utilized. Further, it is intended to establish clear documentation of assignment to duty based on verbal orders.

The notification of the need for assistance, as requested by the Incident Commander, will then be communicated to the appropriate Auxiliary members through the District Eleven North emergency telephone contact system, email or text as available and if practical to do so.

In some cases, Auxiliarists may be requested to respond immediately and before a formal request is made through channels. Examples are qualified communication watch standers and boat crew who are on Coast Guard station recall lists, or have needed skills that are known by the Coast Guard. Auxiliarists who are under orders and under way at the time the emergency occurs may also be expected to respond immediately.

Refer to the flow diagram identified as Appendix B. for representative flows of information during an emergency response.

## INITIAL ACTIONS

The safety of unit members and their families is critical to the ability of any unit to provide an emergency response within the community. This applies to Auxiliary members as well as to active duty personnel and Reservists. Accordingly, all Auxiliary members will first ensure their own safety, and that of their families, before engaging in any of the response procedures outlined below. Valuable references providing knowledge to enable everyone to be prepared in the case of an emergency can be found at: [www.redcross.org/flash/brr/English-flash/default.asp](http://www.redcross.org/flash/brr/English-flash/default.asp) and [www.getready94920.org/resources.htm](http://www.getready94920.org/resources.htm).

In a disaster or public emergency, telephone and radio frequencies may be quickly overwhelmed, and will be needed by first responders. For this reason, it is important that Auxiliary members do NOT call the Coast Guard or Auxiliary leaders offering their services or seeking information. After any personal or family needs have been taken care of, Auxiliary members should stand by, listen to available news media, and wait to be contacted if needed.

If telephone and/or email communications are disrupted, the DSO-CM can cause an Incident Management Team radio net to be initiated on an available frequency. If VHF Channel 83A is not in use by the Coast Guard for emergency purposes (CG Plans specifies this channel as the primary working frequency for Group Humboldt), the net will be initiated on that channel.

## RESPONSE SCENARIOS

Auxiliary members may be requested by the Coast Guard to respond to a variety of scenarios, as indicated in the table below and described in the specific Annexes shown.

Auxiliary Action	Annex A Storm/ Flood	Annex B Catastrophic Destruction	Annex C Spill	Annex D Bridge Collapse
Wellness Check	x	x		
Situation Assessment	x	x	x	x
Emergency Communications	x	x		
Personnel, Supplies & Equip. Transport	x	x		x
Search and Rescue	x	x		x
Safety Zone Enforcement	x	x	x	x
Incident Command Post Assistance	x	x	x	x
ATON Verification	x	x	x	x
Interpreter Assistance	x	x	x	

As provided in the Auxiliary Operations Policy Manual (COMDTINST M16798.3E), Chapter 5, Section A, Auxiliarists may also be asked to:

- Warn personnel on waterfronts and in isolated areas,
- Evacuate personnel or property,
- Secure small craft and waterfront facilities, and
- Support state and local emergency response operations, including assistance in staffing emergency response centers.

## **TRAINING**

To respond effectively, and to be of maximum assistance to the Coast Guard in the event of an emergency, Auxiliarists must be properly trained in the roles called for in this Plan.

Several types of training have been identified as critical to effective response to disasters of public emergencies.

### **INCIDENT COMMAND SYSTEM**

As noted in the Response Assumptions, in the event of a disaster or public emergency, the Coast Guard will follow the National Incident Management System (NIMS), of which a part is the Incident Command System (ICS). It is therefore critical that those Auxiliarists who may be called on to assist are familiar with, and trained in, the structure and use of NIMS and ICS. This is particularly true of those Auxiliarists in leadership positions.

All Auxiliarists who provide operational support to the Coast Guard and all unit leaders and staff officers in operations, communications, aviation and marine safety, are required to have completed the FEMA courses IS-100.a (Introduction to the Incident Command System) and IS-700.a (Introduction to the National Incident Management System). In addition, elected officers at the division level and higher, and division staff officers in operations, communications aviation and marine safety, are required to have completed IS-200.a (ICS for Single Resources and Initial Action Incidents), IS-800.b (National Response Framework), and the Coast Guard classroom course ICS 210 (Initial Incident Command) or ICS-300 (Intermediate Incident Command System). Other Auxiliarists will be encouraged to complete the four online courses as well; and officers and others who may be in a leadership role during an incident response will be encouraged to complete ICS-300.

Members will also be encouraged to qualify for specific ICS positions, such as Resource, & Documentation Unit Leaders, Field Observer and Check-In/Status Recorder.

### **AUGMENTED AND BACKFILLED POSITIONS**

In all disaster scenarios, Auxiliarists may be called upon to “backfill” or “augment” active duty positions.

The Operations Training Officer and the Auxiliary Sector and Group Coordinators will work with the Sector and Group Liaison Officers to identify specific needs that might be met by

Auxiliarists. The Auxiliary will then identify specific members who can fill these projected needs. If not already qualified for the positions specified, members will receive appropriate training and complete the qualification under established procedures. Once qualified, these personnel will be listed on department or station recall lists.

Flotilla Commanders will work with members to identify commercial and professional skills that may be volunteered for use in the event of an emergency. Lists of these members and their skills will be maintained at the flotilla level, and shared with the Director of the Auxiliary's office, local stations, Sector and Group Departments and divisional officers.

### **COMMUNICATION WATCH STANDERS AND RADIO OPERATORS**

Communications are critical in any emergency. In order to provide a pool of Auxiliarists trained in communication procedures and technology, members will be encouraged to qualify as communication watch standers, land mobile operators and fixed land radio operators. Members will also be encouraged to complete the AUXCOM specialty course and the Telecommunications Operator qualification. As needed, and as opportunity permits, these members will then receive further training as station watch standers.

### **AOR FAMILIARIZATION**

To be effective, Auxiliary responders must be familiar with the local areas affected by the incident. To this end, the divisions and flotillas will strive to increase Area of Responsibility (AOR) familiarization training. This training may include classroom and/or individual instruction, and if practical will be a part of all shore and shore side patrols.

### **BOAT CREW TRAINING**

Each Auxiliary vessel facility requires a predetermined minimum number of crew members in order to get under way. To increase the number of qualified crew available for incident response, divisions and flotillas will be asked to increase boat crew training activities, and to encourage inter-flotilla and inter-divisional cooperation to make additional training opportunities available to members.

### **POLLUTION RESPONSE TRAINING**

In support of the Coast Guard response to the Deepwater Horizon disaster, there was a particular need for Auxiliarists with qualifications as Assistant Federal On-Scene Coordinator Representative (formerly Assistant Pollution Response Specialist), Assistant Pollution Investigator, Prevention Outreach Specialist, and Marine Safety Watch Stander. To increase Auxiliary preparedness and create a larger pool of Auxiliarists who can help immediately, members will be encouraged to request training in these specialties.

## **DRILLS AND EXERCISES**

In addition to pertinent training, a key element of preparedness is a comprehensive program of response exercises and drills. This program will be designed to demonstrate the degree to which

the coordination, response and training measures incorporated in this plan are effective. The notification procedures described on page 4 will be tested at least annually. “Table top” exercises will be followed by command post (functional) and full-scale exercises. Drills may be used to hone and reinforce specific skills and capabilities. The program is designed to identify gaps in planning and training, and include further exercises or drills to determine whether corrective action has been taken to address earlier shortfalls.



## **APPENDIX A**

### **Common Incident Command System Responsibilities**

The following checklist applies to all members responding to an incident, regardless of the level of the organization.

Receive assignment (this includes the request for AUX assistance) including:

- Job Assignment (e.g., Strike Team designation, position, etc.).
- Reporting location.
- Reporting time.
- Travel instructions.
- Any special communication instructions (e.g. travel, radio frequency).

On arrival at the incident, check-in at the designated check-in location. Check-in may be found at any one of the following locations:

- Incident Command Post (ICP).
- Base.
- Staging areas.

Receive briefing from immediate supervisor. Supervisors shall maintain accountability for their assigned personnel with regard to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.

Know your assigned radio frequency(ies)/phone numbers and communication schedule for your area of responsibility (AOR) and ensure that communication equipment is working properly. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: “(Incident Name) Communications” (e.g. “TWA 800 Communications”).

Complete forms and reports required of the assigned position and send through the supervisor to the Documentation Unit.

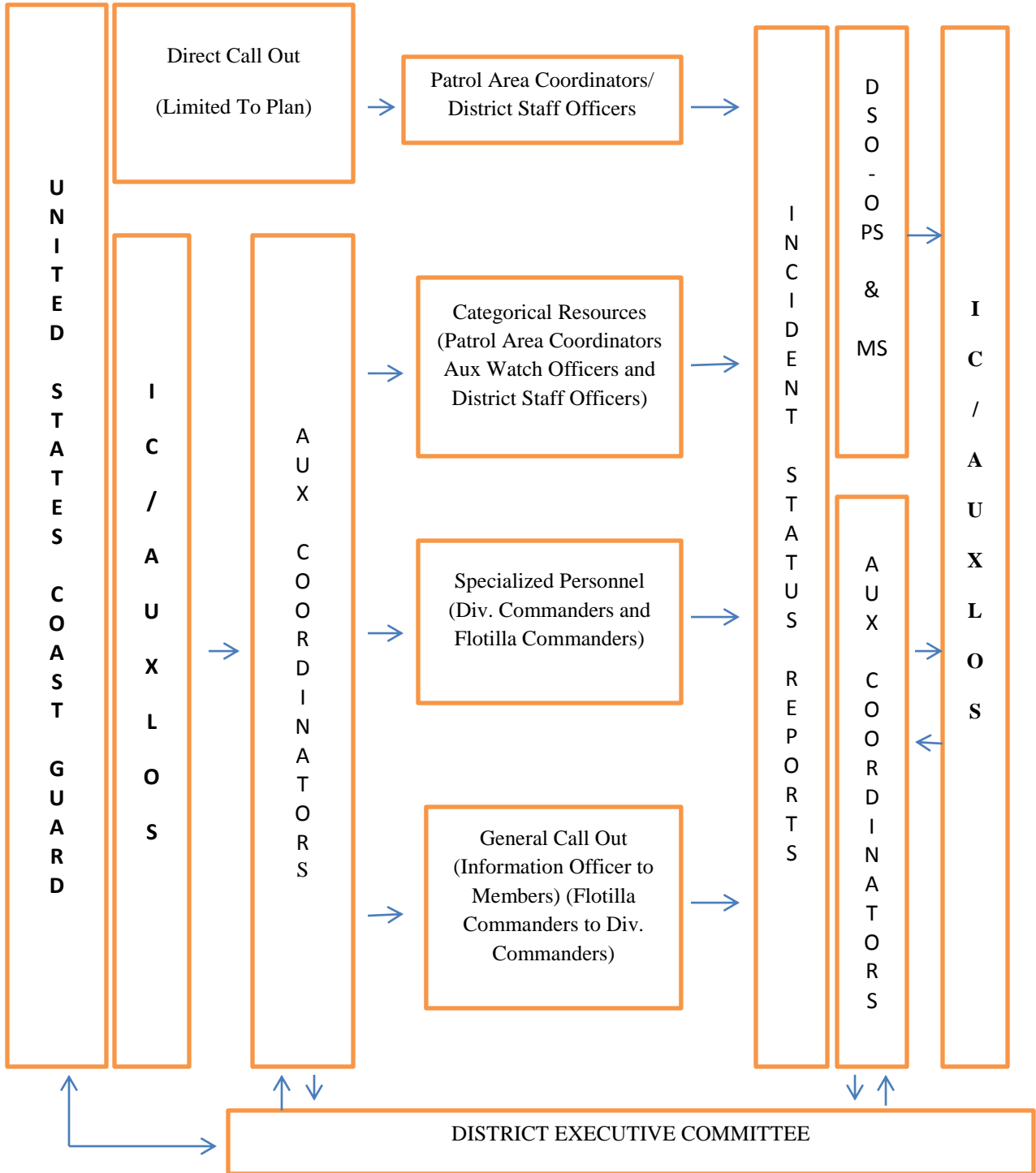
Notes:

All ICS forms may be found on the Coast Guard Homeport site (<http://homeport.uscg.mil>) under Library-Incident Command System/ICS-Forms.

U.S. Coast Guard COMDTPUB P3120.17, Incident Management Handbook Section 2 ([www.uscg.mil/hq/nsfweb/](http://www.uscg.mil/hq/nsfweb/)).

# APPENDIX B

## Information Intent Flow Chart



## ANNEX A

### Storm/Flood

After a severe storm or major flooding, the Coast Guard may request any or all of the following actions by the Auxiliary:

**Wellness Check.** After a major storm or flood, the Coast Guard may request that the Auxiliary account for its members' safety and well-being. In this case, the District Eleven North emergency telephone contact system, email or text system will be utilized, and each member will be accounted for.

**Situation Assessment.** During and following a major storm or flood, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary surface, air and land mobile facilities may be asked to assist with visual verification of grounded, distressed or adrift vessels, storm damage to bridges and maritime facilities, and impacted navigation channels.

**Emergency Communications.** If there is a serious loss of communication capability, the CG will use VHF or satellite communications as the primary means of communication. Auxiliary radio facilities will provide a backup capability. Auxiliary mobile radio facilities may be dispatched to a damaged antenna site to relay messages and/or to warn personnel on waterfronts and in isolated areas. Auxiliary repeaters, strategically located at several spots around the district, may also be utilized, since they provide emergency communication capability with a higher power output and wider coverage than handheld units.

**Personnel, Supplies & Equipment Transport.** If bridges or normal transportation corridors are out of service, a means of transporting Coast Guard personnel to their duty stations may be needed. In such a case, Auxiliary vessels and crew may be asked to supplement active duty resources. Auxiliary vessels may also be asked to transport public affairs and media personnel.

**Search and Rescue.** If there are multiple casualties and/or people in the water, the Sector or Group Command Center will divert any Coast Guard Auxiliary vessels or aircraft to the incident site. Other Auxiliary vessels and crew may also be called out to assist in victim recovery and/or to evacuate personnel or property. Vessels involved will report to the On-Scene Coordinator, who will direct and coordinate the response activities, and distribute personal protective equipment (if required), triage tags, and victim tracking forms.

**Safety Zone Enforcement.** If safety zones are established, Auxiliary facilities may be asked to help enforce them, in a manner similar to their role in large-scale non-emergency events (e.g. Fleet Week, Opening Day on the Bay, etc.), including securing small craft and waterfront facilities. They can also coordinate boat traffic by dispersing and guiding to safe moorings.

**Incident Command Post Assistance.** Auxiliarists possessing specific ICS qualifications may be asked to assist in the Incident Command Post and other Auxiliarists without specialized training may be asked to assist in staffing the Joint Information Center.

**ATON Verification.** If it is likely that aids to navigation have been displaced, trained ATON verifiers may be asked to verify their position and functioning.

**Interpreter Assistance.** If a commercial vessel whose crew speaks little or no English, or if a victim in distress speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator and/or the Director of the Auxiliary's office will maintain current contact information for local interpreters.

## ANNEX B

### **Sudden Catastrophic Destruction (Earthquake/Explosion/Terrorist Attack)**

**Wellness Check.** If the affected area is extensive, the Coast Guard may request that the Auxiliary account for its members' safety and well-being. In this case, the District Eleven North emergency telephone contact system, email or text system will be utilized, and each member will be accounted for.

**Situation Assessment.** Following a major earthquake affecting the marine environment, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary surface, air and land mobile facilities may be asked to assist with visual assessment of damaged marine facilities and report observations through designated channels.

**Emergency Communications.** If there is a serious loss of communication capability, the CG will use VHF or satellite communications as the primary means of communication. Auxiliary radio facilities will provide a backup capability. Auxiliary mobile radio facilities may be dispatched to a damaged antenna site to relay messages and/or to warn personnel on waterfronts and in isolated areas. Auxiliary repeaters, strategically located at several spots around the district, may also be utilized, since they provide emergency communication capability with a higher power output and wider coverage than handheld units.

**Personnel, Supplies & Equipment Transport.** If bridges or normal transportation corridors are damaged or out of service, a means of transporting Coast Guard personnel to their duty stations may be needed. In such a case, Auxiliary vessels and crew may be asked to supplement active duty resources. Auxiliary vessels may also be asked to transport public affairs and media personnel.

**Search and Rescue.** If there are multiple marine casualties and/or people in the water, the Sector or Group Command Center will divert any Coast Guard Auxiliary vessels or aircraft to the incident site. Other Auxiliary vessels and crew may also be called out to assist in victim recovery and/or to evacuate personnel or property. Vessels involved will report to the On-Scene Coordinator, who will direct and coordinate the response activities, and distribute personal protective equipment (if required), triage tags, and victim tracking forms.

**Safety Zone Enforcement.** If safety zones are established, Auxiliary facilities may be asked to help enforce them, in a manner similar to their role in large-scale non-emergency events (e.g. Fleet Week, Opening Day on the Bay, etc.) including securing small craft and waterfront facilities. They can also coordinate boat traffic by dispersing and guiding to safe moorings.

**Incident Command Post Assistance.** Auxiliarists possessing specific ICS qualifications may be asked to assist in the Incident Command Post and other Auxiliarists without specialized training may be asked to assist in staffing the Joint Information Center.

**ATON Verification.** If it is likely that aids to navigation have been displaced, trained ATON verifiers may be asked to verify their position and functioning.

**Interpreter Assistance.** If a commercial vessel whose crew speaks little or no English, or if a victim in distress speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator and/or the Director of the Auxiliary's office will maintain current contact information for local interpreters.

## ANNEX C

### Oil or Hazardous Material Spill

**Situation Assessment.** Following a major oil or hazardous material spill affecting the marine environment, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary land mobile units, which are geographically dispersed throughout the district, may be asked to assess the situation in nearby areas and report observations through designated channels. Depending on the nature of the incident and available communication facilities, other Auxiliarists may be asked to make and report an assessment.

**Safety Zone Enforcement.** If safety zones are established, Auxiliary facilities may be asked to help enforce them, in a manner similar to their role in large-scale non-emergency events (e.g. Fleet Week, Opening Day on the Bay, etc.) including securing small craft and waterfront facilities. They can also coordinate boat traffic by dispersing and guiding to safe moorings.

**Incident Command Post Assistance.** Auxiliarists possessing specific ICS qualifications may be asked to assist in the Incident Command Post and other Auxiliarists without specialized training may be asked to assist in staffing the Joint Information Center.

**Interpreter Assistance.** If a commercial vessel whose crew speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector or Group Coordinators and/or the Director of the Auxiliary's office will maintain current contact information for local interpreters.

## ANNEX D

### Bridge Collapse

**Situation Assessment.** Following the collapse of a major bridge, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary surface, air and land mobile facilities may be asked to assist with visual assessment of the damage and its effects, and report observations through designated channels.

**Personnel, Supplies & Equipment Transport.** If normal transportation corridors are damaged or out of service, a means of transporting Coast Guard personnel to their duty stations may be needed. In such a case, Auxiliary vessels and crew may be asked to supplement active duty resources. Auxiliary vessels may also be asked to transport public affairs and media personnel.

**Search and Rescue.** If there are multiple marine casualties and/or people in the water, the Sector or Group Command Center will divert any Coast Guard Auxiliary vessels or aircraft to the incident site. Other Auxiliary vessels and crew may also be called out to assist in victim recovery and/or to evacuate personnel or property. Vessels involved will report to the On-Scene Coordinator, who will direct and coordinate the response activities, and distribute personal protective equipment (if required), triage tags, and victim tracking forms.

**Safety Zone Enforcement.** If safety zones are established, Auxiliary facilities may be asked to help enforce them, in a manner similar to their role in large-scale non-emergency events (e.g. Fleet Week, Opening Day on the Bay, etc.) including securing small craft and waterfront facilities. They can also coordinate boat traffic by dispersing and guiding to safe moorings.

**Incident Command Post Assistance.** Auxiliarists possessing specific ICS qualifications may be asked to assist in the Incident Command Post and other Auxiliarists without specialized training may be asked to assist in staffing the Joint Information Center.

**Interpreter Assistance.** If the spill is from a commercial vessel whose crew speaks little or no English or if a victim in distress speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector or Group Coordinators and/or the Director of the Auxiliary's office will maintain current contact information for local interpreters.