



# Lockdown

During some emergencies, it may become necessary to “Lockdown” a building or buildings on an Installation to protect lives and minimize the overall exposure to danger.

A Lockdown, similar to Shelter-in-Place (SIP), is a temporary sheltering technique utilized to limit exposure to a threat, such as an Active Shooter incident. It is the immediate movement or removal of all personnel from the outside to inside structures. When alerted, occupants of any building within the subject area will lock all doors and windows, barring entry or exit to anyone until the “all clear” has been sounded. This procedure converts any building into a large “Safe Room.” A Lockdown can last from a few minutes to several hours, depending on the situation.

## How to Prepare

### Stay Informed

- Learn the emergency and lockdown procedures for the buildings in which you work and visit regularly.
- Understand how lockdown procedures are initiated and alerts are broadcast.
- ALL Marines (active duty and Reserve), civil service, and contractor personnel with a NIPR computer account—verify and update official contact information populated in the Marine Corps Enterprise Mass Notification System (eMNS) by information found in the Global Address List (GAL), and self-register all cell phones, home phone, email addresses, etc. in eMNS. Registration of personal information enhances Marine Corps Installations’ ability to rapidly provide emergency information and changes to the base’s operating status during

non-working hours and wherever you are.

- Educate yourself about how to prepare for and what to do during an Active Shooter incident.
- Know who to notify and what you should do if loud “pops” are heard and gunfire is suspected.

### Make a Plan

- Determine where you would seek refuge during a Lockdown.
- Create a lockdown plan that includes a plan for non-verbal communication with emergency personnel, your chain of command, and loved ones.
- Make a contact card with important numbers and email addresses.
- Practice lockdown procedures and reassess and modify your plan if any issues arise.

### Build and Store a Portable Kit

- Build a small portable emergency supply kit that can be kept at your office.
- Include water, comfortable low-heeled shoes, granola bars or other non-perishable food, your emergency plan and contact card, and any medications you may need.



# Lockdown

## How You Will Be Notified

Marine Corps Installations (worldwide) use the Marine Corps Mass Notification System (MCMNS) as an effective and reliable mass notification system to maximize the potential to warn and direct affected personnel during a crisis through multiple systems:

- **Giant Voice (GV)**—A voice announcing system using exterior speakers, commonly termed “Giant Voice”
- **Interior Voice (IV)**—Interior speakers or sirens within individual buildings
- **Enterprise Mass Notification System (eMNS)**—An interactive, community notification system capable of providing voice and/or data messages to multiple, designated receivers

NOTE: eMNS is only as effective as the data you provide. You must register your personal information to receive notices after hours and away from the office on personal devices.

## What to Do During a Lockdown

- Follow instructions of first responders.
- Remain calm, and do not pull or respond to the fire alarm unless instructed to do so by official law enforcement personnel.
- If not in your typical surroundings, seek refuge in a building or room that locks.
- Lock all doors and windows. Barricade the door, if possible, and do so quickly.
- Turn off all lights.
- If safe to do so, turn off gas and electric appliances or equipment.
- **STAY AWAY FROM ALL DOORS AND WINDOWS**, and find a hiding place that provides protection and concealment.
- Silence phones and remain quiet.
- Comfort, reassure, and quiet any companions who are nervous.
- Do not permit entry or exit until the “all clear” has been given by official personnel.
- Enact your non-verbal contact plan to provide your status and location to emergency personnel, your chain of command, and loved ones.
- If gunshots are heard, and escape is ill advised, lay on the floor, using heavy objects such as tables, desks, or filing cabinets for protection.
- If outdoors, move as far away from any building where a threat is present and enter the nearest safe building. If there are no buildings, lie near or hide behind trees or walls, and listen for emergency personnel instruction and/or Giant Voice alerts.
- For Active Shooter incidents, **DO NOT CALL ANY BUILDING WHERE THE INCIDENT MAY BE TAKING PLACE**. Phone calls to anyone inside the building under threat may endanger them, draw undue attention toward the ring, and give away hiding locations.
- Stay in your safe area until emergency personnel has opened the door.

## What to Do After a Lockdown

- Once an “all clear” has been given, you may leave your safe zone.
- Follow any instructions and answer questions from law enforcement officials.
- Be prepared to muster.
- Supervisors or designated representative should take a head count and ensure all personnel are accounted.



# Marine Corps Mass Notifications System (MCMNS)

In the event of an emergency, the Marine Corps Mass Notification System (MCMNS) provides real-time alerts to the Marine Corps community throughout the lifecycle of the incident/crisis or installation closure through three (3) methods:

## 3 Methods

- 1 Giant Voice (GV)—A voice announcing system using exterior speakers, commonly termed “Giant Voice,” that provides real-time information or instructions to most outdoor areas.
- 2 Interior Voice (IV)—Interior speakers or sirens in individual buildings that provide real-time information or instruction to building occupants or personnel in the immediate vicinity of a building, including exterior entrances and gathering areas.
- 3 Enterprise Mass Notification System (eMNS)—An interactive, community notification system capable of providing voice and/or data messages to multiple, designated receivers through:
  - » **Desktop Notification** – An intrusive, administrative broadcast across Marine Corps computer networks that overrides current applications, thereby reaching all Marine Corps users almost instantly. It works whenever you are logged in to your Non-secure Internet Protocol (IP) Router (NIPR) computer.
  - » **Email Alerts** – A process which sends emergency notification messages via email messages to designated recipients.

- » **SMS Texting** – A process which sends emergency notification messages via SMS texting protocols, typically to mobile devices.
- » **Telephone** – A process which sends emergency voice notifications to designated recipients via telephone – landline or mobile, work or personal.
- » **Social Media** – A process which sends emergency notifications via social media to recipients who are users of the respective applications. These messages appear on smart mobile phones, tablet computers, and/or desktop computers which are connected to the respective social media application.
- » **Smart Phone App** – Smart phones can receive alerts through several means highlighted above, as well as through downloading a free eMNS mobile notifier application. (Note: eMNS Mobile Notifier use is installation dependent. If used at your installation, see ATHOC Notifier™ Mobile Quick-Start Instructions.)
- » **Automated Response Option** – Some Mass Notification messages may require an automated response from the Marine, Civilian Marine, or Contractor (e.g. “(#1)

Recall acknowledged, will report immediately, (#2) Recall acknowledged, will report in 30 minutes, (#3) Message received”). Family members should NEVER select an automated response option. Once a recipient acknowledges a message through an automated response option, attempts to notify the intended individual will cease and this may prevent notification via additional phone numbers or emails.

## Benefits

- Registration enhances your safety and empowers you to react in times of crisis.
- Registration ensures that real-time alerts provide information to you and your family on what to do and where to go in an emergency.
- Registration allows you to find out about base closures due to weather or an emergency, before you show up.
- Registration permits you to be notified when it is clear/safe to return to the installation.
- Depending on the situation, the system continues sending notifications to the various mediums a user has selected until it can confirm receipt of the message.
- The eMNS system can isolate alerts to specific, affected geographic areas or commands.

**Set your own course through any hazard: stay informed, make a plan, build a kit. Live Ready Marine Corps.**



# Enterprise Mass Notifications System (eMNS)

## NIPR Computer Users

Marines, civil service, and contractor personnel with a NIPR computer account are required to verify and update their official contact information populated in the eMNS by information found in the Global Address List (GAL). NIPR computer users are encouraged to register personal contact information. Mission essential personnel, who are subject to recall are required to provide all available contact methods in order of priority.

Your ability to benefit from the full spectrum of eMNS capabilities requires self-registration of personal contact information. Entering this personal information enhances Marine Corps Installations' ability to rapidly provide emergency information and changes to the base's operating status during non-working hours and when you are away from your desk. A family member's contact information may also be input. During registration, NIPR computer users are able to confirm that their information is correct and choose how they wish to be notified during an emergency by clicking on the self-services device tab.

Though only those with usmc.mil email accounts can self-register to receive alerts, the installations are working with affected commands and tenants to manually enter their key leaders into the system they can in turn notify personnel within their organization in the event of an emergency.

## Register for eMNS

- 1 Marine Corps Enterprise Network (MCEN) NIPR users—Right click on the Purple Globe icon (bottom right corner on desktop).
- 2 On the right side of your desk top toolbar, click the triangle to reveal hidden icons (if hidden).
- 3 Select "Access Self Service."
- 4 When prompted, select your appropriate CAC Certificate (it will contain the word "EMAIL" and can be either certificate) and enter your CAC PIN and then click "OK."
- 5 Select the "My Info" tab and ensure your Last Name, First Name, and Display Name are correct; select an appropriate language and "County of Residence;" then click on "Save."
- 6 Next click on the link in the Organizational Information box. Select your organization. Select the organization where you actually work not where you are administratively assigned (e.g. do not select H&S Battalion unless you work for the H&S Battalion Staff) then click "Save."
- 7 Select the "Devices" tab and enter your work and personal phone numbers, email addresses, and phone number for text messages in the appropriate mandatory and optional device fields. (Note: Your ability, and that of designated family members, to receive alerts on home phones, cellular phones, and email addresses, depends upon information entered into the mandatory and optional device fields.)
- 8 Click "Save."
- 9 Select the "Locations" Tab and click on "Home Address" and "Work Address" to input your data: Clicking on the "Edit" icon will allow you to input your address in the appropriate box. After entering each address, be sure to save.
- 10 Clicking on the "Satellite" map option will change the map to a satellite view. Move the icon if it is not located directly over the desired address.  
*Note: Including home address is important if your family lives in base housing in the event an alert needs to be targeted to a specific geographical area on base.*
- 11 Review information in the "My Info", "Devices", and "Locations" tabs for accuracy. Save Changes.
- 12 Update your profile any time you have a change.



#### Other DoD Users

Other DoD personnel who are members of Tenant organizations on a Marine Corps installation, but are not on the NIPR or MCW networks do not have access to Self-Service. Their account information must be provided manually – as either comma-separated value (.csv) file import or system operator input.

#### AtHoc Notifier™ Instructions

- 1 Download:** Download and install AtHoc Notifier. Go to the Apple App Store or the Google Play Store and search for AtHoc.
- 2 Register:** Open the app and register your email address. (Important Note: An email address must be present in the USMC system you are trying to register in. It is recommended you use a personal email address so you can receive the verification email on your smart-phone device)
- 3 Verify** the email address. Simply go to your email inbox and click the “Verify Now” button.
- 4 Enter org code:** Return to the app to enter your organization code (Your installation will provide its specific Org Code) to complete the process. (Note: If you verified your email address on your mobile device, this step will be done automatically.)

#### Need Assistance?

Contact AtHoc Technical Support

- » Website: <http://www.athoc.com/support>
- » Telephone: (650)-685-3000 or (888)-GO-ATHOC
- » Email: [enduser@athoc.com](mailto:enduser@athoc.com)

#### MCW Users

Marine Corps personnel whose workstation resides on the MCW network can access the Self-Service function by using the URL associated with your Installation from the following list. Then follow eMNS registration instruction starting with step #4:

##### MCI EAST

- MCLB Albany: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060350>
- MCAS Beaufort: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060352>
- MCSF Blount Island: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060358>
- MCAS Cherry Point: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060354>
- MCB Camp Lejeune/MCAS New River: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060346>
- Norfolk Area: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060356>

##### MCI NCR

- HQMC/MCICOM: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060336>
- 8th and I: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060362>
- MCB/MCAF Quantico: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060360>

##### TECOM

- MCRD Parris Island: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060338>
- MCAGCC 29 Palms: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060342>

- MWTC Bridgeport: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060344>
- MCRD San Diego: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060340>

##### MCI WEST

- MCLB Barstow: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060372>
- MCAS Miramar: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=206036>
- MCB Camp Pendleton: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060364>
- MCAS Yuma: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060370>

##### MCI PAC

- MCB Hawaii/ MCAS Koneohe Bay: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060374>
- Camp Smith: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/Entry.aspx?pid=2060376>



# Noncombatant Evacuation Operations

Much of the general emergency action information, presented through the other emergency action links, is valid anywhere. However, the availability of and access to evacuation routes, safe havens, shelters, and mass notification systems vary more widely outside the continental United States, often depending on the preparedness levels of—and cooperative agreements with—host nations. Noncombatant Evacuation Operations (NEO) is an emergency action used specifically OCONUS.

All members of the Marine Corps community serving OCONUS are encouraged to be proactive in informing and preparing themselves to take effective actions in response to potential hazards in their particular part of the world.

Noncombatant Evacuation Operations (NEO) is the ordered (mandatory) or authorized (voluntary) departure of civilian noncombatants and nonessential military personnel from danger in an overseas country to a designated safe haven, typically within the continental United States. Overseas evacuations could occur under a variety of circumstances, including civil unrest, military uprisings, environmental concerns, and natural disasters. The Department of State (DOS) recommends an evacuation, and the Department of the Army—as the Department of Defense (DOD) Executive Agent for repatriation (RE-PAT) planning and operations—coordinates the execution of NEO.

## Noncombatants

U.S. citizens who may be ordered to evacuate an overseas country include—

- Civilian employees of all U.S. Government agencies and their dependents, except as noted below
- Military personnel of the U.S. Armed Forces specifically designated for evacuation as noncombatants
- Dependents of members of the U.S. Armed Forces

U.S. (and non-U.S.) citizens who may be authorized or assisted in evacuation (but not necessarily ordered to evacuate) include—

- Civilian employees of the U.S. Government agencies and their dependents who are residents in the country but express the willingness to be evacuated
- Private U.S. citizens and their dependents

- Military personnel and dependents of members of the U.S. Armed Forces outlined above, short of an ORDERED evacuation
- Designated aliens, including dependents of persons listed above

Noncombatants should maintain accurate and updated contact information with their command and in all relevant Marine Corps databases.



# Noncombatant Evacuation Operations

## How to Prepare

Sponsors and family members are responsible to take an active role in preparation for an evacuation, so that you will be better informed and able to move quickly. Preparation translates to reducing risk to you and your family. You must also understand what the U.S. Government will and will not do for you. The military and the U.S. Embassy will work to notify you of an evacuation order and move you safely and quickly away from danger. They will also attend to your basic needs of food, shelter, transportation and security.

The following are your responsibilities:

- 1 Prepare and maintaining an updated NEO Package.
- 2 **Stay informed.** Noncombatants should maintain accurate and updated contact information with their command and in all relevant Marine Corps databases. ALL Marines (active duty and Reserve), civil service, and contractor personnel with a NIPR computer account—verify and update official contact information populated in the **Marine Corps Enterprise Mass Notification System (eMNS)** by information found in the Global Address List (GAL), and self-register all cell phones, home

phone, email addresses, etc. in eMNS. Registration of personal information enhances Marine Corps Installations' ability to rapidly provide emergency information and changes to the base's operating status during non-working hours and wherever you are.

- 3 Know where rally points are located and how to get there.
- 4 Make a written **evacuation plan** that includes a plan for pets.
- 5 Make a written **emergency communication plan** in case family members are separated.
- 6 Build a **NEO kit**.

## What to Do During an Evacuation

- 1 Stay tuned to American Forces Network (AFN) broadcasts for instructions.
- 2 If an evacuation is ordered, report to the nearest assembly point as quickly as possible.
- 3 Leave with the expectation that you will not return.
- 4 Take your NEO kit with you.
- 5 Cooperate and comply with NEO personnel.
- 6 Remain calm and be flexible.
- 7 Assist other noncombatants who need help.

## How a Noncombatant Evacuation Is Executed

- At the onset of a crisis situation in an overseas country, DOS, in collaboration with other federal agencies, may request an evacuation. When approved by the President, an Executive Order will be issued directing NEO.
- One or more Repatriation (REPAT) Sites may be established, and USTRANSCOM will coordinate the removal of evacuees to the site, typically by air. Evacuees wishing to be evacuated somewhere other than the designated safe haven must request permission through their Service and DOS.
- Headquarters Department of the Army will coordinate and direct

repatriation operations as well as the assistance provided to other eligible DOD families who are unable to enter the subject country due to a stop movement order (an ordered suspension of movement into an evacuated area). Essential personnel with orders to travel into the evacuated area as a new duty station are required to proceed.

- CDR FORSCOM and CDR USPACOM will assist the designated Repatriation Sites during the execution of the repatriation operation in coordination with other DOD agencies; the military Services; and federal, state, and local agencies, as required.



# Noncombatant Evacuation Operations

- Individual military Services/DOD agencies will provide necessary support to effectively receive and process respective families, both evacuees who enter through designated Repatriation Sites and also eligible families who are unable to process through these sites (stop movement personnel or those who come out via commercial air). The Services/DOD agencies also will assume follow-on responsibility for their respective family members throughout the safe haven period. The authorized/ordered departure may be extended in 30-day increments to a maximum of 180 days.
- When an authorized departure is terminated, evacuees must return to their foreign duty assignment.

## Making Plans for Pets

In the past, DoD authorities have made great effort to evacuate pets along with the families. This may not always be feasible; therefore, families must make plans for their pets to stay behind or to be transported out commercially. The cost of any commercial transport of the pets, either out of the theater or from the Repatriation Site to the final safe haven location, will be borne by the family.

To fly on most Air Mobility Command or commercial airlines, including DOS-chartered aircraft, requires some necessary paperwork for your pet. Required documents typically include completion of the DD Form 2209, Veterinary Health Certificate, and the DD Form 2208, Rabies Vaccination Certificate. Also note that many commercial carriers do not transport pets during certain periods, for example, very hot summer months or when space is not available.

If you are permitted to bring pets in an evacuation, make sure you have the following:

- Separate carrier for each animal, except those nursing litters
- Collars on each animal with owner ID information (microchip recommended)
- Movement orders, health certificate, and shot records attached to cage in water-proof pouch
- Supply of pet food (specialty food, if required)

## What to Expect After an Evacuation

Being evacuated can be unsettling and difficult. The goal of the Repatriation Site is to ensure arriving evacuees are processed and moved onward to their final safe haven locations as expeditiously as possible. If transportation arrangements cannot be made for immediate onward movement after processing, arrangements will be made for temporary housing at military installations or commercial facilities.

Each Service is responsible for providing financial assistance for its eligible military

and civilian employees and their families. Financial assistance is provided in the form of deployable teams to designated Repatriation Sites for initial payments to evacuees. It also includes all follow-on payments to evacuees while in safe haven locations, as well as initial and follow-on payments for eligible individuals who were unable to process through a Repatriation Site. These payments will be made by Service-designated centralized locations.

Upon arrival of evacuees at their final destination, the nearest installation in the local area is responsible for family support in coordination with the evacuee's sponsoring Service or agency. The sponsoring installation will assist the family, regardless of Service affiliation, with any problems or needs that may arise, such as family support, return transportation requirements, household goods claims, etc. The sponsoring installation will also provide assistance to families affected by stop movement orders.



# What Is a NEO Package?

**A NEO Package contains all the DoD forms and documents necessary to be evacuated and repatriated should an evacuation be ordered. It is your responsibility to bring this completed package to the NEO processing center (NPC) in the event of an evacuation.**

**The forms required for the NEO Package are arranged in order of use as they pertain to the NEO Processing Center Station Layout.**

## Cover Sheet

- NEO Processing Center Station Checklist—This coversheet will act as your road map during NEO processing.

## Veterinarian Service (VET)

- DD Form 2209—Veterinary Health Certificate (Three copies (2) in a waterproof envelope for the certified pet carrier.)
- DD Form 2208—Rabies Vaccination Certificate (Three copies (2) in a waterproof envelope for the certified pet carrier.)
- DD Form 1745—Animal Euthanasia (Required paperwork for processing, always the last resort)

## Installation Personnel Administration Center (IPAC)

- DD Form 93—Record of Emergency Data (Required to help establish next of kin. Ensure it is up to date and included with your NEO Package.)
- DD Form 1337—Authorization for Emergency Pay and Allowances (Used for families of military personnel. Without the appropriate form, required signatures, and in the case of civilians, appropriate sponsor's fund site, families may not be able to receive an advance pay from the sponsor's pay entitlements.)
- DD Form 1610—Request and Authorization for TDY Travel of DoD Personnel (for Military Personnel) (May be required during the evacuation process. Lines of accounting and approval signatures will be provided at evacuation processing centers.)
- DD Form 2585—Repatriation Processing Center Processing Sheet (Required during in-processing for personnel accountability while in a safe haven status. This information is entered into a family support system and ensures families can be kept apprised of latest news regarding changes in status. It is critical that this document is complete.)

## Station Judge Advocate (Legal)

- Special Power of Attorney and Voluntary Appointment of Stand-by Guardian—(Required for dual military and single parent families. Names an individual of your choosing to care for your minor children in case you cannot evacuate with your family due to military duties.)
- Will Worksheet—(All military members are highly encouraged to maintain a current Will.)

## Facilities (Billeting and Family Housing)

Residence Key Envelope—(Provides authorities who remain in host country a means to access your residence for security reasons or to ship your household goods if required.) Cut out the form and tape or glue it to a legal sized envelope, place key inside.



# NEO Packages

## Provost Marshal's Office (PMO)

Vehicle Control Form—(Provides authorities who remain in host country a means to safely relocated vehicles.)

## Distribution Management Office (DMO)

- DD Form 1299—Application for Shipment and/or Storage of Personal Property (Used in case your household goods require shipment while you and your family are evacuated.)
- DD Form 1701—Inventory of Household Goods (This form will be used as an inventory of household goods located in the evacuee's quarters in host country. This form may be used later upon return to the U.S. if it becomes necessary to file a claim against the U.S. government for personal property lost and/or destroyed as a result of the evacuation. You can use the detailed list of household goods from your most recent PCS move in place of this form.)
- DD Form 1797—Personal Property Counseling Checklist (You can use the detailed list of household goods from your most recent PCS move in place of this form.)
- EA Form 741-E—Personal Property Record (Used to document high value items in your HHG shipment.)

## Postal

- DD Form 2258—Temporary Mail Disposition Instructions (Redirects mail from host country to your new address.)
- Information for DoD Civilian Employees
- DD Form 2461—Authorization for Emergency Advance and Allotment Payments for DoD Civilian Employees (Required for civilian employees requesting advanced pay).

## Information for DoD Civilian Employees

DD Form 2461—Authorization for Emergency Advance and Allotment Payments for DoD Civilian Employees (Required for civilian employees requesting advanced pay).





# Building a NEO Kit

To be fully prepared for any emergency, your family already should have one or more emergency kits that include enough supplies for at least three days. Keep a kit prepared at home and consider also having kits in your car, at work, and a portable version in your home ready to take with you. If you are stationed OCONUS, there are some special items, particularly important documents that can serve as proof of citizenship, that you should be sure to include in your kit in case of a noncombatant evacuation order.

## Keep all items listed below in your hand-carried baggage:

ID cards (military or U.S. Government)	Completed Repatriation Processing Center Processing Sheet (DD Form 2585)
Passports for all travelers (visa, if required, as well)	Request and Authorization for TDY Travel of DOD Personnel (DD Form 1610)
Birth certificates	Copies of PCS orders authorizing family to be in endangered country (validates command-sponsorship, and for civilians, return transportation agreement)
Marriage certificates	Employment documents: resume, latest pay voucher, latest performance evaluation
Naturalization certificates, citizenship papers (as applicable)	Medical records (Immunization, copies of important medical and dental records)
Alien Registration Card (FmI 551) (as applicable)	30-Day supply of prescription medications
Power of attorney (family care plan/spousal needs, as applicable)	School records for children/adult evacuees (transcripts, test scores, etc.)
Last will and testament	Record of Emergency Data (DD Form 93)
Financial records (checkbook/bank books/credit cards/tax record/current bills, etc.)	Vehicle registration/title/U.S. driver's license
Insurance policies (car, life, health, etc.)	Personal property inventory with photos (DD Form 1701—includes household goods)
Emergency Payment Authorization (DA Form 1337)	Money for emergency use (suggest U.S. \$100 minimum cash and some foreign currency)

## In a backpack or small suitcase, pack:

Lightweight, high-energy, packaged food for all travelers (sufficient to keep you going—if not satiated—for three days)

Baby toiletries (diapers, etc.) three-day supply

Personal toilet articles (toothbrush, toothpaste, etc.)

Feminine hygiene articles

First aid kit

Flashlight with extra batteries

Extra clothing

Blankets (seasonal)

## Remember:

Also, be sure to wear comfortable shoes and clothing, including long pants in all seasons. During colder months, wear several layers of clothing.

**Set your own course through any hazard: stay informed, make a plan, build a kit. Live Ready Marine Corps.**



# Sheltering-in-Place

In the event of an emergency, Marine Corps Regional and Installation emergency management organizations have plans and procedures to direct personnel to evacuate or take some form of shelter. For nonessential and nonemergency personnel, the preference is generally evacuation. In specific instances, evacuation or moving to a civilian shelter or designated place is more dangerous than remaining where you are, such as with short- or no-notice emergencies, including hazardous materials events. In these instances, you may be directed to shelter-in-place.

Sheltering-in-place means to take temporary protection in a structure or vehicle—typically your workplace or residence.

Installation procedures designate which responsible party or office will order personnel to shelter-in-place and for how long the order is expected to be in effect. Each Installation is responsible for developing Shelter-in-Place Management Teams in designated high-risk or high-occupancy buildings or areas. You should plan ahead by having an emergency supply kit with needed food and supplies in the locations you spend most of your time.

## How to Prepare

- 1 **Stay informed.** ALL Marines (active duty and Reserve), civil service, and contractor personnel with a NIPR computer account—verify and update official contact information populated in the Marine Corps Enterprise Mass Notification System (eMNS) by information found in the Global Address List (GAL), and self-register all cell phones, home phone, email addresses, etc. in eMNS. Registration of personal information enhances Marine Corps Installations' ability to rapidly provide emergency information and changes to the base's operating status during non-working hours and wherever you are.
- 2 Know how to turn off your heating, ventilation, and air conditioning (HVAC) systems without damaging the components.
- 3 Know how to close and secure doors, windows, vents, and other exterior openings quickly.
- 4 Identify potential interior space for sheltering-in-place.
- 5 Make family **emergency plan**, including an emergency communication plan, to cope with possible separation of family members.
- 6 Build and have an **emergency kit** ready.



# Sheltering-in-Place

## How You Will Be Notified

Marine Corps Installations (worldwide) use the eMNS as an effective and reliable mass notification system to maximize the potential to warn and direct affected personnel during a crisis through multiple systems:

- Giant Voice (GV)—A voice announcing system using exterior speakers, commonly termed “Giant Voice”
- Interior Voice (IV)—Interior speakers or sirens
- Enterprise Mass Notification System (eMNS)—An interactive, community notification system capable of providing voice and/or data messages to multiple, designated receivers
  - » *NOTE: eMNS is only as effective as the data you provide. You must register your personal information to receive notices after hours and away from the office on personal devices.*

## Actions to Take When Temporarily Sheltering-in-Place

- Bring everyone safely inside to an interior room or one with as few windows and doors as possible.
- Turn off all HVAC systems.
- Close and secure all doors, windows, vents, and other exterior openings.
- Have an emergency supply kit accessible.
- Listen to the radio or television for further instructions.
- When the “all clear” is announced, open windows and doors, turn on ventilation systems, and go outside until the building’s air has been exchanged with the outside air.
- Once you are in a safe place, muster with your command if you are military or civilian personnel or a member of the selective reserves.

## Sheltering-in-Place In a Vehicle

- Close windows, vents, and HVAC
- Drive away from visible gas/cloud
- Tune into Emergency Alert System or radio
- Wait for all-clear
- Muster





# Civilian Shelters

In the event of an emergency, Marine Corps regional and installation emergency management organizations have plans and procedures to direct evacuation or movement to shelters. When time permits, the preferred protective strategy for nonessential and nonemergency personnel is evacuation, but in emergencies with only a moderate advance warning, installation authorities may direct people to local, state, or host-nation shelters

## How to Prepare

- 1 **Stay informed.** ALL Marines (active duty and Reserve), civil service, and contractor personnel with a NIPR computer account—verify and update official contact information populated in the Marine Corps Enterprise Mass Notification System (eMNS) by information found in the Global Address List (GAL), and self-register all cell phones, home phone, email addresses, etc. in eMNS. Registration of personal information enhances Marine Corps Installations' ability to rapidly provide emergency information and changes to the base's operating status during non-working hours and wherever you are.
- 2 Take time to identify shelters in your area before an emergency. FEMA offers a mobile app that locates shelters in your area. Download the app to your phone.
- 3 Make a written family **emergency plan**, including an emergency communication plan. It will prepare you to cope with possible separation of family members.
- 4 Build in advance and take along an **emergency kit** that can sustain your family for at least three days.
- 5 Once you are in a safe place, muster with your command if you are military or civilian personnel or a member of the selective reserves.

## Shelters

A shelter is a publicly identified, certified, supplied, staffed, and insured civilian facility where the endangered population may seek temporary protection for a limited duration. Marine Corps Regions and Installations do not develop, maintain, or operate certified shelters. Instead, regions and installations coordinate shelter needs with appropriate state, local, host-nation, and private agencies. The American Red Cross is the principal U.S. resource for development, management, and operation of certified shelters. Certified shelters within the local community are preferred over safe haven facilities onboard an installation.

If you are directed to take shelter in a mass care facility operated by a disaster relief organization, there are a few things you should know:

- Even though mass care shelters often provide water, food, medicine, and basic sanitary facilities, you should plan to take an emergency kit with you.
- Alcoholic beverages, weapons, and smoking are prohibited in all shelters.
- Mass care facilities can involve living with many people in close proximity, so it is important to cooperate with local shelter managers and others assisting them.
- Depending on the situation and regulations of the safe haven, pets may or may not be allowed, so ask the Installation Emergency Manager for clarification and/or restrictions if you are unclear. Ensure that you address the needs of your pets while at the safe haven by bringing enough food and water to support their stay.

## How You Will Be Notified

Marine Corps Installations (worldwide) use the Marine Corps Mass Notification System (MCMNS) as an effective and reliable mass notification system to maximize the potential to warn and direct affected personnel during a crisis through multiple systems:

- Giant Voice (GV)—A voice announcing system using exterior speakers, commonly termed "Giant Voice"

- Interior Voice (IV)—Interior speakers or sirens within individual buildings
- Enterprise Mass Notification System (eMNS)—An interactive, community notification system capable of providing voice and/or data messages to multiple, designated receivers

*NOTE: eMNS is only as effective as the data you provide. You must register your personal information to receive notices after hours and away from the office on personal devices.*

**Set your own course through any hazard: stay informed, make a plan, build a kit. Live Ready Marine Corps.**



# Evacuations

**In the event of an emergency, installation and local Emergency Managers have plans and procedures to direct evacuation or direct movement of nonessential and non-emergency personnel and family members to safer locations. Essential and emergency personnel status will depend on the situation and your assignment to emergency or support teams. Installation procedures provide the means to warn personnel onboard the installation. Additional procedures for personnel off base are provided to installations overseas where the local government may not have the required capabilities.**

## Plan Ahead

Safe and effective evacuation requires planning ahead—know ahead of time where you will go and how you will get there. There may be little advance warning. It is important to keep in mind that destructive weather, earthquakes, and other hazards may limit or completely eliminate some transportation methods, especially bridges, ferries, tunnels, and mass transit systems. You should plan primary and alternative evacuation routes in advance, with appropriate maps in your emergency supply kit. During certain emergencies—especially those involving flooding, high winds, multiple aftershocks, or volcanic eruption—emergency public information broadcasts may include prohibitions on using travel trailers, campers, motor homes, buses, motorcycles, bicycles, and boats.

Be familiar with your installation's plans and procedures—review them periodically and whenever you change duty

stations. Evacuation plans identify the available transportation networks and their capabilities, especially the carrying capacity of proposed evacuation routes and existing or potential bottlenecks caused either by traffic or natural occurrences, such as rising waters. For more information, contact your Installation Emergency Manager and notify your local Emergency Manager of any special transportation needs you may have due to disability or illness.

The installation's Evacuation Management Team coordinates evacuation operations, as well as the return or relocation of displaced personnel. Procedures address the evacuation of people with special needs, including providing transportation and assisting disabled persons throughout the evacuation cycle. Assembly areas are designated where personnel should gather during the evacuation to board arranged transportation, when available.



# Evacuations from Marine Corps Installations

## Actions to Take During an Evacuation

Plan to take one car to reduce congestion and delay.

Keep a full tank of gas—power outages or congestion could make refueling challenging.

Gather your emergency supply kit, adequate for at least three days.

Wear sturdy shoes and clothing, such as long pants, long-sleeved shirts, and a cap.

Close and lock all doors and windows.

Unplug electrical equipment. Leave freezers and refrigerators plugged in unless there is a risk of flooding.

In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to a battery-powered radio, or check the Internet often for information or official instructions and follow them.

Leave the hazard area when directed to avoid being trapped or stranded.

Let others know or post a note as to where you are going.

Follow the recommended evacuation routes and zones; shortcuts may be blocked.

Stay alert for damaged or missing roads, bridges, and structures.

Stay away from downed power lines.

Once you are in a safe place, muster with your command if you are military or civilian personnel or a member of the selective reserves.

## How to Prepare

- 1 Stay informed.** ALL Marines (active duty and Reserve), civil service, and contractor personnel with a NIPR computer account—verify and update official contact information populated in the Marine Corps Enterprise Mass Notification System (eMNS) by information found in the Global Address List (GAL), and self-register all cell phones, home phone, email addresses, etc. in eMNS. Registration of personal information enhances Marine Corps Installations' ability to rapidly provide emergency information and changes to the base's operating status during non-working hours and wherever you are.
- 2 Make an evacuation plan:**
  - Safe and effective evacuation requires planning ahead—there may be no advance warning.
  - You should plan primary and alternative evacuation routes in advance, with appropriate maps to take along in your emergency supply kit. Choose several destinations in different directions so you have options depending on the emergency.
  - If you don't have access to a vehicle, make other arrangements ahead of time and become familiar with alternative means of transportation in your area—trains, buses, etc.
  - Depending on regulations at the remote safe haven or civilian shelter, pets may have to be left behind, so ask your Installation Emergency Management Officer for additional information on your site. Service animals are always permitted inside civilian shelters. Plan how you will care for your animals and provide extra food, water, and supplies for them.
- 3 Make an emergency communication plan** in case family members are separated.
- 4 Build an emergency kit.**

## How You Will Be Notified

Marine Corps Installations (worldwide) use the Marine Corps Mass Notification System (MCMNS) as an effective and reliable mass notification system to maximize the potential to warn and direct affected personnel during a crisis through multiple systems:

- Giant Voice (GV)—A voice announcing system using exterior speakers, commonly termed "Giant Voice"
- Interior Voice (IV)—Interior speakers or sirens within individual buildings
- Enterprise Mass Notification System (eMNS)—An interactive, community

notification system capable of providing voice and/or data messages to multiple, designated receivers

*NOTE: eMNS is only as effective as the data you provide. You must register your personal information to receive notices after hours and away from the office on personal devices.*



# Mass Warning and Notification

Each local community is responsible for warning the public of impending danger due to an emergency. Marine Corps Regions and Installations support this effort through the Enterprise Mass Notification System (eMNS) to alert the Marine Corps community within their jurisdictions. Overseas, this system includes warning sponsored family members living off base, ideally by integration with local or host-nation systems.

Marine Corps Installations (worldwide) use the eMNS as an effective and reliable mass notification system to maximize the potential to warn and direct affected personnel during a crisis through multiple systems:

## Multiple Systems

- **Giant Voice (GV)**—A voice announcing system using exterior speakers, commonly termed “Giant Voice”
- **Interior Voice (IV)**—Interior speakers or sirens
- **Computer Desktop Notification System (CDNS)**—An administrative broadcast across Marine Corps computer networks that overrides current applications, thereby reaching all users almost instantly
- **Automated Telephone Notification System (ATNS)**—Interactive, community notification system capable of providing voice and/or data messages to multiple receivers—telephones, cellular phones, email, SMS (Text), etc.
  - » *Note:* Marine Corps personnel with NMCI or OneNet access must self-register all home phones, cellular phones, etc. in the EMNS to receive notifications wherever they are.

Further, Installations with significant on-base or nearby off-base family housing cooperate with local authorities for access to radio and television emergency communication systems. Most Installations overseas have direct access to radio and/or television systems to support mass warning efforts.

Required, annual public awareness training for the Marine Corps community includes information on the relevant regional and installation mass warning and notification systems. All members of the Marine Corps community need to (1) be aware of which systems may be used under what conditions and (2) be prepared to take the appropriate action recommended by Marine Corps and local authorities.

Mission-essential and emergency response personnel have additional, specialized communications procedures and systems.



# Mass Warning and Notification

## Understanding Warnings, Gauging Response

The appropriate response to a potential hazard depends on its immediacy, reliability, severity, and scope. There are many different types of hazardous events with different time scales, and warning terminology may vary. In the United States, the main agencies that warn of natural hazards are the National Weather Service (NWS) and the U.S. Geological Survey (USGS). NWS uses the following terms for specific natural hazards:

- **Warning**—A hazardous event is occurring or imminent. Take immediate protective action.
- **Watch**—Conditions are favorable for a hazard to develop or move in. Stay alert.

These terms are widely accepted throughout the media and the emergency management community and may be used to set specific response actions in motion.

The **Emergency Alert System** may be used by federal agencies to provide official information about national-level emergencies and at the state and local levels to provide emergency messages. Almost all radio and television stations participate in such broadcasts. The same technology is used by the National Oceanic and Atmospheric Administration (NOAA) All-Hazards Weather Radio system, on which USGS earthquake, volcano, and tsunami warnings also are released. Within the United States, it is recommended that all members of the Marine Corps community integrate use of the Emergency Alert System into their individual or family emergency preparedness plans.

Your initial public awareness training will familiarize you with local emergency plans, including warning systems. Your installation's mass warning and notification system will alert you in the event of a potential or actual emergency and initiate the appropriate protective actions—evacuating, moving to civilian shelter, moving to a designated safe haven, or temporarily sheltering-in-place—based on predetermined action sets in response to specific indicators.





# Safe Havens

In the event of an emergency, Marine Corps Regional and Installation emergency management organizations have plans and procedures to direct evacuation. When time permits, the preferred protective strategy for nonessential and nonemergency personnel is evacuation to a civilian shelter, remote safe haven, or designated place outside the danger area. In emergencies with only a short to moderate warning time, Installation authorities may direct people to one or more designated safe havens.

## Safe Havens

A safe haven is a pre-designated facility that Emergency Management will activate as warranted for use as temporary protection. This location is usually not certified, insured, supplied, or regularly staffed.

A safe haven may be local, either onboard or in the immediate vicinity of an Installation, such as auditoriums, gyms, schools, and similar structures.

Or a safe haven may be remote, onboard either another geographically distinct Installation or even another Marine Corps Region, in civilian or military lodging/housing facilities, including bachelor quarters and hotels.

In an emergency, follow mass notification instructions to the identified safe haven.

Regional and installation Safe Haven Management Teams provide for the activation and operation of local and remote safe havens. Plans are coordinated with military and civilian authorities and may include provision for food, water, medicines, and security.

If you are directed to move to a local or remote safe haven, there are a few things you should know:

- Even though safe havens may provide water, food, medicines, and

basic sanitary facilities, you should bring your emergency kit to ensure that your family has the items that meet its needs.

- Safe havens usually involve staying with many people in a close proximity, so it is important to cooperate with safe haven managers and others assisting them.
- Depending on the situation and regulations of the safe haven, pets may or may not be allowed. Ask your Installation Emergency Manager for clarification and/or restrictions if you are unclear. Ensure that you address the needs of your pets while at the safe haven by bringing enough food and water for them.

## How to Prepare

- 1 **Stay informed.** ALL Marines (active duty and Reserve), civil service, and contractor personnel with a NIPR computer account—verify and update official contact information populated in the Marine Corps Enterprise Mass Notification System (eMNS) by information found in the Global Address List (GAL), and self-register all cell phones, home phone, email addresses, etc. in eMNS. Registration of personal information enhances Marine Corps Installations' ability to rapidly provide emergency information and changes to the base's operating status during non-working hours and wherever you are.
- 2 Make a family **emergency plan**, including an **emergency communication plan**. It will prepare you to cope with possible separation of family members.
- 3 Build in advance and take along an **emergency kit** that can sustain your family for at least three days.
- 4 Once you are in a safe place, muster with your command if you are military or civilian personnel or a member of the selective reserves.

## How You Will Be Notified

- Giant Voice (GV)—A voice announcing system using exterior speakers, commonly termed "Giant Voice"
- Interior Voice (IV)—Interior speakers or sirens within individual buildings
- Enterprise Mass Notification System (eMNS)—An interactive, community notification system capable of providing voice and/or data messages to multiple, designated receivers

*NOTE: eMNS is only as effective as the data you provide. You must register your personal information to receive notices after hours and away from the office on personal devices.*

**Set your own course through any hazard: stay informed, make a plan, build a kit. Live Ready Marine Corps.**