



UNITED STATES MARINE CORPS

4TH MARINE LOGISTICS GROUP
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IN REPLY REFER

GruO 3440.1

G3

24 May 06

GROUP ORDER 3440.1

From: Commanding General
To: Distribution List

Subj: EVACUATION/CONTINUITY OF OPERATIONS (ECOP) PLAN

Ref: (a) ForO 3440.1F
(b) MCO 4600.40A
(c) SECNAVINST 5820.7B
(d) MCO 3302.1D

Encl: (1) Additional ECOP Requirements

1. Purpose. This order provides instructions for subordinate units of the 4th Marine Logistics Group (4th MLG) in the event of an emergency displacement. The requirement for local Evacuation/ Continuity of Operations Plans (ECOPs) is derived from reference (a).

2. Background

a. A domestic emergency or disaster may occur with little or no warning.

b. Any major disaster will affect both military and civilian functions.

c. Any displacement of a 4th MLG unit will result in a disruption of its effectiveness and readiness.

d. Personnel and government property, as well as the ability of 4th MLG subordinate units to perform their missions, may be jeopardized by the following: hurricanes, floods, earthquakes, tornadoes, and other catastrophic natural phenomena, as well as explosions, fires, hazardous materials (HAZMAT) spills, civil disturbances, and terrorist activity.

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3. Objectives. Subordinate units of the 4th MLG establish local ECOPs in preparation for a potential catastrophic incident as defined above.

a. Minimize the danger to personnel and property during a catastrophe through a safe and efficient displacement and to expedite reconstitution of capability for continued operations.

b. Focus on the safety and accountability of 4th MLG personnel and their families, and the rapid reconstitution of affected units after emergency displacement.

4. Concept

a. Phase 1 (Preparatory Phase)

(1) Each battalion shall draft and maintain, and shall cause each subordinate unit to draft and maintain, a local ECOP meeting the requirements listed in this section and in Enclosure (1). The specific format of the ECOP is at the discretion of the unit.

(2) In developing unit ECOPs, I-Is and commanders shall coordinate with local Marine Emergency Preparedness Liaison Officers (MEPLOs), Department of Homeland Security disaster response agents, Federal Emergency Management Agency (FEMA) and local government officials (including similar state, county/parish, and municipal officials and law enforcement agencies) to ensure maximum cooperation and support, obtain emergency evacuation points of contact and, if available, copies of local evacuation guides.

(3) The following entities may provide assistance in the event of an emergency: tenant commands; Department of Homeland Security; federal, state, and local law enforcement agencies.

(4) Memoranda of Understanding (MOUs) and/or Inter-Service Support Agreements (ISSAs) between the unit and government agencies shall be established to document support to be provided. The MOUs/ISSAs shall be included as enclosures to each ECOP. MOUs/ISSAs must be approved by CG, 4th MLG (G-3) and shall, at a minimum, address the following:

(a) Costs to the displaced unit for support rendered.

(b) Assistance with contracting for billeting, subsistence, open purchases, etc.

(c) Security arrangements.

(d) The displaced unit's non-financial obligations (e.g., guard duty, maintenance).

(5) Within the Preparatory Phase, units shall coordinate with contracting officers at each potential displacement site.

(6) In developing its ECOP, the unit shall conduct an assessment of its geographic, hydrographic, and geological vulnerabilities, which include, but are not limited to:

- (a) Flood plain
- (b) 100-year floods, tornados, tsunamis, blizzards
- (c) Weak levee system/dams
- (d) Low lying areas
- (e) Storm Surges
- (f) Main Supply Routes (MSRs) and bridge capabilities
- (g) Industrial complexes
- (h) Nuclear facilities
- (i) Railroads
- (j) Sea Ports of Debarkation/Air Ports of Debarkation (SPODs/APODs)
- (k) Geological phenomena, including fault lines and the potential for earthquakes

b. Phase 2 (ECOP Activation Phase)

(1) In the event of an emergency or potential emergency involving one or more 4th MLG units, the 4th MLG G-3 shall, at the direction of the CG, 4th MLG, stand up a command center within the 4th MLG headquarters office spaces or at any other location directed by the CG, 4th MLG. The command center shall be staffed by representatives of the G-1, G-3, G-4, HSSO, and other personnel as directed by the Chief of Staff, 4th MLG. The command center shall be operational 24 hours per day for the duration of the emergency.

(2) If Marine Forces Reserve (MFR) has stood up on Emergency Operations Center (EOC) in accordance with reference (a), the G-3 shall provide a liaison officer to the MFR, maintain frequent contact with the MFR, and provide reports and other information as required by reference (a).

(3) The command center shall provide warning orders to units in the zone of potential danger with respect to whether and to what extent preparations to execute the units' ECOPs shall be made. Potentially affected units may be directed to make preparations within a range of options, including such preliminary steps as the recall of key personnel, to more extensive preparations, such as embarking property and arranging transportation and notifying primary or alternate displacement sites of the units' potential arrival. In the usual model, preparations for executing ECOPs shall gradually escalate and become more extensive in accordance with the information developed.

(4) While the CG, 4th MLG shall control the activation of any unit's ECOP or the displacement of any unit, unit notifications shall generally be guided by the following warning levels corresponding to hours before potential displacement:

- Level 1 - 96 hours
- Level 2 - 72 hours
- Level 3 - 48 hours
- Level 4 - 24 hours
- Level 5 - immediate displacement

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Each unit shall plan to displace equipment corresponding to each level of preparedness.

(5) After potentially affected units are directed to begin preparation to execute their ECOPs, such units shall maintain constant communication with the command center.

c. Phase 3 (Displacement Phase)

(1) Whether to displace and if so, at what time, depends on many factors, including the nature of the event at issue, the risks of movement at the time of the event, the unit's status as a tenant aboard another service's base, the local government's directives, and the unit's operations at the time of the event (e.g., during a drill weekend or holiday routine). Considering that the FOME is, in order of priority, the protection of personnel and property, the presumption shall be in favor of early displacement.

(2) Ordinarily, the unit and/or site, as well as 4th MLG headquarters, will have advanced warning of a potential catastrophic event. Consequently, but subject to subsection (7) below, only the CG, 4th MLG has authority to direct subordinate units with regard to significant preparation for displacement and for ECOP execution. When presented with the potential for a catastrophe, the CG, 4th MLG will closely monitor and advise subordinate units with regard to the preparations for displacement, as well as whether an actual displacement will occur.

(3) On order, and time permitting, the unit shall dispatch an advance party to the primary or alternate displacement site.

(4) On order, the unit shall displace the main body to the primary or alternate displacement site.

(5) Upon displacement, the unit shall direct any members of a RBP to the pre-designated safe area.

(6) The unit shall inform the command center of the completion of displacement and accountability of all personnel.

(7) The senior service member present at a Home Training Center (HTC) or in direct communication with the HTC may, after due consideration of the above factors or other relevant information, and only when confronted with the highest probability of substantial and imminent danger to personnel, order an immediate displacement of the HTC. In the event of an emergency displacement executed by the senior member present at the HTC, the CG, 4th MLG shall be notified as soon as possible during or after the displacement. Because a displacement presents its own safety risks, costs, and disruption, the presumption shall be against self-displacement.

d. Phase 4 (Reconstitution Phase)

(1) After the receipt of the "all clear" message or direction from the command center, dispatch (if necessary) a Damage Control Team (DCT) to the HTC to assist the RBP in securing and preparing the HTC for reconstitution of the unit.

(2) On order, reconstitute the unit at the HTC for follow on missions.

(3) The displaced unit shall inform 4th MLG of completion of reconstitution and accountability of all personnel.

5. Administration and Logistics.

a. In connection with its ECOP, each unit shall maintain a roster of primary and secondary relocation addresses and phone numbers of all personnel, which roster is separate from the Record of Emergency Data (RED). Once established, these rosters shall be verified quarterly and during SRB audits. Collection of this information shall be part of the check-in process at each unit.

b. Each unit shall ensure, to the greatest extent practicable, that all personnel have Government Travel Credit Cards (GTCCs) in accordance with reference (b), and that the ECOP includes instructions and procedures for rapidly activating the credit cards on an expedited basis (and, if necessary, from a remote location). For those personnel who may not qualify for GTCCs, each unit shall

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ensure a means of rapidly providing them with funds for displacement, temporary lodging, and other expenses.

c. Each unit shall have template orders and attendant procedures for rapidly (and, if necessary, from a remote location) issuing appropriate travel orders to personnel. Orders shall be issued to include authorized variation in itinerary and per diem, etc.

d. In the event of ECOP activation, each unit shall report personnel status in accordance with usual unit Morning Report procedures.

e. All drill notices shall include the following statement in bold font: **"In the case of an emergency displacement, contact _____ at (800) XXX-XXXX for accountability and follow-on instructions."** Additionally, upon check-in, each Marine/sailor shall be presented with a laminated card containing this same statement.

f. In connection with each ECOP, each section of each unit shall prepare Emergency Displacement Kits (EDKs) containing mission essential items that may be easily shipped or carried with the unit during displacement. Alternatively, units shall maintain a checklist of such items to be collected prior to displacement.

g. The use of pre-negotiated contracts shall be maximized to reduce friction and to expedite delivery of services and equipment of the displaced unit.

h. Boarding for pets will not be funded.

i. Units are not authorized to expend more than appropriately budgeted operational funds in preparing the ECOP or EDKs. However, funds for TAD trips in connection with planning and coordination are authorized, subject to the usual regulations pertaining to such expenses.

j. Unit administrators shall brief entitlements authorized to displaced personnel prior to or in connection with a displacement.

6. Command and Control

a. Displacement Authority and other missions

(1) Subject to the guidance outlined in the Displacement Phase section, subordinate units shall not, until directed by the CG, 4th MLG, conduct significant preparation for ECOP activation or displacement.

(2) Where the unit is aboard a larger military installation, the senior 4th MLG service member present shall displace the unit as directed by the host unit or as required by the host unit's applicable written order or plan. In such cases, the senior member shall maintain regular contact with the command center.

(3) Neither I-Is nor commanders shall assume that the unit will provide rescue, disaster relief, or similar operations in support of the local or state governments or populace. Any requests for assistance from other services or federal, state, or local governments shall be addressed in accordance with reference (c).

b. Displacement Sites. The unit shall select both primary and alternate displacement sites, preferably within a three hundred mile radius (or one day's driving distance) from the unit and/or site. The unit should consider alternate sites suitable for displacement based on a local disaster, as well as for a regional disaster. In selecting displacement sites, units should consider the following:

(1) Preference for government facilities, in the following order of priority: U.S. Marine Corps; other DoD facilities; other federal, state, and local government facilities.

(2) Contingency plan involving the use of commercial airlift in the event of a catastrophic regional event.

(3) Availability of sufficient and suitable billeting for personnel, as well as their families and pets.

(4) Facilities for storing and protecting sensitive government equipment (including weapons and classified materials).

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(5) Availability of staging areas for Principal End Items (PEIs), weapons systems, rolling stock, and other large end items.

(6) Proximity of the displacement site to transportation hubs.

(7) Security environment in the general area of the displacement site.

(8) Sufficiency of infrastructure near the displacement site and access to the site in light of the competition for such assets between military personnel and civilian Internally Displaced Persons (IDPs).

(9) Availability of suitable office space and communication assets, including secure areas and adequate voice/data communication.

c. Command Posts and Headquarters

(1) In the event of a potential catastrophe or displacement, the 4th MLG command center shall be at the 4th MLG headquarters, Bldg. 601, in New Orleans, LA. The command center can be contacted at (COMM) 504-678-4987 or any other phone number promulgated by 4th MLG G-3.

(2) The MFR EOC is located on the 4th deck, Bldg. 601. Once activated, the EOC will remain in place throughout the displacement. The EOC can be contacted at (COMM) 504-678-5313, (satellite phone) 1-800-227-5024, emergency hotline 877-318-4365 or 504-678-4040. The MFR Command Center can be contacted at 504-678-8672/8701 or via email at the following: MARFORRESCDO@mfr.usmc.mil.

d. Signal

(1) Upon the decision of the CG, 4th MLG to order the displacement of a unit, the G-3 shall notify the CG, MFR (G-3) via DMS messaging.

(2) In the event of a displacement, the displaced unit shall, at a minimum, provide the following reports to the 4th MLG G-3 via telephone or email:

(a) Personnel/property embarked

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(b) Weapons/classified equipment safeguarded/destroyed.

(c) All personnel and property arrived at the deployment site and have been accounted for.

(d) The primary modes of communication shall be landline, cellular phone, Iridium phone, and email.

(e) All personnel shall deploy with their government-issued laptop computers.

7. Annual Exercise and Anti-Terrorism/Force Protection (AT/FP) Coordination

a. The ECOP shall be exercised once per calendar year. After Action Reports (AARs) shall be drafted after each ECOP exercise with copies routed to the 4th MLG G-3.

b. The ECOP exercise may be conducted in conjunction with the annual AT/FP exercise required by reference (d) and, with the concurrence of the 4th MLG AT/FP Officer, in lieu of the AT/FP exercise.

c. The ECOP shall be harmonized with the unit and/or site AT/FP plan.

8. Action

a. Inspector-Instructor/Commanding Officers

(1) Commanders are directly responsible to the CG, 4th MLG for the safety and accountability of all Marines and sailors who are on active duty (including AC, AR, mobilized, and Active Duty for Special Work (ADSW) or Inactive Duty for Training (IDT)) at the time of any warning order for potential emergency displacement, as well as their families. Commanders are also responsible for the accountability of SMCR Marines and sailors that are not on IDT or active duty. With respect to the families of mobilized or deployed Marines and sailors, the unit's planning shall include coordination with the unit's Key Volunteer Network Coordinator (KVNC) and Peacetime Wartime Support Team (PWST) commander to ensure prompt and reliable communication with such service members' families.

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(2) Commanders shall ensure that each battalion and its subordinate units draft and maintain ECOPs in accordance with this order.

(3) I-Is and commanders shall not assume authority to direct dependants with respect to displacement.

b. AC/S G-1

(1) Staff the command center as required by the G-3.

(2) Assist 4th MLG subordinate units with respect to accountability of personnel in the event of ECOP activation.

(3) Assist 4th MLG battalions and their subordinate units in complying with this order.

(4) Provide personnel reporting requirements and formats to 4th MLG subordinate units.

(5) Provide reports as required by reference (a) or as directed by MFR.

c. AC/S G-3

(1) At the direction of the CG, 4th MLG, stand up and assume control of the command center.

(2) Coordinate with MFR and ensure compliance with requirements levied by the MFR or by reference (a).

(3) Maintain a copy of each 4th MLG units' ECOP.

d. AC/S G-4

(1) Staff the command center as required by the G-3.

(2) Assist 4th MLG battalions and their subordinate units in complying with this order, including with respect to selecting primary and alternate displacement sites, and planning embarkation and transportation.

e. AC/S G-7. In connection with the normal inspection protocol, verify compliance with this order.

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f. Health Services Support Officer (HSSO)

(1) Staff the command center as required by the G-3.

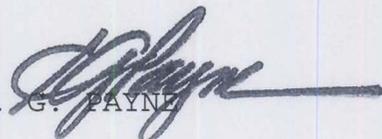
(2) Assist 4th MLG battalions and their subordinate units in complying with this order.

g. Force Protection Officer (FPO).

(1) Staff the command center as required by the G-3.

(2) Assist 4th MLG battalions and their subordinate units in complying with this order, including such units' harmonizing their AT/FP plans with their ECOPs.

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


E. G. PAYNE

Distribution: A/B

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ADDITIONAL REQUIREMENTS

1. Additional HTC Security. The ECOP shall address security of the HTC post-displacement with respect to the following topics.

a. Whether personnel are required to remain behind at the site to (a) coordinate with investigators, first responder or other emergency personnel, and/or (b) to prevent vandalism, looting, theft, surveillance, or surreptitious entry to the facility. In determining whether personnel will remain at the site, consideration shall be given to the danger presented to such personnel by local conditions balanced against the value or sensitivity of property remaining at the site or the importance of denying information or dangerous equipment/weapons to unauthorized persons.

b. The assignment of Marines to the Damage Control Teams (DCT) and/or the Remain Behind Party (RBP).

c. If personnel are directed to remain behind, the ECOP shall address food, water, shelter, communication, Personal Protective Equipment (PPE), and if appropriate, an evacuation plan.

d. The availability of a safe area for remain-behind personnel if applicable/possible.

e. A specific plan regarding the disposition of weapons and sensitive or classified communication or information, including whether such items may be evacuated or destroyed, or whether access to them can otherwise be denied. SECNAVINST 5510.36 and MCO 5510.15A provide specific guidance and directions for the disposition of weapons, classified equipment and information in the context of an emergency, and the contents of these directives are incorporated herein.

f. A specific plan for addressing the impact of IDPs or other hazards at the HTC in connection with the units de-constitution.

2. Transportation

a. The ECOP shall contain a transportation plan that provides a specific procedure for the orderly evacuation of personnel and equipment.

b. The transportation plan shall address and/or provide strip maps, convoy security, at halt security checks, way points, safe havens, and route reconnaissance.

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c. Some units may not have the means to embark all of their assets. Consequently, priority shall be given to weapons, classified material/equipment, ADPE, and personnel records (*i.e.*, SRBs/OQRs, Health and Dental records).

3. Communication

a. The ECOP shall contain a communication plan for establishing and maintaining communication with HHQ and subordinate units. This plan must address, at a minimum, the following:

(1) The availability of sufficient ADPE and at the primary and alternate sites.

(2) An emergency supply of ancillary ADPE (cords, cables, etc.) to be pre-staged or packed in the EDK.

(3) Iridium telephones or other reliable means of communication that will not fail due to damage to cellular phone towers.

(4) Communication for the RBP.

(5) Reporting requirements.

(6) Redundant communications.

(7) The requirement for each individual service member to displace with his/her issued laptop computer and two sets of camouflage utilities.

b. The ECOP shall contain emergency contact numbers for accountability of personnel, including a toll free number and a voice mail, which shall provide instructions to unit members and their families.

4. Other Requirements

a. The ECOP shall provide that specific individuals have appropriate credit cards for the open purchase of necessary items for the displaced unit.

b. The ECOP shall contain material relative to individual and family readiness.

c. The ECOP shall address the disposition of HAZMAT, including the location of MSDS, the conduct of quarterly HAZMAT inventories,

storage capabilities, securing HAZMAT to avoid theft/vandalism, or environmental contamination, and whether to evacuate HAZMAT with personnel and property.

d. The ECOP shall contain a checklist for critical steps to be taken upon receipt of a warning order for ECOP activation. A sample checklist is attached as Attachment (1) to this enclosure.

5. Classification

a. When the ECOP is complete, it shall be unclassified, but labeled and treated as For Official Use Only (FOUO).

b. The ECOP shall not contain classified information.