



UNITED STATES MARINE CORPS
1ST MARINE DIVISION
BOX 555380
CAMP PENDLETON, CALIFORNIA 92055-5380

DivO 3120.1
1ADJ

DEC 2 2015

DIVISION ORDER 3120.1

From: Commanding General
To: Distribution List

Subj: CRISIS ACTION TEAM RESPONSE PLAN

Ref: (a) MCIWEST-CAMPEN Order 3006.1A (Mission Assurance)
(b) Disaster Mitigation Act of 2000 - FEMA ICS Training
(c) MCO 3440.9 Installation Energy Management
(d) MCO 3504.2A Operations Event/Incident Report (OPREP-3)
(e) MCO 3070.2A OPSEC
(f) MCIWEST-CAMP CONPLAN 3551-14 (Infectious Diseases/Pandemic)
(g) I MEF Crisis Action Planning Standard Operating Procedure

Encl: (1) Crisis Action Team Composition
(2) Critical Points of Contact

1. Situation. Due to the requirement to coordinate 1st Marine Division actions in an emergency situation with little to no notice, a Crisis Action Team (CAT) Plan is required to ensure that the Commanding General or his designated representative can facilitate the efficient operation of the Division. The proper handling of an emergency situation (mass casualty incident, natural disaster, 1st Marine Division contingency MAGTF deployment, terrorist attack, etc.) will reflect the time-honored professionalism and diligent responsiveness for which 1st Marine Division has become known. The Commanding General has assigned the Chief of Staff cognizance over CAT response. The responsibility for timely and effective reaction to an emergency response will rest primarily with the Division Staff and their close working relationships with Marine Corps Base Camp Pendleton, 1st Marine Expeditionary Force, and affected commands. Upon notification of an emergency situation, 1st Marine Division will activate the CAT to serve as the single Command and Control (C2) node to ensure the seamless integration of all required assets/agencies.

2. Mission. The Crisis Action Team (CAT) will represent the Commanding General by providing timely and accurate information to the Commanding General or his designated representative while coordinating closely with outside agencies in order to facilitate the efficient operation of 1st Marine Division. The Division will establish and maintain a scalable CAT to coordinate a wide variety of actions which require 24-hour oversight over an extended duration.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. 1st Marine Division will have a cadre of specialized personnel readily available to respond to a variety of emergency situations. The emergencies are most likely to occur as a

result of mass casualty incidents, fires, training mishaps, terrorism, unit mobilization, or environmental disasters. These incidents occur without warning, yet require major response efforts within and outside Division.

(2) Concept of Operations. This Order shall be used in conjunction with the references and other current regulations and directives to ensure compliance with established policies and procedures.

b. Tasks

(1) G1

(a) Upon activation of the CAT, provide a SNCO or above to serve as the G1 Watch Officer and Casualty Operations Center Officer.

(b) Oversee all reports (PCR, SIR, etc.) generated by the CASOC prior to their release and ensure that they are submitted within established timelines.

(c) Be prepared to recall additional members of the G1 to assist in casualty tracking, personnel accountability, and report generation as required.

(2) G2

(a) Upon activation of the CAT, provide a SNCO or above to serve as the G2 Watch Officer.

(b) Be prepared to recall additional members of the G2 for geographic intelligence, meteorology and oceanography, or threat analysis support as required.

(3) G3

(a) Upon activation of the CAT, provide a Senior Watch Officer, Operations Chief, Watch Officer, Force Protection Officer, and Combat Camera personnel.

(b) Tailor the size of the CAT to meet operational requirements.

(c) Send a 1st Marine Division Liaison Officer (LNO) to I MEF and/or MCI West in the event the Crisis Action Team is established. The Division LNO will facilitate the passage of information between the I MEF, MCI West, and Division.

(d) In the event of a local disaster the Division will be required to send two Defense Security Cooperation Agency (DSCA) LNOs to I MEF. Division Engineers will serve as the primary DSCA LNOs.

(e) Be prepared to recall additional members of G3 for Plans, TEEP, CBRN, Engineer support, and other operational requirements.

(f) Host the Watch Officers of the CAT on the Current Operations (COPS) floor and provide a single conduit for the reception and transmission of information.

(g) Establish security for 1st Marine Division Command Post commensurate with the crisis situation and threat.

(4) G4

(a) Upon activation of the CAT, provide a SNCO or above to serve as G4 Watch Officer.

(b) Be prepared to recall additional members of the G4 for logistics planning, vehicle recovery coordination, maintenance support, food service coordination, or other operational commitments.

(5) G6

(a) Upon notification of the CAT, provide a SNCO or above to serve as G6 Watch Officer.

(b) Be prepared to recall additional members of the G6 for operational planning teams, response to attacks on 1st Marine Division Command, Control, Communications, and Computers (C4), or other operational requirements.

(c) Be prepared to support communication between higher, adjacent and subordinate units utilizing noncommercial assets which include but are not limited to Iridium , High-Frequency, satellite communications and Broadband Global Area Network (BGAN) should commercial communication be unavailable.

(6) G7

(a) Upon activation of the CAT, be prepared to provide a qualified safety officer/specialist and/or a qualified Environmental Compliance Officer as required.

(b) Inform the Commanding General and Chief of Staff of all safety reporting requirements, investigations or notifications and any hazardous spill/contamination reports that maybe required.

(c) Coordinate the establishment of required safety investigation teams and all hazardous spill clean-up efforts required by Division personnel.

(7) Comptroller

(a) Upon activation of the CAT, provide a SNCO or above to serve as the Comptroller Representative.

(b) Be prepared to recall additional members of the Comptroller Office for fiscal planning in support of affected units.

(8) Staff Judge Advocate

(a) Upon activation of the CAT, provide a SNCO or above to serve as the Staff Judge Advocate Representative.

(b) Be prepared to recall additional members of the Staff Judge Advocate Office for legal planning in support of affected operational commanders, the Commanding General, or the Primary Staff.

(9) Public Affairs

(a) Upon activation of the CAT, provide a Public Affairs Officer and SNCO to serve as Public Affairs Representatives.

(b) Immediately notify the Commanding General and Chief of Staff of estimated media interest then contact I Marine Expeditionary Force (MEF) Public Affairs (PA) and HQMC PA for situational awareness. This contact will continue throughout the duration of the media crisis response. Following this contact, develop a crisis communication plan to include background, PA stance, recommended spokespersons, timeline of releases, talking points/messages and potential media questions/answers.

(c) To ensure the command controls the media narrative, an initial release will be developed immediately with appropriate information in accordance with PA Consolidated Guidelines for Release. This release will be vetted through the Division Commanding General, Chief of Staff and I MEF PA prior to distribution. The timeliness of this initial release shows the command is in control of the situation and is capable of responding rapidly to serious incidents. It also reinforces the command's reputation for openness. Send initial release and all follow-on releases to DVIDS for upload.

(d) Contact respective unit POCs to ensure Marines/Sailors aware of protocol for public release of information. The Division PA holds release authority on all information surrounding an incident/event (*unless delegated by CG to a different entity) in order to maintain one voice for the command.

(e) Request Public Affairs augmentation from I MEF to facilitate 24-hour operations over an extended period.

(10) Division Chaplain

(a) Upon notification of the CAT, stand by to assist the injured and their families at nearby hospitals (if required).

(b) In the event of a mass casualty situation, coordinate with Chaplains Division wide to meet the needs of grieving Marines, Sailors, and their families.

(11) Division Surgeon

(a) Upon activation of the CAT, coordinate medical response for the Division.

(b) In the event of a mass casualty incident, natural disaster, or pandemic event contact the Military Treatment Facility OOD

or Emergency Department to coordinate the Division medical response with the MTF/base medical response.

(c) If required, ensure Division Mental Health Providers (MHPs) are present to support unit leadership, Chaplains, and medical staffs.

(12) Headquarters

(a) Upon activation of the CAT, the SNCO or the SNCO's representative is to coordinate actions on CAT and Headquarters Battalion Commanders recall the Motor Transport Company to the Division or in support of the Division Command Post or other location for the CAT.

(b) The primary responsibility of the Headquarters Battalion Commander is to coordinate actions on CAT and Headquarters Battalion Commanders recall the Motor Transport Company to the Division or in support of the Division Command Post or other location for the CAT.

(c) The HQ Battalion Commander is to coordinate actions on CAT and Headquarters Battalion Commanders recall the Motor Transport Company to the Division or in support of the Division Command Post or other location for the CAT.

(d) Be prepared to coordinate actions on CAT and Headquarters Battalion Commanders recall the Motor Transport Company to the Division or in support of the Division Command Post or other location for the CAT.

(13) Command Duty

(a) Upon activation of the CAT, forward all emergency response calls, RFIs, and pertinent information to the CAT.

(b) Upon activation of the CAT, continue to handle routine responses and actions that are outside of the scope of the CAT.

(14) Crisis Action Team Senior Watch Officer (CAT SWO)

(a) Represent the Commanding General in order to provide firm leadership and clear communication in his absence while maintaining open lines of communication with Base, I MEF, and effected commands.

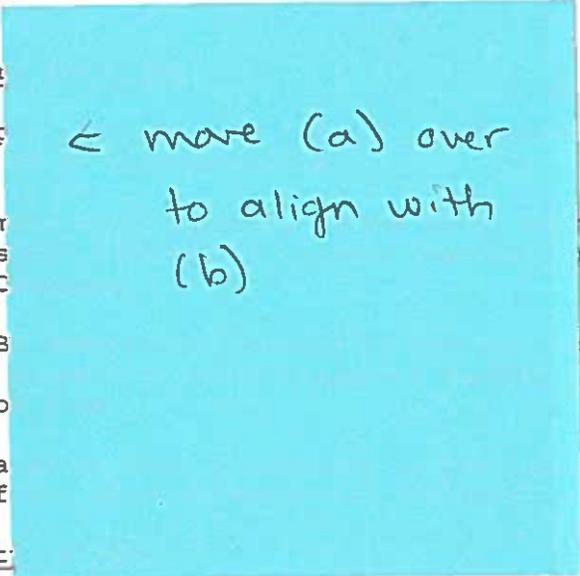
(b) Ensure the CAT is staffed appropriately and provide recommendations to the G3 or CoS on the addition or removal of members of the staff to accomplish a CAT event.

(15) 1st Combat Engineer Battalion (CEB). Be prepared to augment the CAT with LNOs in the event that the Division Engineer Officer/Chief are unavailable or serving in another capacity (I MEF DSCA LNOs).

c. Coordinating Instructions

(1) The Commanding General, Chief of Staff, or G3 can activate the CAT.

(2) All Division Staff sections will fill out the Crisis Action Team Recall Roster (Encl 3) on the first day of each month and submit the document to the G3 Current Operations Chief. Copies of the document will be posted in Currents Operations and the Command Duty Officer Offices.



(3) The CAT is intended to operate 24-hours a day until the emergency situation can be monitored by the CDO or Primary Staff.

(4) Division Staff sections will ensure that a minimum of one primary CAT billet holder can respond within 2 hours of notification.

4. Administration and Logistics. Recommendations for changes to this order are encouraged and should be submitted to the Commanding General, 1st Marine Division, Attn: Chief of Staff.

5. Command and Signal

a. Command. This Order is applicable to Headquarters Battalion and the Primary Staff.

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

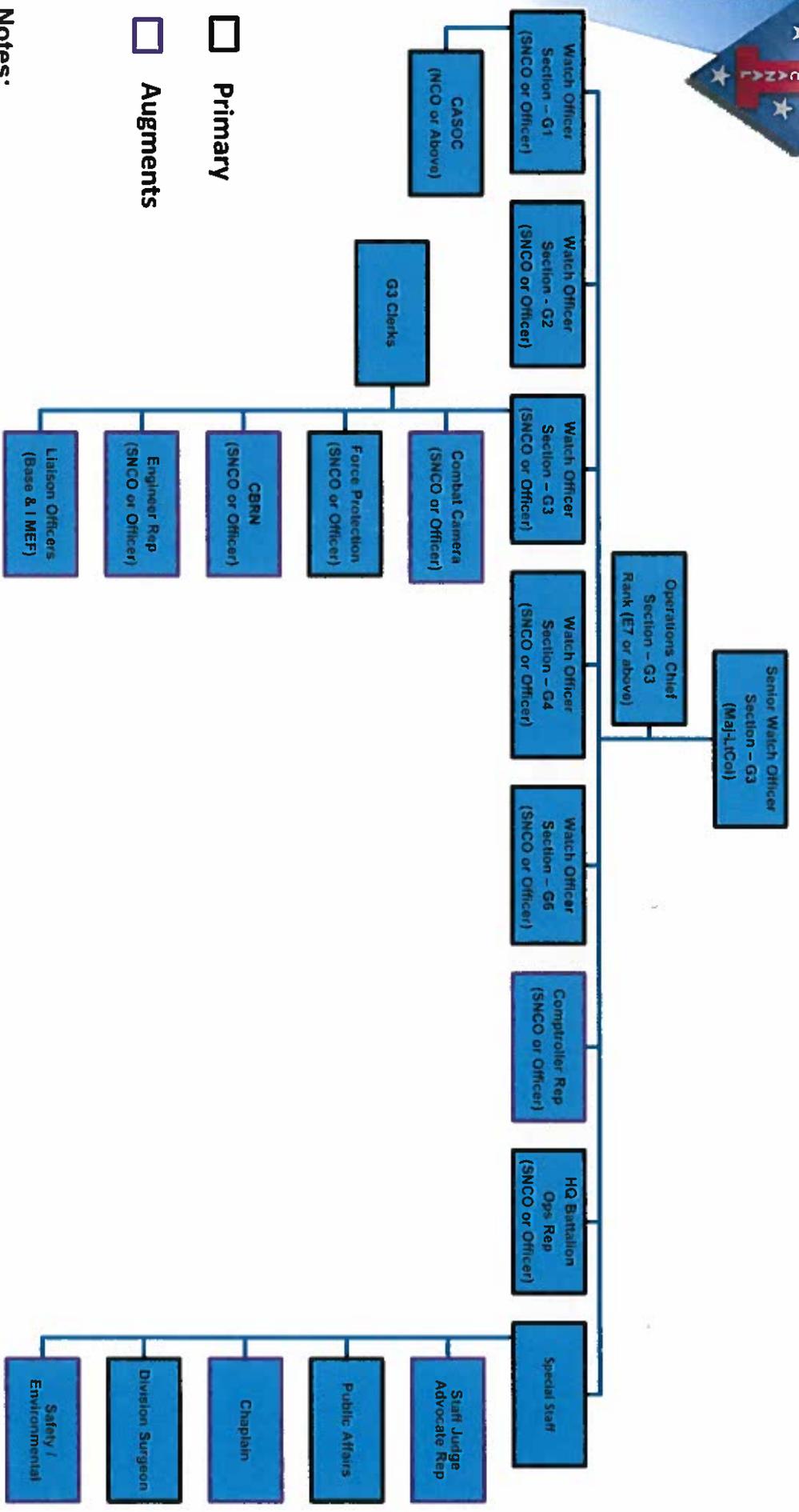

D. O'DONOHUE

DISTRIBUTION: I

Copy to: MCIWEST-MCB CAMPEN (SWO)
I MEF (SWO)
HQBN, 1STMARDIV



Crisis Action Team Composition



- Primary
- Augments

- Notes:**
- 1) Upon CAT activation, all primary identified members will report to the G3 COPS office for accountability. The preponderance of the CAT will work out of G3 COPS office.
 - 2) The CoS or G3 can add or remove members from the CAT as the situation dictates.
 - 3) Upon CAT activation, the Ops Chief will establish a port and starboard schedule to facilitate 24-hour op.
 - 4) Dual hatting billets is authorized for the G3 SWO/G3 WO, G3 Ops Chief/Force Pro, and G-3 WO/G3 CBRN billets.

Critical Points of Contact**Headquarters Marine Corps (HQMC) Operations Center Watch Officer**

(703) 695-5454

DSN: 225-5454

Email: HQMC.MCC3@usmc.mil

Headquarters Marine Corps Casualty Branch

(702) 784-9512

Toll free:

(800) 847-1597

Email: casualty.section@usmc.mil

First Marine Division

Command Duty Officer (CDO) (760) 725-5201

G3 Current Operations (COPS)/CAT SWO (760) 725-6856

Casualty Operations Center (CASOC) (760) 725-5515/3726

Surgeon (760) 725-5209

Chaplain (760) 725-6692

PAO (760) 725-8766

G7 (Safety) (760) 725-0035

Family Readiness Officer (FRO) (760) 725-8816

Comptroller (760) 763-2099

SJA (760) 725-5972

Marine Corps Installations - West (MCI-WEST) Camp Pendleton

Range Control (760) 725-0355

Provost Marshall Office (PMO) (760) 763-3888/2077

Fire and Emergency Services (760) 725-4321

Naval Hospital LNO (760) 725-1369

MCI-WEST Senior Watch Officer (SWO) (760) 725-5061

I MEF Senior Watch Officer (SWO) (760) 725-3047

Enclosure (2)