



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 3440.1A

Admin

5 Apr 12

NAVCRUITDIST PORTLAND INSTRUCTION 3440.1A

Subj: DISASTER PREPAREDNESS PLAN

Encl: (1) NRD Portland Disaster Response Rally Point
(2) Individual Emergency Reporting Procedures Card

1. Purpose. To implement a Disaster Preparedness Plan to be followed during emergency situations caused by fire, natural disaster, civil disturbances, enemy attack, or other circumstances in District Headquarters and Recruiting Stations.

2. Cancellation. NAVCRUITDISTPORTLANDINST 3100.1

2. Background

a. In the aftermath of Hurricane Katrina that hit the Gulf Coast in August 2005, it became apparent that there was no plan pertaining to the reporting of casualties of military personnel and their immediate family members, Government Services (GS) personnel, contractors and damage to government property such as recruiting stations and vehicles. In a situation in which evacuation of personnel occurs, confusion results from not knowing how to report the consequences of the disaster, coordinate emergency actions or regroup to continue the mission. Due to the fact that the headquarters may be among the first sites to evacuate due to dangerous conditions, it cannot be assumed that actions can be coordinated from that central location. Therefore, it is of utmost importance that the responses to natural disasters be coordinated in a smooth professional manner.

b. All assigned personnel must understand that instructions such as this are general in nature, thereby allowing for as much flexibility as possible. The important concept to remember is that "common sense" and "headwork" must prevail. The entire Chain of Command must take whatever action is deemed appropriate to ensure assigned personnel, their families and facilities are accounted for and properly maintained. The "bottom line" is to communicate through and via the Chain of Command - from top to

bottom, and bottom to top. Each individual assigned to this command is a professional and accordingly, must take whatever action is required and prudent.

c. Upon hearing of a natural disaster, all personnel (military and civilian) on leave must use all available means to contact the command (supervisor or Command Duty Officer (CDO)) to report their status along with the status of their immediate family members. Additionally, those personnel on leave shall remain at their leave location until it is safe to return or otherwise directed.

3. Responsibility

a. Administrative Officer (AO). The Command Recall Bill is continually updated as personnel check in, check out and changes are reported. On a monthly basis and when significant changes occur during the month, a hard copy of the current recall bill will be provided to the CDO. Upon hearing of a disaster the Administrative staff will report to District Headquarters as soon as possible in a safe manner to assist the CDO in compiling information on status of command personnel and property.

b. Department Heads (DH's) and Leading Chief Petty Officers (LCPOs). Account for all military personnel, their immediate family members, GS, Contractors, Future Sailors and students recently commissioned as officers. Ensure appropriate action is taken during the emergency. Report status to the CDO. When required, be sensitive to personnel personal circumstances needing assistance. Once immediate effects of a disaster have subsided, supervisors must be prepared to get personnel back into the working routine.

c. Command Duty Officer (CDO)

(1) Report the situation to the Executive Officer (XO) and Operations Officer (OPSO). The Commanding Officer (CO) will be briefed by the XO/OPSO or CDO (when directed) by the most expeditious means.

(2) Report the situation, at a minimum, to CDOs of CNRC, Region West and Region Northwest by most expeditious means. Initiate reports (i.e. Situational Report) required or when directed.

(3) Although the building is not solely controlled by this command, the CDO must be aware of the emergency at all times and coordinate with MEPS as required.

d. Operations Officer. On the first of the month, the DEP Coordinator will provide a roster of all Future Sailors to the AO for inclusion into the CDO binder.

(1) The Chief Recruiter shall manage collection of information about assigned recruiters, recruiting stations; assess station damage and casualties after the occurrence of a disaster. Direct that equipment is removed from damaged or non-secure stations as soon as safely possible.

(2) If necessary, coordinate with the MEPS Commander First Sergeant regarding arrangement of transportation to pick up applicants arriving to process and departing to the MEPS hotel or emergency shelter.

e. Assistant Operations Officer (A-OPS). On the first of the month, a recall list will be provided of all recently commissioned students to the AO for inclusion into the CDO binder.

4. Action

a. General principles

(1) When disaster strikes, go to the nearest safe muster point as delineated in enclosure (1).

(2) Muster and report status and contact information via the chain of command as soon as possible.

(3) If in an unaffected area, offer assistance as needed.

(4) Stay in a safe location until told safe to return.

(5) All personnel shall utilize the mustering guidelines as discussed on the Individual Emergency Reporting Procedures handy card, enclosure (2).

b. Personnel DI Muster Requirement

(1) Reporting requirements to higher authority will be accomplished at NRD Headquarters by the CDO and Administrative personnel.

(2) In the event that NRD Headquarters is incapacitated, mustering requirements to higher authority will be accomplished at Reno, NV or Boise, ID.

c. Headquarters Emergency Evacuation

(1) DHs shall muster and account for all their personnel and report status to the CDO. Enclosure (1) shall be used as a common-sense guidance for mustering rally points.

(2) XO assume command and control of District headquarters building while safe for habitation. Collect status reports from Department Heads and CDO on personnel and property.

d. Command personnel (military and civilians)

(1) If a disaster occurs during working hours, all command personnel will evacuate the building and muster at a safe area. It is imperative that the status of immediate family members is provided up the chain of command. If a disaster occurs after working hours, enclosure (1) shall be used as common-sense guidance for mustering rally points. The Leading Petty Officer (LPO) should ensure appropriate action is taken during the emergency and assess station damage and casualties. The LPO will immediately make the first report to the LCPO of their status/situation.

(2) If you are unable to locate the LPO immediately muster with your LCPO and up the chain of command as necessary.

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(3) When the crisis has subsided, the LCPO shall task their Recruiters to contact their Future Sailors to ascertain their status.

A handwritten signature in black ink, appearing to read 'R. M. Candiloro', with a long horizontal flourish extending to the right.

R. M. CANDILORO

Distribution:
NAVCRUITDISTPORTLANDINST 5216.1U
Lists A, B, C, and D

NRD PORTLAND DISASTER RESPONSE RALLY POINT RECOMMENDATIONS

1. The most substantial barrier to pre-planning rally points following a disaster is developing a plan that works for all variables - an impossible task - so this plan is necessarily vague.
2. Localized events: Proceed to the nearest NRS that is not affected by the disaster or is not inaccessible due to the disaster (i.e. do not drive through the devastated area to reach a safe NRS).
3. Greater Portland Area: Primarily move south to NOSC Eugene, however if south is not a viable option, proceed north to McCord AFB or FT Lewis Army Base, both in Tacoma, WA or further north to Naval Base Kitsap in Bremerton, WA. In some instances, even if a southerly egress is safe for Oregon residents, Washington residents may not be able to cross the Columbia River; in that case, Washington residents must head north.
4. Boise Area: Proceed to Mountain Home AFB, ID.
5. Reno Area: Proceed to NAS Fallon, NV

EMERGENCY INFORMATION
(Disasters, Terrorism, Evacuations, etc.)



Imminent danger/emergency: Dial 911

NRD Portland Duty Officer: (503) 312-9345
Needs Assessment: <https://navyfamily.navy.mil>
Red Cross Emergency Services: (800) 696-3873
Fleet & Family Support Center: (360) 396-4115
Navy Casualty: (800) 368-3202

**Monitor local AM/FM/TV stations for
Additional information**

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ENCLOSURE(2)

Individual Emergency Reporting Procedures

Following a natural disaster, terrorist event, or mandatory evacuation, proceed to a safe location/safe haven. All personnel shall report status and whereabouts ASAP to:

1. Direct chain of command, or
2. NRD Duty Officer at (503) 312-9345
3. Alternate Cmd: NRC (901) 451-0864
4. Emergency Coordination Center (ECC) at NPC,
24 hr watch: (877) 414-5358 or log on to:

<https://navyfamily.navy.mil>

If necessary, repeat Steps 1 through 4 until contact is made.

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