

CHAPTER 3 DISASTER PREPAREDNESS

3-1. Disaster Preparedness Policy. MSC and district commanders will be prepared to provide immediate and effective response and assistance prior to, during, and after emergencies and disasters. Preparedness includes an emergency management organization, planning, training, exercises, adequate command and control facilities, supplies, tools and equipment, and the FCW inspection component of the Rehabilitation and Inspection Program.

3-2. Preparedness Budget. MSC's and district's are funded annually from the FCCE Appropriation, 96x3125. Funds are allocated to division commanders for distribution to districts in accordance with HQUSACE guidance.

3-3. Organization. MSC and district commanders will provide adequate staffing for a readiness/emergency management organization to accomplish the preparedness mission as defined by this regulation, ER 10-1-2, ER 500-1-28, and other appropriate documents. In addition to a full time readiness/emergency management staff, MSC's and districts will have cadre(s) or team(s) readily available to:

a. Provide assistance under USACE authorities for flood emergencies and other natural disasters.

b. Execute responsibilities and missions under the Stafford Act and the FRP in accordance with ER 500-1-28.

c. Staff a CMT.

(1) The CMT will consist of the Emergency Manager, and senior representatives from technical and functional areas (e.g., engineering, project management, contracting, real estate, logistics, human resources, etc.)

(2) When the magnitude of an emergency situation demands a separate management element, and in accordance with guidance and direction from the MSC/District Commander, the CMT will:

(a) Provide guidance and direction for MSC/district activities during emergency situations.

(b) Set response and recovery priorities.

(c) Provide overall management to response and recovery activities.

d. Staff a CAT. The CAT is a group of staff action officers, project managers, functional representatives, and support personnel necessary to operate an Emergency Operations Center.

3-4. Planning and OPLAN's.

a. Plans. HQUSACE, MSC's, and districts will prepare and maintain necessary plans for emergencies and disaster assistance, establishing an alternate EOC, and reconstituting the MSC/district. The plan or plans will be published as Operation Plans (OPLAN's), or standing operating procedures (SOP's), and will address emergency/disaster assistance procedures under all applicable authorities and potential mission assignments. Other OPLAN's or SOP's may be developed to enhance emergency operations.

b. OPLAN's.

(1) Definition. An Operation Plan (OPLAN) is a proposal for executing a command decision or project. It represents the command's preparation for future or anticipated operations.

(2) OPLAN Preparation Requirement. Each division and district will have, as a minimum, an OPLAN that addresses a generic disaster within the division/district. The OPLAN will include general topics such as activating, staffing, and operating the EOC; reporting requirements; notification and alert rosters; and organizing for response to disasters. The OPLAN will have one or more appendices that specifically address the disaster(s) most likely to impact the division/district. Specific OPLAN's addressing different types of disasters may be prepared in addition to the basic disaster OPLAN. OPLAN's prepared under auspices of the Catastrophic Disaster Preparedness Program, the National Emergency Preparedness Program, or the Catastrophic Disaster Response Plans efforts will suffice to meet OPLAN preparation requirements of this paragraph.

c. OPLAN Reviews.

(1) OPLAN's will be reviewed and updated annually to reflect administrative changes such as new key personnel, changes in phone numbers, etc.

(2) The division/district's generic or principal disaster OPLAN will be reviewed, revised, and republished biennially.

d. Format. The format at Figure 3-1 of EP 500-1-1 will be the basic format used for preparation of Emergency Management Operation Plans (OPLAN's) in USACE.

e. Privacy Act. Any personnel directories prepared must comply with the Privacy Act.

3-5. Training. MSC's and districts will ensure personnel assigned emergency assistance responsibilities are properly trained to accomplish them. This includes, but is not limited to, personnel assigned to the EOC, CMT, CAT, Regional Operations Center, Emergency Response Team, Planning and Response Team, levee inspection missions, etc.

3-6. Exercises.

a. Requirement. MSC's and districts are required to conduct an exercise at least once every two years, consistent with available funding. This requirement may be waived by the MSC/District Commander if an actual emergency response was conducted during the two-year period that was of sufficient magnitude to have adequately trained CMT/CAT members and other personnel. The MSC/District Emergency Manager will make a written recommendation to the commander concerning the need for an exercise, with the commander making the final decision.

b. After Action Reports. After action reports (AAR) for exercises conducted will be prepared in accordance with EP 500-1-1 and forwarded to the next higher headquarters and to HQUSACE.

c. Funding. When an MSC or district determines that a programmed exercise is not needed for a given year, any funds allocated for such an exercise will be immediately offered for revocation.

3-7. EOC and Facility Support. MSC's, districts, the 249th Engineer Battalion (Prime Power) and the Topographic Engineering Center will provide a dedicated facility for an EOC to provide command and control for emergency/disaster response and recovery activities. EOC and facility support will be provided in accordance with EP 500-1-1, paragraph 3-5.

3-8. Equipment and Supplies.

a. Equipment and Supplies for Readiness/Emergency Management personnel, and Planning and Response Teams. MSC's and districts will maintain equipment and supplies to be readily available for use by the EOC, disaster field offices, disaster field teams, Planning and Response Teams, and similar entities. Equipment procured for field use may be special, compact, lightweight and/or portable. Such equipment and supplies may include, but are not limited to, the following:

(1) Field kits, office supplies, pagers, telephone answering machines, notebook computers, and telephones. Computers of any kind other than notebook computers are specifically excluded.

(2) Safety and protective items such as hard hats, overshoes, safety glasses, and rain gear. FCCE funds should not be used to procure such safety and protective items for individuals whose normal job duties require such items.

(3) USACE EMHV items. EMHV items will be used during disaster/emergency responses. MSC's and districts are required to stock those EMHV items centrally procured by the Philadelphia District. MSC Emergency Managers may approve MSC/district requests for EMHV items not centrally procured that are needed to meet mission accomplishment. Items procured under authority of this paragraph will have standard Corps logos on them. No MSC or district name or identification is permitted.

(4) Audio and video equipment and supplies.

(5) Communication devices for weather and news data, if such data are not readily available through Internet sources.

b. Equipment and Supplies for Emergency Operations.

(1) Equipment and supplies may be stockpiled for use during emergency operations and exercises.

(2) Accountability for all equipment and supplies will be maintained in accordance with ER 700-1-1.

(3) Equipment and supplies will not be issued for stockpile to any non-USACE activity.

(4) Pumps and certain other types of equipment (e.g., sandbag filling machines) for use by non-Federal interests during flood emergencies may be procured. Maintenance on pumps and equipment will be funded under Class 240. Maintenance and repair of pumps and equipment in the inventory will be in accordance with ER 750-1-1.