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EMERGENCY ACTIONS PLAN (SEAP)

1. Purpose. This plan institutes the Emergency Notification and Mobilization Alert Procedures for the Savannah District (CESAS) Office by establishing responsibilities and procedures for the rapid dissemination of Department of the Army Defense Readiness Conditions (DEFCONs) and Mobilization Alert Procedures. It is designed to provide unclassified guidance to the Savannah District staff and field offices for response to notification of crisis or sensitive situations. This plan will be used in conjunction with the Corps of Engineers Mobilization and Operation Planning System, Volume II, (CEMOPS II - Draft). Messages will normally be classified and, therefore, will be disseminated to others person-to-person.
 2. Applicability. This plan is applicable to all divisions, branches, sections, offices, special assistants, and field offices in the Savannah District.
 3. References.
 - a. U.S. Army Corps of Engineers Mobilization and Operation Planning System, Volume II (CEMOPS II), Jun 86 (Draft).
 - b. U.S. Army Corps of Engineers Continuity of Operations Plan 84-1 (CECOOP), Feb 84.
 - c. CESAS Plan 500-1-5, Savannah District Continuity of Operations Plan (COOP), Section 1, 1 May 96.
 - d. CESAS Plan 500-1-5, Savannah District Continuity of Operations Plan (COOP), Section 2, (Classified), Jul 88 (Draft).
 - e. CESAS Plan 500-1-8, Savannah District Mobilization Plan, 16 Mar 92.
 4. Responsibilities.
 - a. The Chief, Emergency Management Division, (by delegation of the District Commander) will:
 - (1) Disseminate any emergency action information received to the District Commander, CESAS staff, and CESAS field offices in accordance with the Notification Flow Chart, Appendix A.
 - (2) Report to CESAD Chief, Readiness Branch, (CESAD-CM-OE) or, in his absence, an alternate contact, the time the last notification was completed and the time the directed exercise or emergency DEFCON posture was assumed.
 - (3) Provide CESAD-CM-OE primary and two alternate Emergency Management Division contacts during duty and non-duty hours.
 - (4) Prepare and maintain a supporting plan to include District and essential field elements and submit four copies of the plan or changes to the plan to CESAD-CM-OE. Draft revisions and/or changes will be submitted no later than 1 June of each year for approval. Negative reports
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This plan supersedes CESAS Plan 500-1-12 dated 1 Feb 00.

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are required. Final revisions and/or changes will be submitted to CESAD-CM-OE no later than 31 July annually.

(5) Retain file copies of plans of CESAD and subordinate elements.

(6) Ensure that the personnel listed on the Notification Flow Chart, Appendix A, have been trained and are knowledgeable of their responsibilities for notification procedures within the Savannah District Office. In addition, assure that these personnel are strongly advised to have a copy of this plan readily available at their desks and at their residences at all times.

b. The District Office Staff will:

(1) Ensure that key subordinate staff personnel are briefed on this Plan and that they are adequately trained to carry out all necessary actions in a timely and professional manner.

(2) Upon receipt of a message, key personnel are required to notify those persons in their organization who are responsible for assuring an adequate response.

(3) Take actions required, as appropriate, depending on message received and in accordance with support plans.

5. Alert System. The alert system of the Joint Chiefs of Staff is comprised of seven conditions (LERTCONs) which are divided into two subsystems, Defense Readiness Conditions (DEFCONs) and Emergency Conditions (EMERGCONs). Air Defense Warning Conditions will also be used with Air Defense Emergencies. See paragraph 7 for Mobilization Alert Systems.

a. The five unclassified Defense Readiness Conditions (DEFCONs) definitions and descriptions of action to be taken are as follows:

<u>Term</u>	<u>Exercise Term</u>	<u>Readiness Condition</u>
DEFCON 5	FADE OUT	Normal Readiness
DEFCON 4	DOUBLE TAKE	Increased intelligence watch and strengthened security measures.
DEFCON 3	ROUND HOUSE	Increase in force readiness above that required for normal readiness.
DEFCON 2	FAST PACE	Further increase in force readiness, but less than maximum readiness.

DEFCON 1 COCKED PISTOL Maximum readiness.

b. The two unclassified Emergency Conditions (EMERGCONs) are:

<u>Term</u>	<u>Exercise Term</u>
Air Defense Emergency	BIG NOISE
Defense Emergency	HOT BOX

c. The unclassified Air Defense Warning Conditions are:

<u>Term</u>	<u>Exercise Term</u>
Air Defense Warning - WHITE	BIG NOISE - SNOWMAN
Air Defense Warning - YELLOW	BIG NOISE - LEMON JUICE
Air Defense Warning - RED	BIG NOISE - APPLE JACK

6. Security/Classification. It is imperative that all personnel understand the importance of effective security control measures associated with increasing the readiness of U.S. forces under actual or exercise conditions. All persons listed in the Notification Flow Chart (Appendix A) and others who will have access to messages must possess SECRET or higher security clearances. UNCLASSIFIED messages pertaining to prepositioned instructions concerning the JCS Alert System can no longer be used.

a. UNCLASSIFIED.

(1) The fact that tests, exercises, or drills are being conducted is not classified unless otherwise directed by higher authority.

(2) The terms DEFCON 5, 4, 3, 2, or 1, or their exercise equivalents, when used alone.

(3) The association of a DEFCON with the appropriate exercise term, i.e., DEFCON 3 - ROUND HOUSE.

(4) Mobilization alert procedures (paragraph 7) is unclassified but will be FOR OFFICIAL USE ONLY unless a higher classification is assigned by HQDA.

b. CONFIDENTIAL.

(1) The association of a DEFCON number and the appropriate exercise terms with the classified situation and/or description for each DEFCON.

(2) Emergency action message designators when used without reference to the action being implemented.

c. SECRET.

(1) Any reference to the fact that an actual or exercise change in readiness is being considered, is taking place, or has been accomplished.

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(2) The actual DEFCON status of U.S. forces and changes thereto.

(3) Full DEFCON definitions.

(4) Association of LERTCON terms, actual or exercise, with a description of the specific actions taken during the condition(s).

(5) Emergency action message designators when associated with the action being implemented.

7. Notification Procedures for Mobilization Alert.

a. The initial alert will be by telephone communications through normal command channels. Information provided will be as complete as practical but will not be delayed in order to develop a comprehensive situation report. The telephonic alert will include all essential unclassified information practical concerning the mobilization. Where the classification of mobilization information or its volume precludes complete information being given by telephone, it will be sent by message to the alerted recipient notified by telephone. Information that should be included in a mobilization alert is as follows:

(1) Level of mobilization (select, partial, or full).

(2) OPLAN for which mobilization is required.

(3) M-Day identification, or other reference time for mobilization actions.

(4) Special coordinating and reporting instructions.

(5) Mobilization stationing plans.

b. The alert notification will be "FOR OFFICIAL USE ONLY" unless a higher classification is assigned by HQDA.

c. The District staff will be notified in accordance with the flow chart in Appendix A. Others will be notified by respective staffs on a need-to-know basis. Staff chiefs are responsible to assure that all persons in their organization are familiar with their mobilization assignments.

d. F-Hour Alert System. It is the policy of HQDA to notify Commanders and Reservists concerned in a mobilization prior to the public release of this information. In view of the rapidity of communication of the news media (directly from the seat of Government to the private citizen within minutes of the release), it may be patently impossible to achieve this objective. However, the F-Hour Alert Procedures were developed to allow 18 hours for alerting commanders and reservists before release to the media. The specific procedures extracted from JCS 21 are:

(1) F-Hour. The Secretary of Defense directs the military departments to mobilize.

(2) F+12 Hour. Governors and Adjutant Generals or designated authorities of the State and

territories concerned and all Service organizations affected are notified.

(3) F+12 to F+18 Hour. Unit commanders and active duty advisors of all affected Reserve Components are notified. The Assistant to the Secretary of Defense (Legislative Affairs) arranges briefings for the Chairpersons of the Senate and House Armed Services Committee and Appropriations Committees.

(4) F+18 Hour. The Assistant Secretary of Defense (Public Affairs) releases the information to the news media.

8. Notification Procedures for JCS Alert System.

a. Any reference to Alert messages must be accomplished within the security constraints outlined in paragraph 6.

b. The Chief, Emergency Management Division, or in his absence, the Acting Chief, Emergency Management Division, is assigned responsibility for the initial receipt and dissemination of alert messages and will be CESAS emergency contact.

c. Key personnel will be notified to IMMEDIATELY report to the EOC for an emergency message in accordance with the Notification Flow Chart, Appendix A. Persons contacted will be responsible for notifying others as indicated by the directional arrows. When one of the key persons in the chain cannot be contacted, the next person will also notify the absent key person's next -in-command if they were not previously notified. The next person will be specifically told if the key person's next -in-command has been notified. Key CESAS personnel or next -in-command that have been contacted will be responsible for notifying their subordinate personnel on a need-to-know basis, to ensure that capability and/or actual response is appropriate.

d. During duty hours, notification will be by telephone or direct person-to-person.

e. During off-duty hours, telephone communications will be utilized.

f. UNCLASSIFIED telephone or person-to-person message will simply inform the key person to immediately report to the Emergency Operations Center for an emergency message. Messages will be given only to the Chief or designated alternate of the office/division.

g. The following format (Appendix C) will be used:

"This is (name and organization).
You are to immediately report to the
Emergency Operations Center for
an Emergency Message."

h. The key person must acknowledge that the message is understood before breaking telephone contact.

i. Upon receipt of message notice key persons notifying others will immediately complete their

contacts and report to the EOC. Substitutes will not be acceptable.

j. Key persons will report in person to the EOC when actions are complete or when status is achieved. Telephone communications to the EOC will not be used.

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k. Districts will report to CESAD-CM-OE in accordance with Appendix 3 to Annex A (CEEAP) of CEMOPS II Reports (U).

9. Test Exercise. Test exercises will be conducted twice a year.

4 Appendices
App A - Notification
Flow Chart
App B - Time Conversion
Chart
App C - Work Sheet for
Flow Chart
App D - Distribution

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COL, EN
Commanding

APPENDIX B

Time Conversion Table

For converting Eastern Standard or Eastern Daylight Time to or from Greenwich Mean Time (ZULU).

Eastern Greenwich Mean Time (ZULU)	Time	Eastern Standard (EST)	Time	Daylight (EDT)
0000		*1900		*2000
0100		*2000		*2100
0200		*2100		*2200
0300		*2200		*2300
0400		*2300		0000
0500		0000		0100
0600		0100		0200
0700		0200		0300
0800		0300		0400
0900		0400		0500
1000		0500		0600
1100		0600		0700
1200		0700		0800
1300		0800		0900
1400		0900		1000
1500		1000		1100
1600		1100		1200
1700		1200		1300
1800		1300		1400
1900		1400		1500
2000		1500		1600
2100		1600		1700
2200		1700		1800
2300		1800		1900

*Add 1 day to local date for
 Greenwich Mean Time (GMT) date.

EXAMPLE: Local time is 9:20 p.m. EST (2120 EST) on the 31st day of October 2000 (312120 EST Oct 00), expressed as GMT would be 010220Z Nov 00.

APPENDIX C

Message Information

Message received from: _____
(Name and Organization)

Time message was received : _____
(Time and Date)

Message received: _____

Message To Be Delivered:

"This is (name and organization). You are to immediately report to the Emergency Operations Center for an emergency message. Do you understand? Please acknowledge."

Key Persons Notified:

<u>Time</u>	<u>Organization</u>	<u>Person Notified</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Report to the Emergency Operations Center when the calls have been completed. Inform the Emergency Operations Center that the calls have been completed and that the Key Persons have personally received the notification message. **Submit this completed worksheet to the Emergency Operations Center.**

APPENDIX D

Distribution

<u>Activity</u>	<u>Number of Copies</u>
CDR, South Atlantic Division, ATTN: CESAD-CM-OE	4
CDR USAED Charleston, ATTN: CESAC-CO-E	2
CDR USAED Wilmington, ATTN: CESAW-EM	2
CDR USAED Mobile, ATTN: CESAM-EM	2
CDR USAED Jacksonville, ATTN: CESAJ-CO-M	2
FEMA, Region IV, 3003 Chamblee-Tucker Rd, Atlanta, GA 30341	1
GEMA, P.O. Box 18055, Atlanta, GA 30316-0055	1
SCEP, 1429 Senate St, Columbia, SC 29201	1

Internal

Distribution A & D	
CESAS-IM-PR	5
CESAS-EM	25
Each person named in Appendix A	2

