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SOC
SECURING OUR COUNTRY

QUALITY PLAN – SYSTEM LEVEL PROCEDURE ISO 9001:2000 – SOC, LLC – HAWTHORNE DIVISION	Document No. QP.SOC.HWAD. .FES.0005
Title: Emergency Operations Plan, Annex B Disaster Preparedness Plan Annex C Emergency Response Plan	Rev. 2 3 Page 1 of 4

APPROVAL SIGNATURES	
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[X] Initial Release | [ ] Review, No Revision Required | [X] Review - Revision Required (See History Below)

NOTE:
THIS DOCUMENT WILL BE REVIEWED AT LEAST ANNUALLY TO ENSURE ITS SUITABILITY
REFERENCE QP.QMS.0001(FORMERLY QP.HZHC.0002)

Concurred By:
DLA-Strategic Materials Mercury Storage Program Manager
Signed/ Date

REVISION HISTORY

REV	CHANGE DESCRIPTION	AUTHOR	REVIEW DATE
0	Insert #1 Initial release	Rob Mathias	1/27/09
1	Re-formatted; added Automated Table of Contents to EOP and Annex C. Addressed CAPP requirements on pg.12; G-L of the EOP. Addressed Mercury CAPP issues on page 113, 114, Section 8 of Annex C; Emergency Response Plan.	Rob Mathias	03/01/2010
2	Revised Letter Of Promulgation to reflect LTC William C. Johnson Jr. in EOP. Changed DZHC to the official name of SOC throughout document Inserted and revised EOC checklist on page 50 of EOP. Updated EOC notification list and phone numbers on page 52. Inserted new ACO organizational chart page 54. Inserted an EOC organizational chart and layout of EOC page 55 and 56. Changed contract number to reflect current contract number. Inserted 40 mile travel response distance for FES.	Rob Mathias	1/18/2011

REFERENCE DOCUMENTS

DOCUMENT NUMBER	DOCUMENT TITLE
W52P1J-11-D-0002	Army Contract with SOC LLC Hawthorne Division

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1. Purpose

1.1 The Emergency Operations Plan, Disaster Preparedness Plan, and Emergency Response Plan describes the means by which emergency situations could occur across the emergency management spectrum, and provides preparedness, response, mitigation, and recovery guidelines.

2. Scope

This plan outlines and identifies all who have a role in emergency management and public safety on behalf of the Hawthorne Army Depot and should be familiar with the plan and prepared to implement whenever the need arises.

Fire & Emergency Services will respond a distance of 40 miles from the Depot in all directions for response and mitigation of an incident.

LETTER OF PROMULGATION

This document describes the means by which emergency situations across the emergency management spectrum occur and provide mitigation, preparedness, response, and recovery.

The Hawthorne Army Depot and Mineral County Office of Emergency Management developed the Plan. It was formulated to serve as a blueprint for effective utilization of the Hawthorne Army Depot's, Mineral County's, and in cooperation with the participating agencies listed in the Agencies Section.

It is essential that all who have a role in emergency management and public safety on behalf of Hawthorne Army Depot to become thoroughly familiar with this plan, and to be prepared to assist with its implementation whenever the need arises.

Sincerely,

LTC William C. Johnson, Jr.

Commander Hawthorne Army Depot

SECURING OUR COUNTRY

HAWTHORNE ARMY DEPOT EMERGENCY OPERATIONS PLAN

SOC.HWAD.FES.0005

January 18, 2011

Depot Protection, Fire & Emergency Services, Fire Chief's Office (Building 8)

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DEFINITIONS

1. **Acute Exposure** – Exposure to a large dose of radiation over a relatively short period of time.
2. **Civil Disturbances** – Organized non-violent displays of civil disobedience up to and including organized and violent public disorder or refusals to obey governmental demands.
3. **Chronic Exposure** – Repeated or continuous exposure to small doses of radiation over a relatively long period of time.
4. **Community Resources** – Assets (including people, organizations, programs, equipment, and funds) that can be applied to all aspects of emergency management.
5. **Cyber-Terrorism** – Calculated attempts at disrupting information management systems that are supportive of or linked to critical services such as communications or major utilities.
6. **Disaster** – A disaster is a dangerous event that causes significant human and economic loss and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required.
7. **Drought** – An extended period of unusually dry weather. Droughts become severe if several months pass without significant precipitation.
8. **Emergency** – An emergency while it may have been devastating is a dangerous event that did not result in a request for State or Federal assistance; a disaster requires resources beyond those available locally.
9. **Emergency Management** – Emergency Management is organized analysis; planning, decision-making, activities, and assignment of available resources to mitigate (lessen the effect of or prevent) prepare for, respond to, and recover from the effects of all hazards. The goal of emergency management is to save lives, prevent injuries, and protect property and the environment if an emergency or disaster occurs.
10. **Emergency Management Manager** – Has the day-to-day responsibility for emergency management programs and activities. The role is one of coordinating all aspects of a jurisdiction's mitigation, preparedness, response, and recovery capabilities.
11. **Emergency Support Services** – The departments of local government, that have the capability to respond to emergencies 24-hours a day. They include law enforcement, fire/rescue, and public works. They may also be referred to as emergency response personnel or emergency operating forces.
12. **Evacuation** – The systematic removal of person(s) from a potentially hazardous situation or environment. (Outside the designated contaminated area.)
13. **Extreme Heat** – Temperatures that are 10 or more degrees above the average high temperature, and that last for several weeks during the hottest time of the year.

14. **Earthquake** – A sudden motion or trembling in the earth caused by the abrupt release of slowly accumulating strain along a fault.
15. **Explosion** – An uncontrolled, rapid, and spectacular release of internal energy. Usually a by-product of a rapid chemical reaction with the production of noise, heat, and a violent expansion of gases.
16. **Fire** – An uncontrolled burning of residential, commercial, industrial, or other properties in rural or developed areas.
17. **Fixed Facility** – Any facility site where hazardous chemicals are manufactured, used, or stored.
18. **Fuel /Utilities Emergency** – The interruption of fuel and/or utilities services caused by natural or manmade causes.
19. **Flash Flooding** – Flash Floods result most often from high intensity, short duration storms, typically in summer. The rainfall flows rapidly into a normally dry wash areas and the wash may overflows its bed onto normally dry land.
20. **Hazardous Materials** – Any substance or mixture that, if improperly handled, may be damaging to human health and welfare and/or to the environment. Hazardous materials of primary concern are chemical, biological, and radiological.
21. **Hazard Probability** – The estimated likelihood that a hazard will occur in a particular area.
22. **Illegal Dump Site** – A physical location where hazardous substances are intentionally and illegally dumped. Sometimes these materials are dumped along roadsides or in open areas, or are buried underground.
23. **Incident Command System** – A public safety organization model established by function and implemented around the functions of Incident Command, Operations, Planning, Logistics, and Finance/Administration. This system is used to manage an emergency incident or a non-emergency event.
24. **Legal Dump Site** – A physical location where hazardous substances are intentionally and legally dumped. Legal dumpsites for chemical wastes must be selected, prepared, and monitored carefully to ensure that a polluted environment does not endanger human or animal life.
25. **Mitigation** – Any action taken to eliminate or reduce the degree of long-term risk to human life and property from natural and technological hazards.
26. **Nuclear Attack** – Attack with a device resulting in a nuclear explosion.
27. **Nuclear Radiation** – Alpha particles, Beta particles, or Gamma rays emitted from a radioactive material.
28. **Neutron Radiation** – Consists of neutrons in motion, which travels through space by themselves.
29. **Preparedness** – Any action taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs.
30. **Public Safety Community** – Emergency responders, support personnel, administrative and officials with responsibility for the safety and protection of lives, property, or the environment within their jurisdictions.
31. **Radiological** – A term used to identify any situation involving radioactive materials.

32. **Radioactive Material** – Any material that emits radiation.
33. **Radiological Survey** – A systematic investigation of an area to determine radiological contamination using an instrument that allows the user to determine the instruments exposure rate from radioactive materials.
34. **Recovery** – An activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels.
35. **Rescue** – The systematic removal of person(s) from a hazardous situation or environment. (Inside the designated contaminated area).
36. **Response** – Any action taken immediately before, during, or after and emergency occurs, to save lives, minimize damage to property, and enhance the effectiveness of recovery.
37. **Risk** – The probability of an event occurring.
38. **Terrorism/Domestic** – The unlawful use of force or violence, committed by a group(s) or two or more individuals, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
39. **Terrorism/International** – The unlawful use of force or violence, committed by a group(s) or individual(s), who is foreign based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
40. **Thunderstorms** – A weather system(s) accompanied by strong winds, lightning, heavy rain or hail.
41. **Vulnerability** – The susceptibility of life, property, or the environment to damage if a hazard occurs.
42. **Wildfire** – A wildfire is any instance of uncontrolled burning in grasslands, brush, or woodlands.

ACRONYMS

ACO – Administrative Contracting Officer

BATF – Bureau of Alcohol, Tobacco & Firearms

BLM – Bureau of Land Management

CA/P – Contract Administration / Purchasing

COR – Chief Operations Review

CO2 – Carbon dioxide

DCD – Disaster Control Director

EAS – Emergency Alert System

EHS – Extremely Hazardous Substances

EOC – Emergency Operations Center

EOCMA – Emergency Operations Center Management Assistant

EOD – Explosives Ordnance Disposal

EOP – Emergency Operations Plan

EPA – Environmental Protection Agency

EPCRA – Emergency Planning and Community Right – to- Know Act

ERC – Emergency Response Coordinator

ES – Environmental Services

FBI – Federal Bureau of Investigation

FEMA – Federal Emergency Management Agency

FES – Fire and Emergency Services

FUM – Facilities and Utilities Manager

GM – General Manager

GOC – Guard Operations Center

HMRT – Hazardous Material Response Team

HQDA – Head Quarters Department Administration

HR – Human Resources

HWAD – Hawthorne Army Depot

IC – Incident Command

ICS – Incident Command System

ISO – International Standards Organization

IS – Information Services

JMC – Joint Munitions Command

LEPC – Local Emergency Planning Commission

MNS – Mass Notification System

MARS – Military Armature Radio System

MCI – Mass Casualty Incident

MCSO – Mineral County Sheriff's Office

NAWAS – National Warning System

NHP – Nevada Highway Patrol

NIMS – National Interagency Management System

NOAA – National Oceanic Atmospheric Administration

NRS – Nevada Revised Statutes

NWS – National Weather Service

PIO – Public Information Officer

SAR – Search And Rescue

SDO – Supply Depot Operations

U.S. – United States

USGS – United States Geological Service

VHF – Very High Frequency

WMD – Weapons of Mass Destruction

SECTION 1 – BASIC PLAN

1. Purpose

The purpose of the Emergency Operations Plan (EOP) is to provide information and guidance for emergency preparedness at the Hawthorne Army Depot (HWAD) and Mineral County. It includes, but is not limited to basic emergency information, agency roles, response procedures, and the recovery process.

2. Objectives

A. Identify the guidelines under which local government serves its citizens on the HWAD and Mineral County during times of emergency or disaster.
B. Establish clear authority and responsibility for managing an emergency or disaster.
C. Describe the operating concepts, organizational, and support systems required to implement the plan.
D. Identify roles and responsibilities of federal, state, local, and private sector agencies in the preparation for, response to and recovery from emergencies, and as an aid in the mitigation of potential threats.
E. Satisfy statutory requirements required by the state and federal governments.

3. Instructions / Information on Plan Use

A. This plan has been carefully formatted to be as functional and "user friendly" as possible. It is divided into four sections - **Basic**, **Responsibility**, **Response** (Annex's), and **Recovery**.
B. The **Basic Plan** contains the fundamental information common to all of the following sections. It should be read carefully for a general understanding of emergency operations, and for purposes of implementing sections of the Plan itself.
C. The **Responsibility Section** outlines emergency responsibilities of each agency.
D. The **Response Section** provides readily accessible information and support for specific emergencies that are listed alphabetically for ease of reference.
E. The **Recovery Section** provides information relative to recovery operations following emergencies and the programs of assistance that could be made available.
F. The three Annexes describe emergency actions for each agency.

1) **Annex A: Force Protection** contains five sections: Anti-terrorism, Bomb Threat, Civil/Labor Disturbance, Continuity of Operations and Physical and Industrial Security.
2) **Annex B: Disaster Preparedness** contain eight sections: Dam Failure, Earthquake, Flash Floods, Mass Casualty Incidents, Terrorism –(Weapons of Mass Destruction), Volcanic Ash Fallout, Water Shortages, and Wind Storms.
3) **Annex C: Emergency Response** contains eight sections: Explosions, Fire, Hazardous Materials, Radiological, Search and Rescue, Structural Collapse Rescue, Wildland and Mercury.

G. The Emergency Operations Plan is controlled in accordance with International Standards Organization (ISO 14001) Operational Control and Document Control Standard Procedures.
H. Internal audits of the Emergency Operations Plan are conducted to ensure operational and regulatory compliance. In part, these audits address regulatory compliance including the ISO 14001 Internal Audit Standard Procedure and the CAPP Compliance Audit Program to assure compliance with the CAPP. Both the ISO 14001 audit and the CAPP Compliance Audit are conducted every three years. Significant deficiencies are tracked through the ISO 14001 Audit Standard Procedure and the ISO 14001 Corrective and Preventive Action Standard Procedure. Otherwise, deficiencies are tracked through FES.
I. Regulatory requirements that this plan must meet are tracked through the HWAD ISO 14001 Environmental Management System. Changes to this plan are evaluated per the CAPP Management of Change Standard Procedure.
J. This Plan (and supporting procedures), most recent revision, is available to HWAD employees on the HWAD intranet. Employees are informed of changes made to this plan through training or other means per the CAPP Employee Participation Procedure.
K. The EOP is reviewed annually for accuracy and/or whenever a critique of an actual event or drill triggers a review.
L. PPE and other emergency response equipment used by HWAD are subject to inspection, testing, or preventative maintenance requirements (refer to the Mechanical Integrity Procedure).

4. Concept of Operations

A. The Commander, HWAD, has the primary responsibility for the health and safety of HWAD employees, residents, and an essential resource to Mineral County. The Director of Depot Protection acts on behalf of the operating contractor, is the HWAD Emergency Response Coordinator (ERC) and is responsible for implementing the necessary coordination support as needed during day-to-day emergencies, and during conditions of major emergency or disaster declarations.

B. Initial response to emergencies is the responsibility of the HWAD Fire & Emergency Services (FES), Fire Chief. When the size or complexity of an emergency overwhelms HWAD capabilities, mutual aid arrangements will be activated and/or emergency operations declaration will be declared by the ERC for the purposes of expediting emergency resources for support of HWAD.
C. The Commander of HWAD or his/her designees has the authority to request supplemental assistance from the state and federal government.
D. Relationship between emergency and normal functions

This plan recognizes the concept that emergency functions for groups involved in emergency management generally parallel their normal day-to-day functions. It is also recognized that taking people suddenly out of their normal functions and placing them in a new role under conditions of an emergency often produces undesirable results. Therefore, to the extent practicable, assigned emergency duties will parallel normal roles.

E. Relationship between HWAD and Mineral County

Mutual aid agreements exist between HWAD and Mineral County. Multi-jurisdictional coordination within HWAD is a Governmental function. Multi-jurisdictional coordination within the County is ordinarily a County function. (See Declaration Procedures, Recovery Section).

F. Emergency Operations Center

The Emergency Operations Center (EOC) is located in Building 5. The personnel are comprised of officials from key agencies that integrate emergency management. These personnel provide the emergency management process for over-all coordination of multi-agency preparation for and during emergencies. The EOC is activated for the purpose of emergencies by the Commander of HWAD or the ERC.

5. Scope of Operations

A. The scope of operations encompasses mitigation (hazards reduction), preparation, response, and recovery needs relative to potential emergency situations within the jurisdiction of HWAD.

6. Incident Command System

A. The National Interagency Incident Management System ICS (Incident Command System) model has been established as the standard organization format for multi-agency emergency response and coordination support within HWAD and Mineral County.

B. This system provides a standardized organization format by function that facilitates coordinated multi-agency response for virtually any emergency situation or planned event.
C. Please refer to Emergency Operations Section pages 43 through 71 for ICS format utilized in coordination support and emergency response activities.

7. Authorities

A. Government

The Commander of HWAD authorizes local emergency management programs within the installation. Army Regulation 420-1, Chapter 25 -4 c, paragraph (1), (2), (3), FES Management.

B. Contractor:

1) The General Manager of HWAD (for the operating contractor) establishes plans and integrated emergency management personnel through the Emergency Operations Center.
2) Prime Contract DAAA09-99-D-0022, Section C-10 – Fire & Emergency Services Scope of Work.
3) The HWAD FES Chief is responsible for providing additional information, answering questions, or explaining duties assigned under the Emergency Response Plan. Refer to the Hawthorne Army Depot EOC Notification List for contact information.

C. County:

A. Board of Mineral County Commissioners - establishes the Mineral County Office of Emergency Management.
B. Local Emergency Planning Committee (LEPC) - establishes an integrated emergency management public safety coordination team.

8. Organization and Assignment of Responsibilities

A. The **LEPC** is comprised of operations level management personnel from HWAD's organizational structure and Mineral County's public agencies that provide the basic organization for coordinated mitigation, preparation, response, and recovery activities within HWAD and Mineral County.
B. The Agency Section of the Plan outlines all agency responsibilities in detail. A summary overview as it applies to key response - support agencies are listed under "Contacts".
C. **HWAD Commander** – will exercise full command over military policies and management of government civilian personnel.

D. **HWAD General Manager** – will exercise command over the ERC and overall policy and management of the Contractor's operations and personnel.
E. **ERC** – will advise the General Manager on matters relevant to direction and control for emergency operations.
F. **HWAD FES** – first responders prepared to respond, and initiate recovery relative to potential emergency situations within the jurisdiction of HWAD and Mineral County.
G. **HWAD Physical and Industrial Security** – law enforcement, evacuation assistance, search and rescue.
H. **Mineral County Office of Emergency Management** – coordination, support, notifications, and overall policy and management of Mineral County's resources.
I. **HWAD Contract Administration & Purchasing** – legal advice and counsel.
J. **HWAD Controller** – logistics support and emergency purchasing.
K. **HWAD Safety, Health and Quality Assurance** – health services management.
L. **HWAD Human Resources** – personnel coordination support and personnel issues.
M. **HWAD Base Operations** - shelter management.
N. **ACO Public Information Officer HWAD** – public information and media liaison.
O. **HWAD Maintenance and Utilities Operations** – roads maintenance and traffic control management.
P. **Mineral County School District** – emergency transportation, shelters, and food services.

9. Direction and Control

Direction and control for emergency operations resides with the ERC who is empowered under HWAD's Commander and/or the Contractor's General Manager to delegate authority as necessary to mitigate, respond, or recover from emergencies.

10. Warning and Communications

A. Warning

1) The purpose of the warning element is to describe how to alert people at risk during emergencies and to inform them about protective actions to be taken.
2) Authority

The HWAD Commander, HWAD General Manager, the ERC, or the Incident Commander makes the decision to activate warning systems.

3) Responsibility

Warning Systems such as the Mass Notification System (MNS) may be activated by the above authorities.

4) HWAD Warning Systems

a. Mass Notification System (MNS) – Building 5 and 94. The purpose of Mass Notification, public address, is to provide quick area wide warning. Their day-to-day activities are limited to announcing evacuation drills and/or exercises, but they are still maintained for possible use in large-scale evacuations, disasters or pending disasters. If activated, sirens or public address (voice) messages would be used. The public address system can be heard anywhere on the HWAD site.
b. Vehicle Sirens, Lights and Loudspeakers - Vehicle sirens, lights (flashing) and loudspeakers will be used in designated areas to provide warnings or instructions. Evacuations of housing areas or in-place evacuations are examples of applications utilized by this kind of system.
c. Telephone Calls through the Guard Operations Center (GOC) for activation are made possible with a call to GOC by authorized personnel; the information to be transmitted; and any special instructions.
d. Fire Alarm Systems – The design of building fire alarm systems used at HWAD vary, depending on the nature of the operation (office, explosives storage, mercury storage, etc.). All fire alarm systems meet NFPA standards for design (adequacy), operation, and maintenance. In general fire alarms provide an audible warning signal that notifies affected employees to evacuate and transmits signals to the GOC and FES to respond. Specific information about the fire alarm system for the mercury storage buildings is addressed in Section 8, Mercury.
e. Carbon Dioxide (CO_2) Pre-Discharge Warning System - The CO_2 Pre-Discharge Warning System, part of the fire response system for mercury storage operations, meets NFPA standards for design, operation and maintenance. The warning system emits a flashing high intensity white light and an audible alarm and provides a 4-minute warning time to allow employees working in a storage building to evacuate. The pre-discharge warning signal is transmitted

to the GOC and FES, the emergency responders. Specific information about the CO_2 fire protection system for the mercury storage buildings is addressed in Section 8, Mercury.

5) Mineral County Systems:
    a. Emergency Alert System (EAS) - The National Weather Service (NWS) serves as the primary point of contact for the Northern Nevada EAS. The Mineral County Emergency Management Office, County Commissioners, Fire Chief, Sheriff, or the Incident Commander can activate the EAS system. Activation is made possible with a call to the National Weather Service by authorized personnel who provide NWS with an identification code; the information to be transmitted; and any special instructions. NWS, in turn, coordinates EAS activation with radio and TV stations as needed.
    b. Civil Defense Sirens - The purpose of civil defense sirens are to provide quick area wide warning. If activated, sirens would be used in tandem with other specific message systems such as EAS or vehicle loudspeakers.
    c. National Weather Service (NWS) - Weather information and warnings are the most common NWS alerts. These are delivered via media, the National Warning System (NAWAS), fax, and NOAA (National Oceanic Atmospheric Administration) weather wire.
    d. National Warning System (NAWAS) - The National Warning System is a closed circuit telephone link administered by the Federal Emergency Management Agency for purposes of quick "party line" communications among participants.
    e. Public Safety Vehicle Sirens, Lights, and Loudspeakers - Public safety vehicle sirens, lights (flashing), and loudspeakers are used in specifically designated areas to provide specific warning or instructions. Neighborhood evacuations or in-place evacuations are examples of applications utilized by this kind of system.

B. Communication

1) The purpose of the communications element is to describe what communication networks response and support agencies use to communicate with each other during day-to-day operations, and during emergencies or disasters.
2) Emergency communications systems include the following:
    a) Telephones, usually the first line of communications
    b) Radios, provide point to point communications and backup to telephones

c) Cellular Telephones, standard communications function, also backup to telephones
d) Computers, including emergency management software applications, e-mail, Internet, and HWAD Intranet
e) Radio networks
   (i) HWAD operates a very high frequency (VHF) radio network. **HWAD Guard Operations and FES** utilize the Guard Operations Center as the primary dispatch facility. The radio system consists of one repeater located at Kincaid with a capacity of eight channels. There are approximately two hundred portables and mobiles available.
   (ii) The **Emergency Operations Center** not only utilizes the GOC for their primary dispatch facility, but also has the capability to communicate to the Department of Defense through the Military Armature Radio System (MARS). This site has a battery back up or standby generator.
   (iii) The **Mineral County Office of Emergency Management** operates a VHF Broadband radio network. The dispatch center is located at the Mineral County Sheriff's Office. All emergency calls are dispatched and coordinated through the Sheriff computer aided dispatch system. All radios are interoperable between county agencies. The repeater is located at Kincaid.
   (iv) There are several portables and mobiles that are available, but they do not share the same frequency.

11. Continuity of Government

The following identifies continuity of authorities and describes established lines of succession procedure that would facilitate the continued functioning of HWAD under emergency or disaster conditions:

A. HWAD Authorities

1) HWAD Commander
2) Civilian Executive Assistant
3) Contracting Officer
4) Security Officer
5) Environmental Protection Supervisor
6) Facilities Management Specialist

B. HWAD Authority

1) General Manager
2) Depot Protection Director
3) Demil & Special Projects Director
4) Contract Administration & Purchasing Director
5) Supply Depot Operations Deputy Director
6) Controller
7) Base Operations Director

C. Mineral County Commissioners' Appointing Authority

1) Office of Emergency Management
2) Mineral County Sheriff
3) District Attorney
4) Mineral County Clerk Treasurer
5) Other Elected Officials
6) Other Appointed Department Heads and Directors

12. Vital Records

A. The purpose of the vital record's element is to describe what type of information should be retained as part of the HWAD's permanent record.
B. The following list of items is provided to show a few examples of the types of records that are considered to be vital records. The responsibility of retaining records rests with the respective agencies.

1) Dispatch orders for HWAD personnel and equipment response and recovery efforts.
2) Obligations of funds directly related to emergency/disaster relief.
3) HWAD employees and disaster service workers injury records resulting from emergency operations.
4) Damage to HWAD property and private property.
5) Public Information Releases.
6) HWAD employee overtime, training, and permanent records directly related to disaster relief.

13. Evacuation Operations

A. The Depot Protection Directorate, under the direction of the ERC, will coordinate evacuation at HWAD. Shelter arrangements are coordinated through the Base Operations and Mineral County Office of Emergency Management.
B. Evacuation can take two forms:
   1) **Physical evacuation** to a safer place.

2) **In-place sheltering** - remaining in place with windows and doors shut, air conditioners off, and other precautions to reduce hazards to HWAD residents. This option is often invoked under conditions of greater risks in the open environment, such as hazardous materials releases.

14. Reception and Care

A. The Depot Protection Directorate will coordinate reception and care in conjunction with the Mineral County Office of Emergency Management, the Mineral County School District, and other agencies.

A. Shelter support agencies are identified in the **RESPONSE SECTION** (Annex's). Shelter management, generally coordinated by Red Cross, provides for health, food, sleeping and recreational needs.
B. It is important to note that animals are permitted in public shelters. A pet shelter area shall be segregated from the general population, but located on the same premises so that the owners have access to visitation and care of pets.

15. HWAD and Mineral County Demographics

A. HWAD

1) HWAD's average annual employment is – 500 employees and 150 residents, totaling 650.
2) Located in the West-Central Nevada, HWAD encompasses 230 square miles of land, has 272 miles of railroad track, and contains 2,502 bunkers, of which 2,400 are ammunition storage. Among Army Installations worldwide, HWAD has the largest conventional ammunition storage complex and one of the most unique demilitarization and disposal facilities of its kind.

B. Mineral County

1) Mineral County is located in West-Central Nevada with the rugged Wassuk Range serving as a boundary-dividing Mineral County from Mono County, California and Lyon County, Nevada. The Wassuk Range averages 9,000 feet elevation with Mt. Grant extending up to 11,245 feet. Mineral County is generally mountainous, with canyons and large arid plateaus rising upward from the Walker Lake Basin encompassing 3,837 square miles. The town of Hawthorne (Population 2931) is the county seat of unincorporated Mineral County (Population 4399) with Mineral County's primary industry being the U. S. Army Ammunition Depot.

16. Natural and Technological Hazards

A. HWAD:

1) HWAD is subject to a variety of natural and technological, manmade (terrorist), incident / hazards.
2) Terrorism
3) Bomb Threats
4) Civil/Labor Disturbance

B. Natural Disaster

1) Dam Failure
2) Earthquake
3) Flash Floods
4) Mass Casualty Incidents (Aircraft, Buses, Trains, etc.)
5) Weapons of Mass Destruction (WMD)
6) Volcanic Ash Fallout
7) Wind Storms

C. Emergency Response

1) Explosions
2) Fire
3) Hazardous Materials
4) Radiological
5) Search and Rescue
6) Structural Collapse Rescue
7) Wildland Fires
8) Mercury Incidents

SECTION 2 – FORCE PROTECTION

1. Anti-Terrorism

A. An installation involved in the demilitarization, transportation, or storage of sensitive items, such as, arms, ammunition, explosives, and other sensitive materiel or information is a potential target for terrorist/criminal groups. Conditions may develop which threaten the maintenance of discipline or law and order on HWAD, which require the Commander to employ special law enforcement operations to augment the normally committed contractor guard force.

B. High-risk personnel working at or visiting this installation are potential targets of groups or individuals trying to embarrass or discredit the United States Government.

C. Mineral County Sheriffs Office will perform enforcement and investigative duties at the request of the Commander and at the direction of those in their chain of command.

D. Representatives of federal and local law enforcement agencies, including the FBI, U.S. Attorney, U.S. Marshal Service, and BATF, will be notified as necessary and requested to provide support, if needed.

E. Jurisdiction at HWAD is an area of concurrent. This jurisdiction exists when the United States is granted authority that would otherwise amount to exclusive legislative jurisdiction over an area. Under concurrent jurisdiction, state criminal laws are applicable in the area and can be enforced by the State. The Federal government under the Assimilative Crimes Act can enforce the same laws, which is applicable to areas under concurrent as well as exclusive legislative jurisdiction of the United States. Federal criminal laws also apply. Most crimes fall under both Federal and State sanction: and either the Federal or State government, or both, may take jurisdiction over a given offense.

2. Weapons of Mass Destruction (WMD)

A. The Federal Bureau of Investigation (FBI) categorizes the threat of terrorism into international and domestic terrorism. According to FBI reports, terrorism is by someone, as a viable means to attain violence as a goal.

B. In the event terrorists use a Weapon of Mass Destruction (WMD) device, HWAD and Mineral County responders will initially respond until Federal agencies arrive on scene. Responder actions may determine whether the terrorist is successful in causing panic and casualties. The considerations at all levels of operations are similar-ensure personal safety, the safety of other responders, and initiate defensive control techniques. To do this effectively, standard operating procedures and protocols will be implemented. (Refer to Annex C for response procedures)

C. Response to a WMD incident must be quick, concise, and effective in order to save and protect lives. Responders must be able analyze the WMD incident and determine the magnitude of the event in terms of casualties. The responders must also be able to describe the responsibility to implement the planned response to favorably alter the outcomes consistent with the local emergency response plan and the organizations standard operational procedures. Responders must identify the hazards that are associated with an incident involving criminal or terrorist activity.
D. Responders must understand the elements of WMD crime scene preservation and evidence collection; understand the potential for and the effects of secondary devices; articulate the phases of a WMD incident; and be able to describe and perform self-decontamination. The importance of standard operating procedures that reflect the actions that should be taken during specific events cannot be over-emphasized.
E. Once operational procedures and protocols are established, they should be followed as closely as possible so that all responding agencies will know what is being accomplished.
F. While being mindful of personal safety, exercise initiative, making on the spot decisions where safety and security are concerned if operational procedures and established protocols do not cover the existing events. Maintain crowd and traffic control. Report the presence and location of all potential evidence as soon as possible, unless it is absolutely necessary, do not move or handle evidence.

3. Bomb Threats

A. The use of bomb threats and extortion to threaten the safety and security of HWAD and Mineral County occurs rarely. HWAD has trained Explosive Ordinance Disposal (EOD) personnel that are responsible for the removal, or disposal of any explosive or incendiary device on HWAD property. Support for EOD operations is available from Fallon Naval Air Station.
B. If at any time suspected ordnance is identified on Mineral County property and EOD personnel are summoned to assist. Approvals must go through the HWAD Commander and/or General Manager for assistance. The HWAD EOD personnel will not be responsible for the removal, disposal or deactivation of any explosive or incendiary device. Mineral County Office of Emergency Management may request EOD personnel from HWAD or other Military Installations.

4. Civil/Labor Disturbance

There have been few labor disturbances at HWAD. Should an event occur bargaining members may attempt to block the entrance to HWAD to prevent other bargaining members from entering or reporting to work. As a result access may be interrupted.

SECTION 3 – CONTINUITY OF OPERATIONS

NV Energy is the primary source of electrical power for HWAD and Mineral County. During power shortages, NV Energy responds to customer complaints and restores power to the affected areas as soon as practical.

Severe thunderstorms have historically been the most common source of power interruption for HWAD. HWAD is equipped with diesel/gasoline generators to provide backup power supply to critical operations. The Electrical Shop provides battery backup as needed.

1. Physical and Industrial Security

The Physical and Industrial Security Annex prescribes requirements, restrictions, and other safeguards that are necessary to prevent unauthorized disclosure of classified information and to control authorized disclosure of classified information released by Department of Defense. The Annex also prescribes requirements, restrictions, and other safeguards that are necessary to protect special classes of classified information, including Restricted Data, Formerly Restricted Data, intelligence sources and methods information, Sensitive Compartmented Information, and Special Access Program information.

2. Disaster Preparedness

A. Dam Failure

The three dams/reservoirs at HWAD have been classified by the State of Nevada as follows:

1) Cat Creek Dam – HIGH HAZARD, located Northwest of HWAD's industrial and residential areas with a capacity of 50 million gallons. The probability of dam failure is extremely small; however, if it did fail, lives could be lost and extensive property damage could result at the Walker Lake Golf Course, Conelly Dr., and the residential areas, Industrial area, Property Disposal area, along with sections of Highway 95.
2) Rose Creek – SIGNIFICANT HAZARD, located on the Southeastern slope of Mt. Grant, (elevation 9,250') with a capacity of 38 million gallons. The probability of reservoir failure is extremely small; however, if it did fail, property damage could result to the section of Highway 95.
3) Black Beauty – HIGH HAZARD, located West of HWAD's industrial area has a capacity of 41 million gallons. The probability of

reservoir failure is small; however, if it did fail, extensive property damage could result to the Walker Lake Golf Course, Conelly Dr. and the Quarters residential areas, Industrial area, and possible sections of Highway 95.

B. Earthquake

1) The Northern Nevada Seismic Safety Council estimates that the potential for damage of buildings caused by earthquakes in the northern Nevada area is low. They site three reasons:
2) Earthquake frequency of occurrence within the area is on the order of thousands of years.
3) No recorded information has been found where an earthquake caused significant building damage in Mineral County. California earthquakes had, on occasion, caused some structures to sway, but no structural damage has been recorded.
4) HWAD adopted the Uniform Building Codes and building construction is consistent with the "4B seismic zone" classification.

C. Flash Floods

1) The recorded flash flooding incidents in Mineral County date back eighty years. Mineral County has experienced several flash floods that resulted in minor damage to residential structures where water rests at the lower elevations of Hawthorne.
2) Occasionally flash flooding will occur from the nearby mountain ranges that run across the valley floor through man-made culverts guiding flash floods through HWAD. Flash flooding has also run its course through HWAD's residential and golf course areas.
3) Most residents, employees, and visitors are unaware of the flash flood potential or never see flooding occur until it's too late. Owing to the arid environment and the fact that the washes are dry most of the year, it is often mistakenly assumed that washes are not active.
4) While floods have occurred in almost every month of the year, the most damaging events typically occur between July and September. The rainfall runoff concentrates in the desert washes creating extremely dangerous conditions. Additionally, structures located in urbanized areas at lower elevations may suffer extensive water damage.

D. Mass Casualty Incidents (Aircraft, Buses, Trains, etc.)

1) The purpose of the Mass Casualty Incident (MCI) Section is to provide guidance and procedures for the pre-hospital response and mitigation for any incident involving multiple casualties.

2) Mass Casualty incidents are of such magnitude they would overwhelm the immediate capability of HWAD's ability to respond.
3) Air evacuations would be effected at the Hawthorne Municipal Airport. The Mineral County Airport Advisory Committee manages the Hawthorne Airport. The Hawthorne Airport is a small facility-handling single to twin airplanes (mostly Care Flight, from Reno); and occasional military aircraft from small jets to C-130's.

F. Volcanic Ash Fallout

1) In 1982 the U.S. Department of the Interior prepared a preliminary assessment of the potential hazards from volcanic eruptions in the Long Valley-Mono Lake area. A copy of the report is available for review in the Mineral County Office of Emergency Management.
2) According to the report, HWAD and the town of Hawthorne is within the hazard zone for volcanic ash fallout if there is a large eruption in the Long Valley-Mono Lake Area, specifically Mammoth Mountain (64 aeronautical miles).
3) Ash fall endangers property more than human lives. Ash endangers human health chiefly by its effects on respiratory systems. Ash fall can reduce visibility, producing darkness during daylight hours and halt all transportation.
4) The United States Geological Service is the primary governmental agency responsible for ensuring notification of potential volcanic activity. The USGS has four levels notification:

    a) **GREEN – THERE IS NO IMMEDIATE RISK**. The typical behavior is from background activity to moderate unrest; defined as an M>4 earthquake or more than 300 total earthquakes in a day. USGS will call local and federal agencies about local activity.
    b) **YELLOW WATCH – INTENSE UNREST**. Typical behavior would be a swarm of earthquakes with an M>5 earthquake and /or evidence of increasing rate of ground deformation. USGS will increase monitoring and establish an emergency field headquarters in the Long Valley Caldera. USGS would notify California Office of Emergency Services, which is responsible for local notifications. Generally expires after 14 days.
    c) **ORANGE WARNING – ERUPTION LIKELY**. USGS would issue a "GEOLOGIC HAZARD WARNING" to the Governors of California and Nevada and others who inform the public.
    d) **RED ALERT – ERUPTION UNDERWAY**. The USGS will maintain intensive monitoring and continuously keep civil

authorities informed on the progress of the eruption and possible future developments.

5) The success of the system is based on results from the geophysical monitoring networks operated in the region since 1980. The Long Valley area may take only a few weeks to progress from geologic unrest to eruption.

G. Water Shortages

1) The primary focus of concern is the loss of water for fire fighting capabilities. Additionally, a limited supply of drinking water for residential and industrial uses tops the list of primary problems for HWAD.
2) Water for HWAD is contained in three reservoirs located on the facility. These reservoirs are not considered exposed to contamination due to environmental conditions or sabotage, however, if they are contaminated, two supplemental wells exist on the facility that can be used as the emergency source.
3) HWAD or Mineral County has never had a declared drought disaster, although water has been in short supply at times. HWAD depends on water from the Mount Grant water shed. Water from the north and east faces of Mount Grant is collected and stored in Black Beauty Reservoir or the reservoir behind Cat Creek Dam. A third reservoir exists at Rose Creek. Total capacity is in excess of 130 million gallons. Loss of any one of these reservoirs will cause a shortage of water for HWAD.

H. Wind Storms

1) Wind storms cause an increase in downed power lines, lightning strikes, auto accidents, flooding, wind damage, stranded motorists, etc. Agency members must understand the dangers of these incidents in addition to the probability of each occurring within their response area. Planning for immediate action to stabilize each situation may prevent minor incidents from developing into a major disaster.
2) Dust storms are created whenever strong turbulent winds pick up loose dirt and sand particles in such quantity as to seriously reduce visibility.
3) Straight-line winds can reach 140 mph. Under these conditions, agencies can expect and plan for an increase in: power lines down, electrical hazards, motor vehicle accidents, and property damage.
4) Caution must be taken when responding to any emergency during dust storms or straight-line winds.

3. Emergency Response

A. Explosions

1) Strict adherence to Explosive Response Annex is required. Guidelines will be established before an initial attack on explosives fire. A deliberate fire attack on explosives requires constant awareness of explosive safety procedures.
2) The initial information needed prior to fire attack, is what type of explosives fire exist, i.e. Class 1, Class 2, Class 3, or class 4 explosives. Once the class of explosives has been determined, firefighter safety will be considered, appropriate apparatus will be assigned, and whether an offensive or defensive attack will be used.

B. Fires

1) The most distinguishing characteristics of HWAD are the demilitarization and the shipping and receiving functions. HWAD has a large ammunition storage complex that contains 2,502 buildings, of which 2,400 are ammunition storage. Among Army Installations worldwide, HWAD has the largest and one of the most unique demilitarization and disposal facilities of its kind.
2) The risk of fire in any building in HWAD is decreased with adherence to the fire and building codes. The HWAD FES Inspectors enforce the National Fire Codes.
3) The FES responds to forest and rangeland wildfires on and off HWAD. Frequent "open detonation / open burning" operations have increased rangeland wildfires in the New Bomb (27 miles South of HWAD) and Old Bomb areas (15 miles South of Station 2). Assisting HWAD with wildfires has increased with assistance from BLM, U.S. Forest Service and Mineral County. Mt. Grant Water Shed, just a few miles north of the industrial area of HWAD, has the highest level of concern. Fortunately, HWAD has not experienced any major wildfires.

C. Hazardous Materials

1) In November of 1986, Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA). A copy of the EPA's "Chemicals in Your Community, A Guide to the Emergency Planning and Community Right-To-Know Act," is on file at the office of HWAD Environmental Services (HWAD) and Office of Emergency Management, Mineral County.
2) Briefly, the law requires that HWAD and Mineral County LEPC to exercise, review annually, and update the LEPC's Emergency

Operations Plan. A copy of the Emergency Operations Plans is on file at HWAD's Emergency Operations Center, FES, Station 1, and Mineral County's Fire Department and the Office of Emergency Management.

3) A list of Extremely Hazardous Substances (EHS's) identified by the Environmental Protection Agency (EPA) as having immediate health effects and hazardous properties serve as the primary focus for the LEPC's emergency operations planning effort.
4) There are three classification levels for hazardous material's incidents. They are designated as Level I, II, and III Hazardous Materials Incidents. Refer to the Hazardous Materials Emergency Response Section: (Appendix C) for specific information on each classification level.

D. Incident Command for Hazardous Materials Incidents

1) The Incident Commander (IC) will be the designated FES officer responsible for mitigating the hazards at the scene of hazardous materials incident. Upon his/her arrival, he/she will secure and maintain immediate control until the situation has been abated.
2) The Fire Department having jurisdiction will accept and provide the position of INCIDENT COMMANDER for the scene of all hazardous materials incidents. The IC will coordinate and direct within its control all fire department activities within its jurisdiction and responsibility to include, but not be limited to, rescue and first aid, product identification, scene stabilization and management, suppression activities, protection of exposures, containment, agency notification, scene isolation, personnel protection, and decontamination.
3) The Assistant Chief of the Hazardous Materials Response Team will report to and function through the fire department INCIDENT COMMANDER.
4) The INCIDENT COMMANDER will report to and function through the ERC, if the Emergency Operations Center is activated.
5) HWAD's, FES maintains specially trained Hazardous Material Response Teams (HMRT) for the specific purpose of responding to chemical emergencies. The HMRT's will provide expertise and equipment especially developed to help control and abate a hazardous material incident.
6) The emergency planning section of the EPCRA is designed to help HWAD and Mineral County prepare for and respond to emergencies involving hazardous substances. The need for a LEPC Hazardous Materials Emergency Response is to effectively plan for and respond to chemical accidents.

E. Radiological

1) Stored at HWAD is a small quantity of depleted uranium munitions. The radiation emitted is of such a low level as to permit handling the ammunition in conventional manners.
2) An additional consideration is the transportation of low-level radioactive waste that travels through Mineral County during its journey to the Nevada Test Site. Dangers posed by radioactive wastes are concentrated along the transportation routes, Highway 95 North and 95 South. Although accidents involving these vehicles are rare, the possibility of such an accident blocking a major highway or intersection in the town of Hawthorne is possible.
3) The Nevada Test Site is located approximately 65 miles north of Las Vegas and is in Nye County, Nevada. The Nevada Test Site receives shipments of low-level radioactive waste continuously. The radioactive components include isotopes of Uranium, Thorium, Strontium, Cesium, Cobalt, Plutonium, and Tritium. Typical wastes are construction/demolition debris, and Uranium ore processing residues.
4) All shipments of radioactive materials, whether from industry or government, must be packaged and transported in strict compliance with Federal regulations.
5) The types of packaging used are determined by the activity, type, and form of the radioactive materials to be shipped. Depending on these factors, radioactive materials are shipped in one of three types of containers: Strong tight packages, Type A packaging, or Type B packaging, the latter being the highest test standard packaging used for relatively high level radioactive materials.
6) Industrial packages are used to transport materials that present low hazards because of their low concentrations of radioactive material. Examples are consumer goods, such as smoke detectors. Type A packages are used to transport small quantities of radioactive material. One example is radiopharmaceutical drugs used for medical procedures at Hospitals and Universities. Materials with higher levels of radioactivity are transported in Type B packages.
7) Distinctive markings and labels on packages identify radioactive material shipments. A placard on each side of the vehicle identifies certain types of radioactive shipments. Packages of radioactive materials are labeled with a Radioactive I, II, or III label depending on the activity levels of the material. Radioactive material's shipments are identified by diamond shaped placards on all four sides of the vehicle.
8) Transportation, use, and disposal of radioactive materials and waste create problems because of the long life of most radioactive materials. Although precautions are taken in packaging the

materials, there is still concern that transportation accidents could cause radiation exposure or pollution.

9) When someone is exposed to radioactive materials, the primary concern becomes the biological effects of ionizing radiation. Biological effects may include radiation sickness and death. Large "acute exposure" and long term "chronic exposure" may also result in cancer after a number of years have passed. HWAD and Mineral County Fire Departments and/or the Nevada Highway Patrol are usually the first on-scene in the event of most transportation accidents. When such accidents involve radioactive materials, first responders implement radiation exposure reduction techniques including the use of time, distance and shielding principles.
10) For all nuclear waste incidents that occur anywhere within the State, the Radiological Health Section of the State Health Division has the primary authority in accordance with Nevada Revised Statutes (NRS) 459. The Radiological Health Section has offices in Carson City and Las Vegas 24 hours daily. They utilize NHP dispatch for initial notification during non work hours and days.

F. Search and Rescue

1) Search and Rescue (SAR) missions at HWAD are the responsibility of the Commander. After deployment of the Mineral County SAR by the Mineral County Sheriff, the ERC is charged with directing rescue operations with Mineral County SAR within HWAD's capabilities. The IC is responsible for planning, coordinating and executing search and rescue operations.
2) Rescue operations may include, but are not limited to: searches for lost or injured hikers, sight seer's, rock climbers, hunters, fisherman, missing aircraft, and both HWAD and Mineral County employees.
3) The IC will coordinate all search and rescue operations with the ERC and will keep him informed of all aspects of the operation. The IC will expedite requests for additional personnel and/or equipment to assist in the search and rescue through the ERC.
4) If a large area is involved in the disaster situation, search and rescue operations may exceed the capability of assigned firefighters. In that event, the IC may request Mineral County SAR to participate in rescue operations. Every effort will be made to obtain assistance from personnel who are employed in, or who are intimately familiar with the building or area to be searched.
5) The ERC will coordinate all airborne search and rescue operations in and around HWAD with the Mineral County Sheriff's Department. Fallon Naval Air Station Search and Rescue units are responsible

for the inland area that encompasses HWAD. The nearest Civil Air Patrol unit is located in Yerington.

6) HWAD FES operation capabilities include: a Technical Rescue Team that specializes in confined space, trench, structural collapse, vehicle and machinery extrication and rope rescue operations.
7) Mineral County - All SAR missions in the State of Nevada are the responsibility of the Sheriff of the county where the search is to be conducted. The Under Sheriff supervises the teams of volunteers and act as a liaison between the teams and the Mineral County Sheriff's Office.
8) When a report of a missing person is called into the Mineral County Sheriff's Office, the SAR Coordinator is notified through dispatch. Officers within the jurisdiction of the reporting person are sent to interview the reporting person to collect any and all information available to help us locate a starting point for the missing person. Based on that information, the SAR Coordinator determines the urgency of the search.
9) Teams are activated through a tag telephoning system. For example, the lead SAR member will call four (4) SAR members and in turn will phone four (4) other SAR members, etc.
10) The Mineral County SAR operations include, but are not limited to: searches for lost or injured hikers, sight seer's, rock climbers, hunters, fisherman, missing aircraft, and both HWAD and Mineral County employees. All missing aircraft notifications must go through, or originate with, the State of Nevada Division of Emergency Management. If an aircraft goes off the radar screen, and the plane is within the physical boundaries of Mineral County, Mineral County SAR telephones their resources to search for and locate the downed aircraft.

G. Structural Collapse Rescue

1) Structural Collapse procedures handle a specific type of rescue, as well as guides to upgrading the incident to possibly a large emergency or disaster, where additional procedures and/or resources may need to be invoked.
2) A structural collapse might be initiated by any number of factors. Such factors include, but are not limited to, fire, terrorism, natural disaster, structural failure etc. The exact procedure for mitigating the collapse will be driven by the specific incident, which initiated the collapse. Coordination for such incidents will be conducted in cooperation with other appropriate agency. Where a multiple incident collapse occurs, multiple agencies may play a key role in Unified Management under the Emergency Operations Plan.
3) The HWAD FES maintains a Technical Rescue Team. This Team is staffed, trained and equipped to handle a large variety and scale

of structural collapse emergencies. As in all cases, local assistance from Mineral County agencies that know the facilities and have pertinent local information is critical to the successful mitigation of an incident.

H. Wildland

1) Mt. Grant watershed has a great amount of small vegetation (stressed sage) and large lifeless trees (cotton wood), which creates greater quantities of forest fuels. The results include a general deterioration in forest ecosystem integrity and an increased probability of large, high-severity wildfires. Such conditions are prevalent especially in areas with historically low-to-moderate-severity fire management.
2) Until management practices reduce excessive fuel accumulations and move the watershed more in the direction of historic structures and disturbance regimes. The possibility of widespread devastating fires is evident.
3) Mt. Grant watershed's historic fire behavior is variable, but mostly consists of surface fire that burns dead leaves, twigs, limbs and other small fuels on the surface of the ground along with herbaceous and woody vegetation. Currently the fuels and vegetation are likely to burn with extreme fire behavior, as well as higher intensity surface fire and ground fire (involving often-prolonged smoldering of accumulations of litter, duff, and large diameter fuels). Fire effects have changed from those of historic fire regimes to greater severity. This creates an adverse ecological effect from high-intensity and/or highly consumptive wildfires because this area has not adapted to such fires.
4) Wildfires in this area will be difficult or impossible to control under extreme weather conditions or during periodic droughts. Active fire seasons occur at more frequent intervals than in long-interval types, due to longer fire seasons, greater drying of fuels during the fire season (higher average temperatures) and exposure to more potential ignition during a given fire season.
5) HWAD FES maintains a Wildland Fire Team. This team is staffed, trained and equipped to handle a small wildfires. Local assistance from Mineral County, Bureau of Land Management, and Nevada Division of Forestry are necessary resources critical to the successful mitigation of wildland fires.

I. Mercury

1) The HWAD Commander exercises primary authority to prevent, preempt, and mitigate mercury incidents that may occur on the depot and the Walker River Indian Reservation. An additional

consideration is the transportation of mercury that will be on the highways en-route to HWAD in which could pose an emergency response incident along Highway 95 North and 95 south. HWAD and local agencies will provide assistance as required.

2) HWAD FES HAS primary authority to respond to mercury incidents within the Depot and provide assistance to Mineral County Emergency Operations for incidents that may occur within Mineral County.
3) HWAD and Mineral County Fire Department and/or the Nevada Highway Patrol are the first on-scene in the event of most transportation accidents. When such accidents involve mercury, first responders shall implement Hazardous Material Response in accordance with Annex C Emergency Response Section 3. In the event of a fire involving mercury, implement Annex C of the Emergency Response Section 2.

4. Public Information

1) The Public Information function at HWAD is the responsibility of the Office of the Commander. The Mineral County District Attorney or designee serves as the County Public Information Officer (PIO) for Mineral County. Media and public information releases are coordinated by either of the PIO's.
2) During emergencies, the PIO's will coordinate information releases with the Commander and Board of County Commissioners to facilitate arrangements with the media and other avenues of communications.
3) The Commander and Board of County Commissioners have authority to activate the Emergency Alert System (EAS) and coordinate this process with the Office of Emergency Management, if needed.

SECTION 4 - MUTUAL AID AGREEMENTS

HWAD, Mineral County, Walker River Paiute Tribe, Bureau of Land Management, and the U.S. Forest Service, Toiyabe National Forest, have entered mutual aid agreements. The following are the agreements and may be changed or expanded as required.

1. Mineral County Mutual Aid Agreement

The agreement allows for mutual aid in the protection of life and property from; firefighting; emergency medical services; hazardous materials incidents; rescues, structural collapse, vehicle and machinery extrication; wildland fires; and weapons of mass destruction that include but are not limited to mass casualties from terrorism.

2. Mount Grant General Hospital Mass Casualty Incident (MCI) Agreement

The agreement allows for mutual aid to coordinate services to minimize risk to patient care and hospital operations in the event of a natural disaster(s) and weapons of mass destruction that include but are not limited to mass casualties from terrorism.

3. Walker River Paiute Tribe Mutual Aid Agreement

1) The agreement allows for fire protection and rescue services within their respective territorial limits and other assistance to each other in the event of a fire or other local emergency (as outlined below).
2) Any request for assistance under this Agreement will include a statement of the location and any observable condition that has resulted from the accident; what evacuation measures have been executed and any applicable restrictions in route to the accident site.
3) Tribe assistance from trained emergency volunteers will be limited to the initial identification of the hazard and evacuation of personnel from the area at risk.
4) HWAD's government transportation officer will provide 24 hours advance notice to the Tribe's designated representative of any unusual shipments.
5) HWAD will offer at no cost to the Walker River Paiute Tribe, the opportunity to participate in periodic training sessions held for emergency response employees at HWAD.

4. Bureau of Land Management Agreement

1) All parties have fire protection responsibilities upon lands of their respective jurisdictions. Specifically, HWAD provides for wildland and structure fire protection on US Army lands near Hawthorne. The BLM provides wildland fire protection on all BLM land surrounding and adjacent to Army property.
2) Fire suppression action taken, either voluntarily, upon request of the participating agency, or on a preplanned basis by the participating agencies, and with no reimbursement to either party. The participating agencies will provide fire suppression equipment and mutual-aid assistance within their own protection guidelines, safety limitations, and availability of resources, without unnecessary depletion of resources.

5. U.S. Forest Service, Toiyabe National Forest Agreement

1) All parties have fire protection responsibilities upon lands of their respective jurisdictions. Specifically, HWAD provides for wildland and structure fire protection on controlled U.S. Army land near Hawthorne. The U.S. Forest Service provides wildland fire protection on all U.S. Forest land surrounding and adjacent to Army property.
2) Fire suppression action taken, either voluntarily, upon request of the participating agency, or on a preplanned basis by the participating agencies, and with no reimbursement to either party. The participating agencies will provide fire suppression equipment and mutual-aid assistance within their own protection guidelines, safety limitations, and availability of resources, without unnecessary depletion of resources.

6. Law Enforcement Agreements

1) Applicable County, State, and Federal laws, rules and regulations prescribe functions, authority and jurisdictions, which control the preservation of order effort on HWAD.
2) The Commander of HWAD has ultimate responsibility for the safety and security of all persons and property on HWAD, HWAD has the contractual obligation to provide preservation of order services, and the Mineral County Sheriff's Office (MCSO) has the authority and responsibility for providing law enforcement services for the entire county, to include HWAD, and the District Attorney bears the obligation to investigate/prosecute any person involved in criminal activity in Mineral County, Nevada.
3) The preservation of order on HWAD is of mutual concern to all parties, however, the investigation of criminal incidents on HWAD may involve matters relating to the functioning of command or operation of the

Depot that are non-criminal in nature. In such instances, it is essential that certain administrative procedures be initiated or be continued as separate actions while investigation of the criminal incident continues.

4) Similarly, reporting requirements for criminal and non-criminal incidents by the Commander, HWAD are governed by the Army regulations that may be of no concern to HWAD, MCSO, or the District Attorney.
5) This memorandum is not intended to restrict the parties involved, but to enhance interrelationships through cooperation and coordination.
6) It is mutually recognized that the Commander, HWAD has unique reporting requirements and responsibilities, which include the notification and referral of criminal incidents to other Federal agencies, such as the Federal Bureau of Investigation, US Army Criminal Investigation Division, the US Army Intelligence Service and the Defense Investigative Service. The Commander, HWAD will be advised through the ACO Security Officer of all crimes occurring on the Depot.

7. Mineral County Search and Rescue

The agreement allows for mutual aid to voluntarily coordinate services with good faith to search for lost or injured hikers, sight seer's, rock climbers, hunters, fishermen, missing aircraft, and HWAD and Mineral County employees.

NOTE: Mutual Aid Search and Rescue personnel of Mineral County will not be used to rescue or search in the buildings or structures that contain explosives, radiological, or toxic chemicals.

SECTION 5 - EMERGENCY OPERATIONS

1. Mission

The Emergency Operations Center (EOC) is responsible for the implementation of Emergency Operations for the HWAD, by providing leadership, planning, education, technical capabilities and resources to protect lives, property and the environment.

2. Notification Procedure

A. Any employee having knowledge of an emergency during normal operating hours will notify Guard Operations Center (GOC). The GOC will page FES. The Fire Chief or Senior Fire Officer on duty will notify GOC to contact the appropriate personnel, and if necessary recommend the activation of the EOC.

B. If the emergency occurs during other than normal working hours, GOC will page the FES. The Fire Chief or Senior Fire Officer on duty will notify GOC to contact the appropriate personnel, and if necessary recommend the activation of the EOC. At the request of the Depot Commander, General Manager, or their representatives, the GOC will activate the EOC. GOC will notify all other personnel as prescribed in the call out procedure.

C. In an emergency or disaster situation it must be assumed that all radio communications are being monitored, therefore, strict communication procedures will be in effect in accordance with **Disaster Preparedness Plan, Annex B.**

D. Levels of Activation:
   1) **Level 1** - Situation requires monitoring and perhaps some coordination support, but is not of such magnitude and complexity as to require multi-agency support activity.
   2) **Level 2** - Situation requires selective multi-agency coordination specific to limited response/coordination needs.
   3) **Level 3** - Situation is of magnitude and complexity requiring full activation of the EOC.

3. Emergency Operations Center (EOC)

A. The Depot Commander and the General Manager HWAD will determine whether to implement emergency procedures and activate the EOC. The location of the EOC will be located in Building 5. Alternate site will be Building 102-51 Conference Room.

B. Immediately after activation of the EOC, the Guard Operations Center will dispatch an armed guard with a two-way radio to the EOC.

C. The EOC operation will follow the National Incident Management System (NIMS).

4. EOC Organization

A. The National Incident Management System (NIMS) provides the basis for the EOC organization model with some modifications to accommodate the ERC's coordination support role.
B. It organizes units or sections by function - Policy, EOC Management, Operations Support, Planning, Logistics, and Finance/Administration. This system lends itself to sizing up or down, as needed depending upon the nature and severity of an emergency.
C. Importantly, it provides a parallel organization format to field incident command that is supported by EOC operations. This facilitates better support for operations and communications between field and EOC operations - Logistics to Logistics, ERC Manager to Incident Commander; Operations to Operations, and so on.

5. Plan Development and Maintenance

A. Plan development and maintenance is the responsibility of the HWAD Depot Protection in cooperation with the LEPC.
B. Coordination of plan development and updates is conducted with all agencies – contractor, government, public and private - that have emergency assignments under this Plan.
C. Training and Testing the Plan for accuracy, reliability, and functionality is a continuous process facilitated by reviews, new information, emergency exercises, and emergencies themselves as they occur. All sections of this Plan are to be evaluated against these criteria and activities, and then updated as required.

6. Duties and Responsibilities

A. **EOC MANAGEMENT AND COMMAND STAFF:** The Depot Commander and/or HWAD General Manager act as the governing body of the EOC. They are responsible for all functions of the HWAD. The Civilian Executive Assistant will act as the Disaster Control Director. The Director of Depot Protection shall be the ERC.
B. **Depot Commander:** The Commander has the primary responsibility for the overall disaster control and recovery operation. Therefore, he/she is the final authority for all disaster control and recovery efforts. The Commander, in coordination with the HWAD General Manager, will decide whether to implement and activate the EOC. This decision will consider the recommendations of the Fire Chief, Senior Fire Officer (on-scene Incident Commander) or the Government Security Officer.
C. **HWAD General Manager (GM):** The GM will activate the operating contractor's resources required by the EOC. The GM will exercise

command and control over the operating contractor's management structure in emergency situations. The GM will be responsible for providing any and all resources required for the disaster control and recovery efforts.

D. Disaster Control Director (DCD): The Civilian Executive Assistant, with the Commander's guidance, will serve as the DCD. The DCD will exercise command and control over Governmental issues during disaster control operations at HWAD. He/She will be the chief adviser to the Commander on matters relevant to the disaster control and recovery efforts and will ensure that the EOC implements the decisions of the Commander.

E. **ERC:** The Director of Depot Protection, with the HWAD General Manager's guidance, will serve as the ERC. The ERC will exercise command and control over operating contractors operations at HWAD. He/She will be the chief adviser to the General Manager on matters relevant to the disaster control and recovery efforts and will ensure that the EOC implements the decisions of the General Manager. The following is a checklist of the ERC:

1) Obtain briefings from Safety, Public Information Officer, and EOC Section Coordinators.
2) Review the entire checklist of the Liaison assignment section for Emergency Management.
3) Identify yourself as the ERC.
4) Initiate and maintain telephone/radio liaison with the appropriate EOC Section Coordinators.
5) Coordinate requests for assistance with EOC management as necessary, always keeping EOC Section Coordinators informed.
6) Brief Section Coordinators regularly.
7) Consult with other EOC Section Coordinators as needed to assess the situation and facilitate sharing of information.
8) Keep activity logs and maintain records of emergency management activities.

F. **Emergency Operations Center Management Assistant (EOC MA)**

The EOC MA will provide administrative support directly to the EOC. The EOC MA will receive guidance from the ERC, assist the ACO Staff by providing resources needed to respond to the emergency, will gather, evaluate and disseminate information relevant to the disaster control and recovery efforts to the EOC and maintain the information for after-action analysis and reporting. The following is a checklist for the position:

1) Check phones and radios.
2) Ensure the EOC has the most current emergency or disaster policy/plans and emergency contacts.
3) Report directly to the ERC.
4) Identify yourself as the administrative assistant to the EOC.

5) Review the checklist and the assignment section for administrative support.
6) Provide administration and coordination of issues relating to Mineral County.
7) Document briefings within the Emergency Operations Center.
8) Record relevant event information and prepare for post EOC incident reports.
9) Provide other services on an as needed basis.
10) Keep activity logs and maintain records of administrative activities.

G. **Public Information Officer (PIO):** To provide information to the public and media, the Commander and/or General Manager will appoint a PIO. The PIO will get approval from the Commander and/or General Manager of all public and media information before they are released. The following are some of his/her responsibilities and duties:

1) Obtain briefings from ERC and EOC Section Coordinators.
2) Review the checklist of the Public Information Officer section for Emergency Management.
3) Identify yourself as the Public Information Officer.
4) Initiate and maintain telephone/radio liaison with the ERC and appropriate EOC Section Coordinators.
5) Brief the EOC Management, ERC, and appropriate EOC Section Coordinators before information is released to the media or public to ensure accurate information.
6) Document all complaints, media response, interviews and conferences for record.
7) Keep activity logs and maintain records of PIO activities.

H. **HWAD Safety Officer:** To provide safety and coordination support relative to Health Clinic as requested by Incident Command and as coordinated with the ERC. The Safety Officer, reports to the EOC Management and coordinates with the EOC Section Coordinators through the ERC.

I. **ACO Safety Specialist:** Will advise and provide guidance to the DCD on all issues, activities and operations relevant to the safety of the disaster control and recovery efforts the Safety Specialist will conduct after accident investigations and ensure that proper reports are provided to relevant Army organizations. The Safety Specialist may be sent to the incident scene, as directed by the DCD.

J. **HWAD Safety & Health Manager:** will advise the ERC on all issues relating to the safety of the disaster control and recovery efforts. The Safety & Health Manager will assist the ACO Safety Specialist in conducting any after-accident investigations and compiling information for reports. The Safety & Health Manager is responsible to the GM for any internal reports. The Safety & Health Manager may be sent to the incident scene, as directed by the GM or ERC.

K. **EOC Safety Officer** checklist :

1) Obtain briefing from the Medical Group Leader.
2) Review the assignment section for Health Clinic.
3) Identify yourself as the EOC Safety Officer.
4) Initiate and maintain telephone/radio communications with the Medical Group Leader.
5) Coordinate requests for assistance with the ERC as necessary, always keeping Medical group Leader informed.
6) Brief EOC Management and ERC regularly.
7) Consult with other EOC Section Coordinators as needed to assess the situation and facilitate haring of information.
8) Identify Medical Group staging areas.
9) Keep activity logs and maintain records of all safety activities.

7. Operations

The EOC Operations Section is responsible for the operations going on at the scene. It provides coordination support relative to Security and Fire services as requested by Incident Command and as coordinated within the EOC. The Fire Chief and HWAD Physical Security Manager will act as the EOC Operations Section Coordinators.

A. **Fire Chief:** will assist the ERC on emergency response issues, make available and coordinate the application of resources to ensure the proper handling and mitigation of the disaster with regards to the protection of life, property and the environment. The Fire Chief will keep in close contact with the On-scene Commander.
B. **HWAD Physical Security Manager:** will advise the ERC on security issues, make available and coordinate the application of resources to ensure the physical security of the disaster control and recovery efforts including after-accident investigations. The HWAD Security manager will assist the ACO Security Officer in compiling any information needed to support reporting requirements.
C. **Operations Section Coordinator** checklist:

1) Obtain briefing from the Incident Commander.
2) Provide information and brief the ERC.
3) Check phones and radios.
4) Review the entire checklist of the Operations Section assignments.
5) Identify yourself as the Operations Section Coordinator.
6) Initiate and maintain telephone/radio liaison with the Response and Support Groups at the incident scene (incident command).
7) Coordinate activities and requests for assistance with Response and Support Groups as necessary always keep the ERC informed and obtain assistance, when needed.

8) Brief ERC regularly.
9) Consult with other EOC Section Coordinators as needed to assess the situation and facilitate sharing of information.
10) Identify location of Response and Support Groups staging areas.
11) Assist EOC Management and Section Coordinators with the development of Action Plans as necessary.
12) Keep activity logs and maintain records of operations section activities.

8. Logistics

The Logistics Section Coordinators are the central coordinating agency for Logistics. They advise to the ERC on all Service and Support Branch activities for facilities, equipment, and maintenance of HWAD. The HWAD Base Operations Directorate includes the Chemical Lab, Maintenance and Utilities Operations, Maintenance Planning & Housing and Engineering Services.

A. **Facilities and Utilities Manager (FUM):** Will assist the ERC by organizing and coordinating the efforts, activities and resources of the Building Maintenance/Utilities, Facilities Engineering, Equipment Maintenance, Maintenance Control and Infrastructure Sections. The Facilities Equipment Manager will be responsible for providing priority transportation of emergency supplies in support of disaster control and recovery efforts and will ensure that resources are available for mass evacuation. The following is a checklist for the position of Logistics Section Coordinator:
    1) Obtain briefing from the Service and Support Branch Leaders.
    2) Provide information and brief the ERC.
    3) Review the entire checklist of the Logistics Section assignments.
    4) Identify yourself as the EOC Logistics Section Coordinator.
    5) Initiate and maintain telephone/radio liaison with the Service Branch and Support Branch Groups at the incident scene.
    6) Coordinate activities and requests for assistance with the Service Branch and Support Branch Groups as necessary always keep the ERC informed and obtain assistance, when needed.
    7) Brief ERC regularly.
    8) Consult with other EOC Section Coordinators as needed to assess the situation and facilitate sharing of information.
    9) Identify location of Service Branch and Support Branch staging areas.
    10) Assist EOC Management and Section Coordinators with the development of Action Plans as necessary.
    11) Keep activity logs and maintain records of operations section activities.

9. Planning

The Munitions and Logistics Director is the central coordinating agency for the Planning Section. The Director will ensure that support agencies perform in conformance with regulations, policies and procedures governing ammunition activities. This office includes the Receiving, Storage, & Issue; and Accountability & Traffic offices. Emergency functions:

1) **Supply Depot Operations, Manager (SDO):** will assist the ERC by organizing and coordinating the efforts, activities, and resources of the Traffic, Receiving, Storage, & Issue, and Inventory Sections. The SDO will, with the assistance of the Facilities Equipment Manager, ensure that resources are available for mass evacuation. The Finance & Administration Directorate and the Safety and Quality Assurance Control Division will fall under the control of the SDO.
2) **ACO Environmentalist:** The ACO Environmentalist will provide advice and guidance to the DCD on environmental issues involving the disaster control and recovery efforts. The ACO Environmentalist will advise on and ensure that the proper federal, state and local authorities are notified and the required reports are submitted.
3) **Environmental Services, (ES) Manager:** will provide advice and guidance to the ERC on environmental issues involving the disaster control and recovery efforts. The ES Manager will ensure that the proper federal, state and local authorities are notified and the required reports are submitted. The ES Manager will coordinate all activities with the ACO Environmentalist.
4) **Human Resources, (HR) Manager:** will be responsible for personnel accounting depot-wide and the processing of casualty information from the clinic and/or outside medical facilities. The HR Manager will be subordinate to the SDO Director during emergencies.

10. Finance and Administration

The Finance and Administration Section is responsible for monitoring incident related costs and administering any necessary procurement contracts. This section also is responsible for ensuring the accurate recording of daily personnel time. This section is headed by the Controller.

1) **Contract Administration / Purchasing (CA/P) Director:** will be responsible for procuring materials, equipment and personnel to execute assignments from the EOC. The CA/P Director will keep the EOC informed regarding consumption of resources (issuable assets) involved in the disaster control and recovery efforts. The CA/P Director will be subordinate to the ERC in emergency situations. The following is a checklist for the position of CA/P Section:
    a) Obtain briefing from the ERC.

b) Provide information to your supporting agencies.
c) Review the entire checklist of the EOC CA/P Section assignments.
d) Identify yourself as the EOC CA/P Section Coordinator.
e) Initiate and maintain telephone/radio liaison with the Contract Agencies, Procurement, and Human Resources.
f) Coordinate activities and requests for assistance with the Contract Agencies, Procurement, Cost, and Human Resources as necessary always keep the ERC informed and obtain assistance, when needed.
g) Brief ERC regularly.
h) Consult with other EOC Section Coordinators as needed to assess the situation and facilitate sharing of information.
i) Identify location of Contractors, equipment and supplies, and employees staging areas.

2) **Information Services, (IS) Manager:** Will coordinate all communications, using a variety of methods, to ensure that voice and data communications are operational.

11. Other Personnel

Each organization or internal division participating in disaster control and recovery operations will maintain a detailed, written summary of all actions taken throughout the emergency. Following the emergency or exercise, all memos, log books and summaries will be compiled into a report by the ACO Staff and ERC. This report will be furnished to the DCD, Commander and HWAD General Manager for analysis and after-action reporting.

A. **Contract Administration and Operations Division, ACO Staff:** will assist the Disaster Control Director (DCD) by organizing and coordinating the activities and resources of the government staff and military tenants for disaster control and recovery efforts. The COR will be assisted by the Chief Engineer, ACO Staff. The ACO staff and the military tenants will be subordinate to the ACO during emergencies.
B. **ACO Security Officer:** The ACO Security Officer will advise the DCD on all issues regarding the physical security of the Depot including all government and contractor assets, the disaster scene and all disaster control and recovery efforts. The Security Officer will ensure that proper reports are filed with the relevant Army organizations.
C. **ACO Staff:** The ACO staff will provide administrative support directly to the EOC. The ACO Staff will receive guidance from the DCD; will provide resources needed to respond to the emergency; will gather, evaluate and disseminate information relevant to the disaster control and recovery efforts to the EOC and maintain the information for after-action analysis and reporting. The Chief, Operations Review will ensure the ACO Staff carries out the assigned tasks in emergency situations.

D. **Incident Commander, (IC) Fire Chief/Senior Fire Officer:** (This position stays at the incident, but reports to the ERC) When alerted to an emergency situation, the IC will report to the scene of the emergency and establish a command post in a safe position as near the scene as possible. Communications between the command post and the EOC will be established promptly and maintained until the emergency is abated. The IC will immediately assess and recommend a course of action to correct the emergency as quickly as possible without unacceptable risk to those near the site. The IC coordinates the efforts and resources of all response personnel at the incident command post. The ERC may appoint other individuals as Incident Commander, depending upon the nature of the emergency and/or availability personnel.

E. **Area Supervisor:** Responsible for providing technical advice to reaction teams in the emergency area. The supervisor will direct FES personnel to the incident scene. The names of any personnel unaccounted for will be reported to the ERC by telephone or messenger, (No names, medical condition of employees, emergency status or updates will be given over the radio).

F. **Emergency Operation Center, Staff:** If an emergency occurs, notify the following personnel: See the attached **EOC organizational chart** and **Primary EOC Notification List**.

SECTION 6 – RECOVERY

1. General

A. The **PRIMARY RESPONSIBILITY** for recovery following an emergency or disaster resides with the affected jurisdiction(s). There are, however, a wide variety of federal assistance programs available to supplement state and local recovery efforts both with and without a presidential disaster declaration.

B. A **major disaster** is defined by the Federal Emergency Management Agency (FEMA) as any natural catastrophe or, regardless of cause, any fire, flood, or explosion that causes damage of sufficient severity and magnitude to warrant assistance supplementing State, local, and disaster relief organization efforts to alleviate damage, loss, hardship, or suffering.

C. An **emergency** is defined by FEMA as any occasion or instance for which Federal assistance is needed to supplement State and local efforts to save lives and protect property and public health and safety, or to lessen or avert the threat of a catastrophe.

1) **Local**

The process generally requires affected local/county jurisdiction declarations of emergency/disaster indicating that all available resources are being utilized but are inadequate to the task of response and/or recovery. Such declarations with accompanying requests for State and Federal assistance are transmitted from County to State.

2) **State**

If the combination of State and Local resources is inadequate to the task of response and/or recovery, the State, through the Office of the Governor, will formally request a major Presidential Disaster Declaration after having declared its own State of Emergency. Such request is transmitted from the Governor's Office to FEMA (both Region and National) and then to the President with FEMA's recommendation.

2. Recovery Assignments

A. Each agency bears the primary responsibility for recovery within its jurisdiction following an emergency or disaster. State and federal support is supplemental to local efforts.

B. Agency roles will vary depending on the nature of the emergency recovery efforts. In general, assignments would be as follows:
    1) Declaration Requests/Process - County Commission, Chairman Board of Mineral County Commissioners, Office of Emergency Management
    2) Federal Coordination Agency - FEMA, Region IX
    3) State Coordination Agency - Nevada Division of Emergency Management
    4) Local Coordination Agency - Mineral County Office of Emergency Management
    5) Damage Assessments - HWAD Maintenance & Utility Operations
    6) Disaster Assistance Centers - Office of Emergency Management, Participating Federal, State, Local Agencies
    7) Financial Records - Controller
    8) Insurance - Contract Administration & Purchasing
    9) Public Information - Public Information Officer
    10) Temporary Housing - Base Operations & Housing

3. Recovery / Restoration Work

The HWAD point of coordination for restoration work would be the agency of responsibility for the particular category of damage. The following are examples, not an exhaustive list:

1) Roads, Utilities, Debris Removal - Base Operations
2) Buildings - Base Operations
3) Clinic Health - Clinic Administrator
4) Engineering Projects - Engineering Services

4. Terminating the Incident

A. Given any incident where the EOC is initiated, the ERC will ensure the incident is officially terminated through the GOC, broadcasted through the Depot radio and/or public address system, and documented through the EOC Administrative Personnel.
B. An incident will be considered terminated upon the determination of the Emergency Director or Incident Commander that no state of emergency still exists and that normal operations may resume, excepting buildings that may remain closed for extended periods for repair or overhaul.

5. Conduct a Debriefing

A. The ERC will ensure an official critical incident stress debriefing of the incident for all agencies assigned to the incident is accomplished and documented, specifically if any type of trauma is involved.

B. Critical incident stress debriefing is a multi-component process in which emergency workers that have faced an unusually traumatic event are debriefed in a manner that will hopefully decrease the incidence of Post Traumatic Stress Disorder. The debriefing process involves the exploring of the sequence of events the individuals experienced, that identify areas that may be particularly stressful or guilt causing for the individuals.

6. Conduct a Critique

A. Summarize the entire incident(s).
B. Objective - protect the health and safety of the general public, HWAD employees and residents, Mineral County Residents, and the environment by utilizing applicable emergency plans, procedures, and agreements.
C. Identify weaknesses/issues.
D. Document weaknesses and forward to the appropriate agency with the capability to correct the weakness.
E. Report any incident consistent with the local, State, and Federal requirements.
F. Record all activity logs and exposure records.

7. Emergency Operations Center Checklist

A. Incident Reported to Radio Dispatcher/Guard Supervisor
B. Shift Supervisor Notified
C. ACO Security Officer Notified
D. Commander Notified
E. Civilian Executive Assistant Notified
F. EOC Operational
G. Incident Area Contained by Initial Response Force
H. On-Site Command Post Established
I. JMC Provost Marshal/Operations Center Notified
J. Army Operations Center Notified
K. Federal Bureau of Investigation Notified
L. Medical Facility Notified
M. Facilities Engineering Notified
N. Public Affairs Officer Notified
O. Communications-Electronics Notified
P. Explosive Ordnance Disposal (EOD) Notified
Q. Staff Judge Advocate Counsel Notified
R. Mineral County Sheriff Notified
S. Mount Grant Hospital Notified
T. Military Intelligence Notified
U. Orders to Evacuate Non-Essential Personnel
V. Orders to Close Post to Non-Essential Traffic
W. Record location of On-Site Command Post
X. Record location of Public Affairs Center

K. Defense Logistics Agency Headquarters notified

Y. In the event of a bomb threat, set up radio free zone

8. ACO Security Officer Checklist

A. TIME
B. Area isolated, inner cordon established
C. Off-duty security personnel activated
D. All unaffected personnel evacuated from incident scene
E. On-Site command post operational
F. Establish and maintain firepower control
G. Emergency Personnel support requested as necessary
H. Outer cordon established
I. Guards posted at EOC
J. On order, close the post and man all operational gates
K. Notify Nevada Highway Patrol
L. Notify Mineral County Sheriff's Department
M. Guards posted at critical/restricted areas
N. Open negotiations, if appropriate
O. Category 1 Situation Incident Report message sent to HQDA
P. Brief Commander/ACO and determine further action
Q. Special Response Team on scene

1. EMERGENCY OPERATIONS CENTER CHECKLIST

		TIME
_____	Incident Reported to Radio Dispatcher/Guard Supervisor	_____
_____	Shift Supervisor Notified	_____
_____	ACO Security Officer Notified	_____
_____	Commander Notified	_____
_____	Civilian Executive Assistant Notified	_____
_____	CMT Activated	_____
_____	TMF Notified	_____
_____	EOC Operational	_____
_____	Incident Area Contained by Initial Response Force	_____
_____	On-Site Command Post Established	_____
_____	HO, JMC Provost Marshal/Operations Center Notified	_____
_____	Army Operations Center Notified	_____
_____	Defense Logistics Agency Headquarters Notified	_____
_____	Federal Bureau of Investigation Notified	_____
_____	Medical Facility Notified	_____
_____	Facilities Engineering Notified	_____
_____	Public Affairs Officer Notified	_____
_____	Communications-Electronics Notified	_____
_____	Explosive Ordnance Disposal (EOD) Notified	_____
_____	Staff Judge Advocate Counsel Notified	_____
_____	Mineral County Sheriff Notified	_____
_____	Mount Grant Hospital Notified	_____
_____	Military Intelligence Notified	_____

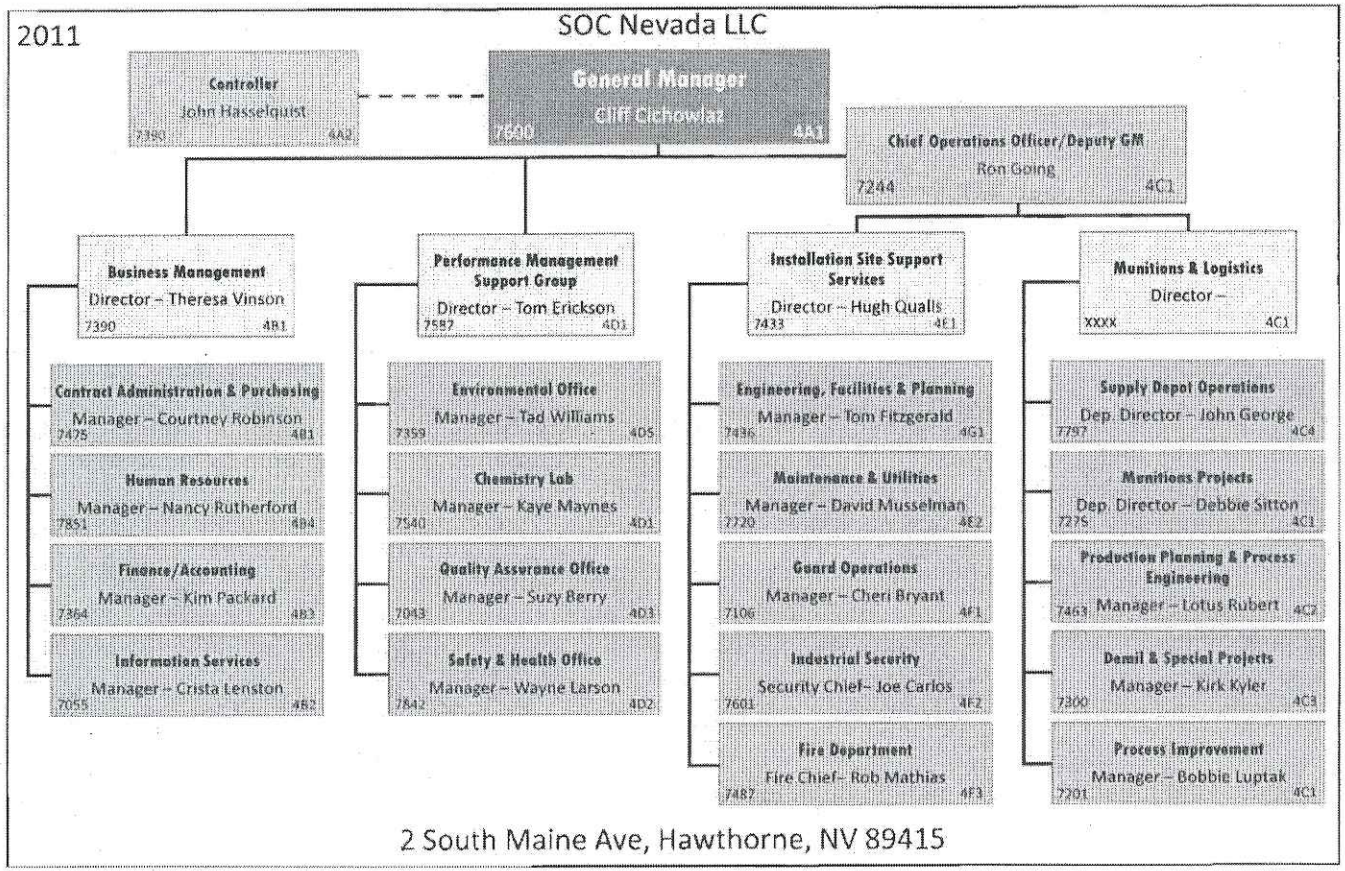
_____	Orders to Evacuate Non-Essential Personnel	_____
_____	Orders to Close Post to Non-Essential Traffic	_____
_____	Record location of On-Site Command Post	_____
_____	Record location of Public Affairs Center	_____
_____	In the event of a bomb threat, set up radio free zone	_____

2. ACO SECURITY OFFICER CHECKLIST

		TIME
_____	Area isolated, inner cordon established	_____
_____	Off-duty security personnel activated	_____
_____	All unaffected personnel evacuated from incident scene	_____
_____	On-Site command post operational	_____
_____	Establish and maintain firepower control	_____
_____	Emergency Personnel support requested as necessary	_____
_____	Outer cordon established	_____
_____	Guards posted at EOC	_____
_____	On order, close the post and man all operational gates	_____
_____	Notify Nevada Highway Patrol	_____
_____	Notify Mineral County Sheriff's Department	_____
_____	Guards posted at critical/restricted areas	_____
_____	Open negotiations, if appropriate	_____
_____	Category 1 SIR message sent to HQDA	_____
_____	Brief Commander/ACO and determine further action	_____
_____	SRT on scene	_____

Position/Division	POC	Cell	Fax	Home	Work
HWAD GOVERNMENT STAFF / PRIMARY EOC NOTIFICATION LIST					
HWAD Commander	LTC Johnson Jr.	945-0586	7948		7001
HWAD Civilian Executive Assistant	Kirk Bausman	945-0587	7948	945-9073	7002
ACO Operations Officer	Lisa Huston		7318		7318
ACO Security Office	James Justus	316-0687	7968		7012
ACO Safety Office	Russ Collier	316-0005	7948	945-9048	7030
ACO Admin. Officer / EOC MA	Jody Gonzales	316-0682	7957	945-3210	7013
ACO Public Affairs Officer (PAO)	Lucy Engebretsen	None	7948		7002
SOC HAWTHORNE CORPORATION / PRIMARY EOC NOTIFICATION LIST					
President & Gen. Manager	Cliff Cichowlaz	945-0315	7659	945-3447	7660
Director, Installation Site Services	Hugh Qualls	316-1948		945-9894	7433
Physical & Industrial Security Manager	Joe Carlos	945-0415	7779	945-3524	7601
Guard Operations Manager	Cheri Bryant	316-0690	7779	945-2696	7106
Fire Protection Chief	Rob Mathias	316-0714	7926	945-3930	7487
Information Service Manager					

Attachment 2



Hawthorne Army Depot

ADDRESSES

Mailing

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Hawthorne Army Depot
1 South Maine Avenue, Bldg #____
Hawthorne, NV 89415-9404

DMS

(X.500 Distinguished Name): c=US/o=U.S. Government/ou=DoD/ou =Army/ou=Organizations/1=CONUS/1= HAWTHORNE ARMY DEPOT NV/ou= HWAD CDR(n)

DEPOT EMAIL ADDRESS

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Mr. Ed Simkins (Deployed)

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Mrs. Carrie Kenton, Production Controller	carrie.kenton@navy.mil	7216
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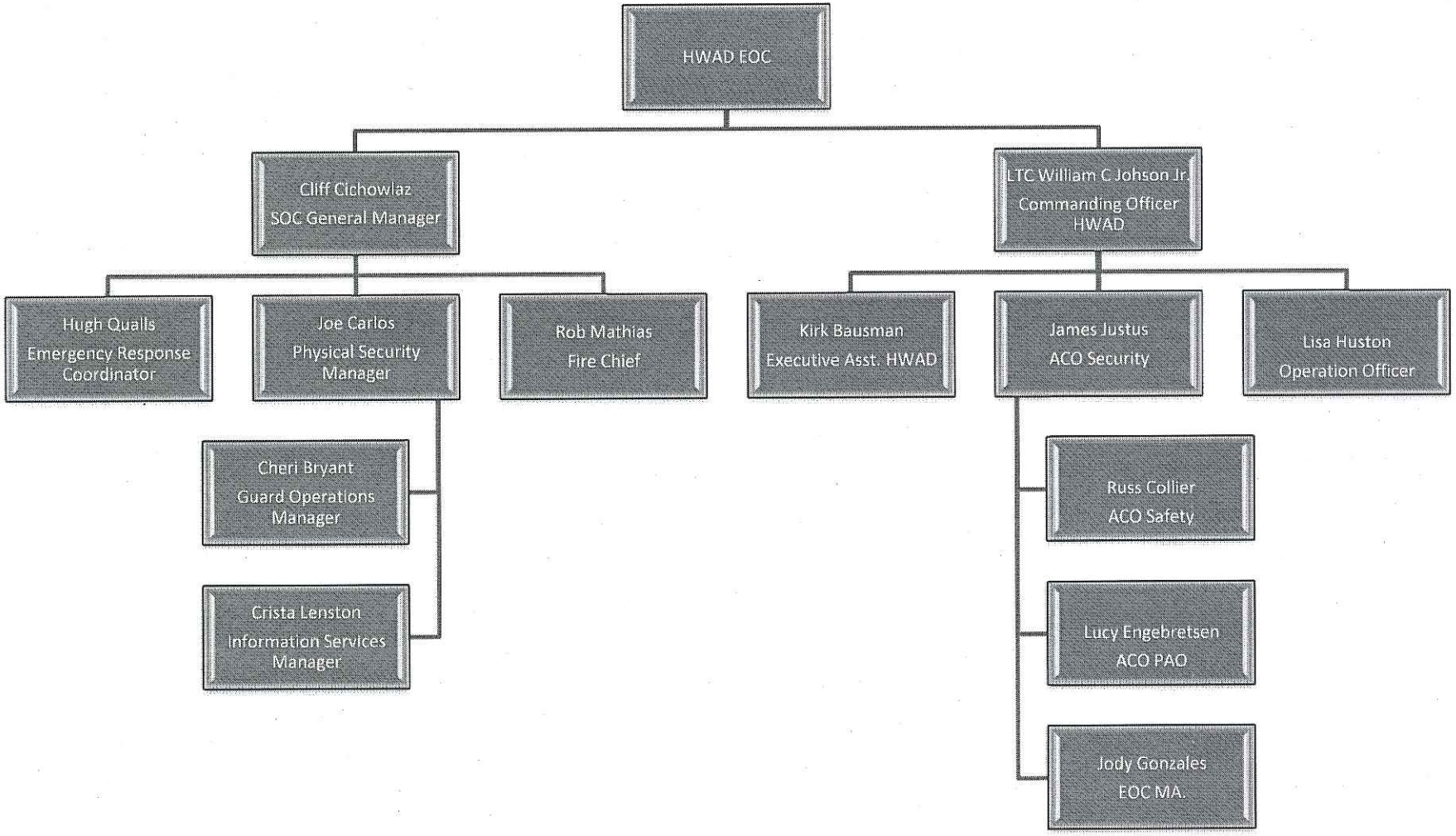
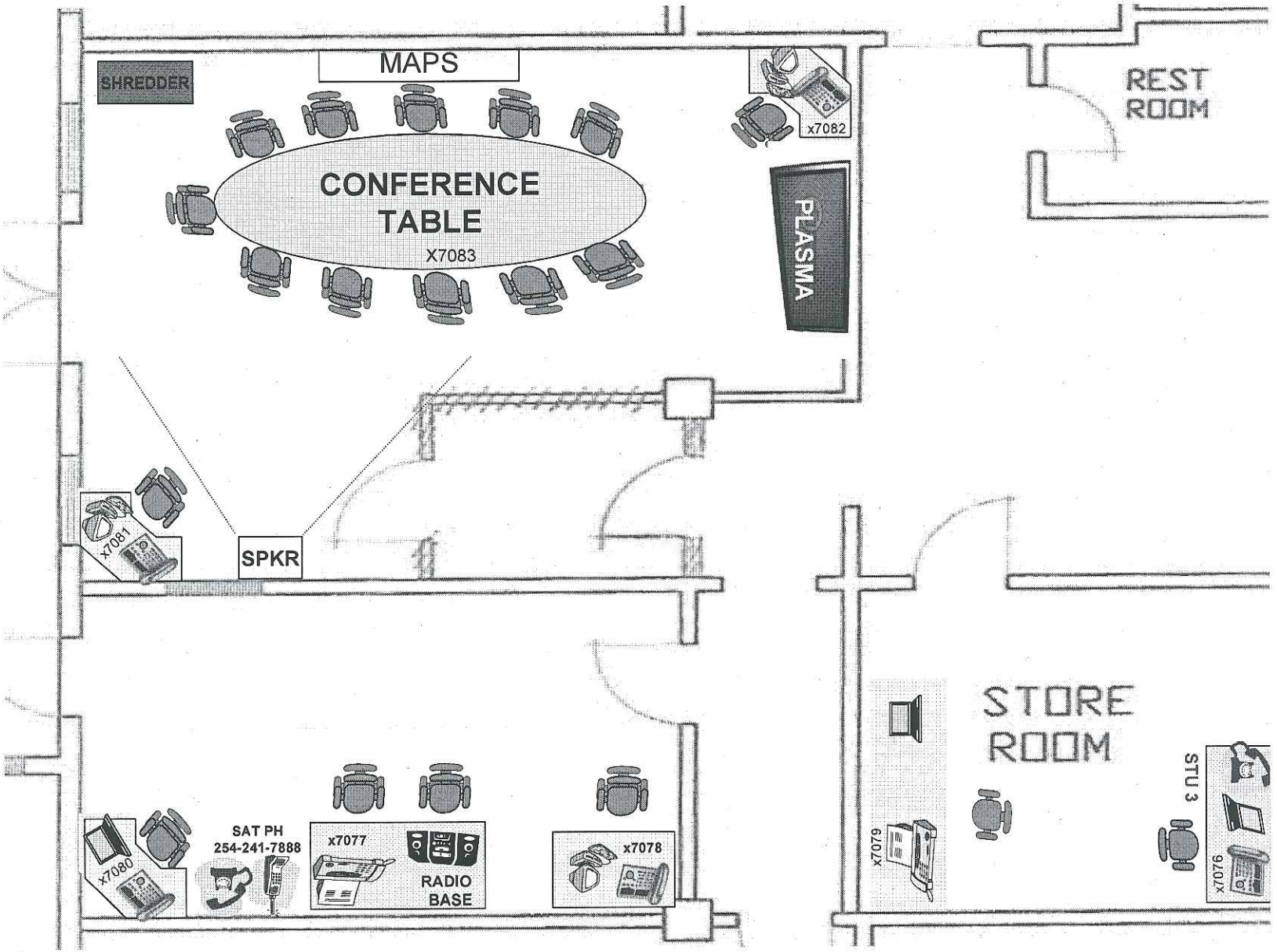
UNOFFICIAL STAFF DIRECTORY
1 Jan 2011


HWAD EOC
Cliff Cichowlaz
SOC General Manager
LTC William C Johson Jr
Commanding Officer
HWAD
Hugh Qualls
Emergency Response
Coordinator
Joe Carlos
Physical Security
Manager
Rob Mathias
Fire Chief
Kirk Bausman
Executive Asst. HWAD
James Justus
ACO Security
Lisa Huston
Operation Officer
Cheri Bryant
Guard Operations
Manager
Crista Lenston
Information Services
Manager
Russ Collier
ACO Safety
Lucy Engebretsen
ACO PAO
Jody Gonzales
EOC MA.


MAPS
SHREDDER
CONFERENCE TABLE
X7083
x7082
PLASMA
REST ROOM
x7081
SPKR
STORE ROOM
STU 3
x7079
x7076
x7080
SAT PH
254-241-7888
x7077
RADIO BASE
x7078